

SOCIAL PLANNING COUNCIL OF OTTAWA

FINANCIAL STATEMENTS

DECEMBER 31, 2024



1.

INDEPENDENT AUDITORS' REPORT

To the Members of
Social Planning Council of Ottawa

Qualified Opinion

We have audited the financial statements of Social Planning Council of Ottawa (the "Council"), which comprise the statement of financial position as at December 31, 2024, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Council as at December 31, 2024, 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 Qualified Opinion

In common with many not-for-profit organizations, the Council derives revenue from the general public in the form of fundraising and 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 Council and we were not able to determine whether any adjustments might be necessary to fundraising revenue, net revenue and cash flows from operations for the years ended December 31, 2024 and 2023, current assets and unrestricted surplus as at December 31, 2024 and 2023. Our audit opinion on the financial statements for the year ended December 31, 2023 was modified accordingly because of the possible effects of this limitation in scope.

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 Council 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 qualified opinion.

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INDEPENDENT AUDITORS' REPORT (Cont'd.)

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 Council'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 Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council'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 Council's internal control.

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INDEPENDENT AUDITORS' REPORT (Cont'd.)

- 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 Council'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 Council 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.

McCay Duff LLP

McCay Duff LLP,
Licensed Public Accountants.

Ottawa, Ontario,
June 9, 2025.

SOCIAL PLANNING COUNCIL OF OTTAWA

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2024

ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT		
Cash	\$ 374,645	\$ 658,216
Accounts receivable	242,629	134,175
Prepaid expenses	<u>31,303</u>	<u>37,279</u>
	648,577	829,670
COMMUNITY FOUNDATION ENDOWMENT FUND ASSETS (note 4)	29,112	26,541
RESTRICTED RESERVE ASSETS	<u>10,500</u>	<u>10,499</u>
	\$ <u><u>688,189</u></u>	\$ <u><u>866,710</u></u>

LIABILITIES

CURRENT		
Accounts payable and accrued liabilities (note 5)	\$ 111,309	\$ 77,410
Deferred contributions (note 6)	<u>444,848</u>	<u>689,816</u>
	556,157	767,226

NET ASSETS

COMMUNITY FOUNDATION ENDOWMENT FUND (note 4)	29,112	26,541
UNRESTRICTED SURPLUS	92,420	62,444
RESTRICTED RESERVE	<u>10,500</u>	<u>10,499</u>
	<u>132,032</u>	<u>99,484</u>
	\$ <u><u>688,189</u></u>	\$ <u><u>866,710</u></u>

Approved on behalf of the Board:

Director

Director

SOCIAL PLANNING COUNCIL OF OTTAWA

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
UNRESTRICTED SURPLUS		
BALANCE - BEGINNING OF YEAR	\$ 62,444	\$ 50,553
Net revenue for the year	<u>29,976</u>	<u>11,891</u>
BALANCE - END OF YEAR	\$ <u><u>92,420</u></u>	\$ <u><u>62,444</u></u>
RESTRICTED RESERVE		
BALANCE - BEGINNING OF YEAR	\$ 10,499	\$ 10,498
Investment income	<u>1</u>	<u>1</u>
BALANCE - END OF YEAR	\$ <u><u>10,500</u></u>	\$ <u><u>10,499</u></u>

SOCIAL PLANNING COUNCIL OF OTTAWA
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>General Operations</u>	<u>Research, Planning & Networking</u>	<u>Synapcity</u>	<u>CIMS</u>	<u>Special Projects</u>	<u>2024 Total</u>	<u>2023 Total</u>
REVENUE							
Deferred contributions from previous year (note 6)	\$ -	\$ 238,317	\$ 81,848	\$ 13,483	\$ 356,168	\$ 689,816	\$ 329,613
Canadian Red Cross	-	12,744	-	-	-	12,744	24,588
City of Ottawa	76,159	443,495	-	-	37,210	556,864	386,942
Client user fees	4,100	-	-	500	5,549	10,149	89,317
Data Consortium	-	-	-	25,048	-	25,048	28,700
Employment and Social Development Canada	-	295,105	-	-	451,774	746,879	786,159
Fundraising and donations	5,880	52	1,640	-	19,862	27,434	35,784
Investment and other income	4,541	-	-	-	16,800	21,341	4,349
Membership fees	1,984	-	-	-	1,340	3,324	1,355
Other foundations	-	71,740	-	-	83,924	155,664	98,277
Ottawa Community Foundation	1,064	-	16,741	24,800	201,886	244,491	425,375
Province of Ontario	-	1,059	-	-	19,892	20,951	-
South-East Ottawa Community Health Centre	-	-	-	-	30,978	30,978	53,000
The Ontario Trillium Foundation	-	200,800	-	-	48,800	249,600	159,000
United Way East Ontario	-	83,000	-	-	9,000	92,000	86,000
	<u>93,728</u>	<u>1,346,312</u>	<u>100,229</u>	<u>63,831</u>	<u>1,283,183</u>	<u>2,887,283</u>	<u>2,508,459</u>
Deferred contributions to next year (note 6)	<u>-</u>	<u>128,971</u>	<u>16,253</u>	<u>10,900</u>	<u>288,724</u>	<u>444,848</u>	<u>689,816</u>
	93,728	1,217,341	83,976	52,931	994,459	2,442,435	1,818,643
EXPENSES (Schedule of Expenses)	<u>70,066</u>	<u>1,217,339</u>	<u>83,976</u>	<u>51,218</u>	<u>989,860</u>	<u>2,412,459</u>	<u>1,806,752</u>
NET REVENUE	<u>\$ 23,662</u>	<u>\$ 2</u>	<u>\$ -</u>	<u>\$ 1,713</u>	<u>\$ 4,599</u>	<u>\$ 29,976</u>	<u>\$ 11,891</u>

SOCIAL PLANNING COUNCIL OF OTTAWA

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
CASH PROVIDED BY (USED FOR)		
OPERATING ACTIVITIES		
Cash from operations		
Net revenue for the year	\$ 29,976	\$ 11,891
Restricted reserve investment income	<u>1</u>	<u>1</u>
	29,977	11,892
 Changes in non-cash working capital		
- accounts receivable	(108,454)	(28,422)
- prepaid expenses	5,976	(28,666)
- accounts payable and accrued liabilities	33,899	19,544
- deferred contributions	<u>(244,968)</u>	<u>360,203</u>
	<u>(313,547)</u>	<u>322,659</u>
	(283,570)	334,551
 INVESTING ACTIVITY		
Change in restricted reserve assets	<u>(1)</u>	<u>(1)</u>
 INCREASE (DECREASE) IN CASH DURING THE YEAR	(283,571)	334,550
 CASH - BEGINNING OF YEAR	<u>658,216</u>	<u>323,666</u>
 CASH - END OF YEAR	\$ <u><u>374,645</u></u>	\$ <u><u>658,216</u></u>

SOCIAL PLANNING COUNCIL OF OTTAWA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

1. ORGANIZATION

The Council is incorporated under the laws of Ontario without share capital by way of letters patent. The Council is a private, not-for-profit and registered charitable organization directed by a volunteer Board of Directors. Its mission is to provide the residents of Ottawa with the means to exercise informed leadership on issues affecting their social and economic well-being. The Council is dependent on grants from various levels of government and the United Way of Ottawa in order to maintain its current levels of service. The Council qualifies as a non-profit organization as defined in section 149(1)(L) of the Income Tax Act. Accordingly, the Council is exempt from income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Revenue Recognition

The Council follows the deferral method of accounting for contributions. Restricted contributions are recognized in the year in which the related restrictions are met. Unrestricted contributions are recognized as revenue when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Membership fees are recognized as revenue when received or receivable.

Client user fees are recognized in the year the related services are provided.

(b) Tangible Capital Assets and Amortization

Tangible capital assets are stated at cost, net of accumulated amortization.

(c) Administration Cost Allocation

Administration costs are allocated to projects up to the maximum allowed under the funding agreements.

(d) Restricted Reserve

The Council maintains a portion of its surplus in an internally restricted reserve. The terms and conditions of the amount, use and restrictions of the reserve are determined by the Council. Reserve assets consist of guaranteed investment certificates.

SOCIAL PLANNING COUNCIL OF OTTAWA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd.)

(e) Use of Estimates

The preparation of 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, liabilities, revenue and expenses and disclosure of contingent assets and liabilities. These estimates are reviewed periodically and adjustments are made to net revenue (expenses) as appropriate in the year they become known.

(f) Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. Financial assets and liabilities originated or exchanged in related party transactions, except for those that involve parties whose sole relationship with the Council is in the capacity of management, are initially measured at cost.

In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date.

(g) Volunteer Services

The Council receives the services of many volunteers, the cost of which cannot be reasonably estimated. Therefore, no representation of this expense has been included in these financial statements.

SOCIAL PLANNING COUNCIL OF OTTAWA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

3. FINANCIAL RISKS AND CONCENTRATION OF RISKS

It is management's opinion that the Council is not exposed to significant credit, interest rate, liquidity, market or currency risks arising from its financial instruments. There has been no change to the risk exposure from the prior year.

4. COMMUNITY FOUNDATION ENDOWMENT FUND

In 2004, the Council established an endowment fund with the Community Foundation of Ottawa. The fund was established in order to begin the process of providing long-term funding stability. Contributions to the fund, since its inception, total \$13,618. The total income earned by the fund over that period is \$15,494, resulting in a fund balance at December 31, 2024 of \$29,112 (2023 - \$26,541). Activity of the endowment fund for the fiscal year ending December 31, 2024 consists of net investment income of \$2,571. A stipulation of the fund is that all earnings must be reinvested until the fund balance reaches \$25,000. Since this threshold was reached in a prior year, income earned is now fully available for operational use. As of December 31, 2024, none of these funds have been spent.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities are government remittances payable of \$14,085 (2023 - \$30,701) for payroll related taxes.

SOCIAL PLANNING COUNCIL OF OTTAWA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

6. DEFERRED CONTRIBUTIONS

Deferred contributions received are restricted for use in subsequent fiscal periods.

	<u>Balance - Beginning of Year</u>	<u>Received During the Year</u>	<u>Recognized as Revenue in the Year</u>	<u>Balance - End of Year</u>
Canadian Red Cross	\$ -	\$ 12,744	\$ 7,219	\$ 5,525
City of Ottawa	54,432	556,863	582,772	28,523
Client user fee	10,210	10,149	15,364	4,995
Co-operators Community Fund	7,518	-	7,392	126
Data Consortium	-	25,048	25,048	-
Employment and Social Development Canada	203,362	746,879	888,627	61,614
Fundraising and donations	131,918	27,434	108,159	51,193
Investment and other income	-	21,341	15,090	6,252
Matt Foundation	6,764	-	-	6,764
Membership Fees	-	3,324	3,324	-
Other foundations	8,966	155,664	119,467	45,163
Ottawa Community Foundation	175,458	244,491	311,181	108,768
Province of Ontario	-	20,951	10,647	10,304
South-East Ottawa Community Health Centre	54,117	30,978	85,095	-
The Ontario Trillium Foundation	33,905	249,600	199,207	84,298
United Way East Ontario	<u>3,166</u>	<u>92,000</u>	<u>63,843</u>	<u>31,323</u>
	<u>\$ 689,816</u>	<u>\$ 2,197,466</u>	<u>\$ 2,442,435</u>	<u>\$ 444,848</u>

7. PENSION PLAN

The Council participates in the Ottawa-Carleton Community Agencies Pension Plan. This multi-employer defined benefit pension plan covers employees of the Council and employees of other participating organizations.

The Council has adopted defined contribution plan accounting principles for this pension plan as sufficient information is not available to use defined benefit plan accounting.

As at December 31, 2023, the pension plan deficit in aggregate was \$1,327,339. During the year, the Council contributed and expensed \$6,450 (2023 - \$10,351) to the plan. No significant changes were made to the contractual elements of the plan during the year.

8. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with current financial statement presentation.

SOCIAL PLANNING COUNCIL OF OTTAWA

SCHEDULE OF EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2024

	General Operations	Research Planning & Networking	Synapcity	CIMS	Special Projects	2024 Total	2023 Total
Bad debts	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ 400	\$ 12,743
Bookkeeping	14,967	-	-	-	1,497	16,464	14,239
Conference, travel and staff development	3,919	62,909	5,000	-	64,578	136,406	100,636
Consultant fees	73	152,363	530	-	4,455	157,421	43,782
Contract personnel	25,642	500,610	61,092	11,772	345,472	944,588	596,603
Emergency living support	1,204	491	-	-	2,300	3,995	2,367
Employee benefits (recovery)	(1,813)	72,447	6,086	1,247	47,452	125,419	93,225
Funding services	5,000	103,495	-	11,175	126,140	245,810	188,560
Fundraising	330	-	-	-	9	339	368
Information and data purchase	-	-	-	23,590	-	23,590	23,440
Insurance	5,835	21,109	781	-	-	27,725	13,054
Miscellaneous	618	-	22	-	12,924	13,564	8,050
Office equipment maintenance and leases	20,901	17,592	1,314	3,314	5,609	48,730	66,314
Occupancy	19,015	20,133	-	-	1,650	40,798	23,046
Pilot projects	-	-	-	-	63,061	63,061	106,400
Postage and shipping	96	30	-	-	-	126	341
Printing, photocopying and desktop publishing	314	-	-	-	-	314	1,440
Professional fees	15,591	-	-	-	-	15,591	12,879
Public relations and publicity	-	-	-	-	2,000	2,000	20
Salaries and honorariums	-	99,642	200	-	196,479	296,321	297,338
Stationery and supplies	2,097	42,303	-	13	30,340	74,753	30,029
Subscriptions and publications	-	-	-	-	-	-	558
Sundry, local transport and participant expenses	2,424	112,972	5,716	28	45,028	166,168	158,388
Telephone	1,519	-	-	-	522	2,041	2,771
Volunteer/Board support	1,037	592	-	-	-	1,629	1,514
Website/Internet	3,023	651	78	79	1,375	5,206	8,647
Admin allocation (recovery)	(51,726)	10,000	2,757	-	38,969	-	-
	<u>\$ 70,066</u>	<u>\$ 1,217,339</u>	<u>\$ 83,976</u>	<u>\$ 51,218</u>	<u>\$ 989,860</u>	<u>\$ 2,412,459</u>	<u>\$ 1,806,752</u>