

# **MUSLIM SOCIAL SERVICES KITCHENER WATERLOO**

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**FINANCIAL STATEMENTS**  
(Unaudited)

**YEAR ENDED**  
**DECEMBER 31, 2018**

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**INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT**

**To The Board of Directors of Muslim Social Services Kitchener Waterloo**

We have reviewed the statement of financial position of Muslim Social Services Kitchener Waterloo at December 31, 2018 and the statements of revenue and expenses, changes in net assets and cash flows for the year then ended.

**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.

**Practitioner's Responsibility**

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements in a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

**Basis for Qualified Conclusion**

In common with many non-profit organizations, Muslim Social Services Kitchener Waterloo derives revenue from donations and various fundraising activities the completeness of which is not susceptible of satisfactory review analysis. Accordingly, our analysis of these revenues was limited to the amounts recorded in the records of the Muslim Social Services Kitchener Waterloo and we were not able to

determine whether any adjustments might be necessary to donation revenue, excess of revenue over expenditures, assets and net assets.

**Qualified Conclusion**

Based on our review, except for the effects of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of donations and fund raising revenue, as referred to in the preceding paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Muslim Social Services Kitchener Waterloo as at December 31, 2018 in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "R.A. Mirza". The signature is written in a cursive style with a horizontal line underneath the name.

**Mississauga, Ontario**

**March 26, 2019**

**Authorized to Practice Public Accounting by the**

**Chartered Professional Accountants of Ontario**

**MUSLIM SOCIAL SERVICES KITCHENER WATERLOO**


**STATEMENT OF FINANCIAL POSITION**  
(Unaudited)

**DECEMBER 31, 2018**

**ASSETS**

	<b>2018</b>	<b>2017</b>
<b>CURRENT ASSETS</b>		
Cash	\$ 189,009	\$ 74,059
Grants receivable	45	1,600
Harmonized sales tax recoverable	532	419
Prepaid expenses	<u>345</u>	<u>295</u>
	<b>189,931</b>	<b>76,373</b>
<b>PROPERTY AND EQUIPMENT (note 2)</b>	<u>174</u>	<u>249</u>
	<b><u>\$ 190,105</u></b>	<b><u>\$ 76,622</u></b>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities (note 3)	\$ 3,464	\$ 3,788
Amounts held in trust (note 4)	45,000	-
Deferred grants (note 5)	<u>108,603</u>	<u>43,490</u>
	<b>157,067</b>	<b>47,278</b>
<b>NET ASSETS</b>	<u>33,038</u>	<u>29,344</u>
 _____, Director	<b><u>\$ 190,105</u></b>	<b><u>\$ 76,622</u></b>

The attached notes are an integral part of these financial statements.

# MUSLIM SOCIAL SERVICES KITCHENER WATERLOO

## STATEMENT OF REVENUE AND EXPENSES (Unaudited)

YEAR ENDED  
DECEMBER 31, 2018

	2018	2017
<b>REVENUE</b>		
Grants	\$ 84,801	\$ 67,779
General donations	7,590	17,657
Social assistance	11,605	10,865
Other revenue	<u>2,476</u>	<u>8,724</u>
	<u>106,472</u>	<u>105,025</u>
<b>EXPENSES</b>		
Salaries and benefits	61,402	57,804
Program cost	19,084	13,094
Social assistance	9,311	7,378
Legal and professional fees	6,100	5,750
Occupancy cost	2,856	1,793
Insurance Expense	1,649	1,456
Office and general expenses	1,457	3,042
Fees and dues	668	971
Bank charges	176	121
Depreciation of property and equipment (note 2)	<u>75</u>	<u>174</u>
	<u>102,778</u>	<u>91,583</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>		
<b>FOR THE YEAR</b>	<u>\$ 3,694</u>	<u>\$ 13,442</u>

The attached notes are an integral part of these financial statements.

# MUSLIM SOCIAL SERVICES KITCHENER WATERLOO

## STATEMENT OF CHANGES IN NET ASSETS (Unaudited)

YEAR ENDED  
DECEMBER 31, 2018

	2018	2017
NET ASSETS, BEGINNING OF YEAR	\$ 29,344	\$ 15,902
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	<u>3,694</u>	<u>13,442</u>
NET ASSETS, END OF THE YEAR	<u>\$ 33,038</u>	<u>\$ 29,344</u>

The attached notes are an integral part of these financial statements.

# MUSLIM SOCIAL SERVICES KITCHENER WATERLOO

## STATEMENT OF CASH FLOWS (Unaudited)

YEAR ENDED  
DECEMBER 31, 2018

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 3,694	\$ 13,442
Items not affecting cash		
Amortization of property and equipment	75	174
Net change in non-cash working capital components related to operations		
Decrease (increase) in grants receivable	1,555	(1,600)
Decrease (increase) in harmonized sales taxes recoverable	(113)	872
Increase in prepaid expenses	(50)	(26)
Increase (decrease) in accounts payable and accrued liabilities	(324)	1,806
Increase in deferred grants	<u>65,113</u>	<u>29,589</u>
	<u>69,950</u>	<u>44,257</u>
<b>INVESTMENT ACTIVITIES</b>		
Acquisition of property and equipment	<u>-</u>	<u>(157)</u>
<b>FINANCING ACTIVITIES</b>		
Amounts received in trust	<u>45,000</u>	<u>-</u>
<b>INCREASE IN CASH FOR THE YEAR</b>	<b>114,950</b>	<b>44,100</b>
<b>CASH, BEGINNING OF THE YEAR</b>	<u>74,059</u>	<u>29,959</u>
<b>CASH, END OF THE YEAR</b>	<b><u>\$ 189,009</u></b>	<b><u>\$ 74,059</u></b>

The attached notes are an integral part of these financial statements.

# MUSLIM SOCIAL SERVICES KITCHENER WATERLOO

NOTES TO FINANCIAL STATEMENTS  
(Unaudited)

DECEMBER 31, 2018

## NATURE OF BUSINESS

Muslim Social Services Kitchener-Waterloo (the "Charity") is a charitable organization and a registered charity under the Income Tax Act(Canada).The Charity's income is not taxable and the Charity is eligible to issue official income tax receipts for charitable donations. The Charity provides culturally and spiritually sensitive humanitarian and social services to the Muslims and non-Muslims communities of the Waterloo Region.

## 1. SIGNIFICANT ACCOUNTING POLICIES

The Charity's financial statements were prepared by management in accordance with Part III of the Chartered Professional Accountants of Canada "CPA" Accounting Handbook - Accounting Standards for Not-for-Profit organizations (ASNPO), which sets out generally accepted accounting principles for Not-for-Profit organizations in Canada "GAAP" and include the significant accounting policies described hereafter.

Significant accounting policies are summarized as follows:

### (a) Cash and cash equivalents

Bank balances, including bank indebtedness with balances that fluctuate from positive to overdrawn, are presented under cash and cash equivalents. Cash equivalents include highly liquid investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value. An investment normally qualifies as a cash equivalent when it has a short maturity of approximately three months or less from the date of acquisition.

### (b) Property and equipment

Property and equipment are valued at cost. Amortization is calculated on the diminishing balance method at the following annual rates:

Computer equipment	30%
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# MUSLIM SOCIAL SERVICES KITCHENER WATERLOO

## NOTES TO FINANCIAL STATEMENTS (Unaudited)

DECEMBER 31, 2018

### (c) Revenue recognition

The Charity follows deferral method of accounting for its contributions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. External restricted contributions are recognized as revenue in the year in which the related expenses are recognized.

Core funding grants from government and other institutions are recorded as revenue as the services are rendered.

### (d) Contributed goods and services

Contributed goods are recorded at fair market value at the date of contribution. The value of services provided by the Charity's many volunteers are not reflected in these financial statements due to difficulty in determining the fair value of the services.

### (e) Financial instruments

Financial instruments are recorded at fair value on initial recognition and measured at fair value. All other financial instruments are subsequently measured at cost or amortized cost, unless management has elected to carry the instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method (or effective interest rate method).

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Charity determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the company expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

The Charity's financial instruments consist of cash, accounts receivable, prepaid expenses and accounts payable. Cash and bank indebtedness are measured at fair value and all other financial instruments are measured at amortized cost.

# MUSLIM SOCIAL SERVICES KITCHENER WATERLOO

## NOTES TO FINANCIAL STATEMENTS (Unaudited)

DECEMBER 31, 2018

### (f) Impairment of property and equipment

Property and equipment subject to amortization are reviewed for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. Impairment is assessed by comparing the carrying amount of an asset to be held and used with the total of the undiscounted cash flows expected from its use and disposition. If the asset is impaired, the impairment loss to be recognized is measured by the amount by which the carrying amount of the asset exceeds its fair value, generally determined on a discounted cash flow basis. Any impairment results in a writedown of the asset and a charge to income during the year. An impairment loss is not reversed if the fair value of the related long-lived asset subsequently increases.

### (g) Use of estimates

The preparation of financial statements 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 revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amount of property and equipment, valuation of accounts receivable. Actual results could differ from those estimates.

## 2. PROPERTY AND EQUIPMENT

	<u>2018</u>			<u>2017</u>
	<u>Cost</u>	<u>Accumulated</u>	<u>Net</u>	<u>Net</u>
	<u>Amortization</u>			
Computer equipment	<u>\$ 1,018</u>	<u>\$ 844</u>	<u>\$ 174</u>	<u>\$ 249</u>
	<u>\$ 1,018</u>	<u>\$ 844</u>	<u>\$ 174</u>	<u>\$ 249</u>

Amortization expense for the year amounted to \$75 (2017 - \$174).

## 3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities include payroll taxes in the amount of \$970 (2017 - \$1,643).

# MUSLIM SOCIAL SERVICES KITCHENER WATERLOO

## NOTES TO FINANCIAL STATEMENTS (Unaudited)

DECEMBER 31, 2018

### 4. AMOUNT HELD IN TRUST

On November 19, 2018 Memorandum of Understanding ("Memo") was signed between charity and Coalition of Muslim Women ("CMW"). Memo sets the terms and understanding between the Charity and CMW to support organizational capacity building for CMW through a grant of \$150,000 over three years (2019-2021) provided by the Inspirit Foundation.

CMW is a federally registered corporation. Charity transfer grant money to CMW, once received from the donor. CMW will be responsible for keeping accurate records of all spending and complying with all other requirements set by the donors.

In December 2018 charity received \$45,000 from Inspirit Foundation on behalf of Coalition of Muslim Women ("CMW"). This amount was transferred to CMW subsequent to the year end.

### 5. DEFERRED GRANTS

	2018	2017
Deferred Grants, beginning of year	\$ 43,490	\$ 13,901
Grants received during the year	<u>149,914</u>	<u>73,000</u>
	193,404	86,901
Amount recognized in grants revenue during the year	<u>84,801</u>	<u>43,411</u>
Deferred grants, end of year	<u>\$ 108,603</u>	<u>\$ 43,490</u>

Included in the deferred grants are the following amounts as at December 31, 2018:

Lyle S. Hallman Foundation	\$ 84,603
The Kitchener and Waterloo Community Foundation	<u>24,000</u>
	<u>\$ 108,603</u>

The Kitchener and Waterloo Community Foundation gave grant of \$24,000 to provide support for senior newcomer's integration in the society and help them navigate the system and also create a bridge between services providers and newcomers.

During the year Lyle S. Hallman Foundation approved total grant of \$214,654 for the charity. The purpose of the grant is to organize a program for newcomers & refugees' children ages under 6. This program will assist newcomers in adjusting to the Canadian society, connecting with peers, and becoming active participants in the community. The grant will be provided in three installments, first installment of \$84,603 was received in November.

The unspent grants from above projects are deferred and will be recognized as revenue as the related services are performed in the next fiscal year.

## 6. FINANCIAL INSTRUMENTS

### **Risks and concentration of risk**

The Charity is exposed to various risks through its financial instruments. The Charity's risk exposure and concentrations as at December 31, 2018 are as follows:

#### **Credit risk**

Credit risk is the risk that one party to financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Charity is not exposed to any significant credit risk.

#### **Liquidity risk**

Liquidity risk is the risk that the Charity will encounter difficulty in meeting its obligations associated with financial liabilities. The Charity is exposed to risk mainly in respect of its accounts payable. There has been no change in the risk assessment from 2017.

#### **Currency risk**

Currency risk is the risk that the fair value or future cash flows of a financial instruments will fluctuate because of changes in foreign exchange rates. The Charity is not exposed to any significant currency risk.

#### **Interest rate risk**

Interest rate risk is the risk that the Charity's future cash flows associated with its financial instruments, will fluctuate with the changes in the market rate of interest. The Charity is not exposed to any significant interest rate risks since it does not use interest bearing financial instruments.

## 7. COMPARATIVE FINANCIAL STATEMENTS

The presentation of certain amounts on the statement of revenue and expenses for the previous year has been changed to conform with the financial statement presentation adopted for 2017. Excess of revenue over expenses for the previous year is not affected by this reclassification.