



# Annual Report for the Fiscal Year ended March 31<sup>st</sup>, 2020

---

**OUR MISSION:** The Literacy Group's mission is to guide and empower people in Waterloo Region by building skills and unlocking potential-changing lives one word, one number, and one click at a time.



# **The Literacy Group of Waterloo Region**

## **Agenda Annual General Meeting**

### **Thursday **June** date 2020**

### **Online**

---

**Welcome**

**Approval of Agenda**

**Approval of Minutes of the Annual General Meeting of June 27<sup>th</sup> 2019**

**President's Report**

**Executive Director's Report**

**Treasurer's Report**

**Election of Directors**

Motion to approve slate of Board of Directors:

Motion to approve

Name

Retiring board members

Name

Name

Name

**Motion to Adjourn**

---



**EMPLOYMENT  
ONTARIO**

Charitable Business Number: #119242378

# **The Literacy Group of Waterloo Region**

## **Minutes of Annual General Meeting**

Thursday, June 27, 2019

Virtual Session

Minutes were taken by **Debbie Ackroyd**

**Board Business      6:35 - 6:48 p.m.**

**1.1 Call to Order, Quorum - Andrew Swatridge**

**Present** on call: Andrew, John, Chris, Winnie, Crystal, Patricia, Sonya, Vlad

**Regrets:** Diana, Wendy

**Not present:** Winnie Lo

**1.2 Approval of Minutes of the 2017 - 2018 AGM Minutes - Andrew Swatridge**

**Motion** to approve: John Dale

**Seconded** by: Sonya Cosman

**All in favour:** 9                      **Carried**

**1.3 Approval of the Auditor's report for 2018 - 2019 Fiscal - Chris Prosser**

No major concerns on Auditor's part

No major adjustments, few being worked on

**Motion** to approve: Angie Hesselink

**Seconded** by: Vlad Pop

**All in favour:** 9                      **Carried**

**1.4 Vote to appoint the Auditors for 2019 - 2020 Fiscal - Chris Prosser**

Staying with same auditor

Patience with non-profit related topics

**Motion** to approve: Andrew Swatridge

**Seconded** by: Sonya Cosman

**All in favour:** 9                      **Carried**

**1.5 Ratify election of the 2019 - 2020 Board of Directors - Andrew Swatridge**

**Board of Directors:**

**Elected:** Wendy

**Re-elected:** Crystal, Andrew, John, Diana, Winnie

**Motion** to approve: Patty Lewis

**Seconded** by: Angie Hesselink

**All in favour:** 9                      **Carried**

**Motion to Dismiss at 6:48 p.m. – Andrew Swatridge**

**Motion** to approve: Andrew Swatridge

**Seconded** by: Vlad Pop

**\*Pre-read information for this item posted on OneDrive**



THE LITERACY GROUP

MORE THAN READING

## Board President's Report

Over this past year, TLG has seen many successes. We have expanded our programming and continue to adapt to the needs of the community. This would not be possible without the hard work and support of many groups we would like to thank below.

Thanks to our tutors, staff and volunteers, whose dedication is a testament to the

Dana, Danielle and Vlad have contributed much to The Literacy Group, and we know they'll continue to be strong ambassadors for TLG in our community.

Last but certainly not least, I would like to thank our learners. Your hard work and dedication to self-improvement is what motivates everyone who volunteers, works for, and funds The Literacy Group.

Thanks to all for a terrific year, and I encourage all of you to continue to live your values and contribute to your community to the best of your abilities.

Respectfully submitted,



Andrew Swatridge  
Board President



THE LITERACY GROUP

MORE THAN READING

## Executive Director's Report

In the 2018/19 year, The Literacy Group staff has excelled, surpassing all previous years in providing service to our community. Staff at both sites have worked with passion and relentless effort, exceeding 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.

Our most successful year would not have been possible without the volunteers,  
Respectfully submitted,

Chris Prosser  
Executive Director

Respectfully submitted,

Wendy To  
Treasurer



## Fund Creation Committee Chairs' Report

I'm very happy to provide this year-end report on behalf of the members of The Literacy Group's 2019-2020 Fund Creation Committee.

Once again we raised nearly \$15,000 in support of the work we do throughout Waterloo Region. Although this result fell a few hundred dollars short of our target, it was an excellent result for two reasons.

First, the weather was not our friend in June on the date of our 9<sup>th</sup> annual **Rodding for Reading** classic car show. We certainly made money but did not draw the crowds seen in previous years due to cold, wet weather that Saturday. But with continued great support from the City of Cambridge, our sponsors, and President Brandon Roberts and other members of The Lead Kings car club, even the weather didn't dampen the enthusiasm of our many volunteers and the owners who did turn out despite the conditions.

Second, the Fund Creation Committee took up the challenge to organize TLG's first-ever gala in celebration of our 20<sup>th</sup> anniversary. Although not part of the Committee's fund-raising mandate, we put together an evening that drew volunteers, learners, staff and friends for a wonderful look back at TLG's origins, the changing face of adult literacy, and our many successes. We even covered expenses and made a couple of hundred dollars in the process!

These events and proceeds from our garage sale and the team representing us in **Race To Erase** combined for a year-end result of which we are very proud.

The year ahead will be challenging: Just as we were wrapping up the 2019-2020 year, Provincial restrictions on large gatherings in response to the COVID-19 pandemic forced us to abandon work already underway for a special 10<sup>th</sup> anniversary edition of **Rodding for Reading**. The Committee immediately responded by developing the **Community Strong Read-a-thon**, a much refreshed version of a past favourite in hope of partially offsetting the loss of **Rodding**.



THE LITERACY GROUP

MORE THAN READING

## Fund Creation Committee Chairs' Report

In closing, I want to thank everyone on the Committee for your hard work in the past year and for everything you're doing now to rise to these trying times, and create events that will generate financial support for The Literacy Group in 2020-2021.

***2019-2020 Fund Creation Committee Members – Marilena Benak, Johanna Brown, John Dale, Zara Dawood, Diana Elkin, Angie Hesselink, Chris Prosser***

Respectfully submitted,

Patty Lewis  
2019-2020 Chair  
Fund Creation Committee



---

## INDEPENDENT AUDITOR'S REPORT

---

To the Members of The Literacy Group of Waterloo Region

*Opinion*

We have audited the financial statements of The Literacy Group of Waterloo Region (the Organization), which comprise the statement of financial position as at March 31, 2019, and the statements of revenue and expenditures, changes in net assets and cash flow 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, 2019, and the results of its operations and its cash flow 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 those 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 relating 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.

(continues)

Independent Auditor's Report to the Members of The Literacy Group of Waterloo Region (continued)

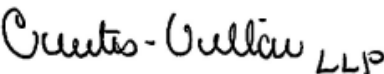
*Auditor's Responsibilities for the Audit of the Financial Statements*

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.

Guelph, Ontario  
May 31, 2019

  
CURTIS-VILLAR LLP  
Chartered Professional Accountants  
Licensed Public Accountants

**THE LITERACY GROUP OF WATERLOO REGION**

**Statement of Financial Position**

**March 31, 2019**

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash-unrestricted	\$ 94,994	\$ 75,948
Cash-restricted	10,590	12,654
Term deposit <i>(Note 3)</i>	-	10,000
Accounts receivable	3,177	6,873
Prepaid expenses	2,817	4,259
	<u>111,578</u>	<u>109,734</u>
<b>PROPERTY, PLANT AND EQUIPMENT <i>(Note 4)</i></b>	<u>46,730</u>	<u>49,894</u>
	<u>\$ 158,308</u>	<u>\$ 159,628</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities <i>(Note 6)</i>	\$ 12,142	\$ 18,015
<b>DEFERRED INCOME <i>(Note 5)</i></b>	<u>25,402</u>	<u>32,950</u>
	<u>37,544</u>	<u>50,965</u>
<b>NET ASSETS</b>		
General Fund <i>(Note 1)</i>	78,014	62,749
Lottery Fund <i>(Note 1)</i>	16,092	16,092
Capital Asset Fund <i>(Note 1)</i>	26,658	29,822
	<u>120,764</u>	<u>108,663</u>
	<u>\$ 158,308</u>	<u>\$ 159,628</u>

# THE LITERACY GROUP OF WATERLOO REGION

## Statement of Revenue and Expenditures

Year Ended March 31, 2019

	Ministry of Training, Colleges and Universities Kitchener 2019	Ministry of Training, Colleges and Universities Cambridge 2019	Lottery Fund 2019	General Fund 2019	Total 2019	Total 2018
<b>REVENUE</b>						
Grants	\$ 264,672	\$ 129,900	\$ -	\$ -	\$ 394,572	\$ 348,580
Other income	-	-	-	45,384	45,384	40,035
Fundraising	-	-	23,763	15,105	38,868	52,971
United Way	-	-	-	37,042	37,042	33,208
Donations	-	-	-	13,724	13,724	1,407
Interest	-	-	-	365	365	120
Memberships	-	-	-	275	275	25
Book sales	-	-	-	45	45	907
	264,672	129,900	23,763	111,940	530,275	477,253
<b>EXPENDITURES</b>						
Salaries and benefits	200,993	90,782	20,619	55,768	368,162	320,751
Rent, maintenance and utilities	29,101	24,000	-	-	53,101	51,607
Resources	3,537	968	613	27,829	32,947	46,369
Office and general	11,120	3,186	699	5,674	20,679	20,322
Training	5,726	3,319	-	-	9,045	9,095
Amortization	4,112	3,435	-	-	7,547	5,495
Telephone	2,881	2,881	-	170	5,932	5,799
Fundraising expense	-	-	1,832	3,444	5,276	6,047
Professional fees	3,687	1,229	-	-	4,916	4,522
Professional development and memberships	2,998	100	-	-	3,098	3,524
Bad debts	-	-	-	972	972	-
Travel	517	-	-	-	517	416
Field support	-	-	-	-	-	430
Project expenses	-	-	-	-	-	431
	264,672	129,900	23,763	93,857	512,192	474,808
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ 18,083	\$ 18,083	\$ 2,445

**THE LITERACY GROUP OF WATERLOO REGION**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2019**

	General Fund <i>Unrestricted</i> 2019	Lottery Fund <i>Restricted</i> 2019	Capital Asset Fund <i>Restricted</i> 2019	Ministry of Training, Colleges and Universities <i>Restricted</i> 2019	Total Total 2019	Total Total 2018
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 62,749	\$ 16,092	\$ 29,822	\$ -	\$ 108,663	\$ 110,417
Excess of revenue over expenditures	18,083	-	-	-	18,083	2,445
Amortization	-	-	(5,982)	-	(5,982)	(4,199)
Interfund transfer ( <i>Note 8</i> )	(2,818)	-	2,818	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 78,014	\$ 16,092	\$ 26,658	\$ -	\$ 120,764	\$ 108,663



# The Literacy Group Statistics

For the fiscal year ended March 31, 2018

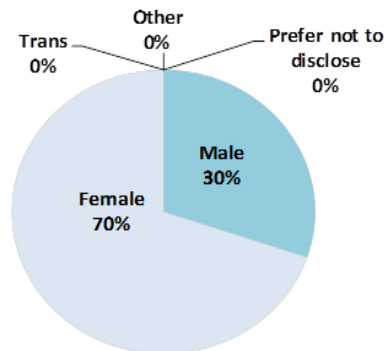
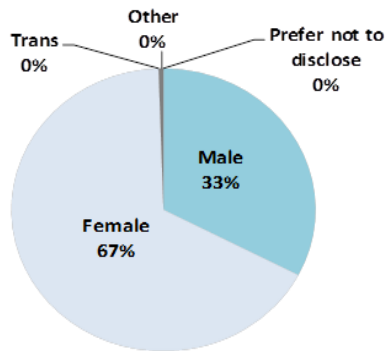
## Kitchener

Numbers of Learners served: 193

## Cambridge

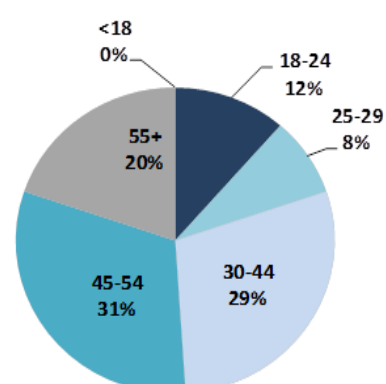
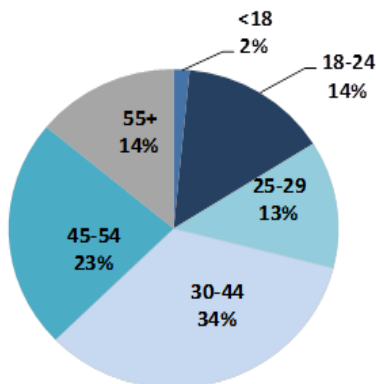
Numbers of Learner served: 96

### GENDER



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

### AGE RANGES



■ 18-24 ■ 25-29 ■ 30-44 ■ 45-54 ■ 55+

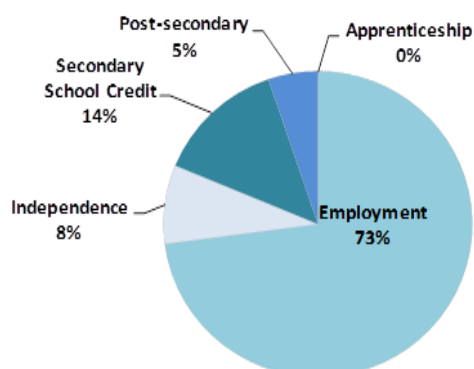
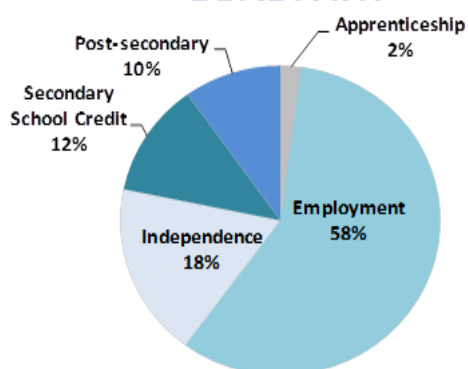


2018 – 2019

## Kitchener

## Cambridge

### GOAL PATH



■ Apprenticeship

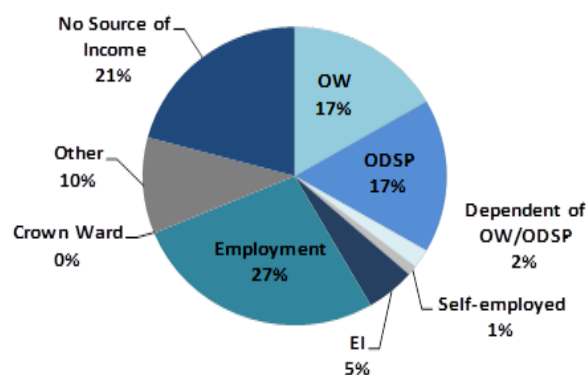
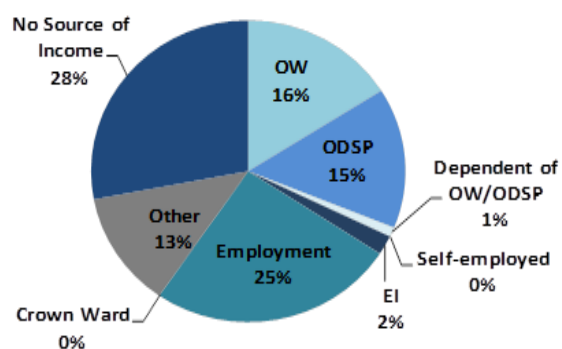
■ Independence

■ 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***

2019 - 2020

### **Current Board of Directors**

Andrew Swatridge, President  
John Dale, Vice President  
Wendy To, Treasurer  
Crystal Brown, Secretary

Angie Hesselink  
Diana Elkin  
Divya Sarin  
Max Neang

Patty Lewis  
Prashanth Promod  
Sonya Cosman  
Winnie Lo  
Zara Bint Dawood

### **Retiring Board Members**

?

### **Slate of Board Candidates**

Divya Sarin  
Max Neang  
Prashanth Promod  
Zara Bint Dawood

### **Staff**

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

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

## Biography

### Divya Sarin

Wendy is a Chartered Accountant who joined the TLG's Board of Directors in April 2019. A graduate from University of Waterloo, Wendy spent several years at an accounting firm before settling down as an Accounting Manager at a local software company. Her interest in literacy programs is due to her immigrant parents and she is eager to lend her professional accounting background to TLG. Outside of work, you can find her spending time outdoors or playing sports.

### Max Neang

Wendy is a Chartered Accountant who joined the TLG's Board of Directors in April 2019. A graduate from University of Waterloo, Wendy spent several years at an accounting firm before settling down as an Accounting Manager at a local software company. Her interest in literacy programs is due to her immigrant parents and she is eager to lend her professional accounting background to TLG. Outside of work, you can find her spending time outdoors or playing sports.

### Prasanth Promod

Wendy is a Chartered Accountant who joined the TLG's Board of Directors in April 2019. A graduate from University of Waterloo, Wendy spent several years at an accounting firm before settling down as an Accounting Manager at a local software company. Her interest in literacy programs is due to her immigrant parents and she is eager to lend her professional accounting background to TLG. Outside of work, you can find her spending time outdoors or playing sports.

### Zarh Bint Dawood

Wendy is a Chartered Accountant who joined the TLG's Board of Directors in April 2019. A graduate from University of Waterloo, Wendy spent several years at an accounting firm before settling down as an Accounting Manager at a local