

**THE EPILEPSY AND SEIZURE DISORDER RESOURCE CENTRE  
OF SOUTH EASTERN ONTARIO INC.**

Financial Statements

Year ended December 31, 2020

**THE EPILEPSY AND SEIZURE DISORDER RESOURCE CENTRE  
OF SOUTH EASTERN ONTARIO INC.**

Year ended December 31, 2020

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## **Independent Auditor's Report**

To the Members of  
The Epilepsy and Seizure Disorder Resource Centre Of South Eastern Ontario Inc.  
Kingston, ON

### **Qualified Opinion**

We have audited the financial statements of The Epilepsy and Seizure Disorder Resource Centre Of South Eastern Ontario Inc., which comprise the balance sheet as at December 31, 2020, and the statement of operations and 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 Epilepsy and Seizure Disorder Resource Centre Of South Eastern Ontario Inc. as at December 31, 2020 and its financial performance 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 and non-profit organizations, the organization derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to fundraising and donation revenues in excess of revenue over expenditures, assets and net assets.

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

Those charged with governance are responsible for overseeing the organization's financial reporting process.

## **PROFESSIONAL CORPORATION**

**Chartered Professional Accountants • Chartered Accountants**

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## 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 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 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 organization'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 organization's ability 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.

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.

Brockville, Ontario  
April 8, 2021

*Durand and Associates*  
DURAND AND ASSOCIATES  
PROFESSIONAL CORPORATION

**THE EPILEPSY AND SEIZURE DISORDER RESOURCE CENTRE  
OF SOUTH EASTERN ONTARIO INC.**

Balance Sheet

December 31, 2020, with comparative figures for December 31, 2019

	General Operating Fund	Systems Navigator Program	Client Support Services Fund	2020	2019
<b>Assets</b>					
Current assets:					
Cash (note 2)	\$ 88,577	\$ 38,316	\$ 14,566	\$ 141,459	\$ 89,566
Accounts receivable	13,646	-	-	13,646	-
HST recoverable	1,770	35	320	2,125	2,627
Prepaid expense	433	433	371	1,237	-
	\$ 104,426	\$ 38,784	\$ 15,257	\$ 158,467	\$ 92,193
<b>Liabilities and Net Assets</b>					
Current liabilities:					
Accounts payable	\$ 2,854	\$ 1,365	\$ 1,137	\$ 5,356	\$ 5,893
Source deductions payable	1,289	1,022	1,740	4,051	6,449
Deferred contributions (note 4)	-	36,397	7,500	43,897	19,758
	4,143	38,784	10,377	53,304	32,100
Net assets:					
Unrestricted net assets	100,283	-	4,880	105,163	60,093
	\$ 104,426	\$ 38,784	\$ 15,257	\$ 158,467	\$ 92,193

Approved by the Board:

 Director

 Director

The accompanying notes are an integral part of these financial statements.



**THE EPILEPSY AND SEIZURE DISORDER RESOURCE CENTRE  
OF SOUTH EASTERN ONTARIO INC.**

Statement of Operations and Net Assets

December 31, 2020, with comparative figures for 2019

	General Operating Fund	Systems Navigator Program	Client Support Services Fund	2020	2019
Revenues:					
Grants and contributions	\$ 2,958	\$ 34,472	\$ -	\$ 37,430	\$ 47,629
United Way	-	-	59,995	59,995	58,675
Donations	8,505	-	-	8,505	18,617
Fundraising	17,469	-	-	17,469	30,857
Other income	54,877	-	-	54,877	-
Interest	50	-	-	50	102
	83,859	34,472	59,995	178,326	155,880
Expenditures:					
Advertising and promotion	-	-	45	45	-
Bank charges and interest	46	-	-	46	167
Fundraising	530	-	-	530	1,435
Insurance	2,563	1,281	1,281	5,125	4,785
Memberships and dues	-	75	75	150	150
Office	455	2,234	3,856	6,545	4,726
Professional fees	1,443	1,442	1,442	4,327	7,090
Rent	4,617	4,164	4,858	13,639	13,881
Salaries and benefits	30,202	23,944	40,739	94,885	95,214
Telecommunications	906	1,274	2,293	4,473	4,062
Travel	2,910	58	526	3,494	11,190
	43,672	34,472	55,115	133,259	142,700
Excess revenues over expenditures	40,187	-	4,880	45,067	13,181
Net assets - beginning of year	60,096	-	-	60,096	46,912
Net assets - end of year	\$ 100,283	\$ -	\$ 4,880	\$ 105,163	\$ 60,093

The accompanying notes are an integral part of these financial statements.

**THE EPILEPSY AND SEIZURE DISORDER RESOURCE CENTRE  
OF SOUTH EASTERN ONTARIO INC.**

Statement of Cash Flows

Year ended December 31, 2020, with comparative figures for 2019

	2020	2019
Cash provided (used) by:		
Operations:		
Receipts	\$ 191,448	\$ 174,927
Expenses for suppliers and employees	(139,555)	(140,549)
Increase in cash	51,893	34,378
Cash - beginning of year	89,566	55,188
Cash - end of year (note 2)	\$ 141,459	\$ 89,566

The accompanying notes are an integral part of these financial statements.

# **THE EPILEPSY AND SEIZURE DISORDER RESOURCE CENTRE OF SOUTH EASTERN ONTARIO INC.**

Notes to Financial Statements  
Year ended December 31, 2020

## **Purpose of the organization:**

The Epilepsy and Seizure Disorder Resource Centre of South Eastern Ontario Inc. was incorporated without share capital under the Ontario Corporations Act. The organization was registered as a charity on July 21, 1987. It is the charity's objective to support those affected by epilepsy through effective service, increased public awareness and the development of professional support as well as encouraging activities related to preventable causes of epilepsy. For Canadian income tax purposes the organization qualifies as a charity which is exempt from income tax under the Income Tax Act.

## **1. Significant accounting policies:**

### **(a) Basis of presentation:**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

### **(b) Cash and cash equivalents:**

Cash is defined as cash on hand, cash on deposit, and short-term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

### **(c) Fund accounting:**

The organization follows the deferral method of accounting for contributions within the following funds:

The General Operating Fund accounts for the organization's administrative and non-designated fund raising expenditures. This fund also reports grants, donations, and fund raising contributions that are not specific to any other program.

The Systems Navigator Fund reports contributions from the Provincial government to operate a community outreach program to provide services to individuals with epilepsy.

The Client Support Services Fund accounts for all other activities related to program and service delivery in support of individuals with epilepsy.

### **(d) Revenue recognition:**

Government funding contributions related to general operations are recognized as revenue in the year in which the related expenses are incurred.

Restricted contributions are recorded as deferred contributions in the appropriate fund and this deferred contribution is transferred to earned revenue in the year in which related expenses are incurred.

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



**THE EPILEPSY AND SEIZURE DISORDER RESOURCE CENTRE  
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Notes to Financial Statements

Year ended December 31, 2020

**1. Significant accounting policies (continued):**

**(e) Capital assets:**

The organization, due to its size, does not set up capital assets. Any capital assets are expensed in the year acquired. During the year, the company purchased a computer for the amount of \$738 which was expensed to office supplies.

**(f) Contributed services:**

The work of the organization benefits from the services of volunteers. Since these services are not normally purchased by the organization and because of the difficulty of determining their fair value, volunteer services are not recognized in these financial statements.

**(g) Accrual method of accounting:**

Revenue and expenses are recorded on the accrual basis whereby they are reflected in the accounts in the period in which they have been earned and incurred respectively, whether or not such transactions have been finally settled by the receipt or payment of money.

**(h) Use of estimates:**

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**2. Cash:**

	2020	2019
Petty cash	\$ 108	\$ 186
Bank balance	141,351	89,380
	<u>\$ 141,459</u>	<u>\$ 89,566</u>

**3. Economic dependence:**

Contributions of \$59,995 from the United Way Kingston, Frontenac, Lennox & Addington represent 34% (2019 - 38%) of total general operating fund revenues. These contributions are renewable on an annual basis. The loss of these contributions could significantly effect the future operations of the organization.

**THE EPILEPSY AND SEIZURE DISORDER RESOURCE CENTRE  
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Notes to Financial Statements

Year ended December 31, 2020

**4. Deferred contributions:**

Deferred contributions include contributions externally restricted for operating expenses of future periods. These amounts are recognized as revenue when the related expenses are incurred.

	2020	2019
Balance, beginning of the year	\$ 19,758	\$ -
Contributions received during the year	58,611	60,000
Amount recognized as revenue	(34,472)	(40,242)
Balance, end of the year	\$ 43,897	\$ 19,758

**5. Lease commitments:**

The organization has committed to a lease to operate within a building owned by Kingston Terminal Properties Ltd. which expires in March 2021.

Total payments due under this lease are as follows:

2020	\$ 13,140
2021	\$ 3,285

**6. Financial instruments:**

Unless otherwise noted, it is the board's opinion that the organization is not exposed to significant interest rate, currency or credit risks arising from its financial instruments.