

Lord Roberts Children's Programs  
Annual General Meeting  
September 20<sup>th</sup>, 2022 6:30 pm Via ZOOM

<b>1.) Land Acknowledgement- April Kalyniuk and Welcome- Neil McKernan</b>	
<b>2.) Approval of the Agenda</b>	<u>Motion required: To accept the agenda as presented.</u>
<b>3.) Approval of the 2021 AGM minutes</b>	<u>Motion required: To accept the minutes of the 2021 AGM</u>
<b>4.) Introduction of the 2021/2022 Board members- Neil McKernan</b>	
<b>5.) Reports:</b>  <b>5.1) Chairperson's Report- Neil McKernan</b>  <b>5.2) Treasurer's Report- Audited Financial Statement Review- Eric Robert</b>  <b>5.3) Executive Director's Report- April Kalyniuk</b>	<u>Motion required : To accept these reports as information.</u>
<b>6.) Appointment of the auditor for the 2022/2023 budget year</b>	<u>Motion required : To appoint Rawluk and Robert as the Auditors for the 2022/2023 year.</u>

<p><b>7.) Elections- Nominating Report</b></p> <p><b>Neil McKernan</b></p>	<p><u>Motion: To ratify the appointment of the Board members appointed after AGM 2021</u></p> <p><u>Motion required: To accept the newly elected Board members.</u></p>
<p><b>8.) Adjournment</b></p>	<p>Motion required: <u>To adjourn the meeting at :</u></p>

Lord Roberts Children's Programs Inc.  
Annual General Meeting Minutes- Virtual Meeting  
June 16, 2021

In Attendance:

Auditor: Eric Robert, Jenn Conroy, Neil McKernan, Joni Church, Ronilee Neufeld, Pam Boychuk, **Genya Mazovskyy (\*)**, Rikke McFeetors, Daniella Brazel-Adams, Sheila Henderson, Heather Esselmont, Geraldine Tom, Jon Christoph, Lindsay Sawatsky, Stacey Quinn, Shoni Madden, Jeremy Frimer, **Mary, Elizabeth MacLellan, Shawna, Colleen, Sybille Kinley(\*)**, **Andrea Knoepfel**, Jeff Neville, **Mayling Morgan, Lanny McDonald**, Kayla (MCCA), **Lisa James**, Amy Brown, **Sayuri Ishibashi**, Savannah Berens

(**Bold- indicates LRCP staff in attendance-non-voting**) (\*) staff who are parents  
Regrets:

Meeting was called to order at 6:00 p.m.

- 1) Welcoming Remarks – Neil McKernan
- 2) Approval of the Agenda:  
**Motion:** To accept the Agenda as presented.  
Moved by: Rikke  
Seconded by: Ronilee  
**CARRIED**
- 3) Approval of Meeting Minutes of the AGM held on August 26<sup>th</sup>, 2020.  
**Motion:** To accept minutes of 2020 AGM as presented.  
Moved by: Shoni  
Seconded by: Daniella  
**CARRIED**
- 4) Introduction of 2020/2021 Board of Directors – Neil McKernan
  - There are board vacancies if anyone is interested!
- 5) Reports

### 5.1) Chairperson's Report – Neil McKernan

Highlights: see attached notes

- For ECE week we gave and did as much as we could
- Thanks to the board for helping this year.
- If there are any questions, please email me!

### 5.2) Treasurer's Report - Audited Financial Statement Review – Eric Robert

Highlights: see attached 2021 audit.

- Audited to March 31st 2021.
- No Questions

### 5.3) Executive Director's Report – April Kalyniuk

Highlights: see attached reports

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**Motion:** To accept the reports as information

Moved by: Pam

Seconded by: Jeff

**CARRIED**

### **All reports carried**

Sharing of the ECE week video

### 6) Appointment of the Auditor for 2021/2022

**Motion:** To appoint Rawluk and Robert Accounting Group as the auditor's for the 2021/2022 fiscal year.

Moved by: Pam

Seconded by: Rikke

**CARRIED**

### 7) Nominating Report and Approval of New Board Members- Jeff Neville.

- 3 applications were received to rejoin the board from existing members



- 3 returning applications are: Shoni Madden, Pam Boychuk, Ronilee Neufeld
- Anyone who would like to apply for the board should apply! We have three vacancies and would love to fill these spots.

**Motion:** To accept the newly elected Board Members.

Moved: Jeff

Seconded by: Daniella

**CARRIED**

8) Adjournment

**Motion:** To adjourn the meeting

Moved by: Ronilee

Seconded by: Jeff

**CARRIED**

Meeting was adjourned at : 6:47pm

Thank you for taking the time to join our 2022 virtual AGM. This is our third virtual AGM and we are pleased to be able to continue to connect with each of you. As a Board, we have continued to connect remotely throughout the year, and I'm pleased to say we haven't skipped a beat.

This past year was mostly business as usual, aside from the few unexpected events that came our way. As always, we navigated these moments together with everyone's best interest in mind. From cohorts to new windows in spring, to the sewer emergency in summer, there was never a dull moment. Much of the work and decisions we made in the fiscal year 2021/2022 were implemented in the current fiscal year so I am mentioning them here. Successfully, after the dust settled from the preschool site sewer emergency, we implemented a new salary scale for our staff. This would not have been possible without Rikke, she was the driving force behind this evolution, thank you Rikke. As always, we were honoured to celebrate our staff during ECE week. Our board members and families really stepped up to show our unwavering appreciation for each staff member at LRCP.

After more than a decade on the board, my time is coming to an end, as such this will be my final Chairperson's letter. I have full confidence in the Board and the journey they will continue to take LRCP on. Between 2008 and 2021, I'd like to personally thank those who provided incredible care for both of my daughters – they have everlasting memories and relationships, and we can't forget about the infamous school aged spaghetti lunch. On behalf of the Board, we would like to thank April and Lanny for their hard work and dedication. It is always a pleasure partnering with them and hearing their thoughts and ideas for improvement. And finally, a big thank you to all the staff for their unwavering passion for each child that attends LRCP – their commitment to the children's development and safety is truly astonishing.

Neil McKernan

Board Chair

**LORD ROBERTS CHILDREN'S PROGRAMS INC.**

**Financial Statements**

**Year Ended March 31, 2022**

**LORD ROBERTS CHILDREN'S PROGRAMS INC.**

**Index to Financial Statements**

**Year Ended March 31, 2022**

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	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 12
Schedule of Expense Details ( <i>Schedule 1</i> )	13

# Rawluk & Robert

## CHARTERED PROFESSIONAL ACCOUNTANTS

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### INDEPENDENT AUDITOR'S REPORT

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To the Members of Lord Roberts Children's Programs Inc.

#### *Opinion*

We have audited the financial statements of Lord Roberts Children's Programs Inc. (the Day Care), which comprise the statement of financial position as at March 31, 2022, and the statements of revenues and expenditures, 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, the accompanying financial statements present fairly, in all material respects, the financial position of the Day Care as at March 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

#### *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 Day Care in accordance with 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.

#### *Other Information*

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### *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 ASNPO, 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 Day Care'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 Day Care or to cease operations, or has no realistic alternative but to do so.

(continues)

Independent Auditor's Report to the Members of Lord Roberts Children's Programs Inc. (continued)

Those charged with governance are responsible for overseeing the Day Care'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 Day Care'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 Day Care'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 Day Care 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.

Winnipeg, MB  
August 22, 2022

  
Rawluk & Robert Chartered Professional Accountants Inc.  
Chartered Professional Accountants

**LORD ROBERTS CHILDREN'S PROGRAMS INC.**

**Statement of Financial Position**

**March 31, 2022**

	Operating Fund	Building Fund	2022	2021
<b>ASSETS</b>				
<b>CURRENT</b>				
Cash	\$ 641,857	\$ 57,627	\$ 699,484	\$ 597,927
Investments (Note 3)	100,000	-	100,000	-
Accounts receivable (Note 4)	72,586	-	72,586	47,727
Prepaid expenses	2,083	-	2,083	2,158
	816,526	57,627	874,153	647,812
<b>CAPITAL ASSETS (Net of accumulated amortization) (Note 5)</b>				
	29,280	-	29,280	31,145
	\$ 845,806	\$ 57,627	\$ 903,433	\$ 678,957
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT</b>				
Accounts payable and accrued liabilities	\$ 5,760	\$ -	\$ 5,760	\$ 7,172
Provincial advances (Note 6)	6,120	-	6,120	6,120
Wages payable	129,214	-	129,214	90,012
Deferred income (Note 7)	173,366	-	173,366	2,870
	314,460	-	314,460	106,174
<b>LONG TERM DEBT (Note 8)</b>	60,000	-	60,000	60,000
<b>DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS (Note 9)</b>	15,610	-	15,610	12,820
	390,070	-	390,070	178,994
<b>NET ASSETS</b>	455,736	57,627	513,363	499,963
	\$ 845,806	\$ 57,627	\$ 903,433	\$ 678,957

LEASE COMMITMENTS (Note 10)

**ON BEHALF OF THE BOARD**

 Director

 Director

See notes to financial statements

**LORD ROBERTS CHILDREN'S PROGRAMS INC.**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2022**

	Budget (Unaudited)	Operating Fund	Building Fund	2022	2021
<b>REVENUES</b>					
Operating grant	\$ 400,400	\$ 400,399	\$ -	\$ 400,399	\$ 400,399
Fees - parents	519,937	352,781	-	352,781	290,111
Inclusion grant	83,829	94,079	-	94,079	56,788
Government subsidies	-	88,604	-	88,604	58,161
Other grants	31,172	47,172	-	47,172	8,350
Summer career grant	15,202	14,924	-	14,924	14,472
Deferred revenue amortization	-	7,210	-	7,210	6,160
Fundraising and donations	4,300	4,119	-	4,119	1,621
	1,054,840	1,009,288	-	1,009,288	836,062
<b>EXPENSES</b>					
Amortization	-	12,158	-	12,158	11,371
Administration (Schedule 1)	49,317	47,767	-	47,767	42,169
Office and building (Schedule 1)	32,600	37,246	-	37,246	30,315
Staff salaries and benefits (Schedule 1)	1,024,426	1,037,870	-	1,037,870	826,022
Program expenses (Schedule 1)	51,260	35,756	-	35,756	29,579
	1,157,603	1,170,797	-	1,170,797	939,456
<b>DEFICIENCY OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	(102,763)	(161,509)	-	(161,509)	(103,394)
<b>OTHER INCOME</b>					
Canada employment wage subsidy	-	173,877	-	173,877	277,704
Interest income	375	552	479	1,031	356
Temporary wage subsidy	-	-	-	-	10,774
	375	174,429	479	174,908	288,834
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	\$ (102,388)	\$ 12,920	\$ 479	\$ 13,399	\$ 185,440

See notes to financial statements



**LORD ROBERTS CHILDREN'S PROGRAMS INC.****Statement of Changes in Net Assets****Year Ended March 31, 2022**

	Operating Fund		Building Fund		2022	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$	444,226	\$	55,737	\$ 499,963	\$ 314,523
Excess of revenues over expenses		12,920		479	13,399	185,440
<b>NET ASSETS - END OF YEAR</b>	\$	457,146	\$	56,216	\$ 513,362	\$ 499,963

See notes to financial statements

**LORD ROBERTS CHILDREN'S PROGRAMS INC.**

**Statement of Cash Flows**  
**Year Ended March 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 13,399	\$ 185,440
Item not affecting cash:		
Amortization of capital assets	<u>12,158</u>	11,371
	<u>25,557</u>	196,811
Changes in non-cash working capital:		
Accounts receivable	(24,859)	(4,879)
Prepaid expenses	75	(619)
Accounts payable and accrued liabilities	(1,412)	528
Wages payable	39,202	(12,593)
Deferred income	170,496	896
Deferred contributions related to capital assets	<u>2,790</u>	(6,160)
	<u>186,292</u>	(22,827)
Cash flow from operating activities	<u>211,849</u>	173,984
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(10,292)	(1,907)
Investments	<u>(100,000)</u>	-
Cash flow used by investing activities	<u>(110,292)</u>	(1,907)
<b>FINANCING ACTIVITY</b>		
Proceeds from long term financing	-	60,000
Cash flow from financing activity	<u>-</u>	60,000
<b>INCREASE IN CASH FLOW</b>	<b>101,557</b>	232,077
Cash - beginning of year	<u>597,927</u>	365,850
<b>CASH - END OF YEAR</b>	<u><b>\$ 699,484</b></u>	<u><b>\$ 597,927</b></u>
<b>CASH CONSISTS OF:</b>		
CU Chequing Account	\$ 581,452	\$ 480,374
Savings - Operating account	60,000	60,000
Bld Fund - CU Savings	57,627	57,148
Petty Cash	400	400
Credit Union shares	<u>5</u>	<u>5</u>
	<u><b>\$ 699,484</b></u>	<u><b>\$ 597,927</b></u>

See notes to financial statements

# **LORD ROBERTS CHILDREN'S PROGRAMS INC.**

## **Notes to Financial Statements**

**Year Ended March 31, 2022**

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### **1. PURPOSE OF THE DAY CARE**

Lord Roberts Children's Programs Inc. (the "Day Care") is a not-for-profit organization of Manitoba. As a registered charity the Day Care is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Day Care operates to provide child care services in the City of Winnipeg for working parents of children.

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### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

#### Cash and short term investments

Cash and cash equivalents consist primarily of commercial paper and deposits with an original maturity date of purchase of twelve months or less. Because of the short term maturity of these investments, their carrying amount approximates fair value.

#### Goods and Services Tax

Goods and services tax from purchased supplies and services are recoverable at 50% as a rebate. The unrecoverable portion is recorded as an expense with the rebate treated as a receivable.

#### Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	30%	declining balance method
Furniture and fixtures	20%	declining balance method
Leasehold improvements	5 years	straight-line method
Motor vehicles	30%	declining balance method

The Day Care regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use. Capital assets costing less than \$1,000 are charged to operations at cost.

#### Vacation pay

Vacation pay is accrued as entitlement to these payments are earned.

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# **LORD ROBERTS CHILDREN'S PROGRAMS INC.**

## **Notes to Financial Statements**

**Year Ended March 31, 2022**

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### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)***

#### Fund accounting

Lord Roberts Children's Programs Inc. follows the restricted fund method of accounting for contributions.

#### Operating Fund (unrestricted):

The Operating Fund accounts for the Day Care's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

#### Building Fund (restricted):

The Building Fund was established by an initial appropriation of \$40,000 from the Operating Fund. The fund is increased by further appropriations and interest earned. Transfers from the Operating Fund are made as approved by the Board of Directors.

#### Revenue recognition

Lord Roberts Children's Programs Inc. follows the deferral method of accounting for contributions, which include donations and government grants.

The Day Care is funded by the Province of Manitoba in accordance with budget arrangements established by the Department of Family Services. Operating grants are recorded as revenue in the period to which they relate. Grants approved but not received at the end of an accounting period are accrued. Where a portion of a grant relates to a future period, it is deferred and recognized in the subsequent period.

Restricted contributions are recognized as revenue 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 restricted for the purchase of capital assets are deferred and amortized into revenue on the same basis as the amortization for the related fixed assets.

Revenue from parent fees are recognized when the services are provided and collection is reasonably assured.

Fundraising and donation revenue is recognized when it is received.

#### Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

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**LORD ROBERTS CHILDREN'S PROGRAMS INC.****Notes to Financial Statements****Year Ended March 31, 2022**

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*****Financial instruments policy**

Fair value amounts represent estimates of the consideration that would currently be agreed upon between knowledgeable, willing parties who are under no compulsion to act and is best evidenced by a quoted market price.

The carrying values of cash, short-term deposits, accounts and grants receivable and accounts payable and accrued liabilities approximate their fair value due to the relatively short periods to maturity of the instruments.

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**3. INVESTMENTS**

	<b>2022</b>	<b>2021</b>
GIC, 1.20% matures, October 14, 2022	<b>\$ 100,000</b>	<b>\$ -</b>
Accrued interest - included in accounts receivable	<b>552</b>	<b>-</b>
	<b>\$ 100,552</b>	<b>\$ -</b>

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**4. ACCOUNTS RECEIVABLE**

	<b>2022</b>	<b>2021</b>
Canada Emergency Wage Subsidy	<b>\$ 47,664</b>	<b>\$ 18,315</b>
GST recoverable	<b>2,235</b>	<b>1,067</b>
Inclusion grant	<b>7,492</b>	<b>6,903</b>
Interest receivable	<b>552</b>	<b>-</b>
Parent fees	<b>7,408</b>	<b>9,888</b>
Parent fees subsidies	<b>-</b>	<b>4,853</b>
Pension cost recovery	<b>7,516</b>	<b>8,183</b>
Subtotal	<b>72,867</b>	<b>49,209</b>
Allowance for doubtful accounts	<b>(281)</b>	<b>(1,482)</b>
	<b>\$ 72,586</b>	<b>\$ 47,727</b>

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**LORD ROBERTS CHILDREN'S PROGRAMS INC.**

**Notes to Financial Statements**

**Year Ended March 31, 2022**

**5. CAPITAL ASSETS**

	Cost	Accumulated amortization	2022 Net book value
Computer equipment	\$ 24,374	\$ 15,572	\$ 8,802
Furniture and fixtures	98,829	93,517	5,312
Leasehold improvements	38,701	27,090	11,611
Motor vehicles	72,543	68,988	3,555
	<u>\$ 234,447</u>	<u>\$ 205,167</u>	<u>\$ 29,280</u>

	Cost	Accumulated amortization	2021 Net book value
Computer equipment	\$ 14,082	\$ 14,005	\$ 77
Furniture and fixtures	98,829	92,189	6,640
Leasehold improvements	38,701	19,350	19,351
Motor vehicles	72,543	67,465	5,078
	<u>\$ 224,155</u>	<u>\$ 193,009</u>	<u>\$ 31,146</u>

**6. PROVINCIAL ADVANCES**

The advance is non-interest bearing and has no fixed terms of repayment.

	2022	2021
Pension Advance	<u>\$ 6,120</u>	<u>\$ 6,120</u>

**7. DEFERRED INCOME**

Deferred income is recognized in revenue in the period to which it relates.

	2022	2021
Prepaid Parent Fees	\$ 4,875	\$ 2,870
MB Subsidy Advance	<u>168,491</u>	<u>-</u>
	<u>\$ 173,366</u>	<u>\$ 2,870</u>

# **LORD ROBERTS CHILDREN'S PROGRAMS INC.**

## **Notes to Financial Statements**

**Year Ended March 31, 2022**

### **8. CANADIAN EMERGENCY BUSINESS ACCOUNT LOAN**

The Day Care qualified and received \$60,000 under the Canadian Emergency Business Account Program (CEBA) relating to Federal government initiatives due to COVID-19. The loan bears no interest and no repayment requirements until December 31, 2023. If \$40,000 is repaid by this date, \$20,000 is forgiven. If it is not repaid in full, the balance converts to a two year term loan bearing interest only payments of 5% per annum and the entire balance is due by December 31, 2025.

### **9. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS**

Deferred contributions related to capital assets represent the unamortized portion of contributed capital assets and restricted contributions that were used to purchase capital assets and renovate the Day Care's facility. Recognition of these amounts as revenue is deferred to periods in accordance with the amortization of the related capital assets and leasehold improvements.

	<b>2022</b>	<b>2021</b>
Balance, beginning of year	\$ 12,820	\$ 18,980
Add Additions during the year	10,000	-
Less deferred revenue recognized in the year	(7,210)	(6,160)
Total	<b>\$ 15,610</b>	<b>\$ 12,820</b>

### **10. LEASE COMMITMENTS**

The Day Care has entered into a lease arrangement for the provision of its premises located at the Lord Roberts Community Club with City of Winnipeg. The annual rent is \$1.00 per year and requires that the Day Care pay for all operating costs associated with the premises.

The lease for the premises expired December 31, 2020 and provided for a five year renewable option. Effective January 1, 2021 the Day Care exercised its option and the lease arrangement will expire December 31, 2025.

In addition, the Day Care operates in the Lord Roberts School and has entered into a lease agreement whereby the Day Care is charged for a ten month period per annum with the lease expiring June 30, 2024. The future lease payments are as follows:

2023	\$ 6,141
2024	2,058
	<b>\$ 8,199</b>

# **LORD ROBERTS CHILDREN'S PROGRAMS INC.**

## **Notes to Financial Statements**

**Year Ended March 31, 2022**

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### **11. FINANCIAL INSTRUMENTS**

The Day Care is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Day Care's risk exposure and concentration as of March 31, 2022.

#### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Day Care is exposed to credit risk from customers. In order to reduce its credit risk, the Day Care reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Day Care has a significant number of customers which minimizes concentration of credit risk.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Day Care is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

Unless otherwise noted, it is management's opinion that the Day Care is not exposed to significant other price risks arising from these financial instruments.

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**LORD ROBERTS CHILDREN'S PROGRAMS INC.**

**Schedule of Expense Details**

**(Schedule 1)**

**Year Ended March 31, 2022**

	Budget Unaudited	Actual 2022	Actual 2021
<b>Staff salaries and benefits</b>			
Salaries & wages	\$ 842,849	\$ 910,184	\$ 727,145
CPP expense	40,353	44,101	34,316
El expense	14,172	16,553	13,290
Other benefits	127,052	67,031	51,271
	<u>1,024,426</u>	<u>1,037,869</u>	<u>826,022</u>
<b>Program</b>			
Activity supplies	10,000	10,427	13,968
Equipment & furniture	300	7,939	707
Equipment repairs	500	649	148
Food	27,960	5,598	4,000
Kitchen & cleaning supplies	10,000	9,497	10,756
Special events/outings	2,500	1,646	-
	<u>51,260</u>	<u>35,756</u>	<u>29,579</u>
<b>Office and building</b>			
Equipment & furniture	2,000	428	794
Contract cleaners	10,600	11,191	10,470
Rent	17,500	22,329	16,901
Repairs & maintenance	1,000	1,849	712
Other	1,500	1,449	1,438
	<u>32,600</u>	<u>37,246</u>	<u>30,315</u>
<b>Administrative</b>			
Accounting/payroll fees	4,000	1,938	5,171
Administration other	4,877	3,444	2,024
Annual meeting	500	225	440
Annual return	40	40	40
Audit fee	4,200	4,638	3,999
Bad debts	-	-	(1,126)
Computer software & supplies	4,200	4,199	4,065
Financial service charges	3,000	3,227	2,944
Insurance	4,500	4,524	3,807
Internet	2,500	2,195	2,339
Postage, stat & office supplies	8,600	10,809	8,210
Professional association dues	4,000	4,098	3,889
Staff training & conferences	2,500	2,347	1,681
Telephone	3,000	2,587	2,390
Travel expenses	3,400	3,496	2,296
	<u>\$ 49,317</u>	<u>\$ 47,767</u>	<u>\$ 42,169</u>

See notes to financial statements

## Executive Director's Report 2022

This year saw a return to almost normal after 2 years of pandemic mode. The centre survived, the children flourished and reminded us all how resilient they are in the face of change and overall things were good.

Our school-age team were completely back to normal in terms of programming and staffing and once again this year they worked hand-in-hand with Lord Roberts School staff during the lunch hours and making adjustments whenever required. We were able to move out of the cohort set-up that we had been in which made for some adjustments and anxiety for the school-age children-the thought and planning that the school-age team made for this was simply outstanding- keeping the children at the forefront of any plans being made at all times. I would like to give a shout-out to Shawna ( I usually don't like to highlight just one staff) for the Big Feelings work she did with the children in the last year firstly with the older cohort and then working with Lisa and Colleen to bring it to the younger cohort- well done! The team at the school-age: Lanny, Sherry, Colleen, Shawna, Denise, Andrea, Charlene, Lisa and Violet showed what a true team is- they were flexible, professional, fun, caring, prepared and simply the best at all times. As a Director who for the most part was not able to be at the school-age I can only say how terribly proud of you all I am.

The preschool site was not back to normal until the end of this fiscal year meaning we were running at 40 children instead of 59 children. This has meant that there was for this time period enhanced ratios in almost all groups at all times. The switch back to regular numbers and ratios is a huge transition- staff feel like they are understaffed but in reality this is reality. The period when we had less children allowed for the extensive extra cleaning that comes with preschool children who tend to wipe their saliva on everything several times a day and extra planning time for the preschool staff. The team at the preschool adjusted to several staffing changes over the course of this year and I am pleased to say that the old saying of: when the going gets tough- the tough get going, held true as we figured out the best staffing combinations for our children at the preschool. Staff changes are difficult for both the children and the team so I would like to thank each of the preschool team for stepping up during this trying year.

This year we were the only ones in the community club for most of the year which made access to the gym available at all times a huge bonus.

This year we had 5 children with additional support needs between the 2 sites- 3 at the preschool and 2 at the school-age. The team that supports these children did amazing work considering that the therapists that usually come out and support our work were mostly unavailable due to COVID and I would like to thank: Violet, Denise, Cassie, Diane and Rachel for their hard work and patience with these children.

This year brought a influx of funding from the Canada- Manitoba Early Learning and Child Care Agreements- the money was targeted for things like subsidy, computer upgrades, staffing support and things of this nature. Most of the money arrived after our fiscal year end so it will be used in fiscal year 2022/2023. This is a 5 year agreement so it is a exciting time for Early Learning and Child Care which hopefully which ends with a stronger system for the important work we do at it's end. Early Learning and Child Care was moved out of the Families portfolio into the Education portfolio by our provincial government- Education is a huge department and I am sure it will be sometime before it is figured out in terms of where we fit and who is responsible for what pieces as we move forward.

Our Board of Directors has been outstanding this year and has been all through COVID. There have been many hard decisions to make in regards to numerous issues this year- close or stay open, pay staff or not, charge fees or not and the list goes on. They have been available at the drop of a hat for meetings and have offered thoughtful discussion and insight remembering that their role is to make decisions based on what is best for the centre putting aside what is best for them as a parent which at times can be a difficult hat to wear. At this time I wish to thank all the Board members for their hard work this year but specifically a big thank-you to Neil McKernan who is leaving the Board after 10 years- 8 of these years as chairperson- you have come a long way as our chair and seen our centre through some very crazy times especially in the last few years. I will miss you at our meetings although I know you can't quite abandon us yet according to the by-laws!

As the Director, it is my job to manage the day-to day operations of our centre however this is a job that cannot be done without a team and I am blessed to

have a amazing group to work alongside- our staff, our board, our children and our families- you are Lord Roberts Children's Programs Inc and make us what we are.

April

# Lord Roberts Children's Programs - Board Nominating Report 2022

## 1.0 Current Board of Directors (2021-22)

The Board of Directors for the 2021/2022 year consisted of the following:

Name	Board Position	Term	Term Status
Neil McKernan	Chair	2020-2022	Completing term
Stacey Quinn	Member-at-large	2021-2023	Ratification Required
Pam Boychuk	Treasurer	2021-2023	Continuing Term
Jonathon Christoph	Member-at-large	2021-2023	Ratification Required
Jeff Neville	Member-at-large	2020-2022	Completing Term
Danniella Brazel-Adams	Member-at-large	2020-2022	Completing Term (resigned May 2022)
Sheila Henderson	Member-at-large	2021-2023	Ratification Required
Ronilee Neufeld	Member-at-large	2021-2022	Completing Term
Shoni Madden	Secretary	2021-2023	Continuing Term
Rikke McFeetors	Vice Chair	2020-2022	Completing Term

- At this time there are 5 individuals who have completed their terms on the Board. We would like to acknowledge their dedication and efforts to our Board at this time.
- The role of the nominating committee is to recommend a slate of nominees to ensure that the organization is governed with wisdom and vision. The call for nominations for the 2022-2025 term went out in the middle of August 2022.
- The Board by-laws state that in order for the centre to remain in operation we require:

**Number of Directors:**

**3.01 The Board of the Centre is made up of a minimum of five (5) and a maximum of ten (10) directors.**

## 2.0 Board Member Ratification

- There are 3 individuals who were appointed to the Board after the Annual General meeting in 2021 to fill vacancies as allowed in the centres by-laws. We will ratify their positions as part of this year's process with terms ending 2023. These board members include:
  - Jonathan Christoph
  - Sheila Henderson
  - Stacey Quinn

## 3.0 Recommended Slate of Nominees

- The deadline for nominations was September 8<sup>th</sup>, 2022. The following individuals have applied for membership on the Board for a 2-year (2022-2024) term. Below this list you will find a brief bio that has been provided by our prospective Board members.
  - Rikke Mc Feetors
  - Lindsay Salter
  - Katherine Foster Grajewski
  - Andrew Gadsby Pauls
  - Kensie Simpson

Rikke McFeetors

Please accept this email as my application for my name to be put forward for the Board of Lord Roberts Child Care Program.

As my 2<sup>nd</sup> term on the board is coming to an end, I would like to let my name stand for a 3<sup>rd</sup> term.

I am a proud mother of 3 Children ranging in age from 8 to 24.

In the past I have been involved with the Parent Council at Lord Roberts School where I held the position of Treasure for 6 years, as well as part of the Daycare Board during the time my older children went to the School Age Program.

As a parent I feel it is important to be involved. Being on the Board gives me the opportunity to do so as well as support our Director and Staff that takes such wonderful care of our children every day.

Lindsay Salter

I would like to put my name forward to join the Board of Directors. I know how important it is for programs like ours to have strong parental involvement and I would like to be a part of it. I have 2 young children who are currently in the daycare and I would like to have more of an active role. I hope I have some skills that could be beneficial to continue to help make Lord Roberts Children's Program an engaging, happy place for all the children that go there.

If you feel you need more of a reason please let me know. My children are the most important thing in my life and I want to do everything I can to help support them becoming good citizens of the world.



Katherine Foster Grajewski

Being new to the Lord Roberts Community after returning to Winnipeg in 2021, one of my main reasons for wanting to join the board is to connect with the local community. Child care is an integral part of our communities and serving on the board will provide me with the opportunity to get to know the children and families that make up the fabric of our community, creating a network of people to support and learn from. I also look forward to the opportunity to be an advocate and ambassador for both our neighbourhood families and those who provide support and care for our children.

Andrew Gadsby Pauls

I would like to apply to be a member of the board of directors. I would like to join the board to provide my own experience, enthusiasm, and dedication to public service to the Board of Directors.

Kensie Simpson

Please accept my application to join the Board of Directors for the Lord Roberts Children's Programs. My name is Kensie Simpson. I have lived in the neighborhood for 10 years and my daughter has attended the daycare since 2020.

I have worked for Marymound, a non-profit company that supports children, youth and families for 15 years as a Youth Care Practitioner, Group Home Coordinator and most recently as an Education Crisis Advisor so I understand the challenges that a non-profit organization faces.

Since 2017 I have been on the Manitoba Organization of Disc Sports Women's Committee and have previously volunteered my time co-coordinating the women's league, as well as, helped plan events. I am organized and love being a part of a team.

I feel passionate about quality childcare and have witnessed the daycare provide this to my daughter and her peers. Joining the board would give me an opportunity to increase my involvement within the community and directly support the daycare center and hardworking staff.