

Financial Statements of

**CANADIAN MENTAL HEALTH  
ASSOCIATION - ONTARIO  
DIVISION**

And Independent Auditors' Report thereon

Year ended March 31, 2020



KPMG LLP  
Vaughan Metropolitan Centre  
100 New Park Place, Suite 1400  
Vaughan ON L4K 0J3  
Canada  
Tel 905-265-5900  
Fax 905-265-6390

## INDEPENDENT AUDITORS' REPORT

To the Members of Canadian Mental Health Association - Ontario Division

### ***Qualified Opinion***

We have audited the financial statements of Canadian Mental Health Association - Ontario Division (the Entity), which comprise:

- the statement of financial position as at March 31, 2020
- the statement of operations for the year then ended
- the statement of changes 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 Entity as at March 31, 2020, 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 charitable organizations, the Entity derives part of its revenue from the general public in the form of fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of this revenue was limited to the amounts recorded in the records of the Entity.

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 March 31, 2020 and March 31, 2019
- the fundraising revenue and excess (deficiency) of revenue over expenses reported in the statements of operations for the years ended March 31, 2020 and March 31, 2019



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- 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 March 31, 2020 and March 31, 2019
- the excess (deficiency) of revenue over expenses reported in the statements of cash flows for the years ended March 31, 2020 and March 31, 2019.

Our opinion on the financial statements for the year ended March 31, 2019 was qualified 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 auditors' report.

We are independent of the Entity 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.

### ***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 Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity'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.



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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 Entity'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 Entity'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 Entity 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.



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- 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

Vaughan, Canada

June 30, 2020

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

## Statement of Financial Position

March 31, 2020, with comparative information for 2019

	2020	2019
<b>Assets</b>		
Current assets:		
Cash	\$ 1,850,147	\$ 2,722,248
Short-term investments (note 2)	2,622,664	2,994,270
Accounts receivable (note 18)	684,827	270,599
Program in progress (note 3)	426,959	322,196
Prepaid expenses	94,853	69,332
	<u>5,679,450</u>	<u>6,378,645</u>
Investments (note 2)	10,916,909	10,395,741
Capital assets (note 4)	299,599	265,158
Step rent receivable (note 8)	53,198	41,193
	<u>\$ 16,949,156</u>	<u>\$ 17,080,737</u>
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Accounts payable and accrued liabilities (notes 5 and 12)	\$ 1,040,853	\$ 532,369
Due to Government of Ontario (note 6)	1,574,642	1,052,882
	<u>2,615,495</u>	<u>1,585,251</u>
Deferred capital contributions (note 7)	1,370	1,977
Deferred contributions and deferred revenue (note 7)	304,640	1,310,346
Deferred rent (note 8)	398,530	165,238
	<u>3,320,035</u>	<u>3,062,812</u>
Net assets:		
Invested in capital assets (note 9)	298,229	263,181
Internally restricted (note 10)	13,700,000	13,700,000
Unrestricted	(369,108)	54,744
	<u>13,629,121</u>	<u>14,017,925</u>
Commitments and guarantees (notes 11 and 14)		
Subsequent event (notes 13 and 19)		
	<u>\$ 16,949,156</u>	<u>\$ 17,080,737</u>

See accompanying notes to financial statements.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

## Statement of Operations

Year ended March 31, 2020, with comparative information for 2019

	2020	2019
Revenue:		
Ministry of Health and Long-Term Care - grant (note 6)	\$ 2,113,105	\$ 2,113,112
Government of Ontario - Bounce Back program (note 6)	8,371,310	5,684,584
Government of Ontario - special projects	1,898,686	1,891,242
Government of Canada - special projects	613,867	127,656
Fundraising	1,314,954	717,223
Bequests	906,604	9,618,369
Branch membership fees	200,000	203,000
Investment income	627,155	238,791
Gain on sale of investments	-	165,796
Unrealized investment gains, net	-	344,691
Mental health works programs	272,210	13,436
Amortization of deferred capital contributions (note 7(a.1))	607	607
Other (note 18)	703,611	570,209
Rental income	446,405	314,510
	<u>17,468,514</u>	<u>22,003,226</u>
Expenses:		
Bounce Back program	8,371,310	5,684,584
Mental health education and capacity building projects	2,624,536	2,018,899
Knowledge centre	2,281,848	1,731,183
Management, operations and support services (note 18)	1,857,763	1,152,754
Unrealized investment losses, net	1,026,166	-
Communications and marketing	961,669	644,001
Mental health works program	265,485	62,532
Fundraising	219,197	199,527
Mental health education and capacity building projects -		
Loss on sale of investments	158,051	-
Amortization of capital assets	46,815	44,643
Revenue share program (note 12)	44,052	52,281
Loss on disposal of capital assets	426	-
	<u>17,857,318</u>	<u>11,590,404</u>
Excess (deficiency) of revenue over expenses	<u>\$ (388,804)</u>	<u>\$ 10,412,822</u>

See accompanying notes to financial statements.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

## Statement of Changes in Net Assets

Year ended March 31, 2020, with comparative information for 2019

2020	Invested in capital assets (note 9)	Internally restricted (note 10)	Unrestricted	Total
Balance, beginning of year	\$ 263,181	\$ 13,700,000	\$ 54,744	\$ 14,017,925
Deficiency of revenue over expenses	(46,634)	–	(342,170)	(388,804)
Purchase of capital assets	81,682	–	(81,682)	–
<b>Balance, end of year</b>	<b>\$ 298,229</b>	<b>\$ 13,700,000</b>	<b>\$ (369,108)</b>	<b>\$ 13,629,121</b>

2019	Invested in capital assets (note 9)	Internally restricted (note 10)	Unrestricted	Total
Balance, beginning of year	\$ 196,654	\$ 1,700,000	\$ 1,708,449	\$ 3,605,103
Excess (deficiency) of revenue over expenses	(44,036)	–	10,456,858	10,412,822
Inter-fund transfer	–	12,000,000	(12,000,000)	–
Purchase of capital assets	110,563	–	(110,563)	–
<b>Balance, end of year</b>	<b>\$ 263,181</b>	<b>\$ 13,700,000</b>	<b>\$ 54,744</b>	<b>\$ 14,017,925</b>

See accompanying notes to financial statements.



# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

## Statement of Cash Flows

Year ended March 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operating activities:		
Excess (deficiency) of revenue over expenses	\$ (388,804)	\$ 10,412,822
Items not involving cash:		
Loss on disposal of capital assets	426	-
Loss (gain) on sale of investments	158,051	(165,796)
Unrealized investment losses (gains)	1,026,166	(344,691)
Amortization of deferred capital contributions	(607)	(607)
Amortization of capital assets	46,815	44,643
	842,047	9,946,371
Change in non-cash operating working capital:		
Accounts receivable	(414,228)	62,409
Program in progress	(104,763)	(103,269)
Prepaid expenses	(25,521)	(56,782)
Step rent receivable	(12,005)	(18,774)
Accounts payable and accrued liabilities	508,484	(140,965)
Due to Government of Ontario	521,760	468,816
Deferred contributions and deferred revenue	(1,005,706)	974,194
Deferred rent	233,292	107,184
	543,360	11,239,184
Investing activities:		
Change in investments, net	(1,333,779)	(9,588,187)
Purchase of capital assets	(81,682)	(110,563)
	(1,415,461)	(9,698,750)
Increase (decrease) in cash	(872,101)	1,540,434
Cash, beginning of year	2,722,248	1,181,814
Cash, end of year	\$ 1,850,147	\$ 2,722,248

See accompanying notes to financial statements.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements

Year ended March 31, 2020

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Canadian Mental Health Association - Ontario Division (the "Association") is a provincial organization, with a mandate to advocate with and provide programs and services for people with mental disorders and to enhance, maintain and promote the mental health of all individuals and communities in Ontario. The Association is incorporated under the Corporations Act of Ontario as a not-for-profit organization and is a registered charity under the Income Tax Act (Canada). The Association is exempt from income taxes under the Income Tax Act (Canada) provided the specified disbursement quota is achieved.

## 1. Significant accounting policies:

### (a) Basis of presentation:

These financial statements comprise the accounts of Canadian Mental Health Association - Ontario Division's Provincial office. The results of the Canadian Mental Health Association ("CMHA") branches are not included in these financial statements, as they are not controlled by the Association.

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO"), using the deferral method of accounting for contributions.

### (b) Revenue recognition:

Restricted contributions are recognized as deferred contributions and taken into revenue in the year in which the related expenses are incurred or the specified milestones have been achieved. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue at rates corresponding to the rates used to amortize the related capital assets.

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.

Restricted interest income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted interest income is recognized as revenue when earned.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

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## 1. Significant accounting policies (continued):

Tenant rental income is recognized using the straight-line method over the term of the related lease. The difference between the rental revenue recognized and the amounts contractually due under the lease agreements is recorded as step rent receivable.

### (c) Financial instruments:

The Association has classified each of its financial instruments and recorded them as follows:

Asset/liability	Measurement
Cash	Fair value
Investments	Fair value
Accounts receivable	Amortized cost
Accounts payable and accrued liabilities	Amortized cost
Due to Government of Ontario	Amortized cost

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### (d) Capital assets:

Purchased capital assets are recorded at cost. Donated capital assets are recorded at fair value at the date of contribution to the extent that fair value is readily available. Amortization is provided on a declining-balance basis at a rate of 30% for computer hardware and software and 20% for office equipment and furniture and fixtures. Leasehold improvements are recorded at cost and amortized on a straight-line basis over the term of the lease.

### (e) Allocation of expenses:

Certain employees perform a combination of program, fundraising and administrative functions. As a result, salaries and benefits are allocated based on the budgeted resources dedicated to the functional activity. Occupancy costs and office overhead costs are allocated to programs based on the head count employed by each function. Those costs, which cannot be readily allocated to functions, are classified as management, operations and support services. Such allocations are reviewed regularly by the Association.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

## 1. Significant accounting policies (continued):

### (f) Contributed services:

Much of the work of the Association is dependent on voluntary services. Due to the difficulty of determining fair value, contributed services are not recognized in the financial statements.

### (g) Management estimates:

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from such estimates.

## 2. Investments:

### (a) An analysis of the carrying value of investments is as follows:

2020	Remaining term to maturity				Carrying value
	Within 3 months	Within 3 to 12 months	1 to 5 years	No specific maturity	
Fixed income	\$ 2,129,936	\$ 492,728	\$ 4,490,426	\$ -	\$ 7,113,090
Equities	-	-	-	6,426,483	6,426,483
	\$ 2,129,936	\$ 492,728	\$ 4,490,426	\$ 6,426,483	\$ 13,539,573

2019	Remaining term to maturity				Carrying value
	Within 3 months	Within 3 to 12 months	1 to 5 years	No specific maturity	
Fixed income	\$ 2,105,360	\$ 888,910	\$ 3,895,461	\$ -	\$ 6,889,731
Equities	-	-	-	6,500,280	6,500,280
	\$ 2,105,360	\$ 888,910	\$ 3,895,461	\$ 6,500,280	\$ 13,390,011

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

## 2. Investments (continued):

(b) The cost and fair value of investments are as follows:

	2020		2019	
	Cost	Fair value	Cost	Fair value
Fixed income	\$ 7,129,553	\$ 7,113,090	\$ 6,799,040	\$ 6,889,731
Equities	6,878,558	6,426,483	6,033,350	6,500,280
	<u>\$ 14,008,111</u>	<u>\$ 13,539,573</u>	<u>\$ 12,832,390</u>	<u>\$ 13,390,011</u>

## 3. Program in progress:

Program in progress reflects advances recorded under the terms of a contract pertaining to the Bounce Back Program (note 6(b)) between the Association and Canadian Mental Health Association York and South Simcoe ("CMHA YSS") whereby project milestones are in process of completion and funds had not been expended by CMHA YSS.

## 4. Capital assets:

	2020		2019	
	Cost	Accumulated amortization	Net book value	Net book value
Computer hardware	\$ 203,793	\$ 156,033	\$ 47,760	\$ 45,656
Computer software	121,781	110,365	11,416	16,308
Office equipment	64,813	50,538	14,275	12,278
Furniture and fixtures	99,605	76,995	22,610	28,262
Leasehold improvements	286,759	83,221	203,538	162,654
	<u>\$ 776,751</u>	<u>\$ 477,152</u>	<u>\$ 299,599</u>	<u>\$ 265,158</u>

## 5. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable in the amount of \$57,477 (2019 - \$53,178), which relate to payroll remittances.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

## 6. Due to Government of Ontario:

Due to Government of Ontario represent unspent funding for specific purposes, payable to the Government of Ontario. Changes in the Due to Government of Ontario are as follows:

	Opening balance, due to Government of Ontario	Opening balance, deferred revenue (note 7(a))	Contributions	Interest earned on ministry funding	Recognized into revenue	Paid to Government of Ontario	Closing balance, due to Government of Ontario
Base funding (a)	\$ 167,084	\$ 107,912	\$ 2,113,105	\$ 12,147	\$ (2,113,105)	\$ (142,491)	\$ 144,652
Bounce Back (b)	856,999	–	8,900,000	14,997	(8,371,310)	–	1,400,686
Campus Mental Health Project (c)	28,799	–	–	505	–	–	29,304
	\$ 1,052,882	\$ 107,912	\$ 11,013,105	\$ 27,649	\$ (10,484,415)	\$ (142,491)	\$ 1,574,642

### (a) Base funding:

Funding received from the Ministry of Health and Long Term Care ("MOHLTC"), to undertake work in two areas: health system development and mental health promotion, education and awareness.

### (b) Bounce Back:

The Bounce Back Program is funded by MOHLTC. The project, which seeks to teach effective skills to help individuals (aged 15+) overcome symptoms of mild to moderate depression or anxiety, and improve their mental health, was launched in fiscal 2018, and will run until the end of fiscal year 2021.

### (c) Campus Mental Health:

The Campus Mental Health project is funded by the Ministry of Training, Colleges and Universities. The project, which seeks to address the mental health needs of college and university students, has been extended to March 31, 2021, based on a written confirmation from the Government of Ontario.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

## 7. Deferred contributions and deferred revenue:

	2020	2019
Deferred contribution relating to unspent resources externally restricted (a)	\$ 300,140	\$ 1,292,346
Deferred revenue relating to Collaborative Communications Program (g)	4,500	18,000
	<u>\$ 304,640</u>	<u>\$ 1,310,346</u>
Deferred capital contributions (a.1)	\$ 1,370	\$ 1,977

(a) Deferred contributions represent unspent resources externally restricted for specific purposes. Changes in the deferred contributions balance are as follows:

	Opening balance	Transfer to "Due to Government" (note 6)	Contributions	Recognized in revenue	Ending balance
Government of Ontario (b)	\$ 47,972	\$ (107,912)	\$ 591,180	\$ (531,240)	\$ -
Other deferred amounts (c)	192,511	-	254,801	(345,441)	101,871
Campus Mental Health Project (d)	1,050,734	-	552,222	(1,405,816)	197,140
Government of Canada (e)	1,129	7,578	540,864	(548,442)	1,129
	<u>\$ 1,292,346</u>	<u>\$ (100,334)</u>	<u>\$ 1,939,067</u>	<u>\$ (2,830,939)</u>	<u>\$ 300,140</u>

(a.1) Ministry of Health and Long-Term Care - capital assets (f)

\$ 1,977	\$ -	\$ -	\$ (607)	\$ 1,370
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# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

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## 7. Deferred contributions and deferred revenue (continued):

### (b) Government of Ontario:

These funds provided by the various government of Ontario ministries, fund programs designed to educate and increase awareness; improve system design and build capacity within the community mental health sector.

### (c) Other deferred amounts:

The other deferred amounts balance comprises funds received from non-government sources and are designated to be applied to fund various specific projects and conferences.

### (d) Campus Mental Health Project:

The Campus Mental Health project is funded by the Ministry of Training, Colleges and Universities. The project, which seeks to address the mental health needs of college and university students, has been extended to March 31, 2021, based on a written confirmation from the Government of Ontario.

### (e) Government of Canada:

These funds provided by the Government of Canada, are used to fund the Enriches Caregivers 55+ Extension program which is designed to increase the quality of life of socially isolated caregivers. The program which commenced on July 2, 2019 and concluded on March 31, 2020 had a total budget of \$600,960.

### (f) Deferred capital contributions:

Deferred capital contributions related to capital assets represent the unamortized amount of grants received from the MOHLTC for the purchase of capital assets. The amortization of deferred capital contributions is recorded as revenue in the statement of operations.



# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

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## **7. Deferred contributions and deferred revenue (continued):**

(g) Collaborative Communications Program:

The Association offers a service fee based collaborative communications program to produce communications materials and to provide strategic communications advice to various CMHA branches. As at March 31, 2020, funds received in advance relating to this program totaled \$4,500 (2019 - \$18,000).

## **8. Step rent receivable and deferred rent liability:**

On April 10, 2017, the Association entered into an agreement with Healthcare Properties Holdings Ltd. for an extension to the current lease agreement which was scheduled to end on April 30, 2031 and to obtain additional office space. The agreement is effective June 1, 2018 until May 31, 2033.

On June 26, 2017, the Association entered into a new lease agreement with Healthcare Properties Holdings Ltd. to lease two units (suite #1400 and #1410), at 180 Dundas Street West, Toronto. The agreement is effective September 1, 2017 until May 31, 2033.

On October 22, 2018, the Association entered into a new lease agreement with DEC Nominee Inc. to lease one unit (suite #1420), at 180 Dundas Street West, Toronto. Rental payments commence on May 1, 2019 until May 31, 2033.

The Association has adopted the straight-line method of recognizing rental expenses whereby the total amount of rental expenses to be paid to the landlord is accounted for on a straight-line basis over the term of the related lease. The difference between the rental expenses recognized and the amount contractually payable under the lease agreement is charged to deferred rent.

On June 27, 2017 and June 28, 2017, the Association entered into two sub-lease agreements, to sub-lease the two units (suite #1400 and #1410), at 180 Dundas Street West, Toronto. The agreements are effective September 1, 2017 until August 31, 2022.

On June 27, 2017, the Association entered into one sub-lease agreement, to sub-lease the one unit (suite #2305) at 180 Dundas Street West, Toronto. The Agreement is effective May 1, 2017 until April 30, 2022.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

## 8. Step rent receivable and deferred rent liability (continued):

On November 14, 2018 and January 13, 2019, the Association entered into two sub-lease agreements, to sub-lease the one unit (suite #1420) at 180 Dundas Street West, Toronto. The Agreements are effective January 1, 2019 and February 1, 2019 until December 31, 2023.

The Association has adopted the straight-line method of recognizing rental income whereby the total amount of rental income to be received from all leases is accounted for on a straight-line basis over the term of the related leases. The difference between the rental income recognized and the amount contractually due under the sub-lease agreements are charged to step rent receivable.

## 9. Invested in capital assets:

(a) Invested in capital assets is calculated as follows:

	2020	2019
Capital assets	\$ 299,599	\$ 265,158
Amounts financed by deferred capital contributions	(1,370)	(1,977)
	<u>\$ 298,229</u>	<u>\$ 263,181</u>

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

	2020	2019
Excess (deficiency) of revenue over expenses:		
Amortization of deferred capital contributions	\$ (607)	\$ (607)
Amortization of capital assets	46,815	44,643
Loss on disposal of capital assets	426	-
	<u>\$ 46,634</u>	<u>\$ 44,036</u>
Net investment in capital assets:		
Purchase of capital assets	\$ 81,682	\$ 110,563

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

## 10. Internally restricted net assets:

	2020	2019
Contingency and working capital reserve	\$ 9,200,000	\$ 9,200,000
Reserve for strategic initiatives	4,400,000	4,400,000
Management strategic initiatives reserve	100,000	100,000
	<b>\$ 13,700,000</b>	<b>\$ 13,700,000</b>

Except in the case of the management strategic initiatives reserve, funds from internally restricted net assets may not be withdrawn without Board approval. In the case of the management strategic initiatives reserve, funds may be removed and utilized at the discretion of the Chief Executive Officer after consultation with the Executive Committee.

## 11. Commitments:

The Association rents premises and equipment under operating leases which extend until 2033, with minimum aggregate annual commitments, exclusive of harmonized sales tax, realty taxes and operating costs, as follows:

2021	\$ 358,556
2022	395,216
2023	424,420
2024	424,982
2025	443,291
Thereafter	3,998,890
	<b>\$ 6,045,355</b>

## 12. Revenue share program:

The Association shares 50% of direct mail receipts after related expenses and 35% of specific amounts received through the monthly giving program, with participating CMHA branches.

The amount due to the branches at year end in the amount of \$44,052 (2019 - \$52,281), has been included in accounts payable and accrued liabilities.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

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## 13. Pension plan:

The Association participates in a defined contribution pension plan administered by a board of trustees appointed by the CMHA National Division ("CMHA National"). The expense for this plan is equal to the Association's required contribution for the year. The pension expense for the year was \$155,677 (2019 - \$120,686).

Subsequent to year end, the Association joined the Healthcare of Ontario Pension Plan ("HOOPP"). Existing employees had an option to become a member of the HOOPP or maintain membership in the existing defined contribution pension plan. New employees will automatically become members of the HOOPP.

## 14. Guarantees:

In the normal course of business, the Association enters into agreements that meet the definition of a guarantee.

- (a) The Association has provided indemnities under various lease agreements for the use of its premises. Under the terms of this agreement, the Association agrees to indemnify the counterparty for various items including, but not limited to, all liabilities, loss, suits, and damages arising during, on or after the term of the agreement.
- (b) The Association has provided indemnities under the Agreement against all losses, damages, costs or expenses suffered or incurred as a result of the Association's failure, breach, non-performance or negligent act or omission in connection with the performance of the services under the Agreement.
- (c) The Association indemnifies all directors, officers, employees and volunteers acting on behalf of the Association for various items including, but not limited to, all costs to settle suits or actions due to services provided to the Association, subject to certain restrictions.

The nature of these indemnification agreements prevents the Association from making a reasonable estimate of the maximum exposure due to the difficulties in assessing the amount of liability which stems from the unpredictability of future events and the unlimited coverage offered to counterparties.

Historically, the Association has not made any payments under such or similar indemnification agreements and, therefore, no amount has been accrued with respect to these agreements. The Association has purchased liability insurance to mitigate the cost of any potential future suits or actions.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

## 15. Capital management:

In managing capital (net assets), the Association focuses on liquid resources available for operations and program delivery. The need for sufficient cash flow is considered in the preparation of the annual budget and in monitoring cash flows and actual expenditures compared to budget. The Association also has externally restricted funds (recorded in deferred contributions), with conditions stipulated in grant or donor agreements, and believes that it has complied with the requirements of these restricted funds.

## 16. Allocation of expenses:

The Association records its expenses by function. Costs that relate directly to each function are charged directly to that function. Certain costs relating to general administration and fundraising personnel, occupancy and office overhead are subject to allocations on the following basis:

- costs of personnel are allocated based on the resources budgeted for each function; and
- costs of occupancy and office overhead are allocated based on the headcount employed by each function.

The amount of allocated costs attributed to each function is as follows:

	Personnel		Occupancy		Office overhead	
	2020	2019	2020	2019	2020	2019
Knowledge centre	\$ 609,705	\$ 553,609	\$ 202,180	\$ 215,149	\$ 52,848	\$ 60,156
Mental health works program	–	–	27,696	12,224	7,239	3,418
Management, operations and support services	196,967	184,230	67,855	59,899	17,737	16,748
Communications and marketing	77,049	70,921	120,477	81,903	31,491	22,900
Fundraising	58,959	55,361	11,078	9,779	2,896	2,734
<b>Total</b>	<b>\$ 942,680</b>	<b>\$ 864,121</b>	<b>\$ 429,286</b>	<b>\$ 378,954</b>	<b>\$ 112,211</b>	<b>\$ 105,956</b>

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

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## 17. Financial risks:

The investments held by the Association are exposed to a variety of financial risks. The Association seeks to minimize the potential adverse effects of these risks by regularly monitoring the position of the investments, market events and the diversifying of the investment portfolio within the constraints of the Association's investment policies.

Significant risks that are relevant to the Association's investments are as follows:

(a) Interest rate risk:

Interest rate risk arises from the possibility that changes in interest rates will affect the value of fixed income securities held by the Association. The short-term interest bearing investments held by the Association have a limited exposure to interest rate risk due to their short-term maturity. The Association has formal policies and procedures that establish target asset mix, minimum credit ratings and varying terms of the securities held.

(b) Credit risk:

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Association's investment in fixed income securities are primarily with banking institutions, none of which individually exceeded the greater of 10% of the total portfolio at fair value or 15% of the fixed income portfolio at fair value. In addition, the Association's investment in equity securities are primarily with mid-to-large companies as measured by market capitalization, none of which individually exceeded the greater of 10% of the total portfolio at fair value or 15% of the equity portfolio at fair value.

(c) Market risk:

Market risk arises as a result of trading in equity securities and fixed income securities. Fluctuations in the market exposes the Association to a risk of loss. The Association mitigates this risk through controls to monitor and limit concentration levels.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

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## 17. Financial risks (continued):

### (d) Currency risk:

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Association's investments include approximately \$2,907,740 (2019 - \$2,861,289) in U.S. equities, the value of which fluctuates in part due to changes in foreign exchange rates.

### (e) Liquidity risk:

Investments in fixed income, pooled funds and equities securities are liquid and traded in the public market.

## 18. Inter-divisional transactions:

Inter-divisional transactions and balances not otherwise disclosed in the financial statements include nil (2019 - \$129,229) in other revenue relating to corporate services provided by the Association to CMHA National in accordance with a purchase and service agreement ("Agreement") that ended March 31, 2019 and other incidental costs and services.

An amount of nil (2019 - \$38,869) is included in accounts receivable relating to the Agreement.

Included in management, operations and support services is \$93,878 (2019 - \$93,878) relating to annual fees paid to CMHA National, all of which was paid as of year end.

An amount of \$15,173 (2019 - \$7,823) is included in accounts payable and accrued liabilities relating to other incidental costs and services.

All inter-divisional transactions and balances between the Association and CMHA National are recorded at the exchange amount.

# CANADIAN MENTAL HEALTH ASSOCIATION - ONTARIO DIVISION

Notes to Financial Statements (continued)

Year ended March 31, 2020

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## **19. Subsequent event:**

In March 2020, the World Health Organization declared a global pandemic due to the novel coronavirus. The situation is constantly evolving, and the measures put in place are having a significant impact on economic and social matters.

Management is closely monitoring the situation and evaluating the impact of guidance and regulations implemented by medical and government bodies across the country. As this new information becomes available, management has continued to evaluate the impact on the March 31, 2020 financial statements. The Association has been able to continue operations and service offerings as mandated and receives the majority of funding through formal funding agreements with various government agencies. As of the date these financial statements were approved, there were no significant changes to the Association's operations that would impact the March 31, 2020 financial statements.