



Financial Statements

Youth Employment Services YES

March 31, 2020

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# Independent Auditor's Report

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To the Board of Directors of  
**Youth Employment Services YES**

## Opinion

We have audited the financial statements of **Youth Employment Services YES** ("the Organization"), which comprise the statement of financial position as at March 31, 2020, and the statements of operations and changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of **Youth Employment Services YES** as at March 31, 2020, and its results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

## 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 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.

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.

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script.

Toronto, Canada  
June 26, 2020

Chartered Professional Accountants  
Licensed Public Accountants

# Youth Employment Services YES

## Statement of Financial Position

March 31

2020

2019

### Assets

#### Current

Cash	\$ 1,400,569	\$ 1,700,345
Investments (Note 3)	5,900,726	5,806,332
Accounts receivable	797,979	1,152,937
Prepaid expenses	<u>52,978</u>	<u>26,758</u>

**8,152,252**      8,686,372

Leasehold improvements and equipment (Note 4)      295,479      338,187

**\$ 8,447,731**      **\$ 9,024,559**

### Liabilities and fund balances

#### Current

Accounts payable and accrued liabilities (Note 5)	\$ 2,012,258	\$ 2,183,311
Deferred revenue	<u>1,246,767</u>	<u>1,671,728</u>

**3,259,025**      3,855,039

Deferred contributions (Note 6)      295,122      337,830

**3,554,147**      4,192,869

#### Fund balances (Note 7)

Operating Fund	(487)	(885)
Special Projects Fund	<u>4,894,071</u>	<u>4,832,575</u>

**4,893,584**      4,831,690

**\$ 8,447,731**      **\$ 9,024,559**

On behalf of the Board of Directors

*Michael Kavanagh*

Director

*Susie Hendrie*

Director

See accompanying notes to the financial statements.

# Youth Employment Services YES

## Statement of Operations and Changes in Fund Balance - Operating Fund

Year Ended March 31	2020	2019
<b>Revenue</b>		
Provincial Government		
Youth Job Connections	\$ 4,253,038	\$ 4,503,981
Employment Service	2,805,596	3,440,995
Canada-Ontario Job Grant	943,458	1,224,849
Youth Job Connections - Summer	773,318	778,096
YESAbility	149,552	158,500
Youth Job Link	-	126,000
Summer Company	-	72,590
Federal Government		
Youth Collaboration and Job Central	1,745,961	1,838,902
BizStart	1,229,439	1,215,369
Lighthouse	560,980	419,469
City of Toronto		
Toronto Youth Job Corps	604,524	687,911
Toronto Social Services (Ontario Works)	269,557	245,973
Streets to Jobs	68,547	68,547
Miscellaneous income	-	72,205
Interest income (Note 3)	41,437	24,195
Amortization of deferred contributions (Note 6)	165,908	161,334
Less: deferred funding for leasehold improvements and equipment (Note 6)	<u>(123,200)</u>	<u>(293,901)</u>
	<b><u>13,488,115</u></b>	<b><u>14,745,015</u></b>
<b>Expenses</b>		
Participants' stipends, training allowance and benefits	6,356,500	7,320,577
Staff salaries and benefits	6,414,018	6,247,760
Program operating costs	1,638,326	1,710,997
Amortization of leasehold improvements and equipment	165,908	161,334
Other expenses	<u>865</u>	<u>516</u>
	<b><u>14,575,617</u></b>	<b><u>15,441,184</u></b>
Deficiency of revenue over expenses	(1,087,502)	(696,169)
Operating Fund deficit, beginning of year	(885)	(1,719)
<b>Transfers from the Special Projects Fund</b>		
GAP – This Way Ahead	301,978	195,063
Citi Foundation	240,348	215,349
HSBC – Career Accelerator	110,291	-
RBC Foundation	68,670	70,219
Manulife	62,059	51,386
HSBC – Ask A Business Consultant	52,983	77,688
Starbucks	-	39,298
Additional restricted program supports	150,571	-
Annual transfer (Note 7)	<u>101,000</u>	<u>48,000</u>
Operating Fund deficit, end of year	<b><u>\$ (487)</u></b>	<b><u>\$ (885)</u></b>

See accompanying notes to the financial statements.

## Youth Employment Services YES Statement of Operations and Changes in Fund Balance - Special Projects Fund

Year ended March 31	2020	2019
Revenue		
Restricted donations	\$ 650,979	\$ 749,652
Unrestricted donations	279,016	299,466
Restricted donations – Citi Foundation	240,348	215,349
Unrestricted donations – Citi Foundation	-	89,132
Investment income (Note 3)	<u>1,266</u>	<u>248,280</u>
	<b>1,171,609</b>	1,601,879
Expenses		
Investment fees	<u>22,213</u>	<u>20,612</u>
Excess of revenue over expenses	<b>1,149,396</b>	1,581,267
Fund balance, beginning of year	<b>4,832,575</b>	3,948,311
Transfers to the Operating Fund		
GAP – This Way Ahead	(301,978)	(195,063)
Citi Foundation	(240,348)	(215,349)
HSBC – Career Accelerator	(110,291)	-
RBC Foundation	(68,670)	(70,219)
Manulife	(62,059)	(51,386)
HSBC – Ask A Business Consultant	(52,983)	(77,688)
Starbucks	-	(39,298)
Additional restricted program supports	(150,571)	-
Annual transfer (Note 7)	<u>(101,000)</u>	<u>(48,000)</u>
Special Projects Fund balance, end of year (Note 7)	<b><u>\$ 4,894,071</u></b>	<b><u>\$ 4,832,575</u></b>

See accompanying notes to the financial statements.

# Youth Employment Services YES

## Statement of Cash Flows

Year ended March 31

2020

2019

Increase (decrease) in cash

<b>Operating</b>		
Excess (deficiency) of revenue over expenses		
Operating Fund	\$ (1,087,502)	\$ (696,169)
Special Projects Fund	1,149,396	1,581,267
Add (deduct) items not involving cash		
Amortization of leasehold improvements and equipment	165,908	161,334
Unrealized/reinvested gain on investments, net (Note 3)	(1,266)	(248,280)
Amortization of deferred contributions	<u>(165,908)</u>	<u>(161,334)</u>
	60,628	636,818
Net change in non-cash working capital items		
Accounts receivable	354,958	(248,975)
Prepaid expenses	(26,220)	(2,769)
Accounts payable and accrued liabilities	(171,053)	282,119
Deferred revenue	<u>(424,961)</u>	<u>159,863</u>
	<u>(206,648)</u>	<u>827,056</u>
<b>Investing and financing activities</b>		
Deferred contributions	123,200	293,901
Proceeds on sales of investments	1,350,992	1,051,094
Purchase of investments	(1,444,120)	(2,376,715)
Purchase of leasehold improvements and equipment	<u>(123,200)</u>	<u>(293,901)</u>
	<u>(93,128)</u>	<u>(1,325,621)</u>
Change in cash during the year	(299,776)	(498,565)
Cash, beginning of year	<u>1,700,345</u>	<u>2,198,910</u>
Cash, end of year	<u>\$ 1,400,569</u>	<u>\$ 1,700,345</u>

See accompanying notes to the financial statements.

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# Youth Employment Services YES

## Notes to the Financial Statements

March 31, 2020

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### 1. Organization and purpose

Youth Employment Services YES (“YES” or the “Organization”) was originally incorporated on April 18, 1968 under the Ontario Corporations Act as Youth Employment Service. The operation was subsequently transferred, and all rights, obligations and interests assigned to Youth Employment Services YES, which was incorporated on October 2, 2006 under the laws of Canada and continued under the Canada Not-for-Profit Corporations Act on April 30, 2013. YES is a Canadian registered charity under the Income Tax Act, Canada.

YES is engaged primarily in activities assisting disadvantaged young people, between the ages of 15 and 30, in finding and keeping employment and provides similar services for adults should the need arise. YES also operates a Youth Business Centre to help youth become self-employed or start their own business.

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### 2. Summary of significant accounting policies

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations, the more significant of which are outlined below:

#### Fund accounting

The Organization follows the restricted fund method of accounting for contributions and follows the principles of fund accounting, under which resources for particular purposes are classified for accounting and reporting into funds corresponding to those purposes.

The Operating Fund represents YES's program delivery and administrative activities. This fund reflects unrestricted resources and restricted operating grants.

The Special Projects Fund reflects restricted and unrestricted donations, to be spent as the donor and/or the Board of Directors (the “Board”) directs.

#### Revenue recognition

Revenue of the Operating Fund is recorded when received or receivable and collection is reasonably assured. Restricted and unrestricted donations are recognized as revenue of the Special Projects Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributions restricted for the purchase of leasehold improvements and equipment are deferred and amortized into revenue of the Operating Fund at a rate corresponding with the amortization rate for the related leasehold improvements and equipment.

Investment income is recognized as earned.

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# Youth Employment Services YES

## Notes to the Financial Statements

March 31, 2020

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### 2. Summary of significant accounting policies (continued)

#### Leasehold improvements and equipment

Leasehold improvements and equipment are recorded at cost less accumulated amortization. Repairs and maintenance costs are charged to expense. When leasehold improvements and equipment no longer contribute to YES's ability to provide services, the carrying amounts are written down to their residual value.

Leasehold improvements and equipment are amortized on a straight-line basis using the following annual rates:

Furniture and equipment	5 years
Computer equipment	3 years
Leasehold improvements	Over the term of the lease

Amortization at one-half the above rates is provided in the year of acquisition for furniture and equipment and computer equipment.

#### Allocation of expenses

General support expenses such as salaries and benefits, professional services, office expenses, promotions, bank and payroll charges, insurance, membership, staff travel and staff development and training, are expenses that are covered by funders through administration fees or organizational infrastructure costs.

YES receives administration or organizational infrastructure fees, which are based on each funder's allowable percentages set in the contracts or guidelines, to cover general support expenses. Administration or organizational infrastructure fees are either negotiated or set by the program funders at the beginning of each program term.

The details of the expense allocations are disclosed in Note 8.

#### Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires that management make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses for the fiscal year then ended. Actual amounts could differ from those estimates. Items subject to significant management estimate include amortization of leasehold improvements and equipment, the estimate of allowance for doubtful accounts, measurement of deferred grant revenues, amounts owing to government funders and the vacation pay accrual.

#### Financial instruments

The Organization's financial instruments consist of cash, investments, accounts receivable, and accounts payable.

Financial assets or liabilities are initially measured at fair value and subsequently the Organization measures all of its financial assets and financial liabilities at amortized cost except for investments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in investment income.

# Youth Employment Services YES

## Notes to the Financial Statements

March 31, 2020

### 3. Investments

	<u>2020</u>	<u>2019</u>
Pooled funds	\$ 3,508,669	\$ 3,507,403
High interest savings account	1,307,760	1,790,301
Guaranteed investment certificates	1,062,905	508,628
Cash held in the investment account	<u>21,392</u>	<u>-</u>
	<b><u>\$ 5,900,726</u></b>	<b><u>\$ 5,806,332</u></b>

The guaranteed investment certificates (GICs) are cashable within one year. The GICs mature in June, 2020, September, 2020 and January, 2021 and earn interest at 1.25%, 1.31% and 2.25% per annum, respectively.

Investment income consists of the following:

	<u>2020</u>	<u>2019</u>
Operating Fund		
Interest income	<u>\$ 41,437</u>	<u>\$ 24,195</u>
Special Project Fund		
Reinvested income	70,846	50,837
Unrealized (loss) gain	<u>(69,580)</u>	<u>197,443</u>
	<u>1,266</u>	<u>248,280</u>
	<b><u>\$ 42,703</u></b>	<b><u>\$ 272,475</u></b>

### 4. Leasehold improvements and equipment

	<u>2020</u>	<u>2019</u>		
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Furniture and equipment	\$ 363,180	\$ 239,441	\$ 123,739	\$ 136,886
Computer equipment	723,166	593,061	130,105	117,092
Leasehold improvements	<u>452,602</u>	<u>410,967</u>	<u>41,635</u>	<u>84,209</u>
	<b><u>\$ 1,538,948</u></b>	<b><u>\$ 1,243,469</u></b>	<b><u>\$ 295,479</u></b>	<b><u>\$ 338,187</u></b>

### 5. Government remittances

Included in accounts payable and accrued liabilities are government remittances of \$27,115 (2019 - \$25,823). These amounts were remitted during April and May, 2020 (2019 - April and May, 2019).

# Youth Employment Services YES

## Notes to the Financial Statements

March 31, 2020

### 6. Deferred contributions

Deferred contributions represent the unamortized amount of grants and donations received for the purchase of leasehold improvements and equipment. The amortization of these contributions is recorded as revenue in the statement of operations and changes in fund balance - Operating Fund.

	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 337,830	\$ 205,263
Grants and donations	123,200	293,901
Amounts amortized to revenue	<u>(165,908)</u>	<u>(161,334)</u>
Balance, end of year	<u>\$ 295,122</u>	<u>\$ 337,830</u>

### 7. Fund balances

	Opening balance April 1, <u>2019</u>	Excess (deficiency) of revenue over expenses	<u>Transfers</u>	Closing balance March 31, <u>2020</u>
Operating fund	\$ (885)	\$ (1,087,502)	\$ 1,087,900	\$ (487)
Special project fund				
Internally restricted by the Board	4,523,575	1,149,396	(942,329)	4,730,642
Leonard and Gabryela Osin				
Foundation	220,000	-	(56,571)	163,429
TD Bank – Youth Collaboration				
And Job Central	40,000	-	(40,000)	-
Rotary Club – YEP	46,000	-	(46,000)	-
Hycan Foundation – Wraparound	<u>3,000</u>	<u>-</u>	<u>(3,000)</u>	<u>-</u>
	<u>4,832,575</u>	<u>1,149,396</u>	<u>(1,087,900)</u>	<u>4,894,071</u>
	<u>\$ 4,831,690</u>	<u>\$ 61,894</u>	<u>\$ -</u>	<u>\$ 4,893,584</u>

The transfers to the Operating Fund from the Special Projects Fund include restricted fund transfers plus an annual transfer totalling \$101,000 (2019 - \$48,000) that was used to fund additional client supports, as well as the general operating fund deficit.

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# Youth Employment Services YES

## Notes to the Financial Statements

March 31, 2020

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### 8. Allocation of general support expenses

General support expenses have been allocated to programs as follows:

	Provincial Government	Federal Government	City of Toronto	Other	2020 Total	2019 Total
Salary and benefits	\$ 667,217	\$ 252,516	\$ 26,897	\$ 90,993	\$ 1,037,623	\$ 937,298
Professional services	5,536	2,095	223	755	8,609	21,984
Other	<u>66,470</u>	<u>25,157</u>	<u>2,680</u>	<u>9,065</u>	<u>103,372</u>	<u>195,244</u>
	<u>\$ 739,223</u>	<u>\$ 279,768</u>	<u>\$ 29,800</u>	<u>\$ 100,813</u>	<u>\$1,149,604</u>	<u>\$1,154,526</u>

The general support expenses are expensed in staff salaries and benefits and program operating costs in the statement of operations and changes in fund balances – operating fund.

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### 9. Donations in kind

The Organization receives a variety of donations in kind for which no donation tax receipts are issued. These donations are not reflected in the financial statements, but they assist YES in meeting its objectives in the most cost-effective manner.

Volunteers also contribute significant time each fiscal year to assist YES in carrying out its service delivery activities. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

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### 10. Lease commitments

YES rents office and operating space under operating leases which expire at various times up to May 2023. Future minimum annual lease payments over the next three years representing base rent are as follows:

2021	492,000
2022	312,000
2023	226,000

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### 11. Financial instruments

The Organization's main financial instrument risk exposures are detailed as follows:

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. YES is exposed to liquidity risk with respect to its accounts payable. YES reduces its exposure to liquidity risk by ensuring that it documents when authorized payments are due and maintaining adequate cash reserves to repay advances.

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# Youth Employment Services YES

## Notes to the Financial Statements

March 31, 2020

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### 11. Financial instruments (continued)

#### Interest rate and market risk

Interest rate and market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Organization is exposed to interest rate and market risk with respect to its investments. The market risk is mitigated by the Organization through investing in instruments which have a low susceptibility to significant fluctuations in the market.

#### Credit risk

The Organization's financial instruments that are exposed to concentration of credit risk consist primarily of cash and accounts receivable. YES places its cash investments with high credit quality institutions. At times, such investments may be in excess of the Canada Deposit Insurance Corporation insurance limit.

The credit risk with respect to its accounts receivable is to the extent that debtors do not meet their obligations. However, this risk is mitigated by the fact that most of the accounts receivable as of March 31, 2020 are from the city, provincial and federal governments. Allowance for doubtful accounts is \$Nil (2019 - \$Nil).

#### Other risks

It is management's opinion that the Organization is not exposed to significant cash flow or concentration risks arising from its financial instruments.

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### 12. Objectives, policies and procedures for managing capital

The Organization's capital is comprised of net amounts invested in leasehold improvements and equipment and the Special Projects Fund.

The investment in leasehold improvements and equipment facilitates the delivery of services to clients.

The Board's objective is to maintain the Special Projects Fund at a level sufficient to meet both the annual working capital requirements and to fund commitments for special projects and programming. The Board has established a statement of investment policy which is conservative and seeks a balance between fixed income investments, which offer the highest immediate income but little protection against inflation, and common stocks, which generally yield a relatively low immediate dividend, but which show promise of dividend growth and appreciation in value. This is monitored by the Board on a regular basis with the engagement of a professional investment manager.

The Board reviews and approves the annual budget (which includes the capital budget). Throughout the fiscal year, the actual results are monitored against the budget.

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# Youth Employment Services YES

## Notes to the Financial Statements

March 31, 2020

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### 13. COVID-19

Since January 1, 2020, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, organizations are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to organizations worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of YES for future periods. Based on the nature of its operations and fund balances, YES has determined that these events did not have a significant financial impact on its financial position or operations at March 31, 2020. The Organization has continued to operate during COVID-19, but significantly modified its operations. Going forward, YES believes that the most significant impact on operations will be related to fundraising and public support. YES continues to evaluate the financial impact of COVID-19 and will adjust operations as appropriate.