





Big Brothers Big Sisters Association of North Bay and District Incorporated

ANNUAL GENERAL MEETING

Thursday September 17, 2020

5:30pm

Via Zoom Meetings

AGENDA

1. Welcome Guests
 2. Minutes of last Annual Meeting to be read and approved (Secretary)
 3. Business arising from Minutes
 4. Motion to approve all acts of the Board of Directors during their term of office
 5. Presentation of Financial Statements by Steve Houlden, CPA ,CGA.
 6. Motion to accept Financial Statements
 7. Thank you and dismissal of Auditor
 8. Motion to appoint Auditor for next year
 9. Review or Update of By-laws (President)
 10. Presentation of Slate of Officers (Executive Director)
 11. New Business:
 12. Motion to Adjourn
- ❖ Dinner
- ❖ Video: The Year in Review



Big Brothers Big Sisters of North Bay and District
ANNUAL GENERAL MEETING MINUTES
Thursday, September 19, 2019
5:30 pm

Present – Mike Bissett, Darlene Jamieson, Judy Ochoski, Julia Tignanelli, Emma Nephin, Sue Djordjevic, Kate Griese, Dean Decoste, Cody Belanger, Steve Austin

Regrets – James Bissonnette

1.0 Welcome Guests

Mike welcomed guests Kristin Malboeuf and Ashley Lecappelain (BBBSNBD staff), as well as Steve Houlden, CPA, CGA, auditor from Kendall, Sinclair, Cowper, Daigle LLP.

2.0 Motion to accept the minutes of the 2018 AGM.

Julia Tignanelli (Secretary) read minutes from the 2018 AGM.

Motion – J.O.

Second – S.D.

3.0 Business Arising from the Minutes

None.

4.0 Motion to approve all acts of the Board of Directors during their term of office

Motion – J.O.

Second – K.G.

5.0 Presentation of Financial Statements by Steve Houlden, CPA, CGA

Reviewed Page 4 – Bingo/Nevada funds are up from 2018 (51 Bingos held as opposed to 32 Bingos the previous year). Nevada revenue slightly down due to an increase of cost per ticket of \$0.50. Licensing costs have also increased slightly due to holding most Bingos.

Reviewed General Revenue (Page 4) – have seen an increase in cash from 2018. Investments are up by \$2000.

Accounts Receivable are down slightly due to missing Trillium & Big Bunch funding.

Accounts Payable are also down; this is attributable to the timing of when various invoices are being paid—this is not alarming.

Reviewed Page 6 – Net assets are up by approximately \$30,000.

Reviewed breakdown of changes to Grant funding (Page 13).



Overall, fundraising revenue has remained consistent or have seen an increase. Consistent or lower operating costs means we have seen an excess in revenue of approximately \$26,000 compared to \$17,000 in 2018.

6.0 Motion to accept Financial Statements

Motion – J.O.

Second – S.D.

7.0 Thank you and dismissal of Auditor

8.0 Motion to appoint Auditor for next year

Motion to appoint Kendall, Sinclair, Cowper, Daigle LLP for the 2020 audit.

Motion – D.J.

Second – E.N.

9.0 Review or Update of By-laws

Binder is available to review should any Directors wish to look through it for potential changes or updates. By-laws may be changed at a regular meeting but are not binding until adopted at the AGM. There have been no changes brought forward to date.

10.0 Presentation of Slate of Officers (President)

Mike presented Officers for 2019-2020:

Mike Bissett – President; Kate Griesse – Vice-President; Sue Djordjevic – Treasurer; Julia Tignanelli – Secretary; Judy Ochowski – Past President; Mike Bissett – Public Relations Chair; Emma Nephin and James Bissonnette – Revenue Development Co-Chairs

There is currently one vacant position (Programs & Services Chair). If any Directors are interested in this position, please reach out to Mike.

Motion – J.O.

Second – E.N.

11.0 New Business – None.

12.0 Motion to Adjourn

Motion – J.T.

Second – J.O.

Dinner

Video: A Year in Review



2020 - 2022 Slate of Officers

Executive

President:	Mike Bissett
Vice-President:	Kate Griese
Treasurer:	Julia Tignanelli
Secretary:	Sue Djordjevic
Past President:	Vacant

Chairs

Programs & Services:	Steve Austin
Public Relations:	Cody Belanger
Revenue Dev:	James Bissonnette & Dean Decoste

Directors at Large

**President's Annual Report
Submitted by Mike Bissett**



Well, I guess it turns out that last year I was not entering my fourth and final year as Board President!

I was nominated for another term and accepted.

So far, 2020 has been an interesting year to say the least. A global pandemic has forced a lot of businesses and groups to change the way they do business. Big Brothers Big Sisters has been no exception.

Our Board meetings were moved to virtual, Bowl for Kids' Sake was cancelled, and arguably worst of all, we couldn't deliver the programs that help children in our community for a while.

While we're not back to where we were, we are able to see the light at the end of the tunnel. Bigs and Littles are able to physically distant meet again, we've adapted pretty well to holding virtual meetings, and several people have had some great ideas on how to continue/adapt Bowl For Kids' Sake going forward.

As I enter my final (maybe? Who even knows anymore) term as Board President, I'm hopeful that, as an organization, we'll continue to adapt to a rapidly changing world and overcome the challenges in our path to continue to affect youth in our community in a positive way.

TREASURER'S REPORT
SUE DJORDJEVIC

Big Brothers Big Sisters (BBBS) of North Bay has ended the 2019-2020 fiscal year better than expected.

As many of you know, the World Health Organization announced that COVID-19 was confirmed as a global pandemic in March.

As a result, all non-essential businesses were forced to shut down. The BBBS was fortunate to be one of the very few businesses deemed essential, thus allowing us to continue both operations and services.

Global wide safety protocols imposed to keep the pandemic from spreading forced the world into doing day-to-day business much differently.

We are grateful for the ongoing support of our Corporate sponsors, foundations and generous individuals.

As we continue to close the chapter on 2020, we are committed to successfully communicating to our Bigs and Littles.

In closing, with our ongoing hard work and dedicated staff, volunteers and board members we will surely strive for a better (albeit different) 2021.

Sue Djordjevic
Treasurer

Annual Report

Reflections on the past year

Darlene Jamieson, Executive Director



What a year it has been. 2020 goes down in history for taking the world by a storm. Slowing the curve of the novel corona virus, covid-19 required business closures and social isolation. This saved many lives. The casualties of these precautions were mainly financial, as people lost their livelihoods including jobs, business ownership and investments. Another casualty was mental health as people struggled to survive the loneliness and fear that came with no social contact and too much social media.

Scaling back from the global impact to local impact, we canceled our 18th Annual Bowl For Kids Sake which was to take place March 27 and 28, as well as our Mother's Day weekend Home and Garden Show and our Bingo sessions, with a collected loss of over forty thousand dollars. We put all matches on hold and encouraged Virtual mentoring activities.

Prior to covid-19 we had experienced a very good year. Our inaugural Big Apple Carnival was well attended despite the weather. Our Halloween and Christmas parties were fantastic celebrations which strengthened friendships and made long lasting memories.

During recent financial and emotional challenges our team rose to service. With support from the District of Nipissing Social Services Administration Board we distributed weekly care packages to more than fifty local families. We helped clients apply for CERB, find housing and keep hopeful that all would be well. We returned to our physical office space on May 20th. We appreciated the option of working from home but preferred the productivity of being in-office.

A vivid memory I have of my time during covid-19 is driving to deliver care packages and seeing that the street was deserted but strewn with garbage. The sky was grey and as I turned into the driveway I saw that the family's living room window was covered with a thick brown blanket. The blanket parted as the family watched my car pull in. The children ran outside to greet me and jumped up and down upon seeing the bags full of fresh and frozen food. Standing there in my mask and gloves with this little group of isolated people around me was very eerie and I felt the weight of that moment in time.

Thank you to our Board for continuing to lead the agency through Zoom and distanced in-person meetings. Special thanks to Dean for being so generous with his resources at Ferris Home Hardware. We appreciate your extreme generosity. Personally during the earliest times of covid-19 when I did not know how to shop for supplies I was very grateful to be able to text Dean and get whatever I needed, delivered to me and my family curbside.

It is these incredible moments in history that wake us to what matters in life; small things, friendships, family and the comforts of home. A very fond farewell to Ashley, Kristin and Maddi as they embark upon new adventures. Welcome Veronique, Serena and Caitie. We will navigate this new normal together.

"When the unthinkable happens, the lighthouse is hope.

Once we choose hope, everything is possible" -- Christopher Reeve

Big Brothers Big Sisters of North Bay and District
Submitted by: Véronique Vanderlinden
Intake Worker & Housing Support Worker
The Year 2019-2020 In Review



When I take the time to reflect on the past year at our agency, I can't help but consider the amount of change and growth that we have experienced. I was lucky to start my journey with Big Brothers Big Sisters in November 2019 as a part-time bilingual caseworker. This position truly gave me an unmatched experience as I was able to help support the full-time caseworkers in their specific programs. Working alongside Maddi, the caseworker intern at the time, helped me develop a good understanding of the traditional match program as well as the school-based programs. Whereas working with Kristin, who ran the Housing Support and Youth in Transition programs, furthered my insights pertaining to working with youth and other community agencies. Learning about the vast amount of resources our town has to offer has helped me acknowledge the value in organizing unique webs of support for each individual. Overall, it has been a great pleasure working with Darlene, Kristin, and Maddi, as well as our newer staff, Serena and Caitlyn.

This past year we have strengthened our partnerships with other agencies, especially the Children's Aid Society. Both the Housing Support and Youth in Transition programs have received many referrals from the society, which has helped us grow both programs and serve a wider range of youth. Additionally, running the Independence Group alongside the Children's Aid Society staff has provided our clients with weekly opportunities to learn and develop their independent living skills such as cooking, sewing, and de-stressing techniques. Independence Group also hosted Thanksgiving and Christmas meals for the youth, both of which had great attendance and youth engagement. It was heart-warming to see clients and workers come together to share a meal and a laugh.

When I entered this position I was finished my undergrad and just beginning to understand how many people need to come together to make change and make things happen, especially for our client demographic. Having the opportunity to belong to various committees and networks, for instance the Ontario Education Championship Table and the Nipissing District Homelessness and Housing Partnership, has furthered my appreciation for the social work field. Moreover, watching youth representatives sit on these committees and share their drives and insight has been both inspiring and enlightening.

All in all, looking back on my time spent at our agency, I feel gratitude and excitement for our programs' possibilities and growth. I look forward to continue learning from my coworkers and our community as we set our sights on supporting our children, youth, and families.

"We rise by lifting others" Robert Ingersoll

Big Brothers Big Sisters of North Bay and District
Submitted by: Kristin Bouchard RSW
Intake and Housing Support Worker



The Youth in Transition Program has continued to grow. Referrals have continued to flood in due to the close partnership we continue to share with the Children's Aid Society, YES Employment, HANDS the Family Help Network and many other community agencies.

The concept that growth is never by mere chance, but the result of forces working together has played a very important role in all programs run at the BBBS agency.

In addition to this note, I must give our fantastic Executive Director, Darlene Jamieson, a shout out. Without her passion and enthusiasm to apply for grants such as the RBC Post Secondary Readiness Program, we would not have been able to extend our target population and serve other individuals and families in need. The additional programming we receive through these types of grant proposals put our agency over and above when speaking at case conference or during pop-up promotional recruitment booths. It simply shows our community (especially our community partners) we are serious about playing a dedicated role in creating a positive difference in the lives of these youth and families.

Covid-19 made a devastating impact to the year 2020, with financial losses and a pause on so many other things we knew and appreciated.

Together we will cope with this novel virus and continue to persevere.

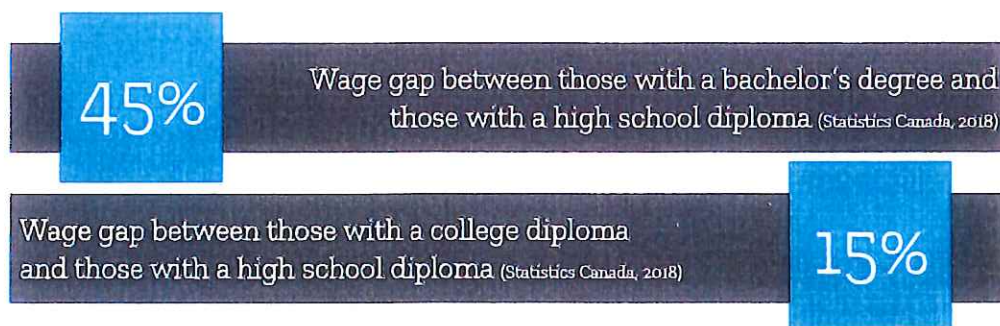
After bidding farewell to the team to embark on my maternity leave I secured new employment with the March of Dimes. I would like to thank you all for five wonderful years at Big Brothers Big Sisters of North Bay and District. I will keep in touch as we work together to serve the needs of our mutual clients.

"Community is much more than belonging to something; it's about doing something together that makes belonging matter." – Anonymous



POST SECONDARY READINESS YOUTH IN TRANSITION PROGRAM AT BIG BROTHERS BIG SISTERS OF NORTH BAY AND DISTRICT

In this time of economic uncertainty, it will be more important than ever to prepare youth for a new and advanced workforce where **critical thinking**, **flexibility**, and **digital literacy** will be paramount to the future success of our Canadian economy (RBC, 2018). Post-secondary education is also critical for youth to gain a meaningful wage.



Unfortunately, post-secondary success is more challenging for youth who do not have the support of family members (Rhodes, Grossman, & Resch, 2000). Youth may be less likely to believe in both their ability to succeed and the value of attending post-secondary education if they do not have a mentor to support them through the process (Tierney & Garcia, 2014). For youth who experience marginalization, barriers to post-secondary education are even greater, as financial, cultural, and social barriers can be prohibitive (Statistics Canada, 2016).

Post Secondary Readiness Youth In Transition Program (YITP) is particularly well-poised to serve and engage Canadian youth who could benefit from the mentorship support. Numerous studies demonstrate the effectiveness of mentoring programs for promoting youth motivation to succeed in academic settings (Bruce & Bridgeland, 2014; Dubois, Holloway, Valentine, & Cooper, 2002). Having a near-peer Mentor has also been shown to be critical for marginalized students' success in enrolling in post-secondary education (Woods & Preciado, 2016).

Post Secondary Readiness YITP offers in-person and virtual mentoring programming to vulnerable youth, including a high portion of youth from visible minority groups (83%), persons with disabilities (13%), and newcomers to Canada (19%). The program is consistent with Big Brothers Big Sisters of Canada's approach for child and youth mentorship; it fosters Educational Engagement and Workplace Readiness through the **promotion of high school graduation, post-secondary enrollment, and career exploration**. Post Secondary Readiness YITP also aligns with RBC Future Launch's intended outcomes by helping youth grow their network, gain new skills, prepare for post-secondary education, and improve their mental well-being.

Post Secondary Readiness YITP is meeting youth at a critical time during their transition to adulthood!

67% are between 20-24 years old

YOUTH ARE BECOMING CONNECTED!

One of the key pathways through which Post Secondary Readiness YITP advances school success and prepares youth for higher learning is through program mentors who provide support to help mentees achieve their goals. The program is designed for mentors to help youth navigate through the difficult transition to post-secondary and build their confidence to follow their own career path. Youth shared that the program is meeting their need for connection with an adult mentor:

73% of participating youth felt comfortable talking to their mentor(s) about their educational and/or job options.

The connection mentees are forming with their mentor is paying off! Youth shared that mentors are actively helping them transition to post-secondary education, for example, through support completing post-secondary applications, finding and securing financial aid, and carrying out an interview process.

Felt their mentor supported them in finding resources that would help them reach their educational and/or professional goals

91%

YOUTH ARE BETTER PREPARED FOR THE WORKFORCE!

Ultimately, the Post Secondary Readiness YITP program aims to ignite young peoples' potential by preparing them for the workforce. Youth shared that the program provided them with increased confidence in their futures and left them feeling prepared for the next step.

80% of youth felt better prepared for post-secondary education and/or a job after participating in this program.

The Bottom Line:

Youth who take part in the Post Secondary Readiness YITP program are benefitting in very important ways. They are becoming connected to a caring adult mentor who helps them navigate the transition to higher learning. This relationship is facilitating their connectedness to school and commitment to continue learning after high school. Post Secondary Readiness YITP programming is making youth feel ready for life after school and prepared for the next step. These benefits align with Big Brothers Big Sisters of Canada's mentoring approach and the RBC Future Launch goals for the program. The program also uses approaches that research has shown to be most effective. Evidence suggests that a caring mentor who listens responsively, asks thoughtful questions, and provides helpful feedback inspires youth to dream and achieve. Taken together these findings highlight the value of a holistic mentorship model that combines academic, financial, social, and individualized supports to prepare youth who experience barriers to post-secondary education and employment.



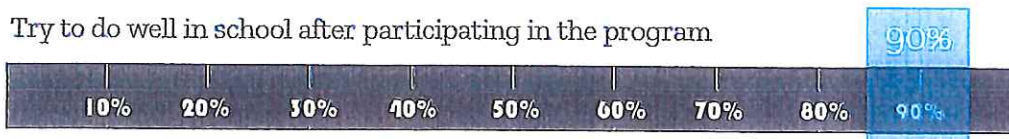
Program Impact

YOUTH ARE BECOMING CONNECTED TO THEIR SCHOOLS!

Participating in the mentoring program has led to youth feeling more certain about their futures and the pathway to get there.

82% of participants agreed or strongly agreed that they will be able to reach their educational or job goals after participating in the program.

Youth also reported trying to do well in school after taking part in the program. These findings suggest participants are feeling more attached to and more engaged at school as a result of their participation.

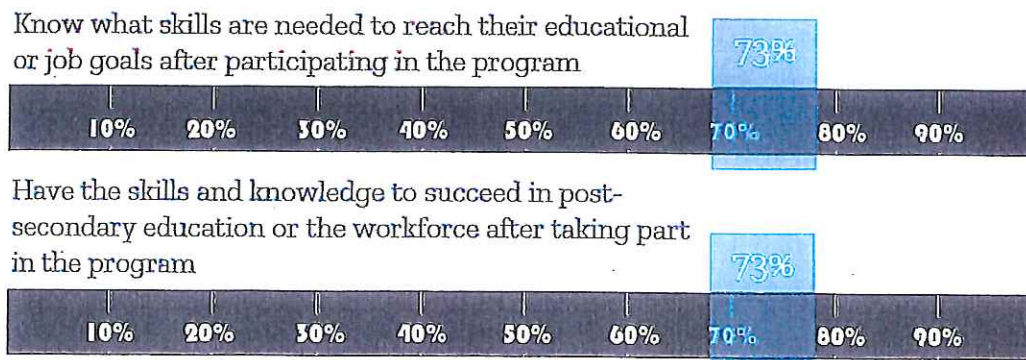


YOUTH ARE BECOMING COMMITTED TO LEARNING!

The Post Secondary Readiness YITP mentoring program helped prepare youth for the future by helping to develop a lasting sense of the importance of learning and a belief in their own abilities.

82% agreed or strongly agreed that it is important for them to attend college or university so that they can get a job they care about after participating in the program.

Youth also shared that they not only *knew* what skills they needed but also felt that they *had* the skills and knowledge to be successful in post-secondary education and/or the workforce.





Big Brothers Big Sisters...

Look What We've Started

265

children in 2019

1,200

volunteer hours

130

engaged alumni

105

mentor volunteers

For nearly **100 years**, Big Brothers Big Sisters has been making a **positive difference** in the lives of the children across the nation by developing and implementing a wide range of mentoring programs.

Each time we pair a child with a volunteer we start something incredible—a **life-changing relationship** built on trust, friendship and empowerment.

Serving as role models our mentors teach by example the importance of giving and giving back, of staying in school, and of having respect for family, peers and community.

Our data shows that children who have been mentored for over a year:

Have more friends

Make decisions with more confidence

Get along better with their peers

Feel more supported

...when compared with children who have not had a mentor.



Imagine the possibilities if every child had the opportunity to reach his or her full potential.

Start Something. www.bigbrothersbigsisters.ca



Big Brothers Big Sisters
of North Bay and District

**BIG BROTHERS BIG SISTERS OF NORTH BAY
AND DISTRICT INCORPORATED
BINGO AND NEVADA FUNDS
FINANCIAL SCHEDULES
FOR THE YEAR ENDED MARCH 31, 2020**

**BIG BROTHERS BIG SISTERS OF NORTH BAY
AND DISTRICT INCORPORATED
BINGO AND NEVADA FUNDS**

MARCH 31, 2020

I N D E X

Independent Practitioner's Review Engagement Report	1 - 2
Financial Schedules	
Schedule of Assets, Liabilities and Equity	3
Schedule of Revenue, Expenditures and Equity	4
Schedule of Cash Flows	5
Notes to Financial Schedules	6 - 7



INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To The Directors of
Big Brothers Big Sisters of North Bay and District Incorporated
North Bay, Ontario

We have reviewed the accompanying financial schedules of **Big Brothers Big Sisters of North Bay and District Incorporated**, which comprise the schedule of assets, liabilities and equity as at **March 31, 2020**, and the schedules of revenue, expenditures and equity and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Schedules

Management is responsible for the preparation and fair presentation of these financial schedules in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial schedules that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial schedules based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial schedules in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial schedules.

Basis for Qualified Conclusion

Because we did not observe the counting of any possible physical inventory or cash on hand at the end of the previous or current year and since inventory and cash on hand enters into the determination of results of operations, we were not able to determine whether any adjustments might be necessary to excess of revenue over expenditures for the years ended March 31, 2020 and 2019, current assets as at March 31, 2020 and 2019 and equity as at April 1 and March 31 for both the 2020 and 2019 years. Our audit opinion on the financial schedules for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the *Basis For Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that the accompanying financial schedules do not present fairly, in all material respects, the financial position of the organization as at March 31, 2020 and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

The financial schedules of Big Brothers Big Sisters of North Bay and District Incorporated for the year ended March 31, 2019 were prepared as an audit engagement.

North Bay, Ontario
September 17, 2020

Kendall Sinclair
Cuper & Daigle CP

Chartered Professional Accountants
Licensed Public Accountants

BIG BROTHERS BIG SISTERS OF NORTH BAY

3

AND DISTRICT INCORPORATED

BINGO AND NEVADA FUNDS

SCHEDULE OF ASSETS, LIABILITIES AND EQUITY

AS AT MARCH 31, 2020

(With comparative figures as at March 31, 2019)

	<u>2020</u>	<u>2019</u>
<u>ASSETS</u>		
Current		
Cash	\$ 47,808	\$ 33,052
Accounts receivable		3,665
Prepaid expenses	<u>3,176</u>	<u>2,323</u>
	<u>\$ 50,984</u>	<u>\$ 39,040</u>
<u>LIABILITIES</u>		
Current		
Accounts payable and accrued liabilities	\$ 367	\$ 729
<u>EQUITY</u>		
Balance end of year	<u>50,617</u>	<u>38,311</u>
	<u>\$ 50,984</u>	<u>\$ 39,040</u>

Approved:

PREPARED WITHOUT AUDIT

BIG BROTHERS BIG SISTERS OF NORTH BAY

4

AND DISTRICT INCORPORATED

BINGO AND NEVADA FUNDS

SCHEDULE OF REVENUE, EXPENDITURES AND EQUITY

FOR THE YEAR ENDED MARCH 31, 2020

(With comparative figures for 2019)

	Bingo	Nevada	2020	2019
Revenue				
Bingo	\$ 32,591		\$ 32,591	\$ 35,173
Nevada		\$ 22,860	22,860	31,045
	<u>32,591</u>	<u>22,860</u>	<u>55,451</u>	<u>66,218</u>
Expenditures				
Licences	4,940	1,431	6,371	6,795
Commissions		4,743	4,743	6,442
Tickets		2,944	2,944	3,998
Management fees		2,681	2,681	3,641
Professional fees	2,427		2,427	2,354
Provincial administration fees		899	899	4,271
Bank charges	141		141	333
	<u>7,508</u>	<u>12,698</u>	<u>20,206</u>	<u>27,834</u>
Net proceeds before donations	<u>\$ 25,083</u>	<u>\$ 10,162</u>	35,245	38,384
Donations			<u>22,939</u>	<u>24,062</u>
Excess of revenue over expenditures			12,306	14,322
Equity beginning of year			<u>38,311</u>	<u>23,989</u>
Equity end of year			<u>\$ 50,617</u>	<u>\$ 38,311</u>

PREPARED WITHOUT AUDIT

AND DISTRICT INCORPORATED

BINGO AND NEVADA FUNDS

SCHEDULE OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2020

(With comparative figures for 2019)

	<u>2020</u>	<u>2019</u>
Cash was provided by (used for):		
Operating activities		
Excess of revenue over expenditures for the year	\$ 12,306	\$ 14,322
Changes in non-cash working capital		
(Increase) decrease in:		
Accounts receivable	3,665	(382)
Prepaid expenses	(853)	(335)
Increase (decrease) in:		
Accounts payable and accrued liabilities	<u>(362)</u>	<u>(1,661)</u>
Increase in cash	14,756	11,944
Cash beginning of year	<u>33,052</u>	<u>21,108</u>
Cash end of year	<u>\$ 47,808</u>	<u>\$ 33,052</u>

PREPARED WITHOUT AUDIT

**BIG BROTHERS BIG SISTERS OF NORTH BAY
AND DISTRICT INCORPORATED
BINGO AND NEVADA FUNDS
NOTES TO FINANCIAL SCHEDULES**

MARCH 31, 2020

Nature Of Operations

Big Brothers Big Sisters of North Bay and District Incorporated operates a weekly Bingo at a bingo hall that utilizes the pooling method, whereby revenues are allocated equally amongst participating charities. The organization also administers the sale of break open lottery tickets, known as Nevada. Net revenues generated by the Bingo and Nevada are donated to the Big Brothers Big Sisters of North Bay and District Incorporated and are used to assist with the funding of operations. Big Brothers Big Sisters of North Bay and District Incorporated is a registered Canadian charity and is not subject to income tax.

1. Significant Accounting Policies

These financial schedules have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The organization's significant accounting policies are as follows:

a) Revenue Recognition

Bingo and Nevada revenues are recognized when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

b) Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. All cash equivalents have been designated to be in the fair value category, with gains and losses reported in revenues. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired.

2. Financial Risks And Concentrations Of Risk

The organization is not exposed to significant financial risks or concentrations of risk.

There has been no change to the risk exposures from 2019.

PREPARED WITHOUT AUDIT

BIG BROTHERS BIG SISTERS OF NORTH BAY**AND DISTRICT INCORPORATED****BINGO AND NEVADA FUNDS****NOTES TO FINANCIAL SCHEDULES****MARCH 31, 2020****3. Subsequent Event**

On March 11, 2020, the World Health Organization announced that COVID-19 was a pandemic. The impact of this has been seen throughout the world including Canada. On March 25, 2020, the Ontario government required the shut down of all non-essential businesses. Big Brothers Big Sisters of North Bay and District Incorporated met the classification of an essential business and their operations and services continued; however, the Bingo and Nevada programs were shut down and remain on hiatus to date. As of the date of approving these financial schedules the overall impact on the financial reporting in fiscal 2020 will not be known with certainty for months to come. There has been no impact on the amounts reported on the schedule of assets, liabilities and equity and schedules of revenue, expenditures and equity and cash flows for the year ended March 31, 2020. The impact subsequent to year end on the organization's assets, liabilities, revenue and expenditures remains to be determined.

PREPARED WITHOUT AUDIT

**BIG BROTHERS BIG SISTERS OF NORTH BAY
AND DISTRICT INCORPORATED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2020**

BIG BROTHERS BIG SISTERS OF NORTH BAY

AND DISTRICT INCORPORATED

MARCH 31, 2020

I N D E X

Independent Practitioner's Review Engagement Report	1 - 2
Financial Statements	
Statement of Financial Position	3
Statement of Changes in Net Assets	4
Statement of Operations	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 12



INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To The Board of Directors
Big Brothers Big Sisters of North Bay and District Incorporated
North Bay, Ontario

We have reviewed the accompanying financial statements of **Big Brothers Big Sisters of North Bay and District Incorporated**, which comprise the statement of financial position as at **March 31, 2020**, and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, the organization derives revenue from donations and fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the organization. Therefore, we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, excess of revenue over expenditures, and cash flows from operations for the years ended March 31, 2020 and 2019, current assets as at March 31, 2020 and 2019, and net assets as at April 1 and March 31 for both the 2020 and 2019 years. Our opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that the accompanying financial statements do not present fairly, in all material respects, the financial position of the organization as at March 31, 2020 and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

The financial statements of Big Brothers Big Sisters of North Bay and District Incorporated for the year ended March 31, 2019 were completed as an audit engagement.

North Bay, Ontario
September 17, 2020

Kendall, Sinclair
Casper & Daigle LLP

Chartered Professional Accountants
Licensed Public Accountants

AND DISTRICT INCORPORATED

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2020

(With comparative figures as at March 31, 2019)

	<u>2020</u>	<u>2019</u>
<u>ASSETS</u>		
Current		
Cash	\$ 95,336	\$ 72,454
Investments (Note 2)	70,917	67,171
Accounts receivable (Note 3)	17,665	10,972
Prepaid expenses	11,185	10,134
	<u>195,103</u>	<u>160,731</u>
Capital assets (Note 4)	<u>65,858</u>	<u>69,324</u>
	<u>\$ 260,961</u>	<u>\$ 230,055</u>

<u>LIABILITIES</u>		
Current		
Accounts payable and accrued liabilities (Note 5)	<u>\$ 27,357</u>	<u>\$ 10,778</u>

<u>NET ASSETS</u>		
Internally restricted - capital assets	65,858	69,324
Externally restricted - Delores Klingspon Achievement Fund	13,171	13,171
Unrestricted	154,575	136,782
	<u>233,604</u>	<u>219,277</u>
	<u>\$ 260,961</u>	<u>\$ 230,055</u>

Approved _____

PREPARED WITHOUT AUDIT

BIG BROTHERS BIG SISTERS OF NORTH BAY

4

AND DISTRICT INCORPORATED**STATEMENT OF CHANGES IN NET ASSETS****FOR THE YEAR ENDED MARCH 31, 2020****(With comparative figures for 2019)**

	<u>2020</u>	<u>2019</u>
<u>INTERNALLY RESTRICTED - CAPITAL ASSETS</u>		
Balance beginning of year	\$ 69,324	\$ 72,973
Transfer to unrestricted - amortization	<u>(3,466)</u>	<u>(3,649)</u>
Balance end of year	<u>\$ 65,858</u>	<u>\$ 69,324</u>

EXTERNALLY RESTRICTED - DELORES KLINGSPON ACHIEVEMENT FUND

Balance beginning of year	<u>\$ 13,171</u>	<u>\$ 13,171</u>
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UNRESTRICTED

Balance beginning of year	\$ 136,782	\$ 104,704
Excess of revenue over expenditures for the year	14,327	28,429
Transfer from internally restricted - capital assets - amortization	<u>3,466</u>	<u>3,649</u>
Balance end of year	<u>\$ 154,575</u>	<u>\$ 136,782</u>

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BIG BROTHERS BIG SISTERS OF NORTH BAY

5

AND DISTRICT INCORPORATED

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2020

(With comparative figures for 2019)

	2020	2019
Revenue		
Grants - MCCSS (2019 - MCYS)		
- Youth in Transition Workers and Housing Support Worker (Note 6)	\$ 150,000	\$ 150,000
- Partner Facility Renewal - one-time (Note 7)	13,900	
- Other (Note 8)	70,633	70,014
Fundraising (Note 9)	47,773	74,085
Donations	20,663	11,539
	<u>302,969</u>	<u>305,638</u>
Expenditures		
Wages and benefits - office	197,930	199,379
- bingo	5,090	2,230
Repairs and maintenance	16,103	4,596
Activities	15,178	15,433
Professional fees	13,050	11,645
Insurance	6,685	4,999
Office	5,720	9,118
Association fees	5,300	5,300
Travel	4,811	4,319
Utilities	4,368	4,509
Property taxes	3,275	3,220
Telephone	2,060	1,951
Advertising and promotion	1,327	2,923
Fundraising	1,275	5,349
Bank charges	250	565
Amortization	3,466	3,649
	<u>285,888</u>	<u>279,185</u>
Excess of revenue over expenditures before gain (loss) on investments	17,081	26,453
Gain (loss) on investments	<u>(2,754)</u>	<u>1,976</u>
Excess of revenue over expenditures for the year	<u>\$ 14,327</u>	<u>\$ 28,429</u>

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AND DISTRICT INCORPORATED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2020

(With comparative figures for 2019)

	<u>2020</u>	<u>2019</u>
Cash was provided by (used for):		
Operating activities		
Excess of revenue over expenditures for the year	\$ 14,327	\$ 28,429
Item not affecting cash		
Amortization	<u>3,466</u>	<u>3,649</u>
	17,793	32,078
Changes in non-cash working capital		
(Increase) decrease in:		
Accounts receivable	(6,693)	3,572
Prepaid expenses	(1,051)	(866)
Increase (decrease) in:		
Accounts payable and accrued liabilities	16,579	(6,567)
Government remittances payable	<u></u>	<u>(5,595)</u>
Increase in cash	26,628	22,622
Cash beginning of year	<u>139,625</u>	<u>117,003</u>
Cash end of year	<u><u>\$ 166,253</u></u>	<u><u>\$ 139,625</u></u>
Cash consists of:		
Cash	\$ 95,336	\$ 72,454
Investments	<u>70,917</u>	<u>67,171</u>
	<u><u>\$ 166,253</u></u>	<u><u>\$ 139,625</u></u>

PREPARED WITHOUT AUDIT

**BIG BROTHERS BIG SISTERS OF NORTH BAY
AND DISTRICT INCORPORATED**

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2020

Nature Of Operations

Big Brothers Big Sisters of North Bay and District Incorporated is an incorporated non-profit organization established to provide professionally supported mentoring relationships to local children. The organization is a registered Canadian charity under the Income Tax Act and as such is not subject to Canadian income taxes.

1. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The organization's significant accounting policies are as follows:

a) Revenue Recognition

Big Brothers Big Sisters of North Bay and District Incorporated follows the deferral method of accounting for contributions. Unrestricted contributions and restricted contributions towards the Delores Klingspon Achievement Fund are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

b) Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market are reported at fair value, with any unrealized gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired.

c) Capital Assets

Capital asset additions with the exception of the building are charged to current expenditures in the year of acquisition and are not reflected as capital assets on the statement of financial position.

The building is recorded at cost and amortization is provided on the diminishing balance basis at a rate of 5%.

d) Investments

The organization's investments consist of mutual fund units held with a brokerage and are initially recorded at cost and subsequently measured at fair value without adjustment for transaction costs that would be incurred on disposal. Changes in fair value are recognized in income in the period. Transaction costs associated with the acquisition of these investments are recognized in net income in the period incurred.

PREPARED WITHOUT AUDIT

**BIG BROTHERS BIG SISTERS OF NORTH BAY
AND DISTRICT INCORPORATED**

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2020

1. Significant Accounting Policies (continued)

e) Use Of Estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the year. Significant items subject to such estimates and assumptions include the estimated useful lives of capital assets. Actual results could differ from these estimates.

f) Contributed Services

Directors, committee members and outside volunteers spend time to assist in the organization's activities. While these services benefit the organization considerably, a reasonable estimate of their amount and fair value cannot be made and accordingly, these contributed services are not recognized in the financial statements.

2. Investments

	<u>2020</u>	<u>2019</u>
Mutual funds at cost	\$ 73,121	\$ 66,233
Unrealized gain (loss) on mutual funds	(2,204)	938
	<u>\$ 70,917</u>	<u>\$ 67,171</u>

3. Accounts Receivable

	<u>2020</u>	<u>2019</u>
Northern Ontario Heritage Fund Corporation - wage subsidy	\$ 5,292	\$ 2,646
HST rebate	4,351	1,961
RBC Future Launch	4,220	
Property tax rebate	2,227	
Ministry of Education	1,575	2,700
Bingo/Nevada receivable		3,665
	<u>\$ 17,665</u>	<u>\$ 10,972</u>

PREPARED WITHOUT AUDIT

BIG BROTHERS BIG SISTERS OF NORTH BAY

AND DISTRICT INCORPORATED

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2020

4. Capital Assets

	2020		2019
	Cost	Accumulated Amortization	Net
Building	\$ 138,510	\$ 72,652	\$ 65,858
			\$ 69,324

5. Accounts Payable And Accrued Liabilities

	2020	2019
Trade payables	\$ 17,594	\$ 1,680
Vacation payable	5,391	6,098
Audit accrual	3,000	3,000
Wage accrual	1,372	
	\$ 27,357	\$ 10,778

PREPARED WITHOUT AUDIT

BIG BROTHERS BIG SISTERS OF NORTH BAY

AND DISTRICT INCORPORATED

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2020

6. Grants – Ministry of Children, Community and Social Services

Grants – Ministry of Children, Community and Social Services includes funding for Youth in Transition Workers and Housing Support Worker (E752 and allocated administration), as follows:

	2020		2019
	Budget	Actual	Actual
Revenue			
Grants - Youth in Transition Workers and Housing Support Worker	\$ 150,000	\$ 150,000	\$ 150,000
Expenditures			
Salaries and Benefits			
Salaries	106,402	111,802	99,877
Benefits	6,796	11,011	5,296
Transportation and Communication			
Travel	3,972	2,788	3,485
Services			
Purchased client services	6,102	4,206	2,860
Professional/Contracted-out services	940	569	496
Staff training	1,980	1,026	2,073
Other	1,500	1,325	750
Supplies and Equipment			
Related to repairs and maintenance	368	1,509	295
IT	2,196	874	
Other	5,044	3,119	6,670
Other transactions			
Program activities			5,000
Office supplies			7,489
Allocated administration			
Professional/Contracted-out services	7,914	5,288	3,203
Utilities	3,286	2,388	3,256
Insurance	3,500	4,095	1,750
Other			7,500
	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
Excess of revenue over expenditures	\$ -	\$ -	\$ -

Allocated administration costs are operating costs that do not directly support services to the clients and are not dedicated to specific programs. The determination of these cost allocations involves estimates and approximations, which management believes are reasonable.

PREPARED WITHOUT AUDIT

BIG BROTHERS BIG SISTERS OF NORTH BAY

AND DISTRICT INCORPORATED

NOTES TO FINANCIAL STATEMENTS

MARCH 31, 2020

7. Grants – Ministry of Children, Community and Social Services

Grants – Ministry of Children, Community and Social Services includes funding for Partner Facility Renewal – Minor Capital (8936), as follows:

	2020		2019
	Budget	Actual	Actual
Revenue			
Grants - Partner Facility Renewal - Minor Capital	\$ 13,900	\$ 13,900	\$
Expenditures			
Other transactions			
Flooring	13,900	13,900	
Excess of revenue over expenditures	\$ -	\$ -	\$ -

8. Grants - Other

	2020	2019
Northern Ontario Heritage Fund - wage subsidies	\$ 27,783	\$ 16,440
RBC Future Launch - Post Secondary Readiness	21,100	23,074
Ministry of Education - Go Girls	16,650	9,000
Bishop Alexander Carter Foundation	5,100	
District of Nipissing Social Service Administration Board - Go Girls		20,000
Boston Pizza Foundation		1,500
	<u>\$ 70,633</u>	<u>\$ 70,014</u>

9. Fundraising

	2020	2019
Bingo funds	\$ 27,651	\$ 30,328
Nevada funds	10,162	10,743
Christmas wrap	2,809	1,677
Bowl for Kids Sake	2,460	23,699
Sponsorships	790	643
Other events	3,901	
Westjet raffle		6,995
	<u>\$ 47,773</u>	<u>\$ 74,085</u>

BIG BROTHERS BIG SISTERS OF NORTH BAY**AND DISTRICT INCORPORATED****NOTES TO FINANCIAL STATEMENTS****MARCH 31, 2020****10. Financial Risks And Concentrations Of Risk**

The organization is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the organization's risk exposure as at March 31, 2020.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The organization is exposed to other price risk through its investments.

There has been no change to risk exposures from 2019.

11. Comparative Figures

Certain comparative figures for 2019 have been reclassified to conform to the method of financial statement presentation adopted for 2020.

12. Subsequent Event

On March 11, 2020, the World Health Organization announced that COVID-19 was a pandemic. The impact of this has been seen throughout the world including Canada. On March 25, 2020, the Ontario government required the shut down of all non-essential businesses. Big Brothers Big Sisters of North Bay and District Incorporated met the classification of an essential business and their operations and services remained in place. Subsequent to year end, the District of Nipissing Social Services Administration Board (DNSSAB) provided one-time COVID-19 relief funding of \$6,350 to cover significant related expenditures to ensure the organization can function during these difficult times. As of the date of approving these financial statements the overall impact on the financial reporting in fiscal 2020 will not be known with certainty for months to come. There has been no impact on the amounts reported on the statement of financial position and statement of operations and cash flows for the year ended March 31, 2020. The impact subsequent to year end on the company's assets, liabilities, revenue and expenditures remains to be determined.

