MFL OCCUPATIONAL HEALTH

AND SAFETY CENTRE INC.

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FINANCIAL STATEMENTS

MARCH 31, 2020

FINANCIAL STATEMENTS

MARCH 31, 2020

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SIMON HALL CHARTERED PROFESSIONAL ACCOUNTANT WINNIPEG, MANITOBA

INDEPENDENT AUDITOR`S REPORT

TO THE DIRECTORS MFL OCCUPATIONAL HEALTH AND SAFETY CENTRE INC. Winnipeg, Manitoba

Opinion

I have audited the accompanying financial statements of MFL OCCUPATIONAL HEALTH AND SAFETY CENTRE INC., which comprise the statement of financial position as at MARCH 31, 2020, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements present fairly, in all material respects, the financial position of MFL OCCUPATIONAL HEALTH AND SAFETY CENTRE INC. as at MARCH 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 Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the MFL Occupational Health and Safety Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management & Those Charged with Governance of Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Stanadards 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.

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my 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, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my 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 purposes 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 that may cast significant doubt on or conditions the Organization's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my audit report.

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.

I 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 I identify during the audit.

Winnipeg, Manitoba June 12, 2020 SIMON HALL CHARTERED PROFESSIONAL ACCOUNTANT

STATEMENT OF FINANCIAL POSITION

	MARCH	31, 2020		
	Operating Fund	Special Projects Fund	Total 2020	Total 2019
	\$	\$	\$	\$
CURRENT ASSETS:				
Cash (Note 3) Short term	141,336	let.	141,336	106
Investments (Note 4)	96,039	175,000	271,039	280
Accounts Rec (Note 5) Prepaid expenses	64,797 <u>425</u>		64,797 <u>425</u>	59
	302,597	175,000	477,597	446
LONG TERM ASSETS:				
Investments (Note 4) Investment in	245,213		245,213	223
Union Centre: (Note 6)	150,000	i n	150,000	150
	395,213		395,213	
TOTAL ASSETS	697 <u>,</u> 810	175,000	872,810	820
CURRENT LIABILITIES:				
Accounts payable &	159,866	-	159,866	157
accrued liabilities Deferred revenue	(Note 7) 48,271	<u>_</u>	48,271	19
(Note 8)	208,137		208,137	176
CONTINGENT LIABILITI				
NET ASSETS:				
Invested in Union Centre	150,000		150,000	150
Internally restricted Unrestricted		175,000	175,000 339,673	175 318
onrestricted	489,673	175,000	664,673	643
TOTAL LIABILITIES &			200 - 785 - 307	
NET ASSETS	697,810	175,000	872,810	820
APPROVED BY BOARD:				
Original document sig	Direct	or		
Original document sig	Direct	or		

STATEMENT OF OPERATIONS

AS AT MARCH 31, 2020

REVENUES:	Operating <u>Fund</u> \$	Special Projects <u>Fund</u> \$	Total 2020 \$	Total <u>2019</u> \$
WRHA: Global WRHA: Medical Interest Other WCB-RWIP Food Process WCB-RWIP Nail Salon Fundraising Gov't of Cda - IRCC Medical fees Justice Canada Deferred revenue out	733,604 148,761 12,642 14,808 5,443 51,194 7,226 115,813 592 52,050 (34,334)	- - - - - - - - -	733,604 148,761 12,642 14,808 5,443 51,194 7,226 115,813 592 52,050 (34,334)	724,672 137,031 9,191 8,341 50,687 - 20,723 109,740 1,144 -
Total Revenues EXPENDITURES: EXCESS OF REVENUE OVER	<u>1,107,799</u> <u>1,086,304</u>		<u> 1,107,799</u> <u> 1,086,304</u>	<u>1,061,529</u> <u>1,047,243</u>
EXPENDITURES	21,495		21,495	14,286

STATEMENT OF OPERATIONS CONT'D.

AS AT MARCH 31, 2020

EXPENDITURES BREAKDOWN	Operating <u>Fund</u> \$ - OPERATING	Special Projects <u>Fund</u> \$	Total 2020 \$	Total <u>2019</u> \$
Amortization on equip	_	_	_	2,996
Audit & accounting	10,829	_	10,829	11,271
Accreditation Fees	10,029	-	108	108
Computer software	100			200
and services	5,637	-	5,637	7,468
Bank charges	142	_	142	165
5	118,936	_	118,936	116,729
Employee benefits Equipment rental &	21,793	_	21,793	11,786
	21,195	-	21,195	11,700
minor purchases			_	678
Fundraising	– 5 340	-	5,340	5,133
Insurance	5,340	-	1,135	1,075
Memberships	1,135	-	242	145
Legal	242	-		
Meeting Expense	62	-	62	1,486
Miscellaneous	1,129		1,129	2,193
Misc - Med supplies	-	-	-	-
Newsletter	-	-	-	-
Printing/Stationery				
& Office Supplies	24,125	-	24,125	22,863
Postage	930	-	930	-
Pre-retirement	5 , 576	-	5,576	5,204
Publications	1,570	-	1,570	1,381
Public relations	1,445	-	1,445	2 , 875
Purchased services	39 , 371	-	39,371	29,326
Rent	69,362	-	69,362	69,966
Staff education &	3,529	-	3,529	2,020
recruitment				
Staff parking	9,066	-	9,066	8,254
Staff travel & exp.	5,156	-	5,156	6,334
Telephone	9,627	-	9,627	8,505
Wages & salaries	751,194		751,194	729,282
-				
Total Operating				1 047 040
Expenditures	1,086,304		1,086,304	1,047,243

STATEMENT OF CHANGES IN NET ASSETS

AS AT MARCH 31, 2020

Fund balance, beginning of year	Operating Fund \$ 468,178	Special Projects <u>Fund</u> \$ 175,000	Invested in Fixed Assets \$ -	Total <u>2020</u> \$ 643,178	Total <u>2019</u> \$ 628,892
Surplus (deficiency) for the year	21,495	-	-	21,495	14,286
Interfund transfers					
Closing fund balance	489,673	175,000		664,673	643,178

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDING MARCH 31, 2020

	<u>2020</u> \$	<u>2019</u> \$
CASH PROVIDED BY OPERATIONS:		
Surplus for the year Add: amortization	21,495 	14,286 2,996 17,282
Change in working capital: Accounts receivable Short term investments Prepaid expenses Accounts payable & accrued liabilities	(5,088) 9,257 (425) 2,349	10,568 53,493 - (18,783)
Repayable to WRHA Deferred revenue	28,891 34,984	(3,931) (8,787) 32,560
Cash from (used for) operations	56,479	49,842

CASH PROVIDED BY INVESTMENT & FINANCING ACTIVITIES:

Long term investments Deferred contributions	(21,498)	(62,393)
Cash from (used for) investing & financing	(21,498)	(62,393)
Increase (decrease) in cash for the year	34,981	(12,551)
Cash, beginning of year	106,355	118,906
Cash, end of year (note 3)	141,336	106,355

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2020

1. FORM OF ORGANIZATION

MFL OCCUPATIONAL HEALTH AND SAFETY CENTRE INC. was incorporated as a nonshare, non-profit organization under the Cooperatives Act of Manitoba and is non-taxable pursuant to paragraph 149(1)1 of the Income Tax Act. The purpose of the organization is to assist individuals and groups in Manitoba to improve workplace health and safety.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for non-profit organizations, which encompass the following principles:

i) Capital Assets

Capital asset acquisitions are accounted for on the following basis:

Purchases of computers, equipment and furniture are capitalized in the year of their purchase and are amortized over their useful life on a straight line basis over the following estimated number of years:

Computers	3	years
Office furniture	10	years
Equipment	10	years

Revenues received which are designated for capital purchases are deferred in the year of receipt and recognized annually at the same rate as the amortization on the related assets.

ii) Investments

Investments are presented at fair value.

iii) Recognition of Revenues

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which related expenses are incurred. 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.

Revenue from Winnipeg Regional Health Authority is recognized when received or receivable; any subsequent settlement is shown as an adjustment to income in the year of adjustment.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2020

iv) Fund Accounting

Revenues and expenses related to program delivery and administrative activities are reported in the Operating Fund.

The Special Projects fund reports on revenues and expenses related to the allocation to and from the Operating Fund by the vote of the Board of Directors of internally restricted funds to be used on extraordinary projects of the Centre.

v) Financial Instruments

It is management's opinion that the corporation is not exposed to significant interest, currency or credit risks arising from its financial instruments.

vi) Use of Estimates

Accounting estimates are included in financial statements to approximate the effect of past business transactions or events, or to approximate the present status of an asset or liability. It is possible that changes in future conditions could require changes in the recognized amounts for accounting estimates. Should an adjustment become necessary, it would be reported in earnings in the period in which it became known.

3.	CASH	<u>2020</u> \$	<u>2019</u> \$
	Operating	141,228	106,255
	Shares	108	100
		141,336	106,355
4.	INVESTMENT IN GUARANTEED INVESTMENT	<u>2020</u>	<u>2019</u>
	CERTIFICATES	\$	\$
	Short term	271,039	280,294
	Long term	245,213	
		516,252	504,009

Interest rates range from 2.20% to 3.00% Long Term Investments mature between May 25, 2021 and July 18, 2023

"See Auditor's Report"

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2020

5.	ACCOUNTS RECEIVABLE	2020	2019
		Ş	Ş
	Trade receivables	-	25,978
	WRHA receivable	60,020	31,321
	Receiver General (GST)	4,777	2,410
		<u> </u>	59,709

6. INVESTMENT IN UNION CENTRE INC.

The MFL Occupational Health and Safety Centre Inc. invested \$150,000 in share capital of the Union Centre Inc.

7.	ACCOUNTS PAYABLE AND ACCRUED	<u>2020</u>	<u>2019</u>
	LIABILITIES	\$	\$
	Trade payables	14,687	14,632
	Accrued liabilities	127,428	123,940
	Trust liabilities	17,751	18,945
		159,866	157,517
8.	DEFERRED REVENUE	<u>2020</u> \$	<u>2019</u> \$
	WCB - RWIP	27,528	3,298
	Justice Canada	7,743	-
	WRHA - Phone system	-	3,082
	WRHA: Insurance reserve	13,000	13,000

9. CONTINGENT LIABILITY

Subsequent to the annual audit, Winnipeg Regional Health Authority, the Centre's primary funder, performs its own financial reviews to determine additional amounts owed to the Centre or recoveries due back. As these amounts are not known at the time of the audit, Winnipeg Regional Health Authority revenues to the Centre are listed on these statements on a confirmed payment basis from Winnipeg Regional Health Authority with prior year adjustments listed in the year of notification.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2020

10. PUBLIC SECTOR DISCLOSURE ACT

In accordance with the Public Sector Disclosure Act the following compensation in excess of \$75,000 during the year was paid to O.H.C. employees:

	Wages	Benefits	Other	<u>Total</u>
	\$	\$	\$	\$
Executive Director	72,965	13,201	-	86,166
Health Educator	70,362	14,684	-	85,046
Occupational Health Nurse	94,747	16,081	-	110,828
Occupational Health Nurse	70,832	14,358	-	85,190
Cross Cultural	70,893	14,353	-	85,246
Finance/Office Admin	74,271	14,714	-	88,985

11. COMPARATIVE FIGURES

Certain prior year figures have been reclassified to conform with the current year presentation.

12. FINANCIAL COMMITMENTS

The OHC leases its office space from the Union Centre. The monthly lease cost is \$5,876. The lease is in effect to August 15, 2020.

13. ECONOMIC DEPENDENCE

The Centre derives the majority of its revenues pursuant to an agreement with the Winnipeg Regional Health Authority.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2020

14. RESTATEMENT OF PRIOR YEAR FINANCIAL STATEMENTS

In prior years the organization recorded its investment in the Union Centre Building at \$204,669. This investment amount was overstated and has been retroactively adjusted in the financial statements to a value of \$150,000. As a result the following balances on the financial statements have been amended:

Investment in the Union Centre has been reduced by \$54,669; and

Net assets invested in the Union Centre has been reduced by \$54,669.

Prior year financial statements excluded \$8,458 of revenue from the Immigrant Refugee and Citizenship Canada program. The accounts have been retroactively adjusted to reflect the restatement of this amount. As a result the following balances on the financial statements have been amended:

Accounts receivable was increased by \$8,458; and Net assets was reduced by \$8,458.

INC.	
CENTRE	
SAFETY	
AND	
HEALTH	
OCCUPATIONAL	
MFL	

SUPPLEMENTARY STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2020

OPERATING FUND

		Fundraising	Food	Nail			Total	Total
	W.R.H.A.	& Other	Processing	Salon	Justice		Fund	Fund
	PAGE 16	Programs	RWIP	RWIP	Canada	IRCC	2020	2019
	ላን	ላን	ጭ	ጭ	Ś	ላን	ጭ	ŵ.
REVENUES :								
WRHA:Global	733,604	I	I	1	ı	I	733,604	724,672
:Medical	148,761	I	I	I	I	I	148,761	137,031
Interest	. 1	12,642	ļ	ı	I	1	12,642	9,191
Other	I	14,808	I	I	1	I	14,808	8,341
RWIP	ı	. 1	5,443	51,194	1	I	56,637	50,687
Fundraising	I	7,226	I	I	I	I	7,226	20,723
IRCC	ı	I	1	I	1	115,813	115,813	109,740
Medical fees	ı	592	ı	I	I	I	592	1,144
Justice Canada	I	I	I	I	52,050	I	52,050	I
Deferred to future year	I	1	I	(27,301)	(7,033)	I.	(34,334)	I
Deferred from past year		1	-	1	I	I	1	L
Total Revenues	882,365	35,268	5,443	23, 893	45,017	115,813	1,107,799	1,061,529
EXPENDITURES - OPERATING	TING:							
Total Operating Expenditures	888,275	7,902	5,443	23,893	45,017	115,774	1,086,304	1,047,243
					1	00	01 AQE	28C N1
Surplus/ (deficit)	016, 6)	21,300	1	I	1	50	11	0071FT

"See Auditor's Report"

L I	CENTRE INC.	
	SAFETY C	
	HEALTH AND	
	OCCUPATIONAL]	
	WEI	

SUPPLEMENTARY STATEMENT OF OPERATIONS CONTINUED

FOR THE YEAR MARCH 31, 2020

OPERATING FUND EXPENDITURE BREAKDOWN

	Total	2019	ŝ	÷	2,996	108	11.271	165	7.468	72		11.786	- 1 - 2	207	5,133	4	484	2,193	ł	22.863		5,204	3 6	287	())))	96		2.020	8.254	6.334	8.505	729,282	1,047,243
	Total	2020	ŝ	F	I	108	10.829	142	5,637	118,936		21,793		1,135	5,340	242	62	1.129		24.125	930	5.576		1,445	39,371			3,529	9,066	5,156	9,627	751,194	1,086,304
		IRCC	ŝ	-	I	I	I	I	I	14,662		ł	I	I	I	I	I	I		4,360	. 1	I	I	I	22,864	. 1		569	I	2,426	. 1	70,893	115,774
	Justice	Canada	Ś		I	ł	I	I	I	6,309		I	I	I	I	I	I	I		2,652	. 1	I	I	I	I	ł		906	758	I	I	34,392	45,017
Nail	Salon	RWIP	Ŷ		I	1	1	I	ł	2,803		I	ł	ł	ı	I	I	I		3,041	1	I	I	ı	4,418	I		I	I	I	I	13,631	23,893
Food	Processing	RWIP	ŝ		I		I	I	I	ł		I	I	I	I	I	I	I		2,442	I	ı	I	I	1,724	I		ł	I	1,277	ı	1	5,443
Donations	& Other	Programs	ጭ		I	I	I	I	I	ı		I	I	I	I	I	I	I		7,728	Ĩ	I	, I	I	I	I		I	i	174	I	8	7,902
	W.R.H.A.	PAGE 16	ጭ		I	108	10,829	142	5,637	95,162		21,793	1		5,340	242	62	1,129				5,576		1,445	10,365			2,054	8,308	1,279	9,627	632,278	888,275
				EXPENSES:	Amortization	Accreditation fees	Auditing/accounting	Bank charges	Computer software	S	Equipment rental &	minor purchases	Fundraising	Membership fees	Insurance	Legal	Meeting Expense	Miscellaneous	Office supplies/Printing	Stationary	Postage	Pre-retirement	Publications	Public relations	Purchased services	Rent	Staff education &	recruitment		Staff travel	Telephone	Wages & salaries	Total Expenses

"See Auditor's Report"

SUPPLEMENTARY STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2020

WRHA FUNDED OPERATING PROGRAMS

	2020	<u>2019</u>
	ş	\$
REVENUE		
WRHA: Global	733,604	724,672
WRHA: Medical	148,761	137,031
	882,365	861,703
	002/000	0017400
EXPENSES		
Accreditation Fees	108	108
Amortization of equipment	-	2,996
Audit & accounting	10,829	11,271
Bank charges & interest	142	165
Computer software & services	5,637	7,468
Employee benefits	95,162	94,320
Equipment rental & minor purchases	21,793	11,786
Memberships	1,135	1,075
Insurance	5,340	5,133
Legal	242	145
Meeting expenses	62	1,486
Miscellaneous	1,129	1,115 _
Miscellaneous - Med & Surgical Supp	- 5,576	5,204
Pre-retirement expenses	3,902	6,651
Printing/stationery/office	930	19
Postage Public relations	1,445	2,375
Publications	1,570	1,381
Purchased services	10,365	11,532
Rent	69,362	69,966
Staff education & recruitment	2,054	1,342
Staff parking	8,308	8,254
Staff travel & expenses	1,279	1,414
Telephone	9,627	8,505
Wages & salaries	632,278	619,841
	888,275	873,552
(DEFICIT)/SURPLUS	<u>(5,910</u>)	(11,849)

SUPPLEMENTARY STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2020

	RWIP - FOC	D PROCESSING
	Total <u>2020</u> \$	Total <u>2019</u> \$
Revenue		
W.C.B RWIP Deferred revenue	- 5,443	45,000 5,687
	5,443	50,687
Expenses		
Wages & benefits Refreshments Stipends Travel	2,442 1,724 <u>1,277</u> <u>5,443</u>	37,845 786 8,566 <u>3,490</u> 50,687
Surplus/(Deficit)	_	

SUPPLEMENTARY STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2020

	RWIP - NAIL	SALON
	Total <u>2020</u> \$	Total <u>2019</u> \$
Revenue		
W.C.B RWIP Revenue deferred	51,194 <u>(27,301</u>)	
Expenses	<u>23,893</u>	
Consultants Honoraria Knowledge transfer Materials & Supplies Salaries & benefits	1,500 850 90 2,951 18,502	
	23,893	
Surplus/(Deficit)		

SUPPLEMENTARY STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2020

IMMIGRATION REFUGEE & CITIZENSHIP CANADA (IRCC)

	Total <u>2020</u> \$	Total <u>2019</u> \$
Revenue		
Gov't of Canada - IRCC	115,813	109,740
Expenses		
Salaries Employee Benefits Focus group Meeting space/refreshments Conference & workshops Travel	70,893 14,662 569 3,161 22,864 <u>3,625</u> 115,774	70,890 14,548 293 4,972 17,794 1,243 109,740
Surplus/(Deficit)	39	-

SUPPLEMENTARY STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2020

	JUSTICE	CANADA
	Total <u>2020</u> \$	Total <u>2019</u> \$
Revenue		
Justice Canada Revenue deferred	52,050 <u>(7,033</u>)	
	45,017	
Expenses		
Education Insurance Office supplies Parking Salaries & benefits	905 2,498 2,652 758 <u>38,204</u>	- - - -
	45,017	
Surplus/(Deficit)	_	