



FINANCIAL STATEMENTS

2020-2021

Community Living Thunder Bay

Contents

For the year ended March 31, 2021

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Management's Responsibility

To the Members and Board of Directors of Community Living Thunder Bay:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgements and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgement is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed primarily of Directors who are neither management nor employees of the Organization. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the audited financial statements. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Organization's external auditors.

MNP LLP is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

July 28, 2021



Executive Director

Independent Auditor's Report

To the Members of Community Living Thunder Bay:

Opinion

We have audited the financial statements of Community Living Thunder Bay (the "Organization"), which comprise the statement of financial position as at March 31, 2021, and the statement of operations and changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

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.

Thunder Bay, Ontario

July 28, 2021

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

Community Living Thunder Bay

Statement of Financial Position

As at March 31, 2021

	General Fund	Capital Fund	2021 Total	2020 Total
Assets				
Current				
Cash	2,445,634	-	2,445,634	2,475,942
Accounts Receivable (Note 3)	593,605	-	593,605	461,520
Grants Receivable	-	-	-	15,300
Prepaid Expenses	22,402	-	22,402	39,461
Short-Term Investments (Note 4)	15,000	-	15,000	-
	3,076,641	-	3,076,641	2,992,223
Capital Assets (Note 5)	-	1,593,835	1,593,835	1,571,399
	3,076,641	1,593,835	4,670,476	4,563,622
Liabilities				
Current				
Accounts Payable (Note 7)	1,844,017	-	1,844,017	1,679,678
Accrued Vacation Pay	455,189	-	455,189	340,906
Mortgage Payable-Current Portion (Note 8)	-	9,749	9,749	9,148
Deferred Revenue (Note 9)	1,103,617	-	1,103,617	1,183,538
	3,402,823	9,749	3,412,572	3,213,270
Mortgage Payable (Note 8)	-	158,310	158,310	167,413
Deferred Capital Contributions (Note 10)	-	490,187	490,187	560,213
Contingent Liability (Note 12)	-	-	-	-
	3,402,823	658,246	4,061,069	3,940,896
Fund Balances				
General Fund	(326,182)	-	(326,182)	(211,899)
Capital Asset Fund	-	935,589	935,589	834,625
	(326,182)	935,589	609,407	622,726
	3,076,641	1,593,835	4,670,476	4,563,622

On behalf of the Board:

Robert Rickards:

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Robert Rickards

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Donna Lagergren:

DocuSigned by:

Donna Lagergren

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The accompanying notes are an integral part of these financial statements

Community Living Thunder Bay

Statement of Operations and Changes in Fund Balances

For the year ended March 31, 2021

	<i>General Fund</i>		<i>Capital Fund</i>	
	2021	2020	2021	2020
Revenue				
Provincial Grants	21,580,583	19,658,059	-	-
Less: Adjustments to Capital	(270,501)	(79,364)	270,501	79,364
Municipal Grants	102,259	391,624	-	-
Grant Funding	14,742	27,737	-	-
Service Fees	439,186	766,154	-	-
Contributions	6,402	20,885	-	-
Interest Income	19,268	47,472	-	-
Other Revenue	174,695	123,279	-	-
Amortization of Deferred Capital Contributions	-	-	70,026	70,026
	22,066,634	20,955,846	340,527	149,390
Expenditure				
Salaries & Benefits	18,229,472	17,991,628	-	-
Purchased Materials & Services	4,042,108	3,243,392	-	-
Administration Allocation	11,850	37,229	-	-
Amortization of Capital Assets	-	-	239,563	247,348
Less: Adjustments to Capital	(270,501)	(79,364)	-	-
Expenditure Reimbursement (Recoveries)	53,705	(237,039)	-	-
	22,066,634	20,955,846	239,563	247,348
Excess (deficiency) of revenue over expenditure before the following:	-	-	100,964	(97,958)
Other expense				
Accrued Vacation Pay Adjustment	(114,283)	66,053	-	-
Excess (deficiency) of revenues over expenses:	(114,283)	66,053	100,964	(97,958)
Fund Balances, beginning of year	(211,899)	(277,952)	834,625	932,583
Fund Balances, end of year	(326,182)	(211,899)	935,589	834,625

The accompanying notes are an integral part of these financial statements

Community Living Thunder Bay
Statement of Cash Flows
For the year ended March 31, 2021

	2021	2020
Cash from Operating Activities		
Excess (Deficiency) of Revenue over Expenses - General Fund	(114,283)	66,053
Excess (Deficiency) of Revenue over Expenses - Capital Fund	100,964	(97,958)
Amortization of Capital Assets	239,563	247,348
Increase in Accounts Receivable	(132,085)	(71,803)
Decrease (Increase) in Grants Receivable	15,300	(13,089)
Decrease in Prepaid Expenses	17,059	7,145
Increase (Decrease) in Accounts Payable	164,339	(306,935)
Decrease (Increase) in Accrued Vacation Pay	114,283	(66,053)
Increase (Decrease) in Deferred Revenue	(79,921)	91,781
Decrease in Deferred Capital Contributions	(70,026)	(70,026)
Net cash generated through (used) in operating activities	255,193	(213,537)
Cash from Investing Activities		
Purchase of Capital Assets	(261,999)	(70,514)
Repayment of Mortgage Payable	(8,502)	(8,850)
Proceeds (Purchase) from GIC redemption	(15,000)	15,000
Net decrease in cash due to investing activities	(285,501)	(64,364)
Net decrease in cash	(30,308)	(277,901)
Cash, beginning of year	2,475,942	2,753,843
Cash, end of year	2,445,634	2,475,942

The accompanying notes are an integral part of these financial statements

Community Living Thunder Bay

Notes to the Financial Statements

For the year ended March 31, 2021

1. **Incorporation and nature of the organization**

The Organization was incorporated under the laws of the Province of Ontario on May 3rd, 1967 as a not-for-profit organization without share capital. Community Living Thunder Bay was established to offer services and supports to persons with developmental disabilities and their families. The Organization believes that all people should live in a state of dignity, share in all elements of living in the community, and have the opportunity to participate effectively. The Organization is incorporated under the Ontario Corporation Act as a not-for-profit organization and is exempt from income tax under section 149(1)(l) of the Income Tax Act.

2. **Significant Accounting Policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations using the following significant accounting policies:

Fund Accounting

Community Living Thunder Bay follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Organization's service delivery and administration activities. This fund reports unrestricted resources and restricted resources when there is no separate restricted fund set up. Included in the General Fund are restricted contributions related to the Organization's projected property needs and supported individuals requirements.

The Capital Fund reports the assets, liabilities, revenues and expenses related to Community Living Thunder Bay's capital assets.

Capital Assets

Capital assets which are purchased during the year are set up as assets in the Capital Fund in the year of acquisition. Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair market value at the date of contribution. Amortization is provided on a straight-line basis over the asset's estimated useful lives as follows:

Asset Classification	Years
Buildings	20 Years
Landscaping	10 Years
Equipment	5 or 10 Years

Long-lived assets

Long-lived assets consist of capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

When the Organization determines that a long-lived asset no longer has any long-term service potential to the organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations and changes in fund balances. Write-downs are not reversed.

Cash and Cash Equivalent

Cash and cash equivalents includes balances with chartered banks and petty cash. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

Deferred Capital Contributions

Deferred Capital Contributions represent the unamortized portion of contributed capital assets and restricted contributions that were used to purchase the Organization's capital assets. Recognition of these amounts as revenue is deferred to period when the related capital assets are amortized.

Community Living Thunder Bay

Notes to the Financial Statements

For the year ended March 31, 2021

2. Significant Accounting Policies (continued)

Leases

A lease that transfers substantially all of the benefits and risks of ownership is classified as a capital lease. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair market value. Assets under capital leases are amortized on a straight-line basis, over their estimated useful lives. All other leases are accounted for as operating leases and rental payments are expensed as incurred.

An arrangement contains a lease where the arrangement conveys a right to use the underlying tangible asset, and whereby its fulfillment is dependent on the use of the specific tangible asset. After the inception of the arrangement, a reassessment of whether the arrangement contains a lease is made only in the event that:

- there is a change in contractual terms;
- a renewal option is exercised or an extension is agreed upon by the parties to the arrangement;
- there is a change in the determination of whether the fulfillment of the arrangement is dependent on the use of the specific tangible asset; or
- there is a substantial physical change to the specified tangible asset.

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 reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable and grants receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where necessary.

Amortization is based on the estimated useful life of capital assets.

Accounts payable and accruals are estimated based on historical charges for unbilled goods and services at year-end.

Accrued vacation pay is estimated based on employee hours outstanding at year-end.

Deferred contributions are estimated based on management's review of revenue received but unspent at year-end.

Deferred contributions related to capital assets and capital asset amortization are based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess (deficiency) of revenues over expenses in the year in which they become known.

Contributed Materials and Services

The Organization does not recognize the receipt of contributed materials and services.

Community Living Thunder Bay

Notes to the Financial Statements

For the year ended March 31, 2021

2. Significant Accounting Policies (continued)

Allocation of Administrative Expenses

The Organization engages in programs that are either directly funded by a government agency or billed to an external organization or individual. Those programs that are billed to an external organization or individual are billed a flat percentage for an administration allocation, which is recorded as a recovery in the Administration department to offset the Administration expenses. Those programs that are funded directly by a government agency have been allocated a proportionate share of the administrative expenses net of recoveries, based on the administrative support and reporting requirements of the program.

Revenue Recognition

Restricted contributions for which there is no separate restricted fund are deferred in the General Fund and recognized as revenue in the year in which the related expenses are incurred. Contributions restricted for the purchase of capital assets are recognized as revenue in the Capital Fund when received or receivable.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Service fees revenue is recognized when services are provided and collectability is reasonably assured.

Rent revenue received or receivable is recognized as revenue through the General Fund when the amount is measurable and collectability is reasonably assured.

Other revenue is recognized as revenue in the year in which the related expenses are incurred.

Financial Instruments

The Organization recognizes its financial instruments when the Organization becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with CPA Canada Handbook 3840 Related Party Transactions.

At initial recognition, the Organization may irrevocably elect to subsequently measure any financial instrument at fair value. The Organization has not made such an election during the year.

The Organization subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Organization's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess (deficiency) of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at amortized cost or cost.

Community Living Thunder Bay

Notes to the Financial Statements

For the year ended March 31, 2021

3. Accounts Receivable

	2021	2020
Employment Program Sales and Miscellaneous	48,578	14,686
Service Fee & Other	457,599	406,214
Government Remittances Receivable	87,428	40,620
	593,605	461,520

4. Short-Term Investments

	2021	2020
Royal Bank of Canada non-redeemable guaranteed investment certificate, paying interest at 1.00%, maturing May 2021. Amount is subject to external restrictions, stipulating that the principal be maintained permanently and investment income be used for bursaries (Cost 2020 - \$Nil).	15,000	-

5. Capital Assets

	2021		2020	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Land	322,561	-	322,561	322,561
Buildings	3,772,890	2,913,607	859,283	886,894
Equipment	2,086,867	1,700,315	386,552	350,310
Landscaping	433,027	407,588	25,439	11,634
	6,615,345	5,021,510	1,593,835	1,571,399

6. Bank Indebtedness

At March 31, 2021, the Organization had a line of credit available of \$200,000 bearing interest at bank prime (2021 - 2.45%, 2020 - 2.45%), none of which was drawn. The following has been collateralized in connection with this line of credit: General Security Agreement

Community Living Thunder Bay

Notes to the Financial Statements

For the year ended March 31, 2021

7. Accounts Payable

	2021	2020
Trade Payables	635,734	268,899
Accrued Wages and Benefits	772,153	1,367,205
Government Remittances Payable	102,328	39,987
2013/14 Operating Grants Repayable	3,153	3,153
2014/15 Operating Grants Repayable	434	434
2019/20 Operating Grants Repayable	150,000	-
2020/21 Operating Grants Repayable	180,215	-
	1,844,017	1,679,678

8. Mortgage Payable

	2021	2020
Royal Bank of Canada mortgage, bearing interest at 2.61%, payable in monthly installments of \$1,167 (including interest), with a renewable 5 year term ending August 30, 2025, secured by specific land and building with a net book value of \$149,263.	168,059	176,561
Less: Current portion of mortgage payable	9,749	9,148
	158,310	167,413

Principal repayments on mortgage payable in each of the next 5 years, assuming long term debt subject to refinancing is renewed under similar terms and conditions, are as follows:

Year	Principal Repayment
2022	9,749
2023	10,007
2024	10,272
2025	10,543
2026	10,822

9. Deferred Revenue

The following deferred revenue represents restricted revenue received and unspent for which the organization does not have a separate restricted fund.

	2021	2020
Balance, beginning of year	1,183,538	1,091,757
Funds received during the year	90,975	147,533
Funds recorded to revenue during the year	170,896	55,752
	1,103,617	1,183,538

Amounts included in other revenue and deferred revenue which represent lottery net proceeds for E-Bingo is \$35,243 (2020 - \$27,461) and Nevada is \$Nil (2020 - \$110).

Community Living Thunder Bay

Notes to the Financial Statements

For the year ended March 31, 2021

10. Deferred Capital Contributions

Deferred Capital Contributions represent the unamortized amounts of contributions (grants) received for the purchase of capital assets. The change in the deferred capital contributions is as follows:

	2021	2020
Balance, beginning of year	560,213	630,239
Funds received during the year	-	-
Funds recorded to revenue during the year	(70,026)	(70,026)
Balance, end of year	490,187	560,213

11. Commitments

Under the terms of vehicle lease expiring December 2024, the Organization is committed to make monthly payments totaling the following amounts per annum:

	Year	Commitment
	2022-2023	14,742
	2023-2024	12,617
	2024-2025	9,036
	2025-2026	4,092

12. Contingent Liability

The Program is contingently liable to the Ministry of Children, Community & Social Services and The District of Thunder Bay Social Services Administration Board for the Program's surplus from operations unless permission is obtained to reallocate the funds elsewhere. This year there were no program surpluses from either funder.

13. Economic Interest

The Organization has an economic interest in Community Living Thunder Bay Foundation. The Foundation's primary purpose is to promote, support and protect the status and interests of people with a developmental disability in Thunder Bay and the general well-being and welfare of such persons; to solicit, receive and hold contributions of money and property; to raise and hold funds for the benefit of people with a developmental disability; and to make grants as requested to the benefit of such individuals. During the year, the Foundation granted \$18,807 (2020 - \$10,439) to the Organization.

14. Financial Instruments

The Organization, as part of its operations, carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Organization is exposed to interest rate price risk on its mortgage payable as it is at a fixed rate.

Community Living Thunder Bay

Notes to the Financial Statements

For the year ended March 31, 2021

15. Significant Event

In early March 2020, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on Community Living Thunder Bay as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. Currently, Community Living Thunder Bay continues to receive monthly operating funding from the Ministry of Children, Community & Social Services during the outbreak. It is management's assessment that all operating costs will be covered as a result of the continued funding. While the extent of the impact is unknown, we anticipate this outbreak may cause reduced parent fee revenue, reduced donations and fundraising revenue, supply chain disruptions, collection delays for accounts receivable, staff shortages, and increased government regulations.

Community Living Thunder Bay
1501 Dease Street
Thunder Bay, ON P7C 5H3

July 28, 2021

MNP LLP
210 - 1205 Amber Drive
Thunder Bay, ON P7B 6M4

To Whom It May Concern:

In connection with your audit of the financial statements of Community Living Thunder Bay (the "Organization") as at March 31, 2021 and for the year then ended, we hereby confirm to the best of our knowledge and belief, the following representations made to you during the course of your audit.

We understand that your audit was made in accordance with Canadian generally accepted auditing standards. Accordingly, the audit included an examination of the accounting system, controls and related data, and tests of the accounting records and such other auditing procedures as you considered necessary in the circumstances, for the purpose of expressing an opinion on the financial statements. We also understand that such an audit is not designed to identify, nor can it necessarily be expected to disclose, misstatements, non-compliance with laws and regulations, fraud or other irregularities, should there be any.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 21, 2021, for the preparation and fair presentation of the Organization's financial statements in accordance with Canadian accounting standards for not-for-profit organizations. We believe these financial statements are complete and present fairly, in all material respects, the financial position of the Organization as at March 31, 2021, and the results of its operations and its cash flows, in accordance with Canadian accounting standards for not-for-profit organizations.
2. All transactions have been recorded in the accounting records and are reflected in the financial statements, and are reported in the appropriate period.
3. We acknowledge that we are responsible for the accounting policies followed in the preparation of the Organization's financial statements. Significant accounting policies, and any related changes to significant accounting policies, are disclosed in the financial statements. The selection of accounting policies is appropriate in accordance with the requirements of Canadian accounting standards for not-for-profit organizations, and are applied consistently throughout the financial statements.
4. All significant judgments made in making the accounting estimates have taken into account all relevant information of which we are aware.
5. The selection and application of the methods, assumptions and data used in making the accounting estimates are consistent and appropriate.
6. The assumptions relevant to accounting estimates and disclosures appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity.
7. Disclosures related to accounting estimates, including disclosures describing estimation uncertainty, are complete and are reasonable in the context of Canadian accounting standards for not-for-profit organizations.
8. Appropriate specialized skills or expertise have been applied in making the accounting estimates.

9. No subsequent event requires adjustment to the accounting estimates and related disclosures included in the financial statements.
10. We are aware of and concur with the contents and results of the attached journal entries prepared by you, and accept responsibility for the financial statement effects of the entries.
11. We believe the effects of those uncorrected financial statement differences aggregated by you during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. A summary of these differences has been attached as Appendix A to this written representation.
12. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian accounting standards for not-for-profit organizations.
13. All events or transactions that have occurred subsequent to the statement of financial position and for which Canadian accounting standards for not-for-profit organizations require adjustment or disclosure have been adjusted or disclosed appropriately in the financial statements.
14. We further acknowledge the following items related specifically to COVID-19:
 - We have assessed the impact of COVID-19 on the Organization's operations and have provided you all information relevant to the impact it has had and/or is anticipated to have on the Organization's operations.
 - We have made available to you all source documentation requested, whether in original or scanned/electronic format. Where information has been provided in scanned/electronic format, it has been accurately reproduced.
 - All events or transactions that have occurred subsequent to the statement of financial position and for which Canadian accounting standards for not-for-profit organizations require adjustment or disclosure have been adjusted or disclosed appropriately in the financial statements.
15. All plans or intentions that may affect the carrying value or classification of assets and liabilities are appropriately reflected in the financial statements in accordance with Canadian accounting standards for not-for-profit organizations.
16. All liabilities, both known and contingent, requiring recognition or disclosure in the financial statements in accordance with the requirements of Canadian accounting standards for not-for-profit organizations have been adjusted or disclosed as appropriate.
17. All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the financial statements.
18. All assets, wherever located, to which the Organization had satisfactory title at the year-end, have been fairly stated and recorded in the financial statements. The assets are free from hypothecation, liens and encumbrances, except as noted in the financial statements. We have disclosed the nature and carrying amounts of any assets pledged as collateral. All assets of uncertain value, and restrictions imposed on assets, are appropriately reported in the financial statements.
19. All aspects of laws, regulations or contractual agreements, including non-compliance, are appropriately reflected in the financial statements.
20. All cash accounts have been appropriately recorded in the financial statements and all terms and associated conditions have been disclosed to you in full. We have provided you with the most current banking agreements.
21. Investments in marketable securities are appropriately recorded in the financial statements in accordance with the requirements of Canadian accounting standards for not-for-profit organizations. All events or circumstances giving rise to impairments are reflected in the financial statements.

22. Accounts and contributions receivable are correctly described in the records and represent valid claims as at March 31, 2021. An appropriate allowance has been made for losses from uncollectible accounts and for costs or expenses that may be incurred with respect to sales made or services rendered.
23. All charges to capital assets represent capital expenditures. No expenditures of a capital nature were charged to operations of the Organization. Depreciation of capital assets has been recorded according to our best estimates of their useful lives. All events or circumstances giving rise to impairments are appropriately reflected in the financial statements.
24. All long-term debt has been appropriately recorded in the financial statements. All payments and accrued interest have been accounted for. The current portion of long-term debt is appropriately classified. All terms and conditions have been fully disclosed in the financial statements. We have provided you with the most current debt and financing agreements.
25. Revenue has been recognized only where sales have been made and items delivered, or services rendered, and the amounts have been collected or are collectible. Revenues do not include any amounts arising from consignment sales or from any other transaction from which the Organization is not entitled to the proceeds.
26. We have identified all financial instruments, including derivatives, and hedging relationships. These have been appropriately recorded and disclosed in the financial statements in accordance with the requirements of Canadian accounting standards for not-for-profit organizations.

Information provided

1. We have responded fully to all inquiries made to us and have made available to you:
 - A complete record of all financial records that are relevant to the preparation and presentation of the financial statements, related data and minutes of the meetings of members and Board of Directors held throughout the year to the present date as well as summaries of recent meetings for which minutes have not yet been prepared;
 - Additional information that you have requested from us for the purpose of your audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. We acknowledge management's responsibility for the design, implementation and operation of controls that have been designed to prevent and detect fraud.
3. We have assessed the risk that the financial statements may be materially misstated as a result of fraud, and have determined such risk to be low.
4. Where the impact of any frauds or suspected frauds, and non-compliance or possible non-compliance with laws and regulations, has a material effect on the financial statements, we have disclosed to you all known significant facts relating thereto, including circumstances involving management, employees having significant roles over controls, and others. We have made known to you any allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators and others. The effects of such events, if any, are properly presented in the financial statements.
5. We have disclosed to you all deficiencies in the design or operation of internal controls over financial reporting of which we are aware.
6. We have disclosed to you all aspects of laws, regulations or contractual agreements that may affect the financial statements, including non-compliance.
7. We have disclosed to you the identities of all related parties to the Organization and all related party relationships and transactions of which we are aware.
8. We have no knowledge of side agreements (contractual or otherwise) with any parties that have not been disclosed to you.

9. The previous year's representation letter dated August 19, 2020 is still applicable to the prior year's financial statements, and no matters have arisen that require restatement of those financial statements.
10. There are no discussions with your firm's personnel regarding employment with the Organization.

Other Information


1. We have informed you of all the documents containing other information that comprise our annual report. Further, the financial statements and the other information provided to you prior to the date of your audit report are consistent with one another, and the other information does not contain any material misstatements.

Professional Services

1. We acknowledge the engagement letter dated April 21, 2021, which states the terms of reference regarding your professional services.
2. We are not aware of any reason why MNP LLP would not be considered independent for purposes of the Organization's audit.

Sincerely,

Community Living Thunder Bay



Signature

Director of Finance

Title

APPENDIX A - SUMMARY OF SIGNIFICANT DIFFERENCES

DESCRIPTION OF DIFFERENCES	PROPOSED ADJUSTMENTS DR (CR)				
	EARNINGS		BALANCE SHEET		
	IDENTIFIED	LIKELY AGGREGATE (NET OF TAX)	ASSETS	LIABILITIES	EQUITY
	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -
Differences corrected by management	\$ -	\$ -	\$ -	\$ -	\$ -
Total differences net of corrections	\$ -	\$ -	\$ -	\$ -	\$ -
Uncorrected opening differences	\$ -	\$ -	\$ -	\$ -	\$ -
Current period differences	\$ -	\$ -	\$ -	\$ -	\$ -
Final overall materiality	\$ 781,000	\$ 781,000	\$ 781,000	\$ 781,000	\$ 781,000
Excess (shortfall)	\$ 781,000	\$ 781,000	\$ 781,000	\$ 781,000	\$ 781,000

Reviewed and Approved By:



Signature