

FINANCIAL STATEMENTS

RENFREW PARK

COMMUNITY ASSOCIATION

August 31, 2021



INDEPENDENT AUDITOR'S REPORT

To the Members of
Renfrew Park Community Association

Opinion

We have audited the financial statements of Renfrew Park Community Association (the Association), which comprise the statement of financial position as at August 31, 2021, and the statements of changes in net assets, operations 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 Association as at August 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 Association 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 audit 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 Association'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 Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association'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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



INDEPENDENT AUDITOR'S REPORT

- 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 Association'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 Association 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.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that, in our opinion, the accounting principles used in these financial statements, Canadian accounting standards for not-for-profit organizations, have been applied on a basis consistent with that of the preceding year.

Tompkins Wozny LLP

Vancouver, Canada
November 12, 2021

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at August 31

	2021 \$	2020 \$
ASSETS		
Current		
Cash - operating	157,012	5,679
- gaming	102,855	67,398
Guaranteed investment certificates [note 4]	310,000	360,000
Accounts and grants receivable [note 5]	59,353	62,748
Prepaid expenses	734	2,972
Total current assets	629,954	498,797
Capital assets [note 6]	2,364	5,102
	632,318	503,899
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accruals [note 7]	34,205	36,015
Deferred revenue [note 8]	152,328	88,571
Total current liabilities	186,533	124,586
Canada Emergency Business Account loan [note 17]	40,000	40,000
Total liabilities	226,533	164,586
Net assets		
Invested in capital assets [note 11]	2,364	5,102
Internally restricted [note 11]	95,000	—
Unrestricted	308,421	334,211
Total net assets	405,785	339,313
	632,318	503,899

Joint operating agreement [note 15]

COVID-19 [note 16]

See accompanying notes to the financial statements

On behalf of the Board:

Albert Lee

Director

Chao Cheng

Director

STATEMENT OF CHANGES IN NET ASSETS

Year ended August 31

	Invested in Capital Assets \$ [note 11]	Internally Restricted \$ [note 11]	Unrestricted \$	Total \$
2021				
Balance, beginning of year	5,102	—	334,211	339,313
Revenues over (under) expenses for the year	(2,738)	—	69,210	66,472
Interfund transfers	—	95,000	(95,000)	—
Balance, end of year	2,364	95,000	308,421	405,785
2020				
Balance, beginning of year	8,341	205,000	297,394	510,735
Revenues over (under) expenses for the year	(3,239)	—	(168,183)	(171,422)
Interfund transfers	—	(205,000)	205,000	—
Balance, end of year	5,102	—	334,211	339,313

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year end August 31

	2021	2020
	\$	\$
REVENUE		
Program operations <i>[schedule]</i>	177,678	324,245
Government assistance - wage subsidy <i>[note 16]</i>	174,142	45,623
- loan forgiveness <i>[note 17]</i>	20,000	—
Grants <i>[note 9]</i>	101,327	73,577
Direct access gaming <i>[note 10]</i>	32,271	49,786
Other	3,841	2,491
Facility rentals	1,000	24,215
Interest	752	3,037
Vending	—	9,332
	511,011	532,306
EXPENSES		
Program operations <i>[schedule]</i>	185,631	243,753
Grants expense <i>[notes 9 and 14]</i>	101,327	73,577
Bookkeeping and business administration	42,900	43,169
Direct access gaming <i>[notes 10 and 14]</i>	32,271	49,786
Employment costs	25,320	12,990
Repairs and maintenance	24,244	2,003
Office, supplies and other <i>[note 14]</i>	10,510	4,141
Professional	6,980	6,855
Bank, credit card charges and online charges	4,203	5,659
Amortization of capital assets	2,738	3,239
Meetings and development	2,640	4,064
Subscription fee <i>[note 15]</i>	2,047	4,090
Advertising and brochures	2,022	10,022
Group I wages - Park Board <i>[note 14]</i>	1,379	23,873
Operation fee <i>[note 15]</i>	327	11,963
Facility rentals <i>[note 14]</i>	—	6,901
	444,539	506,085
Revenues over expenses before other items	66,472	26,221
Other items:		
Kitchen renovations - donation <i>[note 11]</i>	—	50,000
- expenditures <i>[note 11]</i>	—	(247,643)
Revenues over (under) expenses for the year	66,472	(171,422)

Joint operating agreement *[note 15]*

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended August 31

	2021 \$	2020 \$
OPERATING ACTIVITIES		
Revenues over (under) expenses for the year	66,472	(171,422)
Item not affecting cash		
Amortization of capital assets	2,738	3,239
Changes in non-cash working capital items		
Accounts and grants receivable	3,395	(47,954)
Prepaid expenses	2,238	510
Accounts payable and accruals	(1,810)	6,089
Deferred revenue	63,757	(28,446)
Cash provided by (used in) operating activities	136,790	(237,984)
INVESTING ACTIVITIES		
Redemption of guaranteed investment certificates	50,000	—
Cash provided by financing activities	50,000	—
FINANCING ACTIVITIES		
Proceeds from Canada Emergency Business Account loan	20,000	40,000
Forgiveness of debt - Canada Emergency Business Account loan	(20,000)	—
Cash provided by financing activities	—	40,000
Increase (decrease) in cash during the year	186,790	(197,984)
Cash, beginning of year	73,077	271,061
Cash, end of year	259,867	73,077
Cash consists of:		
Operating	157,012	5,679
Gaming	102,855	67,398
Totals	259,867	73,077

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

1. ORGANIZATION

The Association is incorporated pursuant to the British Columbia Societies Act, is a not-for-profit organization and is exempt from income taxes. The objectives of the Association are to provide affordable and quality facilities and programming to meet the diverse needs of the people of the Renfrew Park Community and to encourage use and participation of the Renfrew Park Community

2. GOVERNANCE AND OPERATIONS

The Association carries out these objectives through the operations of the Renfrew Park Community Centre pursuant to a Joint Operating Agreement ("JOA") with the City of Vancouver Board of Parks and Recreation ("Park Board").

The Association signed a new JOA effective January 1, 2018 *[note 15]*.

Use of the Renfrew Park Community Centre premises as well as the providing of certain operating expenses, such as various staff costs, are provided to the Association pursuant to the JOA with the Park Board. The value of the use of the facilities as well as these additional operating expenses has not been reflected in the financial statements.

3. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies:

Use of Estimates

The preparation of financial statements in conformity with Canadian ASNPO 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 amounts of revenues and expenses reported during the year. The most significant area requiring the use of management estimates include the estimated useful lives of capital assets. Actual results could differ from these estimates.

Revenue Recognition

The Association follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

3. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Revenue Recognition (cont'd)

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.

Licensed preschool fee revenue is recognized in the month to which the services relate based on enrollment rates.

General program revenue is recognized over the period the related program operates.

Facility rentals revenue is recognized on the date the space is rented or over the period the space is rented out, if applicable.

Interest income is recognized as revenue in accordance with the terms of the underlying investment, which is generally with the passage of time.

Canadian Emergency Wage Subsidies are recognized as income when the Association meets the conditions of the program and when the Association is reasonably assured of collection of the respective claims.

Revenue from all other sources, except direct access gaming, is recognized when the respective program or service is provided.

Direct Access Gaming

Proceeds received from direct access gaming are recorded as revenue or deferred contributions related to capital assets, if applicable, in the year the related expenditures are incurred.

Measurement of Financial Instruments

The Association initially measures its financial assets and financial liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, guaranteed investment certificates and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and the Canada Emergency Business Account loan.

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

3. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**Measurement of Financial Instruments (cont'd)**

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Capital Assets

Capital assets are recorded at cost, less accumulated amortization. Amortization of furniture and equipment is recorded on a straight-line basis at a rate of 20% to 33% per year.

Donated Services

The Association and its members benefit greatly from donated services in the form of volunteer time. Because of the difficulty in determining their fair value, the value of donated services is not recognized in these financial statements.

4. GUARANTEED INVESTMENT CERTIFICATES ("GIC")

The Association holds GIC's in the amount of \$310,000 with an interest rates of 0.25% and maturity dates of January 2022.

5. ACCOUNTS AND GRANTS RECEIVABLE

	2021	2020
	\$	\$
Grants and other	14,925	33,930
Park Board	—	7,688
Government receivable - Wage subsidy	43,029	19,870
- GST	910	—
Interest	489	1,260
	59,353	62,748
Allowance for doubtful accounts	—	—
	59,353	62,748

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

6. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2021			
Furniture and equipment	8,213	5,849	2,364
2020			
Furniture and equipment	8,213	3,111	5,102

7. ACCOUNTS PAYABLE AND ACCRUALS

	2021 \$	2020 \$
Trade and accruals	18,869	21,379
Government remittances - payroll	4,003	2,323
- WorkSafe BC	950	350
Park Board	10,383	11,963
	34,205	36,015

8. DEFERRED REVENUE

	2021 \$	2020 \$
Gaming	102,855	67,398
Licensed preschool fees	14,477	9,388
Various grants	32,836	9,845
Rentals	1,940	1,940
Other	220	—
	152,328	88,571

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

9. GRANTS

	2021 \$	2020 \$
Summer camp	61,050	30,529
Health & Safety	13,000	—
Childcare operating	11,322	19,111
Wage Enhancement	9,928	5,004
New Horizons	4,977	5,000
BCRPA Family Day	786	1,000
BC Centre for Ability Association	264	8,622
Moresports	—	4,311
	101,327	73,577

10. DIRECT ACCESS GAMING EXPENSES

	2021 \$	2020 \$
Renfrew Youth Development		
- Wages and benefits	7,928	16,546
- Supplies and other	4,093	3,682
Renfrew Ravine Moon Festival		
- Wages and benefits	13,632	14,559
- Supplies and other	406	—
Renfrew Lunch program		
- Wages and benefits	2,077	6,244
- Supplies and other	2,747	1,195
Seniors Multicultural		
- Wages and benefits	651	7,104
- Supplies and other	737	456
Total	32,271	49,786

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

11. INTERNALLY RESTRICTED NET ASSETS AND CAPITAL MANAGEMENT

The Associations' main objective when managing capital is to maintain financial flexibility in order to preserve its ability to meet financial commitments and unforeseen external events. To assist with this objective, the Association has made the following internal restriction:

	2021	2020
	\$	\$
Capital projects:		
Audio/video upgrades	20,000	—
Air conditioning	75,000	—
	95,000	—

Community Kitchen Renovations

The Association had previously internally restricted \$250,000 to be spent on community kitchen renovations by August 31, 2020. In 2020, \$247,643 was spent on community kitchen renovations, reducing the internal restriction to \$Nil. In 2020, \$50,000 was donated to the Association to be used towards the community kitchen renovations.

Capital Projects

During the year, the Association internally restricted \$95,000 for capital projects. \$20,000 was internally restricted to be used for audio/video upgrades and \$75,000 was internally restricted to be used for installation of air conditioning.

Invested in Capital Assets

The Association has internally restricted an amount equal to the net assets invested in capital assets.

12. INTERFUND TRANSFERS

As described in the statement of changes in net assets, interfund transfers are made between internally restricted net assets and unrestricted net assets to fund capital assets purchased, expenditures on the community kitchen renovations, amortization of capital assets, and amortization of deferred contributions related to capital assets.

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

13. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments. The following analysis presents the Association's exposures to significant risk as at August 31, 2021.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Association is exposed to credit risk with respect to its cash, guaranteed investment certificates, and accounts receivable. The Association assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive. The Association's cash and guaranteed investment certificates are invested with a large financial institution.

Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

The Association manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

Interest Rate Risk

Interest rate 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 Association is exposed to interest rate risk on its guaranteed investment certificates in so far that the initial rate may be higher than the current interest rate obtained on maturity and renewal. The Association is also subject to interest rate risk with respect to the Canada Emergency Business Account loan.

14. WAGES AND CONTRACTOR REMUNERATION

Pursuant to the British Columbia Societies Act, the Association is required to disclose wages and benefits and fees paid to employees and contractors who are paid \$75,000 or more during the fiscal year.

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

14. WAGES AND CONTRACTOR REMUNERATION (CONT'D)

In 2021, contractors, wages and benefits include \$24,350 [2020 - \$75,270] of expense provided by a contractor for Group I wages. Of this amount, \$13,766 [2020 - \$27,866] is included in program operations - wages and contractors, \$14 [2020 - \$4,420] is included in grant expense, \$1,379 [2020 - \$23,873] is included in Group I wages - Park Board, \$4,617 [2020 - \$17,183] is included in direct access gaming, \$Nil [2020 - \$1,928] is included in facility rentals, and \$4,574 [2020 - \$Nil] is included in office, supplies and other. The Group I wages cover the cost of several employees.

15. JOINT OPERATING AGREEMENT ("JOA")

In 2018, the Association signed a new JOA with the Park Board effective January 1, 2018 for ten (10) years with one five (5) year renewal term. Under the agreement, the Association will pay an operation fee to the Vancouver Park Board starting in year 2 for 1% of prior year's gross facility-generated revenue and in years 3-10 for 2% per year of the previous year's gross facility-generated revenue. Effective January 1, 2018, the Association will pay a 1% subscription fee for the ActiveNet registration system.

Due to the COVID-19 pandemic, the Park Board has waived the operation fee based on prior years revenues for the calendar year ending December 31, 2020. As a result, the August 31, 2021 operating fee is only subject to the 2% fee for the revenues relating to the four months ending August 31, 2020.

16. COVID-19

After a six month closure, the community centre opened in September 2020 with limited priority programs for preschool, youth, and seniors. As the COVID-19 pandemic continued, some of the programs that had restarted in September had to be suspended again in November. The centre remained open with reduced hours and programming through to the end of the fiscal year of August 31, 2021. With increasing vaccination rates, the centre has resumed full operations for the 2021-2022 year. Although not all programs have been restarted, the Association does not expect to not incur operational losses in the coming year.

During the year, the Association received Canada Emergency Wage Subsidies in the amount of \$174,142 [2020 - \$45,623].

NOTES TO FINANCIAL STATEMENTS

August 31, 2021

17. CANADA EMERGENCY BUSINESS ACCOUNT LOAN

During the 2020 fiscal year, the Association applied for and received a \$40,000 loan under the Canada Emergency Business Account. In 2021, the Association applied for and received an additional \$20,000 loan. The loan is non-interest bearing until December 31, 2022, and then interest accrues at the prime rate until December 31, 2025, when the loan is due. If the loan is repaid on or before December 31, 2022, \$20,000 of the loan will be forgiven.

As the Association has met and expects to continue to comply with the loan's terms and conditions and expects to repay the loan on or before December 31, 2022, the forgivable portion of the \$60,000 loan or \$20,000, has been taken into 2021 income.

18. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform to the current year presentation.

SCHEDULE OF REVENUES AND EXPENSES - PROGRAM OPERATIONS

Year ended August 31

		Expenses			
	Revenue	Wages and Contractors	Supplies and Other	Total	Net Income (Loss)
	\$	\$	\$	\$	\$
2021		<i>[note 14]</i>			
Licensed preschool	84,654	103,520	2,799	106,319	(21,665)
Preschoolers	6,596	5,218	—	5,218	1,378
Children	40,083	29,145	4,124	33,269	6,814
Adult	7,259	1,144	—	1,144	6,115
Senior	7,154	16,518	1,203	17,721	(10,567)
Chinese Seniors	—	—	10	10	(10)
Special events	—	159	604	763	(763)
Summer Day Camp	31,932	15,598	5,589	21,187	10,745
	177,678	171,302	14,329	185,631	(7,953)
2020					
Licensed preschool	103,220	69,972	3,908	73,880	29,340
Preschoolers	22,448	14,538	577	15,115	7,333
Children	89,166	59,879	2,796	62,675	26,491
Adult	48,050	25,967	992	26,959	21,091
Senior	36,856	30,869	6,902	37,771	(915)
Chinese Seniors	6,970	—	5,425	5,425	1,545
Special events	2,691	4,767	5,262	10,029	(7,338)
Summer Day Camp	14,844	8,360	3,539	11,899	2,945
	324,245	214,352	29,401	243,753	80,492



October 23, 2021

PRIVATE & CONFIDENTIAL

Renfrew Park Community Association
2929 East 22nd Avenue
Vancouver, BC
V5M 2Y3

Attention: Finance Committee (or equivalent)

Dear Committee Members:

Re: Audit Findings Letter

We have completed the audit of the financial statements of Renfrew Park Community Association for the year ending August 31, 2021. This letter has been prepared to assist you with your review of those financial statements.

Management is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets, and preventing and detecting fraud and error.

Our Responsibility as Auditors

As stated in the engagement letter, our responsibility as auditors of your Association is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of the organization in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion) even though the audit is properly planned and performed.

It is important to understand that we review only internal control systems that could result in a material error on the financial statements if those systems were to fail. We review them with specific audit objectives, focusing only on certain assertions that apply to the financial statements. This means that an unqualified opinion on the financial statements does not



necessarily mean that Renfrew Park Community Association's internal control systems are all operating as intended.

In our financial statement audit process, we have a unique opportunity to view certain financial systems and procedures and provide feedback. We consider this feedback to be an opportunity to assist you to improve the effectiveness of the Association's accounting and reporting systems. If recommendations are made, it does not mean we consider the current internal controls and systems to be poor, nor are they a reflection on any person in the Association.

Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of the audit committee.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by Renfrew Park Community Association are outlined in Note 3 to the financial statements.

- There were no significant changes in accounting policies.
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.
- We did not identify any significant accounting policies in controversial or emerging areas.

Significant Accounting Estimates

The following significant estimates/judgments are contained in the financial statements:

- Estimated useful lives of capital assets

Based on audit work performed, we are satisfied with the estimates made by management.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that we believe should be specifically drawn to your attention, including any that are particularly significant or sensitive or that require significant judgments.

Uncorrected Misstatements

We accumulated uncorrected misstatements that we identified during our audit and communicated them to management. We then requested that management correct these misstatements. All uncorrected misstatements for the current period have been corrected.



Evaluation of Internal Controls

A deficiency in internal control exists when a control is designed, implemented, or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

During the course of our audit, we encountered the following specific internal control matters that we wish to bring to your attention:

#	Internal Control	Implication for the Financial Statements	Recommendation
1	<i>The Association has an inherent weakness in its internal controls due to the lack of segregation of duties with the bookkeeper also working as a cashier. The Association reduces this risk in a practical manner by review of the bank statements and bank reconciliations by the Treasurer, having cash sheets reviewed by the Recreation Facility Clerk, making use of an armored service for deposits, close review of management prepared financial statements, etc.</i>	<i>There is the potential for errors and fraud due to the inherent weakness in the internal controls.</i>	<i>We recommend that the Association always be aware of the inherent weakness in its internal controls due to the lack of segregation of duties.</i>
	Management response:		

Written Representations

In a separate communication we have requested and received a number of written representations from management with respect to their responsibility for the preparation of the financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

We would like to thank the board, management, and staff for the assistance they provided to us during the audit.



We hope the information in this audit findings letter will be useful. We would be pleased to discuss the contents of this letter with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Renfrew Park Community Association to assist them in carrying out and discharging their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

TOMPKINS WOZNY LLP

Tompkins Wozny LLP

Acknowledgment of Finance Committee (or equivalent):

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Name

Date

Name

Date