



THE LITERACY GROUP

**Annual Report for the Fiscal Year
ended
March 31st, 2018**

The Literacy Group of Waterloo Region

Agenda Annual General Meeting

Thursday, June 21, 2018

Online

Welcome

Approval of Agenda

Approval of Minutes of the Annual General Meeting of June 22nd, 2017

Executive Director's Report

Treasurer's Report

Election of Directors

Motion to approve slate of Board of Directors:

Motion to approve

Angie Hesselink
Sonya Cosman

Retiring board members

Cathy Skeen
Debbie Ackroyd

Motion to Adjourn



**EMPLOYMENT
ONTARIO**

Charitable Business Number: #119242378

The Literacy Group of Waterloo Region

Minutes of Annual General Meeting

Wednesday, June 22, 2017

The Rotunda, Kitchener

1. **Welcome**
 - a. Meeting called to order by Patricia Lewis
2. **Approval of Agenda**
 - a. Motion to approve: Cathy Skeen, seconded by Dana Duff
3. **Approval of Minutes of the Annual General Meeting of June 15th, 2016**
 - a. Motion to approve: Danielle Avila, seconded by John Dale
4. **President's Report**
5. **Executive Director's Report**
6. **Treasurer's Report**
 - a. Motion to approve financial statement: Andrew Swatridge, seconded by Diane Elkin
 - b. Motion to approve auditors, Curtis-Villar: Debbie Ackroyd, seconded by Cathy Skeen
7. **Election of Directors**
 - a. Motion to approve slate of Board of Directors: Patricia Lewis, seconded by John Dale
- 8.. **Adjournment**
 - a. Motion to adjourn: Diana Elkin, seconded by Dana Duff

We've just ended a pretty exceptional year, and I want to take this opportunity to thank all those who made it possible.

Thanks to our tutors, staff and learners, TLG achieved its best year in five years for the number of learners served. That's a great credit to the dedication of our tutors, the ingenuity of our staff to develop programs responsive to the needs of our communities, and to the enthusiasm and perseverance of our learners.

Thanks to the Ministry of Advanced Education and Skills Development as well as United Way Waterloo Region Communities, TLG is enjoying a solid financial footing. Together with our fee-for-service programs, these revenues allowed us to invest in new technology and materials for use by our tutors and learners.

Thanks to our partners the Lead Kings, our event sponsors, and our fundraising committee plus dozens of volunteers, we had a spectacular *Rodding for Reading* event last June – our all-round best year ever for the number of participants, the funds raised and just as important, the weather!

Behind the scenes, TLG staff and the Board of Directors continued to implement the ideas we identified as part of our strategic plan, including some opportunities identified in focus groups held with our tutors. This work is important to keeping TLG strong and effective for the learners we serve and the volunteers who work with them.

I'll close by thanking two Directors who are stepping down from the Board. Cathy Skeen returned to TLG in 2014 and over the past four years served as Vice-President, helped develop our communication strategy and materials, volunteered with *Rodding for Reading*, served on our nominating and succession planning committees, and helped organize our *Finders Keepers* sale. Debbie Ackroyd came to TLG three years ago when we sought her out for her expertise in human

resources, and then staffing matters, and then generously volunteered her time to serve as Secretary, worked with our Executive Directors on staffing matters, joined in the review of our HR Policies, participated in our succession planning work, and volunteered with *Rodding for Reading*, too. Cathy and Debbie contributed a great deal to TLG – many thanks for all they've done, and we know they'll continue to be ambassadors for us in the community.

Truly a great year for TLG any way you look at it!

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jennifer", followed by a vertical line.

In the 2017/18 year, The Literacy Group staff of both sites have served the community with sincere passion, restless effort, and surpassed all that was asked of them. I would like to take the opportunity to thank them for their hard work in making this year such a success. I hope I show my appreciation as much as I should, but I am very grateful to work shoulder to shoulder with such a talented group of people.

Like most successful organizations, success is the result of all the hard work of the people behind the scenes. An incredible and heartfelt thanks goes to the volunteers, community partners, funders, board members and learners who should all be proud of what we have done together to help TLG continue to make a difference in our community.

This year TLG has continued to pave the way in the field of literacy. The new Modular Programs are getting more innovative and truly do support the current needs of the community. Thanks to our online tutor training, we have been able to get more volunteers into the classroom quickly to directly support the learners, drastically cutting waiting times. The team has also done great things with community partners to run successful satellite programs. I look forward to this and much more in the year to come.

Even though 2018 may have some bends in the road we cannot see past, I know I could not be joined in the charge ahead with a more passionate and driven team of experts possible.

Respectfully submitted,



I am happy to report on the financial affairs of The Literacy Group of Waterloo Region for the fiscal year ended March 31, 2018.

In the fiscal year, we welcomed Chris into his new role which he has taken and made it his own. We have seen The Literacy Group grow and become more agile in our delivery.

The Literacy Group will continue to monitor costs as fundraising and donation revenue are difficult to project. The Literacy Group continues to strive for sharing our knowledge base within various programs and opportunities within the region.

As a result, the overall surplus of the year is \$2,445 with a fund balance at year-end of \$108,663. This is not as great as the previous fiscal year's \$29,218 surplus as we focused more on our quality of expenses and improving the client experience. We are thrilled with the hard work everyone has endured to allow this to happen.

Looking to the next fiscal year, we anticipate another exciting year ahead while The Literacy Group continues to meet and exceed our goals and expectations while remaining fiscally responsible.

Respectfully submitted,

Dana Duff

In 2017-18 The Literacy Group saw an exciting and prosperous year in regards to fundraising.

By far our most successful event was our seventh annual *Rodding for Reading*, made possible with the continuing support of our partners, The Lead Kings Car Club. Sadly, we had to say goodbye to Southworks as a partner. Thanks to sponsors, raffle ticket sales, book sales and everything else, the event took in \$16,092.30

This year TLG was invited to race in our first Race to Erase event. This relatively new event, hosted by the YWCA Cambridge, saw teams from TLG racing blindfolded in wheel chairs, running in firefighter's boots and having to learn a choreographed dance in minutes. This was a wonderful event and TLG raised \$2,035.00.

This year TLG made a new friend in John Stackhouse. John kindly worked closely with TLG and arranged an exciting poker tournament with Poker Pigs Charity Tournaments. This fun event raised over \$1000, and we look forward to playing again next year.

Our target in the New Year is to find fresh new events and continue to raise funds and awareness of adult literacy.

Respectfully submitted,

Fundraising Committee

INDEPENDENT AUDITOR'S REPORT

To the Members of The Literacy Group of Waterloo Region

We have audited the accompanying financial statements of The Literacy Group of Waterloo Region, which comprise the statements of financial position as at March 31, 2018 and March 31, 2017 and the statements of revenues and expenditures, changes in net assets and cash flows for the years ended March 31, 2018 and March 31, 2017, 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audits is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Literacy Group of Waterloo Region as at March 31, 2018 and March 31, 2017 and the results of its operations and its cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Guelph, Ontario
June 21, 2018

Curtis-Villar LLP

CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants



THE LITERACY GROUP OF WATERLOO REGION

Statement of Financial Position

As at March 31, 2018

	2018	2017
ASSETS		
CURRENT		
Cash-unrestricted	\$ 75,948	\$ 76,384
Cash-restricted	12,654	15,455
Term deposit (Note 3)	10,000	10,000
Accounts receivable	6,873	24,042
Prepaid expenses	4,259	4,051
	<u>109,734</u>	<u>129,932</u>
PROPERTY, PLANT AND EQUIPMENT (Note 4)	<u>49,894</u>	<u>27,398</u>
	<u>\$ 159,628</u>	<u>\$ 157,330</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable (Note 6)	\$ 18,015	\$ 37,068
DEFERRED INCOME (Note 5)	<u>32,950</u>	<u>9,845</u>
	<u>50,965</u>	<u>46,913</u>
NET ASSETS		
General Fund (Note 1)	62,749	67,636
Lottery Fund (Note 1)	16,092	16,092
Capital Asset Fund (Note 1)	29,822	26,689
	<u>108,663</u>	<u>110,417</u>
	<u>\$ 159,628</u>	<u>\$ 157,330</u>

ON BEHALF OF THE BOARD

 Director
 Director

The accompanying summary of significant accounting policies and notes are an integral part of these financial

THE LITERACY GROUP OF WATERLOO REGION

Statement of Revenues and Expenditures

Year Ended March 31, 2018

	Ministry of Advanced Education and Skills Development Kitchener	Ministry of Advanced Education and Skills Development Cambridge	Lottery Fund	General Fund	Total Total	Total Total
	2018	2018	2018	2018	2018	2017
REVENUE						
Grants	\$ 234,088	\$ 114,492	\$ -	\$ -	\$ 348,580	\$ 339,498
Fundraising	-	-	24,971	28,000	52,971	57,645
Other income	-	-	-	40,035	40,035	65,127
United Way	-	-	-	33,208	33,208	39,804
Donations	-	-	-	1,407	1,407	7,618
Book sales	-	-	-	907	907	1,028
Interest	-	-	-	120	120	138
Memberships	-	-	-	25	25	500
	234,088	114,492	24,971	103,702	477,253	511,358
EXPENDITURES						
Salaries and benefits	169,413	73,947	19,280	58,111	320,751	314,713
Rent, maintenance and utilities	27,607	24,000	-	-	51,607	49,976
Resources	7,859	1,485	2,721	34,304	46,369	38,921
Office and general	11,014	3,867	282	5,159	20,322	18,449
Training	6,520	2,548	-	27	9,095	9,106
Fundraising expense	-	-	2,688	3,359	6,047	6,668
Telephone	2,977	2,525	-	297	5,799	5,820
Amortization	2,700	2,795	-	-	5,495	4,364
Professional fees	2,261	2,261	-	-	4,522	3,952
Professional development and memberships	2,945	579	-	-	3,524	2,122
Project expenses	-	431	-	-	431	-
Field support	430	-	-	-	430	27,621
Travel	362	54	-	-	416	428
	234,088	114,492	24,971	101,257	474,808	482,140
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ 2,445	\$ 2,445	\$ 29,218

THE LITERACY GROUP OF WATERLOO REGION

Statement of Changes in Net Assets

Year Ended March 31, 2018

	General Fund Unrestricted 2018	Lottery Fund Restricted 2018	Capital Asset Fund Restricted 2018	Ministry of Advanced Education and Skills Development Restricted 2018	Total 2018	Total 2017
NET ASSETS - BEGINNING OF YEAR	\$ 67,636	\$ 16,092	\$ 26,689	\$ -	\$ 110,417	\$ 86,335
Excess of revenue over expenditures	2,445	-	-	-	2,445	29,218
Amortization	-	-	(4,199)	-	(4,199)	(5,136)
Purchase of capital assets	(7,332)	-	7,332	-	-	-
NET ASSETS - END OF YEAR	\$ 62,749	\$ 16,092	\$ 29,822	\$ -	\$ 108,663	\$ 110,417

The Literacy Group Statistics

For the fiscal year ended March 31, 2018

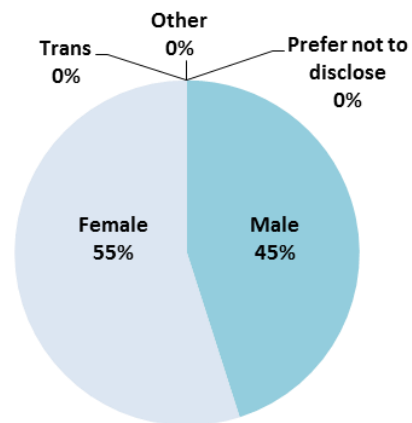
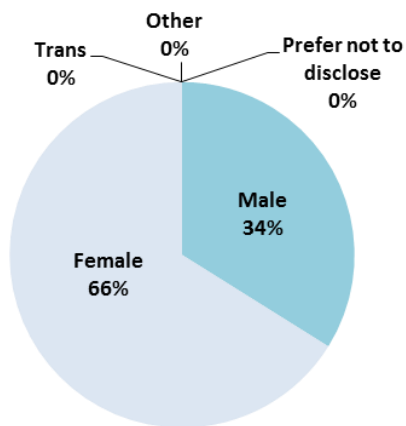
Kitchener

Numbers of Learners served: 183

Cambridge

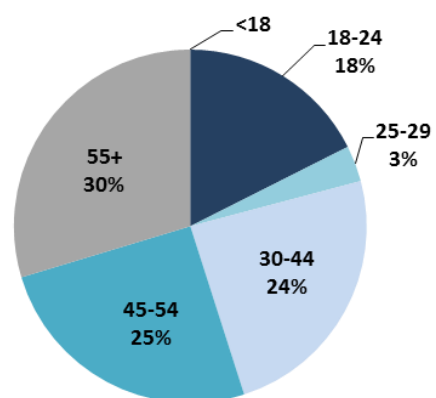
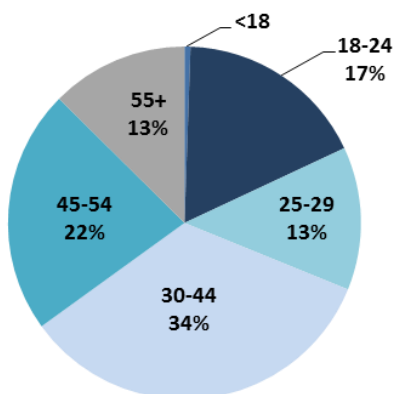
Numbers of Learner served: 91

GENDER



■ Male ■ Female ■ Trans ■ Other ■ Prefer not to disclose

AGE RANGES



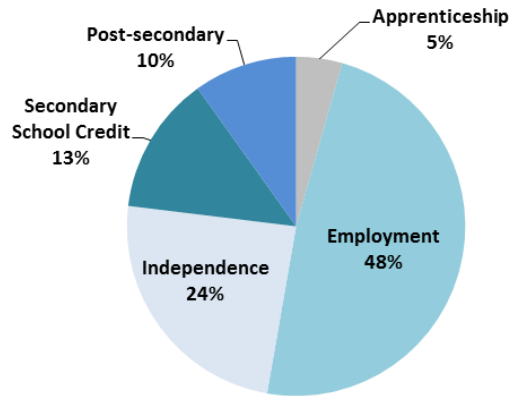
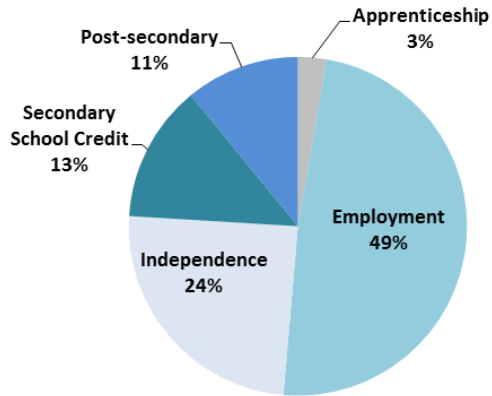
■ 18-24 ■ 25-29 ■ 30-44 ■ 45-54 ■ 55+

2017 – 2018

Kitchener

Cambridge

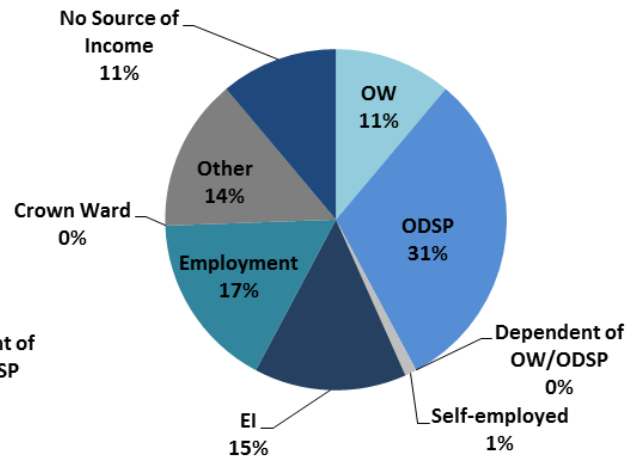
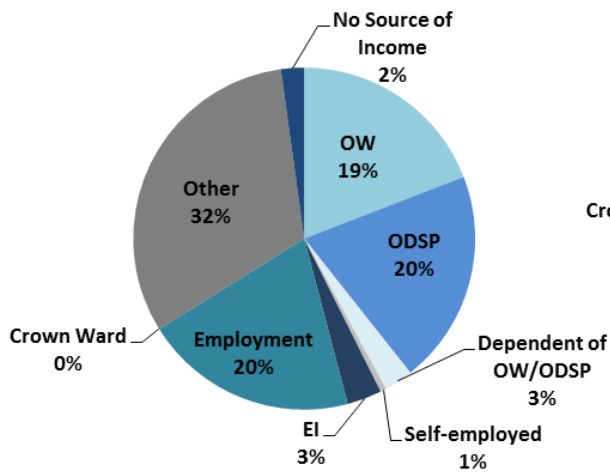
GOAL PATH



■ Apprenticeship
■ Independence
■ Post-secondary

■ Employment
■ Secondary School Credit

SOURCE OF INCOME



■ OW
■ Dependent of OW/ODSP
■ EI
■ Crown Ward
■ No Source of Income

■ ODSP
■ Self-employed
■ Employment
■ Other

***The Literacy Group of Waterloo Region
Board of Directors, Staff & Volunteers***

2016 - 2017

Current Board of Directors

Patti Lewis, President
Diana Elkin, Vice-President
Dana Duff, Treasurer
Debbie Ackroyd, Secretary

Danielle Avila
Andrew Swatridge
Cathy Skeen

John Dale
Vlad Pop
Winnie Lo

Retiring Board Members

**Cathy Skeen
Debbie Ackroyd**

Slate of Board Candidates

**Andie Hesselink
Sonya Cosman**

Staff

Chris Prosser
Lisa McArthur
Laurie Mazur
Sue Damon
Julie Sigrist
Johanna Brown
Joyce Baker
Marilena Benak
Marian Baron

Executive Director
Program Manager
Intake & Modular Program Coordinator
Program Coordinator, Kitchener
Group Facilitator, Cambridge
Group Facilitator, Kitchener
Administrative Assistant, Kitchener
Public Relations & Administrative, Cambridge
Bookkeeper

Biography

Angie Hesselink

Angie is an experienced Customer Experience Manager with a demonstrated history of working in the financial services industry. Skilled in Business Process, Analytical Skills, Coaching, Contact Centers and Management. Angie is looking forward to supporting TLG with the skills and abilities she has developed in business.

Much of her career has been focused on creating and delivering training, in various forms to employees and customers. She has witness the profound effect learning can have on an individual and so partnering with TLG is an exciting and perfect fit.

Sonya Cosman

Sonya has always been an avid learner, appreciating how more knowledge and skills opens new perspectives and opportunities. Sonya is passionate to support the Mission and Vision of The Literacy Group and admires that it sets out to bring such opportunities to adults who want to improve their skills. The values of The Literacy Group connects to and reflects her personal values of fostering that positive sense of community as well. She looks forward to giving her professional perspective, community advocacy, open mind and creative problem solving skills.



Thank you to each of the Board members for their hard work and commitment to building a strong and effective organization. Through their tireless efforts, strategic thinking and innovative ideas, The Literacy Group of Waterloo Region has grown immensely.

We are so grateful for their service and dedication to The Literacy Group, our mission, and our programs!