

**The Sustainability Institute of Canada,
operating as Sustainability Network**

Financial Statements

December 31, 2018

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March 18, 2019

Independent Auditors' Report

To the Board of Directors of The Sustainability Institute of Canada

Opinion

We have audited the financial statements of The Sustainability Institute of Canada, which comprise the balance sheet as at December 31, 2018, and the statements of operations and revenue and expenses, net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial position of The Sustainability Institute of Canada as at December 31, 2018, and the results of its operations and its cash flows for the year then ended are in accordance with Canadian accounting standards for not-for-profit organizations.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Sustainability Institute of Canada in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of management and those charged with governance for the financial statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organization, 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.

In preparing the financial statements, management is responsible for assessing The Sustainability Institute of Canada's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate The Sustainability Institute of Canada or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing The Sustainability Institute of Canada's financial reporting process.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Roger Chaplin CPA, CA LPA MA [Oxon] Gail Bergman CPA, CA LPA B Comm

As part of an audit in accordance with Canadian auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Sustainability Institute of Canada's internal control.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on The Sustainability Institute of Canada's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause The Sustainability Institute of Canada to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chaplin & Co.

Chartered Accountants
Licensed Public Accountants
Toronto, Ontario

**The Sustainability Institute of Canada,
operating as Sustainability Network**

Balance Sheet

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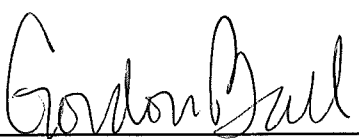
| | Notes | December 31 | |
|---|-------|-------------------|-------------------|
| | | 2018 | 2017 |
| Assets | | | |
| Current assets | | | |
| Cash | | \$ 197,687 | \$ 246,702 |
| Accounts receivable | | 76 | 959 |
| HST recoverable | | 7,564 | 6,566 |
| Prepaid expenses and sundry assets | | 3,169 | 1,166 |
| Short-term investment | 2 | 20,000 | - |
| | | <u>228,496</u> | <u>255,393</u> |
| Long-term investment | | - | 20,000 |
| | | <u>\$ 228,496</u> | <u>\$ 275,393</u> |
| Liabilities | | | |
| Current liabilities | | | |
| Accounts payable and accrued liabilities | | \$ 10,836 | \$ 8,558 |
| Deferred income | 3 | 50,277 | 130,825 |
| | | <u>61,113</u> | <u>139,383</u> |
| Net assets | | | |
| Net assets invested in operating reserve fund | | 99,498 | 99,498 |
| Unrestricted net assets | | 67,886 | 36,512 |
| | | <u>167,384</u> | <u>136,010</u> |
| | | <u>\$ 228,496</u> | <u>\$ 275,393</u> |

See accompanying notes

**Approved on behalf of the Board of Directors
of The Sustainability Institute of Canada**



Andrew Kett, Chair



Gordon Ball, Vice-Chair

| | Operating reserve fund | Unrestricted | Total Year ended December 31 | |
|---|------------------------------|------------------|---------------------------------|-------------------|
| | | | 2018 | 2017 |
| Balance, beginning of year | \$ 99,498 | \$ 36,512 | \$ 136,010 | \$ 135,705 |
| Excess of revenue over expenses for the year | - | 31,374 | 31,374 | 305 |
| Balance, end of year | <u>\$ 99,498</u> | <u>\$ 67,886</u> | <u>\$ 167,384</u> | <u>\$ 136,010</u> |

See accompanying notes

| | Year ended December 31 | |
|--|------------------------|----------------|
| | 2018 | 2017 |
| Revenue | | |
| Grants | \$ 436,072 | \$ 323,604 |
| Donations | 7,583 | 10,457 |
| Events | 44,999 | 33,342 |
| Sales and consulting | 2,400 | - |
| Interest income | 2,502 | 1,850 |
| Sundry | 3,804 | 5,844 |
| | <u>497,360</u> | <u>375,097</u> |
| Expenses | | |
| Bank charges | 1,603 | 1,286 |
| Computer | 3,692 | 2,719 |
| Consulting | 267,444 | 195,550 |
| Event costs | 29,832 | 19,169 |
| Insurance | 2,864 | 1,202 |
| Occupancy | 15,917 | 15,633 |
| Office and general | 6,320 | 4,119 |
| Printing | 1,429 | 1,639 |
| Professional fees | 3,672 | 3,450 |
| Salaries and benefits | 117,907 | 121,080 |
| Travel | 15,306 | 8,945 |
| | <u>465,986</u> | <u>374,792</u> |
| Excess of revenue over expenses for the year | <u>\$ 31,374</u> | <u>\$ 305</u> |

See accompanying notes

| | Year ended December 31 | |
|--|-------------------------------|-------------------|
| | 2018 | 2017 |
| Net cash provided by (used in) | | |
| Operations | | |
| Excess of revenue over expenses for the year | \$ 31,374 | \$ 305 |
| Non-cash working capital items | | |
| Accounts receivable | 883 | (483) |
| HST recoverable | (998) | 3,869 |
| Prepaid expenses and sundry assets | (2,003) | (6) |
| Accounts payable and accrued liabilities | 2,278 | (20,756) |
| Deferred income | (80,549) | (69,879) |
| | <u>(49,015)</u> | <u>(86,950)</u> |
| Net decrease in cash during year | (49,015) | (86,950) |
| Cash, beginning of year | 246,702 | 333,652 |
| Cash, end of year | <u>\$ 197,687</u> | <u>\$ 246,702</u> |

See accompanying notes

The Sustainability Institute of Canada received its Letters Patent as a corporation without share capital under the Canada Corporations Act on September 13, 2001 and became a registered charity under the Income Tax Act effective January 1, 2002.

The organization's goal is to strengthen the capacity of the environmental community in Canada by improving organizational management, planning and fundraising skills of non-profit organizations.

1. Significant accounting policies

Basis of presentation

These financial statements have been prepared using the standards of Part III of the CPA Canada Accounting Handbook, Accounting Standards for Not-For-Profit Organizations.

Fund accounting

These financial statements are prepared on a restricted fund basis:

General fund

The general fund accounts for the organizations programming and administrative activities.

Operating reserve fund

The organization has determined that an operating reserve fund to cover six months of the salaries and administrative expenses included in the organization's budget for the following fiscal year should be established as an operating reserve fund. A transfer is made to or from this fund annually to reflect the amount required in the fund.

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized costs. Financial assets measured at amortized cost include cash accounts receivable and HST recoverable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and government remittances payable. The entity has not designated any financial assets or financial liability to be measured at fair value.

Capital assets

Capital assets are expensed as acquired. During the year \$nil (2017 - \$nil) has been expensed.

Revenue recognition

Grants, sales and consulting, rentals and events revenue are taken into income in the year to which it relates. Amounts received that relate to future fiscal periods are recorded as deferred income.

Revenue which are derived from donations are recorded on a cash basis.

Contributions in kind

Volunteers contribute their time to assist the organization in carrying out its activities. Due to the difficulty of determining their fair value, contributed services are not recognized in these financial statements.

Contributed goods are recorded when the fair market value is reasonably determinable or when the goods would otherwise normally be purchased and paid for by the organization.

1. Significant accounting policies (continued)

Short-term investment

Investments, primarily bonds with a term to maturity of less than one year are classified as short-term investments. Short-term are stated at cost.

Long-term investments

Investments, primarily bonds, with an original maturity of more than one year are classified as long-term investments. Long-term investments are stated at cost.

Use of estimates

The preparation of financial statements 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 amount of revenue and expenses during the reporting period. Significant items subject to such estimates and assumptions are allowance for doubtful accounts, accrued liabilities and the allocation to deferred income. Actual results could differ from management's best estimates as additional information becomes available in the future.

2. Short-term investment

| | December 31 | |
|--|-------------|------|
| | 2018 | 2017 |
| Centre for Social Innovation - Series D Bond - due May 15, 2019 - bearing interest at 4.5% | \$ 20,000 | \$ - |

3. Deferred income

Deferred contributions represent unspent resources for specific projects as directed by the contributors. Changes in the deferred income balances are as follow:

| | Balance December 31 2017 | Contributions received | Utilized during the year | Balance December 31 2018 |
|--------------------------------------|--------------------------------|---------------------------|-----------------------------------|--------------------------------|
| Carthy Foundation | \$ - | \$ 5,000 | \$ 5,000 | \$ - |
| Catherine Donnelly Foundation | 2,500 | - | 2,500 | - |
| Community Foundations of Canada | - | 12,000 | 12,000 | - |
| Echo Foundation | 1,500 | 10,000 | 11,500 | - |
| Echo Foundation - Colab | - | 38,000 | 38,000 | - |
| Gosling Foundation | 7,500 | 32,500 | 29,300 | 10,700 |
| Ivey Foundation - Colab | - | 75,000 | 75,000 | - |
| Ivey - ELP | 58,000 | - | 58,000 | - |
| LUSH | 5,000 | 17,000 | 19,000 | 3,000 |
| Metcalf Foundation | 8,000 | - | 1,377 | 6,623 |
| OMAFRA | 5,000 | 70,000 | 75,000 | - |
| OTF - Capacity Building | - | 24,910 | 24,910 | - |
| Peter Gilgan Foundation | 38,000 | - | 19,000 | 19,000 |
| TD - Friends of the Environment | - | 2,500 | 2,500 | - |
| The J.W. McConnell Family Foundation | 3,000 | - | - | 3,000 |
| Toronto Atmospheric Fund | - | 2,500 | - | 2,500 |
| Trottier Family Foundation | - | 50,000 | 50,000 | - |
| SSHRC | - | 12,000 | 8,000 | 4,000 |
| Suncor | - | 5,000 | 5,000 | - |
| Workshop registrations | 2,325 | 1,454 | 2,325 | 1,454 |
| | <u>\$ 130,825</u> | <u>\$ 357,864</u> | <u>\$ 438,412</u> | <u>\$ 50,277</u> |

4. Financial risks

Credit risk

The organization's exposure to credit risk is on cash and accounts receivable. The organization mitigates its exposure to credit loss by placing its cash in major Canadian chartered banks.

Liquidity risk

The organization considers that it has sufficient credit facilities to ensure that funds are available to meet its current and long-term financial needs at a reasonable cost.

Interest rate risk

The organization is exposed to interest rate cash flow risk arising from fluctuation in interest rates on its savings accounts.

5. Comparative figures

Certain reclassifications of 2017 amounts have been made in order to provide comparison with the current year's presentation.