

Financial Statements of

**PARTNERS IN MISSION  
FOOD BANK**

And Independent Auditors' Report thereon

Year ended December 31, 2019



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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the Partners in Mission Food Bank

### ***Qualified Opinion***

We have audited the financial statements of Partners in Mission Food Bank (“the Food Bank”), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations for the year then ended
- the statement of change in net assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, except for the possible effects of the matter described in the “**Basis for Qualified Opinion**” section of our auditors’ report, the accompanying financial statements present fairly, in all material respects, the financial position of the Food Bank as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### ***Basis for Qualified Opinion***

In common with many not-for-profit organizations, the Food Bank derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Food Bank.

Therefore, we were not able to determine whether any adjustments might be necessary to:

- the current assets reported in the statements of financial position as at December 31, 2019 and December 31, 2018
- the donations revenue and excess of revenue over expenses reported in the statements of operations for the years ended December 31, 2019 and December 31, 2018



- the unrestricted net assets, at the beginning and end of the year, reported in the statements of changes in net assets for the years ended December 31, 2019 and December 31, 2018
- the excess of revenue over expenses reported in the statements of cash flows for the years ended December 31, 2019 and December 31, 2018

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 auditors' report.

We are independent of the Food Bank in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other 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 qualified 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 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.

In preparing the financial statements, management is responsible for assessing the Food Bank'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 Food Bank or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Food Bank'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.



As part of an audit in accordance with Canadian generally accepted 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 Food Bank'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 Food Bank'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 Food Bank 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.
- 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.

*KPMG LLP*

Chartered Professional Accountants, Licensed Public Accountants  
Kingston, Canada  
May 8, 2020

# **PARTNERS IN MISSION FOOD BANK**

## Financial Statements

Year ended December 31, 2019

### Financial Statements

Statement of Financial Position	1
Statement of Operations	2
Statement of Changes in Net Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5

# PARTNERS IN MISSION FOOD BANK

## Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
<b>Assets</b>		
Current assets:		
Cash	\$ 293,679	\$ 329,116
Accounts receivable and accrued interest (note 2)	51,079	63,703
Prepaid expenses and deposits	1,556	1,548
	<u>346,314</u>	<u>394,367</u>
Investments	363,285	363,285
Capital assets (note 3)	379,369	389,564
	<u>\$ 1,088,968</u>	<u>\$ 1,147,216</u>

## Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities (note 4)	\$ 31,174	\$ 65,208
Long-term liabilities:		
Deferred capital contributions	145,762	155,191
	<u>176,936</u>	<u>220,399</u>
Net assets:		
Unrestricted	178,425	311,264
Internally restricted - operating reserve fund	350,000	250,000
Internally restricted - capital reserve fund	150,000	131,180
Investment in capital assets (note 5)	233,607	234,373
	<u>912,032</u>	<u>926,817</u>
	<u>\$ 1,088,968</u>	<u>\$ 1,147,216</u>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# PARTNERS IN MISSION FOOD BANK

## Statement of Operations

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Revenue:		
Donated food (gifts-in-kind)	\$ 2,792,402	\$ 2,633,626
Non-receipted income	436,467	406,408
Donations	220,236	296,415
Interest	11,284	8,808
	<u>3,460,389</u>	<u>3,345,257</u>
Expenses:		
Distributed food (gifts-in-kind)	2,792,402	2,635,237
Salaries and benefits	385,077	361,266
Food purchased	172,224	166,683
Administration	34,659	30,656
Other occupancy costs	21,884	26,267
Delivery	20,501	17,680
Repairs and maintenance	12,839	10,974
Audit fees	6,496	5,977
Insurance	4,868	4,350
Advertising	3,929	155
Education and seminars	1,240	-
Interest charges	-	14
	<u>3,456,119</u>	<u>3,259,259</u>
Excess of revenue over expenses before capital income (expense)	4,270	85,998
Capital income (expense):		
Amortization of deferred capital contributions	9,429	10,158
Amortization of capital assets	(28,484)	(27,079)
	<u>(19,055)</u>	<u>(16,921)</u>
Excess (deficiency) of revenue over expenses	\$ (14,785)	\$ 69,077

See accompanying notes to financial statements.

# PARTNERS IN MISSION FOOD BANK

## Statement of Changes in Net Assets

Year ended December 31, 2019, with comparative information for 2018

	Unrestricted	Internally restricted			2019	2018
		Operating reserve fund	Capital reserve fund	Investment in capital assets		
Net assets, beginning of year	\$ 311,264	\$ 250,000	\$ 131,180	\$ 234,373	\$ 926,817	\$ 857,740
Excess (deficiency) of revenue over expenses (note 5)	4,270	-	-	(19,055)	(14,785)	69,077
Net change in investment in capital assets (note 5)	(18,289)	-	-	18,289	-	-
Interfund transfers (note 7)	(118,820)	100,000	18,820	-	-	-
Net assets, end of year	\$ 178,425	\$ 350,000	\$ 150,000	\$ 233,607	\$ 912,032	\$ 926,817

See accompanying notes to financial statements.



# PARTNERS IN MISSION FOOD BANK

## Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Excess (deficiency) of revenue over expenses	\$ (14,785)	\$ 69,077
Items not involving cash:		
Amortization of deferred capital contributions	(9,429)	(10,158)
Amortization of capital assets	28,484	27,079
Change in non-cash operating working capital:		
Accounts receivable and accrued interest	12,624	(14,129)
Prepaid expenses and deposits	(8)	(63)
Accounts payable and accrued liabilities	(34,034)	26,651
	(17,148)	98,457
Investing activities:		
Purchase of investments	-	(50,000)
Purchase of capital assets	(18,289)	(29,492)
	(18,289)	(79,492)
Increase (decrease) in cash	(35,437)	18,965
Cash, beginning of year	329,116	310,151
Cash, end of year	\$ 293,679	\$ 329,116

See accompanying notes to financial statements.

# PARTNERS IN MISSION FOOD BANK

## Notes to Financial Statements

Year ended December 31, 2019

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Partners in Mission Food Bank (the "Food Bank") is incorporated without share capital under the laws of Ontario, by Letters Patent. The Food Bank operates a community food bank and is a registered charity under the Income Tax Act (Canada). Accordingly, the Food Bank is exempt from income taxes, provided certain requirements of the Income Tax Act (Canada) are met.

### 1. Significant accounting policies:

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook – Accounting.

#### (a) Revenue recognition:

The Food Bank follows the deferral method of accounting for contributions, which include donations.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a declining balance basis, at a rate corresponding with the amortization rate for the related capital assets.

Investment income is recognized as revenue when earned.

#### (b) Capital assets:

Purchased capital assets are recorded at cost. Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset are capitalized. Amortization is provided on the declining balance basis using the following annual rates:

Asset	Rate
Building	5%
Vehicles	10% to 20%
Equipment	5% to 20%
Office furniture and computer hardware	20% to 30%
Computer software	100%
Outdoor equipment	5% to 20%
Building improvements	5% to 20%

# PARTNERS IN MISSION FOOD BANK

Notes to Financial Statements (continued)

Year ended December 31, 2019

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## 1. Significant accounting policies (continued):

### (b) Capital assets (continued):

Construction-in-progress is not amortized until the project is complete and the facilities come into use.

### (c) Gifts-in-kind:

Gifts-in-kind are recorded at their estimated fair market value as both revenue and expenses on the "Statement of Operations", when fair market value can be reasonably estimated and when the Food Bank would otherwise have required these items.

### (d) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Food Bank has not elected to subsequently carry any financial instruments at fair value.

Financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Food Bank determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Food Bank expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

# PARTNERS IN MISSION FOOD BANK

Notes to Financial Statements (continued)

Year ended December 31, 2019

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## 1. Significant accounting policies (continued):

### (e) Impairment of long-lived assets:

The Food Bank periodically reviews the useful lives and the carrying values of its long-lived assets. The Food Bank reviews for impairment long-lived asset groups whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. If the undiscounted future cash flows expected to result from the use and eventual disposition of an asset is less than its carrying amount, it is considered to be impaired. An impairment loss is measured as the amount by which the carrying amount of the asset exceeds the fair value. When quoted market prices are not available, the Food Bank uses the expected future cash flows discounted at a rate commensurate with the risks associated with the recovery of the asset as an estimate of fair value.

### (f) 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 amounts of revenue and expenses during the period. Items subject to such estimates and assumptions include the amount recorded for donated food and distributed food (gifts-in-kind). Actual results could differ from those estimates.

### (g) Contributed services:

A substantial number of volunteers contribute a significant amount of time each year to assist the entity in carrying out its service activities. Because of the difficulty in determining their fair market value, contributed services are not recognized in the financial statements.

### (h) New accounting standards:

In March 2018, the Accounting Standards Board issued "Basis for Conclusions - Accounting Standards Improvements for Not-for-Profit Organizations" resulting in the introduction of three new handbook sections tangible capital assets, intangibles and collections in the Accounting Standards for Not-for-Profit Organizations - Part III of the CPA Handbook.

The relevant accounting standard change for the Food Bank is Section 4433, Tangible capital assets held by not-for-profit organizations, which directs organizations to apply the accounting guidance of Section 3061, Property Plant and Equipment in Part II of the CPA Handbook. In so doing, the new section requires that organizations annually assess for partial impairment of tangible capital assets, to be recorded where applicable, as a non-reversible impairment expense. In addition, where practical, to componentize capital assets when estimates can be made of the useful lives of the separate components.

# PARTNERS IN MISSION FOOD BANK

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 1. Significant accounting policies (continued):

(h) New accounting standards (continued):

The amendments are effective for financial statements for fiscal years beginning on or after January 1, 2019. The implementation of the new accounting standards had no impact on the financial statements.

## 2. Accounts receivable:

No allowance for impairment of accounts receivable has been recorded at December 31, 2019 (2018 - \$Nil).

## 3. Capital assets:

			2019	2018
	Cost	Accumulated amortization	Net book value	Net book value
Land	\$ 67,252	\$ -	\$ 67,252	\$ 67,252
Building	305,566	164,295	141,271	148,706
Vehicles	159,781	119,929	39,852	46,853
Equipment	69,907	32,638	37,269	39,818
Office furniture and computer hardware	44,793	30,446	14,347	2,830
Computer software	2,456	2,456	-	-
Outdoor equipment	67,949	25,976	41,973	44,323
Building improvements	72,467	35,062	37,405	39,782
	\$ 790,171	\$ 410,802	\$ 379,369	\$ 389,564

Cost and accumulated amortization of capital assets at December 31, 2018 amounted to \$771,882 and \$382,318, respectively.

## 4. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$2,405 (2018 - \$2,100), which include amounts payable for harmonized sales tax and payroll-related taxes.

# PARTNERS IN MISSION FOOD BANK

Notes to Financial Statements (continued)

Year ended December 31, 2019

## 5. Investment in capital assets:

(a) The investment in capital assets is as follows:

	2019	2018
Capital assets	\$ 379,369	\$ 389,564
Less:		
Amounts financed by deferred capital contributions	(145,762)	(155,191)
	\$ 233,607	\$ 234,373

(b) The change in investment in capital assets is calculated as follows:

	2019	2018
Excess of expenses over revenue:		
Amortization of deferred capital contributions	\$ 9,429	\$ 10,158
Amortization of capital assets	(28,484)	(27,079)
	(19,055)	(16,921)
Net change in investment in capital assets:		
Purchase of capital assets	18,289	29,492
	18,289	29,492
	\$ (766)	\$ 12,571

## 6. Internally restricted:

The Food Bank's board of directors approved the following internally restricted funds:

### *Capital reserve fund:*

Funds are to be set aside for all capital projects to be undertaken.

### *Operating reserve fund:*

The primary objective is to set aside funds to ensure the Food Bank will be able to provide operating expenses for purchases and salaries to meet the needs of day-to-day operations.

# PARTNERS IN MISSION FOOD BANK

Notes to Financial Statements (continued)

Year ended December 31, 2019

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## **7. Interfund transfer:**

During the year the Board of Directors approved to increase the operating reserve fund by \$100,000 to \$350,000 and increase the capital reserve fund by \$18,820 to \$150,000.

## **8. Financial risks:**

The Food Bank manages its investment portfolio to earn investment income and invests according to a Board policy. The Food Bank is not involved in any hedging relationships through its operations and does not hold or use any derivative financial instruments for trading purposes.

The Food Bank believes that it is not exposed to significant interest-rate, market, credit or cash flow risk arising from its financial instruments.

Additionally, the Food Bank believes it is not exposed to significant liquidity risk as all investments are held in instruments that are highly liquid and can be disposed of to settle commitments. The fixed income securities (Guaranteed Investment Certificates) yield interest between 2.05% and 2.25% and mature between February 2021 and June 2021.