PTP - Adult Learning and Employment Programs

Financial Statements

For the Year Ended March 31, 2024

INDEPENDENT AUDITOR'S REPORT

To the Directors of PTP - Adult Learning and Employment Programs

Opinion

We have audited the financial statements of PTP - Adult Learning and Employment Programs (the "Organization"), which comprise the statement of financial position as at March 31, 2024 and the statements of changes in net assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2024, and results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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.

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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 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.

RSM Canada LLP

Chartered Professional Accountants
Licensed Public Accountants
July 29, 2024
Toronto, Ontario

PTP - Adult Learning and Employment Programs
Statement of Financial Position
As at March 31, 2024

		2024		2023
Assets				
Current				
Cash	$	**269,707**	$	939,836
Accounts receivable		**460,450**		272,949
HST recoverable		**23,089**		23,366
Prepaid and other assets		**81,227**		80,820
		834,473		1,316,971
Internally Restricted Assets				
Investments (Note 4)		**459,616**		447,776
	$	**1,294,089**	$	1,764,747
Liabilities				
Current				
Accounts payable and accrued liabilities	$	**194,627**	$	502,738
Accrued salaries (Note 5)		**120,879**		120,549
Deferred operating grants (Note 6)		**602**		216,760
Deferred revenue		**51,635**		42,780
		367,743		882,827
Deferred tenant lease inducement		**73,453**		83,660
		441,196		966,487
Net Assets				
Unrestricted net assets / funds		**200,222**		157,430
Internally restricted net assets (Note 7)		**652,671**		640,830
		852,893		798,260
	$	**1,294,089**	$	1,764,747

Lease obligations (Note 8)
Contingent liability (Note 10)

Approved by the Board

Signed by: Hao-Yu (Laban) Lin
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Director

Signed by: Liana Guiry
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Director

PTP - Adult Learning and Employment Programs
Statement of Changes in Net Assets
Year Ended March 31, 2024

	Unrestricted Net Assets	Internally Restricted Net Assets	Total 2024	Total 2023
Balances, beginning of year	**$ 157,430**	**$ 640,830**	**$ 798,260**	$ 817,458
Excess (deficiency) of revenue over expenses (Note 7)	**42,792**	**11,841**	**54,633**	(19,198)
Balances, end of year	**$ 200,222**	**$ 652,671**	**$ 852,893**	$ 798,260

See accompanying notes

PTP - Adult Learning and Employment Programs
Statement of Operations
Year Ended March 31, 2024

	2024	2023
Revenue		
Operating grants (Note 6)	**$ 5,573,283**	$ 5,326,450
Fees for service	**586,196**	628,984
Other income	**77,312**	65,434
	6,236,791	6,020,868
Expenses		
Salaries and benefits	**3,213,080**	2,947,823
Program costs and supplies	**993,039**	1,204,708
Participation support and training incentives	**796,061**	528,789
Project and program consultants	**537,322**	772,138
Building occupancy	**462,656**	416,635
Office and administration	**144,556**	138,784
Professional services	**35,444**	31,189
	6,182,158	6,040,066
Excess (deficiency) of revenue over expenses	**$ 54,633**	$ (19,198)

PTP - Adult Learning and Employment Programs
Statement of Cash Flows
Year Ended March 31, 2024

	2024	2023
Cash provided by (used in)		
Operations		
Excess (deficiency) of revenue over expenses	**$ 54,633**	$ (19,198)
Items not affecting cash		
Accrued investment loss (income)	**6,808**	3,069
Deferred tenant lease inducement	**(10,207)**	(7,505)
	51,234	(23,634)
Changes in:		
Accounts receivable	**(187,501)**	(51,615)
HST recoverable	**277**	292
Prepaid and other assets	**(407)**	(6,993)
Accounts payable and accrued liabilities	**(308,111)**	321,677
Accrued salaries	**330**	22,433
Deferred operating grants	**(216,158)**	35,656
Deferred revenue	**8,855**	(6,200)
Provided by operating activities	**(651,481)**	291,616
Investing		
Purchase of investments	**(96,240)**	(82,079)
Redemption of investments	**77,592**	68,364
Provided by (used in) investing activities	**(18,648)**	(13,715)
Net change in cash	**(670,129)**	277,901
Cash, beginning of year	**939,836**	661,935
Cash, end of year	**$ 269,707**	$ 939,836

See accompanying notes

1. PURPOSE AND LEGAL FORM

PTP - Adult Learning and Employment Programs (the "Organization") was incorporated, under the laws of Canada on March 18, 1998. On September 17, 2007 the name of the Organization was changed from PTP - Preparatory Training Programs of Toronto to PTP - Adult Learning and Employment Programs. The Organization has obtained articles of continuance under the Canada Not-For-Profit Corporations Act on June 16, 2014. The Organization is to carry on its operations without pecuniary gain to its members and any profits or other accretions to the Organization are to be used in promoting its objectives: To provide basic skills education, upgrading, job search and related services to occupationally and vocationally disadvantaged adults.

The Organization is a Canadian registered charity under the Income Tax Act and is not subject to income taxes.

2. ECONOMIC DEPENDENCE

The Organization relies mainly on funding from the federal and provincial governments.

3. SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Organization have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations. The more significant of these policies are as follows:

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, revenues and expenses. Assumptions are based on a number of factors, including historical experience, current events and actions that the Organization may undertake in the future, and other assumptions believed reasonable under the circumstances. These estimates are periodically reviewed and, accordingly, adjustments made to these estimates are taken into income in the year in which it is determined. Significant estimates incorporated into the Organization's financial statements include allocation of expenses to specific programs. Actual results may differ from those estimates.

Net Assets

The Organization operates with two classes of net assets:

- unrestricted net assets that can be used for any purposes that are consistent with the objectives of the Organization; and
- internally restricted net assets that can be used only for the purposes specified by the Board of Directors.

3. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

Leases and Rent Expense

Leases are accounted for as operating leases whereby rent expense is initially recorded in the statement of operations on a straight-line basis over the term of the related lease. The difference between the straight-line rent expense and the rental payments as stipulated under the lease agreement, if any, is initially recorded as deferred tenant inducements and taken into income over the term of the lease.

Revenue Recognition

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Any contributions not yet expended are recorded as deferred operating grants. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributions restricted for the purchase of capital assets are deferred and recognized as revenue on the same basis as the amortization expense related to the acquired capital assets.

Fees for service revenue is recorded on the accrual basis. Fees for service revenue is recognized when the related services are provided. Fees for service revenues received in advance of the period to which they apply are recorded as deferred revenue.

The value of donated materials and service is not recorded.

Financial Instruments

The Organization initially measures its financial assets and liabilities at fair value. The Organization subsequently measures its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and accrued salaries.

Financial assets measured at cost or amortized cost are tested for impairment when there are indicators of impairment. The amount of a write-down, if any, is recognized in the excess of revenue over expenses. Reversals of impairment are recorded to the extent that the value has increased, up to the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenue over expenses.

4. INVESTMENTS

Investments are comprised of cash, guaranteed investment certificates ("GIC") and money market mutual funds as follows:

	2024	2023
Cash	$ 3,424	$ -
Peoples Trust - 2.85%, matured March 18, 2024	-	89,591
Canadian Western Trust - 2.030%, maturing March 11, 2025	92,211	90,382
Home Trust Company - 1.60%, maturing March 9, 2026	97,508	97,521
Home Equity Bank - 2.99%, maturing March 8, 2027	88,144	88,166
Canadian Western Bank - 4.150%, maturing March 27, 2028	82,088	82,116
RBC Investment Savings Account Sr A	96,241	-
	$ 459,616	$ 447,776

5. GOVERNMENT REMITTANCES

Included in accrued salaries are government remittances of $8,670 (2023 - $8,699) related to payroll liabilities.

6. DEFERRED OPERATING GRANTS

Deferred operating grants consist of externally restricted contributions that can be used only for the purposes specified by the contributors of the resources. The unexpended portion of these grants is recorded as deferred operating grants. Deferred operating grants are comprised as follows:

	2024	2023
Received during year:		
MLTSD	$ 3,230,447	$ 2,750,180
City of Toronto	35,153	38,570
Immigration, Refugees and Citizenship Canada	487,722	432,152
Employment and Social Development Canada	1,603,803	2,141,204
	5,357,125	5,362,106
Recognized as revenue during the year	(5,573,283)	(5,326,450)
	(216,158)	35,656
Balance, beginning of year	216,760	181,104
Balance, end of year	$ 602	$ 216,760

7. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets are as follows:

	Emergency Reserve Fund	Special Opportunities Reserve Fund	2024 Total	2023 Total
Opening balance	**$ 530,830**	**$ 110,000**	**$ 640,830**	$ 630,184
Interest	**11,841**	**-**	**11,841**	10,646
	$ 542,671	**$ 110,000**	**$ 652,671**	$ 640,830

Emergency Reserve Fund

During the year ended March 31, 2021, the Board of Directors established a reserve fund for emergencies in an amount of $400,000. This reserve is intended to provide financial support to the Organization in times of emergency. During 2022, the Board approved a transfer from the unrestricted fund to the Emergency Reserve Fund in the amount of $110,000.

Special Opportunities Reserve Fund

During the year ended March 31, 2021, the Board of Directors established a reserve fund for special opportunities in an amount of $110,000. This reserve is intended to provide funding for special opportunities that are unfunded by funders and/or require the Organization to save to self-finance an opportunity.

8. LEASE OBLIGATIONS

The Organization leases office and classroom space at 201 - 815 Danforth Avenue and 5353 Dundas Street West. The leases expire June 30, 2027 and November 30, 2027 respectively. Under the terms of the leases the approximate annual lease obligations, including base rent and common area charges, are as follows:

2025	$ 505,533
2026	515,876
2027	527,848
2028	276,125
	$ 1,825,382

9. FINANCIAL INSTRUMENTS

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and accrued salaries. The Organization manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause financial loss for the other party by failing to discharge an obligation. The Organization's main credit risks relate to its cash and accounts receivable. Cash balances are maintained at financial institutions and are insured by the Canadian Deposit Insurance Corporation up to $100,000 per account. Accounts receivable consists primarily of amounts receivable from government agencies which inherently carry a lower credit risk.

10. CONTINGENT LIABILITY

The Organization is contingently liable for all or a portion of grants received for expenditures should it not use the grant funds as set out in the terms of the respective agreements. The amount of any such repayments are not currently anticipated or determinable. Repayment of a grant will be recorded if and when it becomes anticipated and determinable.