Ottawa Food Bank / la Banque d'alimentation d'Ottawa Financial Statements For the Year Ended September 30, 2021

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Independent Auditor's Report

To the Board of Directors of Ottawa Food Bank / la Banque d'alimentation d'Ottawa

Qualified Opinion

We have audited the financial statements of Ottawa Food Bank / la Banque d'alimentation d'Ottawa (the Organization), which comprise the statement of financial position as at September 30, 2021, the statements of operations, changes in net assets and 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 Organization as at September 30, 2021, and its financial performance and 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 the Organization derives revenues from donations, fundraising activities and from food donations in-kind, 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 the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to donations, community engagement event revenues, food donations in-kind received and distributed, excess of revenue over expenses and cash flows from operations for the years ended September 30, 2021 and 2020, and net assets as at October 1, 2020 and 2021, and September 30, 2021 and 2020. The audit opinion on the financial statements for the year ended September 30, 2020 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 *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 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.

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

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 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 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.
- 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.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Ontario January 12, 2022

September 30	2021 2020
Assets	
Current Cash and cash equivalents Investments (Note 2) Accounts receivable Government receivables Prepaid expenses	\$ 1,562,465 \$ 1,521,048 16,581,163 10,844,659 80,437 29,383 158,832 173,010 199,878 188,120
	18,582,775 12,756,22
Restricted assets (Note 3) Long-term investments (Note 2) Tangible capital assets (Note 4)	52,268 45,424 1,715,995 1,338,036 962,592 762,154
	\$ 21,313,630 \$ 14,901,83
Liabilities and Net Assets	
Current Accounts payable and accrued liabilities (Note 8) Asset retirement obligation (Note 14)	\$ 876,767 \$ 526,534
	1,076,767 526,534
Deferred contributions (Note 5) Deferred contributions related to tangible capital	21,484 112,000
assets (Note 6)	288,058 318,458
	1,386,309 956,992
Contractual obligations (Note 11)	
Net Assets Externally restricted (Note 3) Invested in tangible capital assets Internally restricted - Capital fund (Note 10) Internally restricted - Innovation fund (Note 10) Internally restricted - Operating fund (Note 10) Unrestricted (Note 10)	52,26845,424474,534443,6965,113,0001,178,350774,000346,00010,047,4929,116,8223,466,0272,814,555
	19,927,321 13,944,847

Ottawa Food Bank / la Banque d'alimentation d'Ottawa Statement of Financial Position

Ottawa Food Bank / la Banque d'alimentation d'Ottawa Statement of Changes in Net Assets

For the year ended September 30	xternally estricted	lı	nvested in tangible capital assets	Internally restricted - Capital fund	Internally restricted - Innovation fund	Internally restricted - Operating fund	Unrestricted	2021	2020
Balance, beginning of the year	\$ 45,424	\$	443,696	\$1,178,350	\$ 346,000	\$9,116,822	\$2,814,555	\$13,944,847	\$ 4,391,579
Excess of revenues over expenses Net change in	6,844		-	-	-	-	5,975,630	5,982,474	9,553,268
tangible capital assets Interfund transfers (Note 10)	-		30,838	- 3,934,650	- 428,000	- 930,670	(30,838)	-	-
Balance, end of the year	\$ 52,268	\$	474,534			\$10,047,492		\$19,927,321	\$13,944,847

For the year ended September 30	2021	2020
Revenue		
Donations	\$13,882,049	
Food donations in-kind (Note 7)	8,705,336	10,708,081
Community engagement events	1,894,076	949,563
Grants	494,705	129,390
Corporate donations	471,393	469,880
Municipal government grants	384,345	377,416
Investment income	111,854	107,887
Amortization of deferred contributions related to tangible	00,400	F0 700
capital assets (Note 6)	90,400	59,729
Federal government assistance for food banks	43,300	962,130
	26,077,458	30,332,551
Expenses		
Operations and programs (Note 8)	4,785,725	4,979,036
Food donations in-kind (Note 7)	8,705,336	10,708,081
Food purchases	3,573,116	2,213,430
Development and fundraising (Note 8)	1,972,661	1,791,339
General and administration (Note 8)	1,058,146	1,087,397
	20,094,984	20,779,283
Excess of revenues over expenses	\$ 5,982,474	\$ 9,553,268

Ottawa Food Bank / la Banque d'alimentation d'Ottawa Statement of Operations

For the year ended September 30	2021	2020
Cash flows from operating activities Excess of revenues over expenses Items not affecting cash:	\$ 5,982,474	\$ 9,553,268
Amortization of tangible capital assets Loss on disposal of tangible capital assets	258,216 792	168,142 1,401
Amortization of deferred contributions related to tangible capital assets Unrealized (gain) loss on investments	(90,400) (3,060)	(59,729) 15,577
	6,148,022	9,678,659
Changes in non-cash working capital: Government receivables Contributions receivable Accounts receivable Prepaid expenses	14,178 - (51,055) (11,752)	(56,971) 43,361 (29,382) 38,240
Accounts payable and accrued liabilities Deferred contributions	350,234 (90,516)	(11,214) 112,000
	6,359,111	9,774,693
Cash flows from investing activities Acquisition of investments Increase in restricted assets Acquisition of tangible capital assets	(6,111,404) (6,844) (259,446)	(8,146,619) (697) (408,010)
	(6,377,694)	(8,555,326)
Cash flows from financing activities Deferred contributions related to tangible capital assets	60,000	114,358
Net increase in cash and cash equivalents	41,417	1,333,725
Cash and cash equivalents, beginning of the year	1,521,048	187,323
Cash and cash equivalents, end of the year	\$ 1,562,465	\$ 1,521,048
Represented by: Cash Gift cards	\$ 1,335,415 227,050	\$ 1,267,488 253,560
	\$ 1,562,465	\$ 1,521,048

Ottawa Food Bank / la Banque d'alimentation d'Ottawa Statement of Cash Flows

September 30, 2021

1. Significant Accounting Policies

- Nature and Purpose of Organization The Ottawa Food Bank / la Banque d'alimentation d'Ottawa (Organization) is a not-for-profit organization incorporated without share capital under the Canada Not-for-profit Corporations Act. The Organization's mission is to work in partnership to create a healthier city by empowering people, increasing access to healthy food, and advocating for systemic changes that reduce food insecurity. The Organization is a registered charity under the Income Tax Act and, as such, is exempt from income taxes and may issue income tax receipts to donors.
- Basis of Accounting The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.
- Use of Estimates The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses for the year covered. The main estimates relate to the useful lives of tangible capital assets, the asset retirement obligation, food donations in-kind received and distributed and allocation of expenses.
- Revenue The Organization follows the deferral method of accounting for contributions which includes grants and donations.

Restricted contributions are recognized as revenues in the year in which the 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.

Contributions for the purchase of tangible capital assets are deferred and amortized to revenue on the same basis as the related tangible capital assets.

Community engagement events and corporate donations revenue are recognized as revenue when the event takes place, the amount can be reasonably estimated and the amount is reasonably assured. Amounts received that relate to future years are deferred.

Investment income is recognized as revenue when earned and includes interest and realized gains and losses on the investments.

September 30, 2021

1. Significant Accounting Policies (continued)

Financial Instruments	<u>Initial and subsequent measurement</u> The Organization initially measures its financial assets and liabilities at fair value. The Organization subsequently measures all of its financial assets and liabilities at the amortized cost, except for investments that are quoted in an active market, which are measured at fair value.				
	<u>Impairment</u> Financial assets are tested for impairment when indicators of impairment exist. When a significant change in the expected timing or amount of the future cash flows of the financial asset is identified, the carrying amount of the financial asset is reduced and the amount of the write-down is recognized in net income.				
	<u>Transaction costs</u> Transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in the statement of operations in the year incurred. Transaction costs related to the financial instruments subsequently measured at amortized cost are included in the original cost of the asset or liability and recognized in the statement of operations over the life of the instrument using the straight-line method.				
Tangible Capital Assets	Tangible capital assets are stated at cost less accumulated amortization. Contributed tangible capital assets are recorded at fair value at the date of contribution, unless fair value is not determinable in which case contributed tangible capital assets are recorded at nominal value at the date of contribution.				
	Amortization is provided on the declining balance basis (unless otherwise noted) using the following rates or duration:				
	Furniture and equipment20%Vehicles30%Leasehold improvementsstraight-line over term of lease				
Impairment of Tangible Capital Assets	When a tangible capital asset no longer has any long-term service potential to the Organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations.				

September 30, 2021

1. Significant Accounting Policies (continued)

Contributed Services and in- Kind Materials and Services	<u>Contributed Services</u> Volunteers contribute many hours per year to assist the Organization in carrying out its activities. Due to the difficulty of determining their fair value, contributed services are not recognized in the financial statements.
	<u>Contributed Food</u> The community contributes food during the year to assist the Organization in carrying out its activities. In-Kind food donations received are recorded based on national standards recommended by Food Banks Canada at \$2.62 (2020 - \$2.62) per pound, which management believes to be a reasonable reflection of fair value.
Cash and Cash Equivalents	Cash and cash equivalents consist of cash and gift cards.
Food Purchases and Inventory	Food purchases are recorded as an expense at the date of purchase. Food items on hand at year-end are not recorded as inventory as the food is distributed at no charge.
Allocation of Expenses	The Organization allocates some of its its expenses based on the following:
	Salaries and benefits: prorated based on the number of hours worked for each area.
	Occupancy costs: prorated to the approximate floor area occupied by each functional area.
	Other general expenses: based on the level of business activities performed in each area, apart from any directly attributable costs identified by management.
Asset Retirement Obligation	A liability for an asset retirement obligation is recognized in the period in which it is incurred at an amount that is the best estimate of the expenditure required to settle the present obligation at the Statement of Financial Position date. This obligation is subsequently reviewed at each Statement of Financial Position date and adjusted for the passage of time and for any revisions to the timing or amount required to settle the obligation. Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related long-lived asset. This cost is amortized on the same basis as the related asset.

September 30, 2021

2. Investments

The carrying amounts of current investments are comprised of the following:

	 2021	2020
Guaranteed Investment Certificates, interest rates from 0.45% - 2.25% (2020 - 0.62% - 2.93%), maturing between October 2021 to May 2022 (2020 - November 2020 to August 2021). Canadian bonds, matured during the year. Canadian mutual funds Equities	\$ 8,367,742 - 8,200,334 13,087	\$ 8,985,819 683,332 1,164,136 11,372
	\$ 16,581,163	\$ 10,844,659

The carrying amounts of long-term investments are comprised of the following:

	 2021	2020
 Guaranteed Investment Certificates, interest rate ranging from 1.34% - 1.95% (2020 - 1.45% - 2.25%), maturing between July 2024 and August 2026 (2020 - October 2021 to May 2022). Principal Protected Notes, variable interest paid upon maturity, maturing between April 2028 and July 	\$ 979,802	\$ 1,338,036
2028.	 736,193	-
	\$ 1,715,995	\$ 1,338,036

3. External Restrictions on Net Assets

The restricted net assets consist of external contributions that a donor has designated as a permanent restricted asset. The restricted net assets cannot be expended by the Organization without the consent of the donor. The annual income earned on the restricted net assets may be expended by the Organization.

September 30, 2021

4. Tangible Capital Assets

		2021		2020
		Accumulate d Amortizatio		Accumulated
	Cost	n	Cost	Amortization
Furniture and equipment Vehicles Leasehold	\$ 1,403,232 374,996	\$ 722,959 274,691	\$ 1,214,265 326,347	\$ 568,350 261,514
improvements	393,920	211,906	193,920	142,514
	2,172,148	1,209,556	1,734,532	972,378
Net carrying amount		\$ 962,592		\$ 762,154

5. Deferred Contributions

Deferred contributions represent unspent contributions externally restricted for operations received in the current year and related to the subsequent year. Changes in the deferred contributions are as follows:

	 2021	2020
Balance, beginning of the year Add: amounts received related a subsequent year Less: amounts recognized as revenue in the year	\$ 112,000 21,484 (112,000)	\$ - 112,000 -
Balance, end of the year	\$ 21,484	\$ 112,000

September 30, 2021

6. Deferred Contributions Related to Capital Assets

Deferred contributions related to tangible capital assets include restricted contributions used to purchase tangible capital assets. The amortization of the deferred contributions is recorded as revenue in the statement of operations.

The changes in the deferred contributions balance reported in the Capital Asset Fund for the period are as follows:

		2021	2020
Balance, beginning of year Add: contributions related to tangible capital assets	\$	318,458 \$	263,829
received		60,000	114,358
Less: amortization of deferred contributions related to tangible capital assets		(90,400)	(59,729)
Ending balance	\$	288,058 \$	318,458

7. Food Donations In-Kind

The Organization receives food in-kind donations from industries/businesses, charitable partners, the general public and this year, from the provincial government. Management has estimated that the total amount of food in-kind donations is approximately 3.32 million pounds (2020 - 4.01 million pounds).

According to national standards established by Food Banks Canada, the monetary equivalent of one pound of food donations is \$2.62 (2020 - \$2.62). Management uses this rate as the basis of determining the value of food in-kind donations. These food in-kind donations are reflected in the statement of operations in the year received as a revenue and expense.

September 30, 2021

8.	Expenses		
		2021 2020	С
	Operations and programs COVID-19 support Salaries and benefits Food delivery costs Occupancy costs Innovation and community projects Amortization of tangible capital assets Other	\$ 406,810 \$ 2,059,48 1,925,115 1,688,16 215,698 220,81 525,115 338,13 1,210,177 370,28 232,394 151,32 270,416 150,82	3 7 2 8 8
		\$ 4,785,725 \$ 4,979,036	6
	Development and fundraising Fundraising and promotion Salaries and benefits Amortization of tangible capital assets Other	\$ 1,521,713 \$ 1,365,220 357,521 384,50 12,911 80,516 41,60	4 -
		\$ 1,972,661 \$ 1,791,33 ⁶	9
	General and administration Salaries and benefits Amortization of tangible capital assets Other	\$ 467,528 \$ 511,42 12,911 16,81 577,707 559,15 \$ 1,058,146 \$ 1,087,39	4 9

9. Financial Instruments

Interest rate risk

The Organization is exposed to interest rate risk on its fixed interest rate financial instruments. Fixed interest instruments subject the Organization to a fair value risk, since fair value fluctuates inversely to changes in market interest rates.

Other price risk

The Organization is exposed to other price risk through its investments in Canadian mutual funds and equities.

The Organization manages other price risk through asset allocation and maintaining a portfolio that is well diversified on both a geographic and industry sector basis.

There has been no change in the financial instruments risks from the previous year except for the potential impact of COVID-19 in the future.

September 30, 2021

10. Internally Restricted Net Assets

The Organization's Board of Directors approves amounts to be internally restricted for the operating fund, innovation fund and capital fund.

The operating fund was established to mitigate the risk of unexpected contingencies. The target balance is equal to six months of operating costs. During the year, the Board approved a transfer of \$930,670 (2020 - \$6,395,610) to the operating fund.

The capital fund was established to fund future replacement of the Organization's tangible capital assets. During the year, the Board approved a transfer of \$3,934,650 (2020 - \$468,518) to the capital fund.

The innovation fund was established to fund strategic initiatives and social innovation projects. During the year, the Board approved a transfer of \$428,000 (2020 - \$130,800) to the innovation fund.

Net assets invested in tangible capital assets represent the amount the Organization has invested of its own funds in these assets. The amount is calculated as the net carrying amount of the tangible capital assets less amounts financed through deferred contributions related to tangible capital assets and less the asset retirement obligation.

11. Contractual Obligations

The Organization has current and future operating leases for its premises at \$69,610 per month, expiring in March 2022 and January 2033, respectively. In addition, the Organization also has an equipment lease of \$466 per month and a vehicle lease at \$5,910 per month expiring September 2022 and September 2023 respectively. Total minimum commitments for the next five years are as follows:

2022 2023	\$ 829,702 767,759
2023	687,619
2024	719,794
2025	729,882
2020	 727,002
	\$ 3,734,756

12. Uncertainty due to COVID-19

September 30, 2021

Even with the vaccine, the Canadian economic recovery is expected to be bumpy and will take many more months. It is expected Canada will see ongoing job loss and a slow return to work for many of those employed by the gig economy. The uncertainty of the long-term effects of the COVID-19 pandemic will affect the Organization in two equally important ways: the number of clients may increase over years, and community support may begin to lessen as normalcy returns to the community.

In the early days of the pandemic, the Organization and its members saw an immediate increase in food bank usage. Once government supports, like the Canadian Emergency Relief Benefit (CERB) were in place, the Organization and its members saw numbers stabilize. Once financial supports were less accessible, the Organization saw, once again, a steady increase in clients needing food assistance. The Organization is unsure of the client volume to expect and plan for in the coming months.

There is uncertainty about how long the pandemic will last and the overall impact it will have on the community and the Organization. With added pressure of external factors like high inflation rates, the excess of revenue over expenses for the 2020-2021 fiscal year will help the Organization continue to serve the community and make up for revenue shortfalls that may occur.

A considerable amount of this surplus has been internally restricted to the capital fund as the Organization is planning to move to another location next year. The Organization's internally restricted net assets will help ensure that the Organization is in a strong financial position to address predicted and unpredicted needs of the member agencies and their clients.

13. Statement of Cash Flows

Investing and financing activities that do not have a direct impact on current cash flows are excluded from the statement of cash flows. The following summarizes significant non-cash transactions during the year:

	 2021	2020
Acquisition of tangible capital assets	\$ (200,000) \$	-
Increase in asset retirement obligation	\$ 200,000 \$	-

September 30, 2021

14. Asset Retirement Obligation

The asset retirement obligation is an obligation associated to the current office premises, where the Organization is responsible for restoring the lease premises to base building standards at the end of the lease term. As at year end, an obligation of \$200,000 (2020 - \$NIL) has been accrued on the Statement of Financial Position based on management's best estimate. However, the total amount of the obligation may subject to change due to change in costs. The magnitute of the potential change remain unknown until the restoration takes place.

During the year, no payment was made to settle the asset retirement obligation because it is expected to settle in March 2022.