

ARCH DISABILITY LAW CENTRE

FINANCIAL STATEMENTS

March 31, 2020

Independent Auditor's Report

To the Board of Directors of ARCH Disability Law Centre

Opinion

We have audited the financial statements of ARCH Disability Law Centre (the "Organization"), which comprise the statement of financial position as at March 31, 2020, and the statements of operations and funds balance 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 accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization 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 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 ability of the Organization 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 Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process of the Organization.

Auditor's 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 auditor's 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 the 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 internal control of the Organization.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

- 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 ability of the Organization to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause the Organization 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.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.



Toronto, Ontario
August 25, 2020

Chartered Professional Accountants
Licensed Public Accountants

ARCH DISABILITY LAW CENTRE

Statement of Financial Position

March 31, 2020

	LAO General Fund \$	LAO Legal Disbursements Fund \$	LAO Capital Fund \$	General Fund (note 4) \$	Break Open Ticket Fund \$	Total \$
ASSETS						
Current Assets						
Cash	-	8,902	-	609,343	85,826	704,071
Accounts receivable	7,840	-	-	-	-	7,840
HST recoverable	13,632	72	-	4,525	2,212	20,441
Prepaid expenses	16,498	-	-	-	-	16,498
	37,970	8,974	-	613,868	88,038	748,850
Capital assets (note 5)	-	-	11,043	-	-	11,043
Total assets	37,970	8,974	11,043	613,868	88,038	759,893
LIABILITIES						
Current Liabilities						
Accounts payable	15,138	-	-	4,155	1,784	21,077
Inter-fund payable (receivable)	10,500	-	-	(10,500)	-	-
Bank overdraft	2,644	-	-	-	-	2,644
	28,282	-	-	(6,345)	1,784	23,721
FUNDS BALANCE	9,688	8,974	11,043	620,213	86,254	736,172
Total liabilities and funds balance	37,970	8,974	11,043	613,868	88,038	759,893

The accompanying notes are an integral part of these financial statements

Approved on behalf of the Board:

Director
ARCH Disability Law Centre

ARCH DISABILITY LAW CENTRE

Statement of Financial Position

March 31, 2019

	LAO General Fund \$	LAO Legal Disbursements Fund \$	LAO Capital Fund \$	General Fund (note 4) \$	Break Open Ticket Fund \$	Total \$
ASSETS						
Current Assets						
Cash	37,490	5,564	-	430,206	71,196	544,456
Accounts receivable	-	-	-	-	5,828	5,828
HST recoverable	14,550	-	-	137	3,460	18,147
Prepaid expenses	16,939	-	-	-	-	16,939
	<u>68,979</u>	<u>5,564</u>	<u>-</u>	<u>430,343</u>	<u>80,484</u>	<u>585,370</u>
Capital assets (note 5)	-	-	16,892	-	-	16,892
Total assets	<u><u>68,979</u></u>	<u><u>5,564</u></u>	<u><u>16,892</u></u>	<u><u>430,343</u></u>	<u><u>80,484</u></u>	<u><u>602,262</u></u>
LIABILITIES						
Current Liabilities						
Accounts payable	36,179	-	-	777	2,900	39,856
Inter-fund payable (receivable)	(5,333)	-	-	1,854	3,479	-
	<u>30,846</u>	<u>-</u>	<u>-</u>	<u>2,631</u>	<u>6,379</u>	<u>39,856</u>
FUNDS BALANCE	<u>38,133</u>	<u>5,564</u>	<u>16,892</u>	<u>427,712</u>	<u>74,105</u>	<u>562,406</u>
Total liabilities and funds balance	<u><u>68,979</u></u>	<u><u>5,564</u></u>	<u><u>16,892</u></u>	<u><u>430,343</u></u>	<u><u>80,484</u></u>	<u><u>602,262</u></u>

The accompanying notes are an integral part of these financial statements

ARCH DISABILITY LAW CENTRE

Statement of Operations and Funds Balance

Year ended March 31, 2020

	LAO General Fund \$	LAO Legal Disbursements Fund \$	LAO Capital Fund \$	General Fund (note 4) \$	Break Open Ticket Fund \$	Total \$
Revenues						
Legal Aid Ontario						
-direct receipts	1,491,345	6,682	-	-	-	1,498,027
-indirect receipts (note 3)	64,348	-	-	-	-	64,348
City of Toronto - Community Service Partnership Grant	-	-	-	33,715	-	33,715
Ministry of Employment and Social Development	-	-	-	338,571	-	338,571
Break Open Tickets	-	-	-	-	85,168	85,168
DisAbled Women's Network Canada	-	-	-	32,267	-	32,267
British Columbia Aboriginal Network on Disability Society	-	-	-	8,156	-	8,156
Other income	-	-	-	23,582	-	23,582
	1,555,693	6,682	-	436,291	85,168	2,083,834
Expenses						
Salaries and benefits	1,195,756	-	-	69,484	-	1,265,240
Accommodations	206,201	-	-	-	-	206,201
Supplies and services	25,407	-	-	174,306	73,019	272,732
Travel	12,154	-	-	-	-	12,154
Communications	7,529	-	-	-	-	7,529
Library	8,430	-	-	-	-	8,430
Professional dues	17,427	-	-	-	-	17,427
Equipment	5,972	-	-	-	-	5,972
Audit fees	6,860	-	-	-	-	6,860
Indirect payments (note 3)	64,348	-	-	-	-	64,348
Legal disbursements	-	3,272	-	-	-	3,272
Amortization	-	-	5,849	-	-	5,849
	1,550,084	3,272	5,849	243,790	73,019	1,876,014
Excess of revenues over expenses (expenses over revenues) for year	5,609	3,410	(5,849)	192,501	12,149	207,820
Return of funding to Legal Aid Ontario	(34,054)	-	-	-	-	(34,054)
Funds balance, beginning of year	38,133	5,564	16,892	427,712	74,105	562,406
Funds balance, end of year	9,688	8,974	11,043	620,213	86,254	736,172

The accompanying notes are an integral part of these financial statements

ARCH DISABILITY LAW CENTRE

Statement of Operations and Funds Balance

Year ended March 31, 2019

	LAO General Fund \$	LAO Legal Disbursements Fund \$	LAO Capital Fund \$	General Fund (note 4) \$	Break Open Ticket Fund \$	Total \$
Revenues						
Legal Aid Ontario						
-direct receipts	1,478,059	23	-	-	-	1,478,082
-indirect receipts (note 3)	14,019	-	14,950	-	-	28,969
City of Toronto - Community Service Partnership Grant	-	-	-	32,995	-	32,995
Break Open Tickets	-	-	-	-	78,483	78,483
Other income	-	-	-	31,738	-	31,738
	1,492,078	23	14,950	64,733	78,483	1,650,267
Expenses						
Salaries and benefits	1,100,927	-	-	40,561	-	1,141,488
Accommodations	201,195	-	-	-	-	201,195
Supplies and services	68,908	-	-	46,186	107,185	222,279
Travel	26,812	-	-	-	-	26,812
Communications	8,013	-	-	209	-	8,222
Library	9,455	-	-	-	-	9,455
Professional dues	15,259	-	-	-	-	15,259
Equipment	8,012	-	-	-	-	8,012
Audit fees	6,860	-	-	-	-	6,860
Indirect payments (note 3)	14,019	-	-	-	-	14,019
Legal disbursements	-	3,346	-	-	-	3,346
Amortization	-	-	5,849	-	-	5,849
	1,459,460	3,346	5,849	86,956	107,185	1,662,796
Excess of revenues over expenses (expenses over revenues) for year	32,618	(3,323)	9,101	(22,223)	(28,702)	(12,529)
Return of funding to Legal Aid Ontario	(53,931)	-	-	-	-	(53,931)
Funds balance, beginning of year	59,446	8,887	7,791	449,935	102,807	628,866
Funds balance, end of year	38,133	5,564	16,892	427,712	74,105	562,406

The accompanying notes are an integral part of these financial statements

ARCH DISABILITY LAW CENTRE

Statement of Cash Flows

Year ended March 31	2020 \$	2019 \$
Cash flows from operating activities		
Excess of revenues over expenses (expenses over revenues) for year	207,820	(12,529)
Return of funding to Legal Aid Ontario	(34,054)	(53,931)
Item not affecting cash		
Amortization	5,849	5,849
	179,615	(60,611)
Changes in non-cash working capital		
Decrease (increase) in accounts receivable	(2,012)	283,873
Increase in HST recoverable	(2,294)	(1,255)
Decrease (increase) in prepaid expenses	441	(1,737)
Decrease in accounts payable	(18,779)	(22,117)
Increase in bank overdraft	2,644	-
	159,615	198,153
Cash flows from investing activities		
Purchase of capital assets	-	(14,950)
Net change in cash	159,615	183,203
Cash, beginning of year	544,456	361,253
Cash, end of year	704,071	544,456

The accompanying notes are an integral part of these financial statements

ARCH DISABILITY LAW CENTRE

Notes to Financial Statements

March 31, 2020

ARCH Disability Law Centre (the "Organization"), is incorporated without share capital under the laws of the Province of Ontario and is a registered charitable organization. The Organization was formed to provide equal access to quality legal services for persons with disabilities and disability organizations and is primarily funded by Legal Aid Ontario.

The Organization qualifies as a not-for-profit organization under the Income Tax Act and is exempt from corporate income tax.

1. Significant accounting policies

a) Fund accounting

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles. The Organization follows the restricted fund method of accounting for contributions whereby all contributions are recognized as revenue of the applicable fund when received or receivable. All the funds described below, except as noted, are restricted as to use by various agreements between the Organization and Legal Aid Ontario ("LAO") and title to the Organization assets vests with the funder.

i) LAO General Fund

These funds are used to provide a range of legal and paralegal services, including public legal education, summary advice and referral, law reform, community development and test case litigation on behalf of persons with disabilities and disability organizations.

ii) LAO Legal Disbursements Fund

These funds are used to provide for certain direct expenses incurred in representing Organization clients in legal proceedings.

iii) LAO Capital Fund

This fund holds the capital assets of the Organization that have been funded by Legal Aid Ontario.

iv) General Fund

The unrestricted fund includes monies, which are used to enhance the activities of the Organization as directed by management or the board of directors.

Restricted funds are received from time to time from various sources for specific projects (note 4).

v) Break Open Ticket Fund

These funds are received from the proceeds of break open ticket sales. The use of these funds is restricted as detailed in the Break Open Ticket Lottery License issued by the Alcohol and Gaming Commission of Ontario.

ARCH DISABILITY LAW CENTRE

Notes to Financial Statements (continued)

March 31, 2020

1. Significant accounting policies (continued)

b) Capital assets

The costs of capital assets are capitalized upon meeting the criteria for recognition as capital assets, otherwise, costs are expensed as incurred. The cost of capital assets comprises its purchase price and any directly attributable cost of preparing the asset for its intended use.

Capital assets are presented at cost less accumulated amortization and accumulated impairment losses.

Capital assets are tested for impairment whenever events or changes in circumstances indicate that its carrying amount may not be recoverable. If any potential impairment is identified, then the amount of the impairment is quantified by comparing the carrying value of the capital assets to its fair value. Any impairment of capital assets is charged to operations in the period in which the impairment is determined.

An impairment loss is not reversed if the fair value of the capital assets subsequently increases.

The Organization provides for amortization using methods at rates designed to amortize the cost of the property and equipment over their estimated useful lives. Amortization is provided on a straight-line basis, over the following periods:

Computer equipment	- 3 years
Office equipment	- 10 years

c) Financial instruments

i) Measurement of financial instruments

The Organization initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Organization subsequently measures its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and bank overdraft.

ARCH DISABILITY LAW CENTRE

Notes to Financial Statements (continued)

March 31, 2020

1. Significant accounting policies (continued)

c) Financial instruments (continued)

ii) Impairment

Financial assets measured at amortized cost are tested for impairment annually for indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the statement of operations and funds balance. The write down reflects the difference between the carrying amount and the higher of:

- the present value of the cash flows expected to be generated by the asset or group of assets;
- the amount that could be realized by selling the assets or group of assets;

When the events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in the statement of operations and funds balance up to the amount of the previously recognized impairment.

2. Financial instrument risk management

The Organization may be exposed to various risks through its financial instruments including credit risk, liquidity risk and market risk (including interest rate risk, currency risk and other price risk):

Credit risk

Credit risk is the risk that the counterpart to a financial instrument will fail to discharge an obligation that is entered into with the Organization. The Organization is not exposed to significant credit risk.

Liquidity risk

Liquidity risk is the risk that the Organization will not be able to meet a demand for cash or fund its obligations as they come due. The Organization is not exposed to significant liquidity risk.

ARCH DISABILITY LAW CENTRE

Notes to Financial Statements (continued)

March 31, 2020

2. Financial instrument risk management (continued)

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of interest rate risk, currency risk, and other price risk.

Interest rate risk arises from the possibility that changes in interest rates will affect the fair value of financial instruments.

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign currencies.

Other price risk is the risk that the value of financial instruments will fluctuate as a result 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 a market.

The Organization is not exposed to significant market risk.

Changes in risk

There have been no changes in the Organization's risk exposures from the prior year.

3. Indirect payments

Legal Aid Ontario administers and makes payments on behalf of the Organization for the following expenditures:

LAO General Fund	2020	2019
	\$	\$
Supplies and services	61,873	13,535
Library expenses	1,656	411
Pension and group insurance	819	73
	<u>64,348</u>	<u>14,019</u>

Capital Fund	2020	2019
	\$	\$
Computer equipment	-	14,950
	<u>-</u>	<u>14,950</u>

ARCH DISABILITY LAW CENTRE

Notes to Financial Statements (continued)

March 31, 2020

4. General Fund

Year ended March 31, 2020

	Unrestricted Funds (note 4 a) \$	DLI Program \$	Respectin g Rights Program \$	Do the Right Thing Program \$	CRPD Coordinator Program \$	Optional Protocol Lab Project \$	Meaningful Participation in Regulation Making Project \$	Inactive Restricted Programs (note 4 b) \$	Total \$
Revenues									
City of Toronto - Community Service Partnership Grant	33,715	-	-	-	-	-	-	-	33,715
Ministry of Employment and Social Development	-	-	-	-	-	200,005	138,566	-	338,571
DisAbled Women's Network Canada	-	-	-	32,267	-	-	-	-	32,267
British Columbia Aboriginal Network on Disability Society	-	-	-	-	8,156	-	-	-	8,156
Other income	19,165	2,556	1,861	-	-	-	-	-	23,582
	52,880	2,556	1,861	32,267	8,156	200,005	138,566	-	436,291
Expenses									
Salaries and benefits	36,658	-	8,000	-	-	5,358	19,468	-	69,484
Supplies and services	2,771	860	98,981	5,443	500	44,052	21,699	-	174,306
	39,429	860	106,981	5,443	500	49,410	41,167	-	243,790
Excess of revenues over expenses (expenses over revenues) for year									
	13,451	1,696	(105,120)	26,824	7,656	150,595	97,399	-	192,501
Funds balance, beginning of year	131,249	1,126	233,889	-	-	-	-	61,448	427,712
Funds balance, end of year	144,700	2,822	128,769	26,824	7,656	150,595	97,399	61,448	620,213

ARCH DISABILITY LAW CENTRE

Notes to Financial Statements (continued)

March 31, 2020

4. General Fund (continued)

Year ended March 31, 2019

	Unrestricted Funds (note 4 a) \$	DLI Program \$	Respecting Rights Program \$	Inactive Restricted Programs (note 4 b) \$	Total \$
Revenues					
City of Toronto - Community Service Partnership Grant	32,995	-	-	-	32,995
Other income	28,288	3,450	-	-	31,738
	61,283	3,450	-	-	64,733
Expenses					
Salaries and benefits	36,561	-	4,000	-	40,561
Supplies and services	8,188	2,534	35,464	-	46,186
Communications	73	-	136	-	209
	44,822	2,534	39,600	-	86,956
Excess of revenues over expenses (expenses over revenues) for year	16,461	916	(39,600)	-	(22,223)
Funds balance, beginning of year	114,788	210	273,489	61,448	449,935
Funds balance, end of year	131,249	1,126	233,889	61,448	427,712

ARCH DISABILITY LAW CENTRE

Notes to Financial Statements (continued)

March 31, 2020

4. General Fund (continued)

a) Unrestricted Funds

The composition of the Unrestricted Funds' funds balance is as follows:

	2020 \$	2019 \$
Legal Funds	30,115	30,115
Mediation Fund	3,000	3,000
Other	127,592	111,198
City of Toronto - Community Service Partnership Grant	(16,007)	(13,064)
	<u>144,700</u>	<u>131,249</u>

b) Inactive Restricted Programs

The composition of the Inactive Restricted Programs' funds balance is as follows:

	2020 \$	2019 \$
City of Toronto - Access and Equity Grant	3,849	3,849
Library Reference Centre	1,473	1,473
Industry Canada	26,182	26,182
Canadian Human Rights Commission	15,594	15,594
Law Commission of Ontario	14,350	14,350
	<u>61,448</u>	<u>61,448</u>

5. Capital assets

	2020		
	Cost \$	Accumulated Amortization \$	Net \$
Computer equipment	14,950	9,966	4,984
Office equipment	8,657	2,598	6,059
	<u>23,607</u>	<u>12,564</u>	<u>11,043</u>
	2019		
	Cost \$	Accumulated Amortization \$	Net \$
Computer equipment	14,950	4,983	9,967
Office equipment	8,657	1,732	6,925
	<u>23,607</u>	<u>6,715</u>	<u>16,892</u>

ARCH DISABILITY LAW CENTRE

Notes to Financial Statements (continued)

March 31, 2020

6. **Commitments**

The Organization is a member of the Co-operative of Specialty Community Legal Clinics of Ontario Inc. (the "Co-op") located at 55 University Avenue in Toronto. Under the terms of the membership agreement, the Organization is committed to paying certain joint expenses on a cost recovery basis along with the other members of the Co-op until August 31, 2031. Rent costs under the membership agreement totalled \$202,181 (2019 - \$197,405).

HILBORN

LISTENERS. THINKERS. DOERS.