



Annual Report for the Fiscal Year ended March 31st, 2019

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 27, 2019

Online

Welcome

Approval of Agenda

Approval of Minutes of the Annual General Meeting of June 21st 2018

President's Report

Executive Director's Report

Treasurer's Report

Election of Directors

Motion to approve slate of Board of Directors:

Motion to approve
Wendy Guan

Retiring board members
Dana Duff
Danielle Avila
Vlad Pop

Motion to Adjourn



**EMPLOYMENT
ONTARIO**

Charitable Business Number: #119242378

The Literacy Group of Waterloo Region

Minutes of Annual General Meeting

Thursday, June 21, 2018

Virtual Session

Minutes were taken by Debbie Ackroyd

1. **Welcome**
2. **Approval of Agenda - Patty Lewis**
Change to agenda: addition of Motion to re-elect Patty Lewis as Director on the Board
Motion to approve amended agenda: John Dale
Seconded by: Andrew Swatridge
All in favour: 12 **Carried**
3. **Approval of Minutes of the Annual General Meeting of June 22nd, 2017 - Patty Lewis**
Motion to approve: Dana Duff
Seconded by: Debbie Ackroyd
All in favour: 12 **Carried**
4. **Executive Director's Report - Chris Prosser**
 - Fantastic year cultivating relationships with community organizations.
 - Very pleased with the year - best one on record.**Motion** to approve: Vlad Pop
Seconded by: Debbie Ackroyd
All in favour: 12 **Carried**
5. **Treasurer's Report - read by Chris Prosser**
Motion to approve the Treasurer's Report: Vlad Pop
Seconded by: Winnie Lo
All in favour: 12 **Carried**
6. **Election of Directors - Patty Lewis**
Motion to approve slate of Board of Directors: Angie Hesselink/Sonya Cosman
Motion to approve: Patty Lewis
Seconded by: Dana Duff
All in favour: 12 **Carried**

Motion to approve re-election of Patty Lewis: Andrew Swatridge
Seconded by: John Dale
All in favour: 12 **Carried**
7. **Adjournment**
Motion to adjourn, 6:50 p.m.: Patty Lewis
Seconded by: Vlad Pop
All in favour: 12 **Adjourned Meeting**

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 kind and generous spirit of the tri-city region and surrounding communities. This year we have served 279 students, the most students ever in TLG's history.

Thanks to the **Ministry of Training, Colleges and Universities, United Way Waterloo Region Communities**, our many donors. Thanks to the **Lead Kings** and our fundraising committee for another successful *Rodding for Reading* event. Through the support of our funders, we are committed to invest our resources in programming that serves the community, giving our students the opportunities that enrich their lives through educational and employment opportunities.

Thanks to our board of directors and staff, who continue to work together on the long term strategic plan that will carry the organization forward. I would like to recognize three outgoing directors who have contributed significantly over the years.

Dana Duff, who has served as the Treasurer helping to guide the budget-planning process for the last four years. In addition, he helped on our fundraising event *Rodding for Reading* as well as contributing to various strategic imperatives and accompanying committee work.

Danielle Avila has served on the board for four years, working on the fundraising committee and selection committee, with additional sub-committee work.

Vlad Pop has served on the board for two years and made many contributions to TLG from providing advice on human resources issues from a non-profit perspective, contributing to committee work and serving as Secretary for the past year.

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

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, community partners, funders, board members and learners, all of whom should be proud of what TLG has accomplished. This year TLG has continued to develop new partnerships, and run new and exciting programs that support the changing needs of the community.

Even though 2019/20 may have some bends in the road we cannot foresee, I know I could not be joined in the charge ahead with a team more passionate, capable and committed than the staff at TLG.

Respectfully submitted,



Chris Prosser
Executive Director

I am happy to report on the financial affairs of The Literacy Group of Waterloo Region for the fiscal year ended March 31, 2019.

In the fiscal year, we have embraced the changes in our environment and thrived! 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 \$18,083 - compared to \$2,445 in the previous year, with a fund balance at year-end of \$120,764. We are thrilled with the hard work everyone has done 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

Dana Duff
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 2018-2019 Fund Creation Committee.

Together we raised nearly \$15,000 in support of TLG's programs and learners in Waterloo Region. While this final result fell short of our target for the business year, we were pleased with a number of other accomplishments. We developed a new 'Terms of Reference' for the committee and its work that is shaping our approach to creating events that raise funds as well as TLG's profile in the community. We attracted a number of new committee members, too, and now have an enthusiastic team composed of TLG staff, Board members and volunteers who bring varied backgrounds to the cause. We also saw year-over-year increases in funds raised by some of our events, like **Race to Erase**, and first time involvement in another, **Reading Rumble**. Many thanks to all who gave their time to organize these events, participate in them, and to everyone who sponsored us, too.

We also saw great support once again from the City of Cambridge, Brandon Roberts and members of The Lead Kings car club for our signature fundraising event, **Rodding for Reading**. Together with our many volunteers they helped us put on another great day that drew classic vehicle enthusiasts and owners from across the Region for the 8th annual show last June.

Finally, my thanks to everyone on the Committee for your hard work in the past year and for everything you're doing now to create events that will attract interest and support for The Literacy Group in 2019-2020.

2018-2019 Fund Creation Committee Members – Danielle Avila, Marilena Benak, Johanna Brown, John Dale, Diana Elkin, Angie Hesselink, Chris Prosser, Andrew Swatridge, Nikki Sigrist, Louise Weiss

Respectfully submitted,



Patty Lewis
2018-2019 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.

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

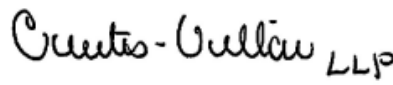
Auditor's Responsibilities for the Audit of the Financial Statements

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
ASSETS		
CURRENT		
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>
PROPERTY, PLANT AND EQUIPMENT <i>(Note 4)</i>	<u>46,730</u>	<u>49,894</u>
	<u>\$ 158,308</u>	<u>\$ 159,628</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities <i>(Note 6)</i>	\$ 12,142	\$ 18,015
DEFERRED INCOME <i>(Note 5)</i>	<u>25,402</u>	<u>32,950</u>
	<u>37,544</u>	<u>50,965</u>
NET ASSETS		
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
REVENUE						
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
EXPENDITURES						
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
EXCESS OF REVENUE OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ 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
NET ASSETS - BEGINNING OF YEAR	\$ 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	-	-	-
NET ASSETS - END OF YEAR	\$ 78,014	\$ 16,092	\$ 26,658	\$ -	\$ 120,764	\$ 108,663

The Literacy Group Statistics

For the fiscal year ended March 31, 2018

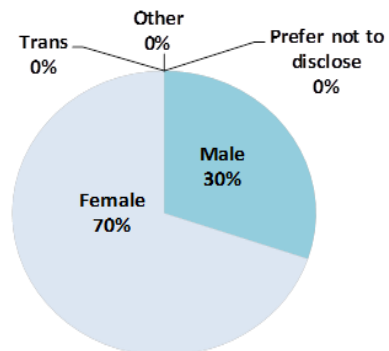
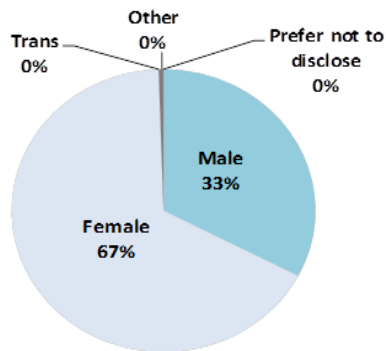
Kitchener

Numbers of Learners served: 193

Cambridge

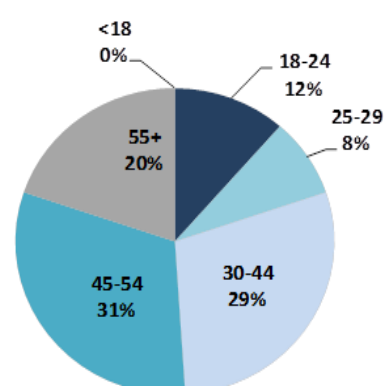
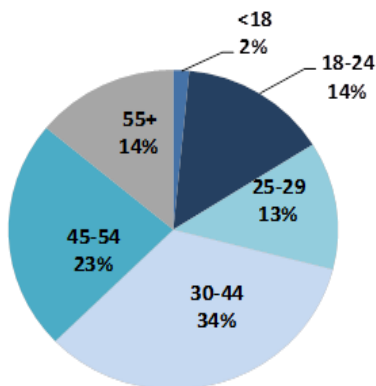
Numbers of Learner served: 96

GENDER



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

AGE RANGES



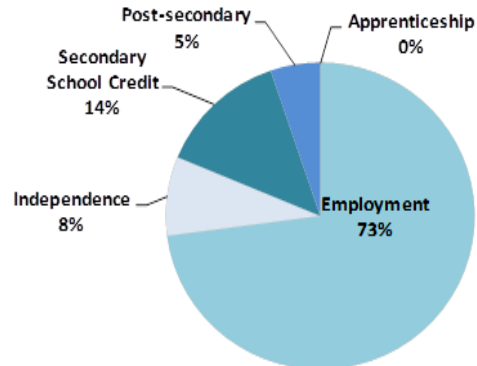
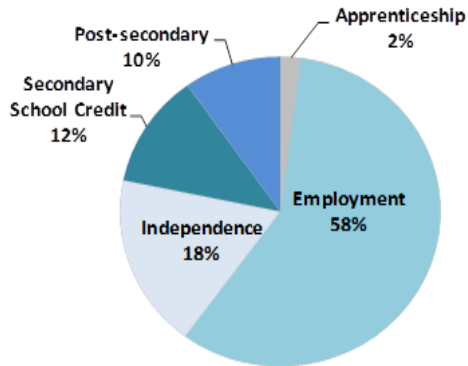
■ 18-24 ■ 25-29 ■ 30-44 ■ 45-54 ■ 55+

2018 – 2019

Kitchener

Cambridge

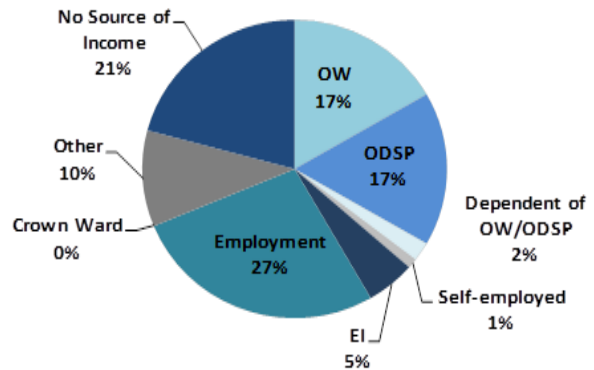
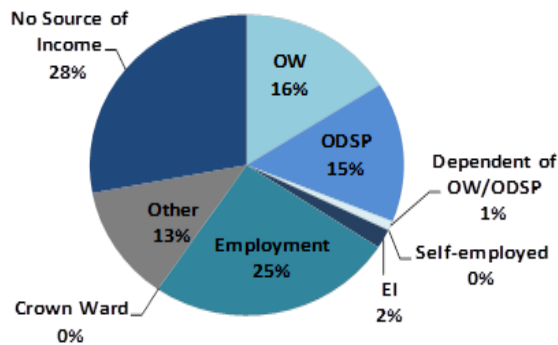
GOAL PATH



■ 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***

2018 - 2019

Current Board of Directors

Andrew Swatridge, President
John Dale, Vice President
Wendy Guan, Treasurer
Vlad Pop, Secretary

Angie Hesselink
Danielle Avila
Diana Elkin
Patty Lewis

Sonya Cosman
Winnie Lo

Retiring Board Members

Dana Duff
Danielle Avila
Vlad Pop

Slate of Board Candidates

Wendy Guan

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
Administrative Assistant & Public Relations Coordinator, Cambridge
Bookkeeper

Biography

Wendy Guan

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.



thank you

Our heartfelt gratitude and appreciation go out to TLG's outstanding Board members for your tireless service on behalf of our adult learners, our volunteers and our community-at-large. Thank you for generously sharing your individual areas of expertise and professional skill set, and for expanding our vision for a strong and vibrant TLG. Through your exceptional efforts, The Literacy Group of Waterloo Region has richly flourished.

We are deeply grateful for your service and dedication to The Literacy Group,