

PORTAGE SERVICE FOR SENIORS INC.

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2023

PORTAGE SERVICE FOR SENIORS INC.

FINANCIAL STATEMENTS

MARCH 31, 2023

TABLE OF CONTENTS

Independent Practitioner's Review Engagement Report

Statement of Financial Position

Statement of Operations

Statement of Changes in Net Assets

Statement of Cash Flows

Notes to Financial Statements

SANTHUSITHA VITHANAGE CHARTERED PROFESSIONAL ACCOUNTANT INC.

324 SASKATCHEWAN AVENUE E PORTAGE LA PRAIRIE MANITOBA R1N 0K8

TELE: (204) 239-6457 FAX: (204) 239-0524 EMAIL: SVCAINC@GMAIL.COM

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

Dear Directors,

I have reviewed the accompanying financial statements of Portage Service for Seniors Inc. that comprise the financial position as at March 31, 2023 and the statements of operations and changes in cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to our attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Portage Service for Seniors Inc as at March 31, 2023 and the results of its operations and changes in cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.



September 12, 2023
Portage la Prairie

SANTHUSITHA VITHANAGE CHARTERED PROFESSIONAL ACCOUNTANT INC

PORTAGE SERVICE FOR SENIORS INC.

STATEMENT OF FINANCIAL POSITION
(unaudited)

AS AT MARCH 31, 2023

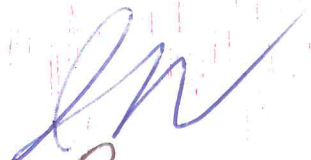
ASSETS		
	<u>2023</u>	<u>2022</u>
CURRENT ASSETS		
Bank	\$ 44,611	\$ 55,718
Term deposits / Investments	180,788	158,686
Taxes Receivable	448	1,109
Accounts Receivable	100	-
Total Current Assets	<u>225,947</u>	<u>215,513</u>
 Total Assets	 <u>\$ 225,947</u>	 <u>\$ 215,513</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
CEBA loan	\$ 60,000	\$ 60,000
General accounts payable	3,522	5,244
Payroll liabilities	12,857	12,043
Deferred revenues (Note1)	32,534	-
Total Current Liabilities	<u>108,913</u>	<u>77,287</u>
NET ASSETS		
Unrestricted	<u>117,034</u>	<u>138,226</u>
Total Liabilities & Net Assets	<u>\$ 225,947</u>	<u>\$ 215,513</u>

See accompanying notes to the financial statements.

Approved by the Board:

Director

Director




PORTAGE SERVICE FOR SENIORS INC.

STATEMENT OF OPERATIONS
(unaudited)

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Revenue		
Fees		
CEWS - Government subsidy	\$	\$ 22,761
Congregate meal income	44,653	54,860
Donations	5,580	9,106
Fundraising	2,398	247
General income other	4,120	16
Grant Congreagte meals	84,000	84,000
Grant RHA office	42,000	42,000
Grant Community Foundation	14,800	15,000
Grant Free meal program	6,000	
Grant MASC	500	
Grant New Horizons	11,734	
Grant PCRC	1,619	
Grant United way	18,750	27,250
Grant helpage canada		10,000
Insurance claim		47
Interest income	2,102	931
Lifeline income	60,005	67,797
Manitoba bridge grant		5,000
Meals on wheels	100	232
Meals on wheels income	62,394	60,138
Miscellaneous income	3,635	1,447
Stocking stuffers for seniors	1,907	1,610
Transportation income	24,092	17,522
Deferred revenues - Closing	(32,534)	
Total Revenues	<u>357,855</u>	<u>419,964</u>
Expenditure		
Staffing	209,872	218,886
Program	123,335	155,427
Office and building	12,951	11,850
Administrative	32,889	39,353
Total expenses	<u>379,047</u>	<u>425,516</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURE	\$ <u>(21,192)</u>	\$ <u>(5,552)</u>

PORTAGE SERVICE FOR SENIORS INC.

STATEMENT OF CHANGES IN NET ASSETS
(unaudited)

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Balance at beginning of year	\$ 138,226	\$ 143,778
Excess (Deficit) of Revenues over Expenditure	<u>(21,192)</u>	<u>(5,552)</u>
BALANCE AT END OF YEAR	<u>\$ 117,034</u>	<u>\$ 138,226</u>

PORTAGE SERVICE FOR SENIORS INC.

STATEMENT OF CASH FLOWS

(unaudited)

FOR THE YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Cash Flows from Operating Activities:		
Excess (Deficit) of revenue over expenses for the year	<u>(21,192)</u>	<u>(5,552)</u>
	(21,192)	(5,552)
Changes in non-cash working capital balances:		
Accounts receivable	(100)	-
GST payable	661	2,524
Accounts payable and accrued liabilities	(1,722)	2,481
Deferred revenues	32,534	-
Employee deductions payable	<u>814</u>	<u>5,452</u>
	10,995	4,905
Cash Flows from Financing Activities		
Decrease in cash and cash equivalents during the year	10,995	4,905
Cash and cash equivalents, beginning of year	<u>214,404</u>	<u>209,499</u>
Cash and cash equivalents, end of year	<u>\$ 225,399</u>	<u>214,404</u>
Represented by:		
Cash and bank	44,611	55,718
Term deposits / Investments	<u>180,788</u>	<u>158,686</u>
	<u>225,399</u>	<u>214,404</u>

PORTAGE SERVICE FOR SENIORS INC.

NOTES TO FINANCIAL STATEMENTS

(unaudited)

YEAR ENDED MARCH 31, 2023

1. PURPOSE OF THE ORGANIZATION

Portage Service for Seniors Inc. (the organization), mission is to assist seniors to live independently and in their homes for as long as possible and provide services to seniors not otherwise offered in the community of Portage la Prairie.

The organization is a non-profit entity incorporated under The Corporations Act of Manitoba and is a registered charity within the meaning of the Income Tax Act (Canada).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting: These financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) contained in Part III of the Chartered Professional Accountants of Canada ("CPA Canada") Handbook and include the following significant accounting policies.

(a) Revenue Recognition

Portage Service for Seniors Inc. follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, providing the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions, including grants, related to general operations are recognized as revenue in the year in which the related expenses are incurred.

Revenue earned from providing services such as Congregate meal, Lifeline emergency services, and Meals on Wheels are recognized upon provision of services and collection is reasonably assured.

Interest income is recognized when they are earned.

Other income is recognized as revenue when they can be reasonably estimated and collection is reasonably assured.

(b) Financial Instrument measurement

Portage Service for Seniors Inc. initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets subsequently measured at amortized cost include cash, term deposits, accounts receivable and the grant receivable. Financial liabilities measured at amortized cost include the bank loan and accounts payable and accrued liabilities.

PORTAGE SERVICE FOR SENIORS INC.

NOTES TO FINANCIAL STATEMENTS (unaudited)

YEAR ENDED MARCH 31, 2023

(c) Loans and receivables and other financial liabilities

Financial instruments classified as loans and receivables and other financial liabilities are carried at amortized cost using the effective interest method. Transaction costs are expensed when incurred.

In these financial statements, accounts receivable have been classified as loans and receivables. Accounts payable and advances have been classified as other financial liabilities. The carrying value of these items approximates the fair value because of the short term nature of these instruments and because they are subject to normal credit terms

(d) Risk

The organization as part of its operations carries a number of financial instruments. It is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from these financial instruments.

(e) Measurement Uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may vary from current estimates. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known.

(f) Capital Disclosures

The organization considers its capital to be its cash, short-term investments, unrestricted net assets, and amounts invested in capital assets. The organization's objectives when managing its capital are to safeguard its ability to continue as a going concern so it can continue to provide services. Annual budgets are developed and monitored to ensure the organization's capital is maintained at an appropriate level.

(g) Contributed Material and Services

Volunteers contribute numerous hours per year to assist the organization in carrying out its service delivery activities. Because of the difficulty in determining their fair value, material and contributed services are not recognized in the financial statements.

PORTAGE SERVICE FOR SENIORS INC.

NOTES TO FINANCIAL STATEMENTS (unaudited)

YEAR ENDED MARCH 31, 2023

(h) Capital Assets

Capital assets are recorded at cost less accumulated amortization. Amortization is provided on a straight-line basis over the estimated useful life of equipment or over the term of the lease as indicated below.

Equipment	5 years
Leasehold improvements	10 years

(i) Investments

Investments are recorded at cost.

(j) Economic dependence

The organization is dependent on the continuity of the provincial grants for maintaining its operations in the future.

(k) Contributed goods & services capital assets

Integral to their operations, the organization relies on contributed services, mostly in the form of volunteer time. The estimated value of these services has not been recognized in these financial statements. To sustain operations, the organization sometimes receives contributed goods. Goods contributed include a wide range of items, both new and used. Only a portion of goods contributed are eligible for the donor to receive an official charitable tax receipt, however the organization does attempt to identify, value and record all contributed goods which can be reliably valued, whether eligible for an official tax receipt or not, and have not included the fair value as revenue in the financial statement.

(l) Cash and cash equivalents

The organization's policy is to present bank balances, term deposits under cash and cash equivalents, including bank overdrafts with balances that fluctuate frequently from being positive to overdrawn.

Cash and cash equivalents presented in the statement of cash flows comprise the following statement of financial position amounts.

	<u>2023</u>	<u>2022</u>
Cash and bank	44,611	55,718
Term deposits / Investments	<u>180,788</u>	<u>158,686</u>
	<u>225,399</u>	<u>214,404</u>

(m) Assets pledged as securities

No assets have been pledged as securities.

(n) Allocation of expenses

Staffing, Program, & Office and Building expenses are allocated between programs based on their direct support activities or headcount- driven allocation.

PORTAGE SERVICE FOR SENIORS INC.

NOTES TO FINANCIAL STATEMENTS
(unaudited)

YEAR ENDED MARCH 31, 2023

(1) Deferred Revenues

Free meal program
Community Foundation
New Horizons

<u>2023</u>	<u>2022</u>
6,000	-
14,800	-
<u>11,734</u>	<u>-</u>
<u>32,534</u>	<u>-</u>

PORTAGE SERVICE FOR SENIORS INC.

SCHEDULE OF EXPENDITURE

(unaudited)

YEAR ENDED MARCH 31, 2023

	<u>2023</u>	<u>2022</u>
Staffing		
Health spending account	2,561	2,634
Salaries	\$ 194,730	\$ 206,789
Staff bonus	1,748	1,775
Staff training	1,134	75
Vacation pay	8,470	6,009
Volunteer appreciation	720	1,140
Workers compensation	509	464
	<u>209,872</u>	<u>218,886</u>
Program		
Congregate meal expenses	20,392	30,750
ERIK supplies	10	604
Food expenses	73	
Fundraising expenses	347	
Helpage canada free meal expenses	2,936	3,259
Kitchen equipment	1,530	15,199
Kitchen equipment maintenance	2,723	966
Life line expenses	47,817	54,446
Meals on wheels - evening expenses	24,787	31,265
Stocking stuffers for seniors	860	1,121
Transportation program expenses	21,860	17,817
	<u>123,335</u>	<u>155,427</u>
Office and building		
Office cleaning	488	1,415
Office rent	12,463	10,435
	<u>12,951</u>	<u>11,850</u>

PORTAGE SERVICE FOR SENIORS INC.

SCHEDULE OF EXPENDITURE
(unaudited)

YEAR ENDED MARCH 31, 2023

Administrative

Advertising & promotion	1,663	1,461
Bank charges	458	547
Insurance	4,886	4,785
Interest charges	5	291
Memberships & dues	150	579
Miscellaneous	80	
Communications expense	2,630	2,615
Computer expenses		559
Bookkeeping fees	12,676	12,057
Copy & printing	2,135	2,081
Office equipment	326	4,991
Office supplies	1,575	1,746
Payroll subscription	1,933	1,732
Postage	283	301
Parking	903	1,177
Professional fees	2,738	4,249
Other		182
GST expenses	448	
	<u>32,889</u>	<u>39,353</u>
Total Expenditure	\$ <u>379,047</u>	\$ <u>425,516</u>