



Annual Report 2017

BURLINGTON FOOD BANK
2017 Burlington Food Bank,
Annual Report to the
Community
March 22, 2018

Introduction

2017 was a year of transformation for the Burlington Food Bank. We re-branded the organization by replacing its former name “Partnership West Family Support Network” with “Burlington Food Bank” which we registered with the province of Ontario. The board felt the original name did not portray what service the Food Bank provided to the community.

In addition to the name change we hired an Executive Director – Robin Bailey - to support the board in our goal of making the Food Bank the best in feeding the hungry in our community.

We also hired Bernie Parent as our Operations Assistant, to manage the food handling and to drive the new truck for pickups and deliveries.

In addition, the board approved a new intake area to be used as a private space for our new clients to register in dignity and without interruptions; a board room was also added to provide an area for board meetings. Both the intake area and board room became a reality thanks to the generosity of our community and outside supporters who donated not only all of the office furniture and the computers but also most of the material and labour that went into the construction.

Grants

The board, for the first time in the history of our food bank, applied for grants:

- \$50,000.00 Halton Region Grant for a new truck,
- \$5,000.00 Sysco/OAFB grant to build a community garden
- \$5,000.00 Walmart Capital Grant.

We were very excited to hear that we were awarded all three grants which allowed us to purchase a new cube van with a refrigeration unit and to expand our community garden which yielded fresh produce for our clients.

Clients

Overall visits to the food bank were up 14%, in 2017 compared to 2016.

Burlington Food Bank	6,400
St. Christopher's Open Doors	3,600
Total visits	10,000
Approximate value of food distributed	\$1,100,000

We attribute the increase in client visits to:

- More clients living nearby are now visiting us
- The name change to the Burlington Food Bank
- Cost of living increase
- Increased number of unemployed single male clients

Community Outreach

The Burlington Food Bank continued to provide food and financial support to several local partners. Most notably:

- Wellington Square Friday Night Community
- St. Lukes Wednesday Luncheons
- St. Mathews Lunch For Seniors
- Glad Tidings Dinners

In addition to these we also provided non-perishable food items to several Burlington food cupboards and food pantries who provide temporary short-term help for needy people in their neighbourhoods.

Our Partners and Supporters

In 2017 our financial situation improved greatly thanks to the generosity of our community donors and fundraisers. Some of our largest donors are:

- Burlington Food Bank partnered with Food for Life to host the 2nd annual Ride to Provide which raised a total of \$75,000.00 from which we received **\$42,000.00**.
- The Tim Horton's strong Smile Cookie campaign provided **\$49,000.00** to the Food Bank.
- The Burlington Oldtimers Hockey Club and the Bowser Babes along with the Burlington Oldtimers Slo-Pitch League contributed over **\$30,000.00**
- The Gift of Giving back, our largest food donor, provided us with approximately 25% of the 422,000 pounds of food and hygiene products they collected during their fall food drive

We are so grateful to these organizations and also to the number of local churches, organizations and private individuals who have helped us year after year by providing us with food and cash donations.

Our Team

Our volunteers and our staff are the key to keeping the doors open at the food bank. Their dedication and tireless efforts are greatly appreciated by the board and the community. The Burlington Food Bank could not function without the strong support of these dedicated people who have donated more than 6,500 hours over the past year.

In addition to our regular volunteers we have been fortunate over the past year to have received volunteer help from the employees of twelve different corporations who have given up their time to come into the food bank to help sort and pack food.

Looking Ahead

This year the board and its staff will focus on improving the client experience to support a stronger client satisfaction. Areas we will specifically focus on are:

- Increasing the frequency of our client visits from once a month to every three weeks
- Providing a segregated intake room to allow our clients the comfort and dignity so they can share their information confidentially.
- Expand the footprint of our community garden that we started in 2016 to provide fresh produce to our clients.
- Provide Food Security and Safety Training to our staff and volunteers.

I want to thank the staff, our many volunteers, the board and all those who have helped our community address the hunger in Burlington.

Sincerely,

Norm Crook

Chair, Burlington Food Bank

**PARTNERSHIP WEST FAMILY SUPPORT NETWORK
o/a Burlington Food Bank**

FINANCIAL STATEMENTS

(Audited)

December 31, 2017

**PARTNERSHIP WEST FAMILY SUPPORT NETWORK
o/a Burlington Food Bank**

December 31, 2017

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STEVENSON LEHOCKI LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

To the Directors and Members of
**Partnership West Family Support Network
o/a Burlington Food Bank**

We have audited the accompanying financial statements of Partnership West Family Support Network o/a Burlington Food Bank which comprises the balance sheet as at **December 31, 2017** and the statements of operations and net assets and cash flow for the year ended and a summary of significant accounting policies and other explanatory information.

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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with other volunteer organizations, the organization derives revenue from donations and other sources which is not susceptible to complete audit verification. Accordingly, our verification of revenue was limited to the amounts recorded in the financial records of the organization.

Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of revenue as referred to above, these financial statements present fairly, in all material respects, the financial position of Partnership West Family Support Network o/a Burlington Food Bank as at December 31, 2017 and the results of its operations and its cash flows for the year ended in accordance with Canadian accounting standards for not-for-profit organizations.

Burlington, Ontario
March 13, 2018


Chartered Professional Accountants
Licensed Public Accountants

**PARTNERSHIP WEST FAMILY SUPPORT NETWORK
o/a Burlington Food Bank**

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BALANCE SHEET

As at December 31

See accompanying notes

2017

2016

ASSETS

Current assets

Cash	\$ 355,057	\$ 257,173
Investment - Guaranteed Investment Certificates	10,010	10,007
Miscellaneous receivable	0	170
HST rebates recoverable	11,626	6,428
Prepaid expense	2,869	2,346

\$ 379,562

\$ 276,124

LIABILITIES AND NET ASSETS

Current liabilities

Accounts payable and accrued liabilities	\$ 13,139	\$ 7,873
Visa payable	0	1,950
Deferred government grant revenue [Note 2]	4,233	0

17,372

9,823

NET ASSETS

Unrestricted - retained for future operations [Page 3]	362,190	266,301
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\$ 379,562

\$ 276,124

On behalf of the Board:

Director: _____

Director: _____

PARTNERSHIP WEST FAMILY SUPPORT NETWORK
o/a Burlington Food Bank

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STATEMENT OF OPERATIONS AND NET ASSETS

Year ended December 31	See accompanying notes	
	2017	2016
REVENUE		
Donations tax receipted	\$ 135,094	\$ 174,885
Contributions and other income	130,167	81,490
Fundraising	81,068	23,236
Government grant revenue <i>[Note 2]</i>	65,824	0
Proceeds from sale of portable	10,000	8,050
	422,153	287,661
EXPENSES		
Advertising and promotion	398	344
Bank charges and interest	250	428
Food purchases	37,613	22,481
Insurance	1,616	1,642
Office salaries and benefits	108,158	67,938
Office supplies	8,524	5,669
Outreach programs	6,347	8,642
Professional fees	6,551	6,059
Property and equipment expensed <i>[Note 1(c)]</i>	61,999	3,475
Rent and storage	33,220	28,687
Repairs and maintenance	12,089	5,455
Sub-contracts	19,758	3,585
Telephone	3,845	3,836
Vehicle expense	5,755	5,523
Volunteer recognition	2,967	481
Waste removal and pest control	3,714	3,418
Website design and other technical services	13,460	14,258
	326,264	181,921
Excess of revenue over expenses for the year	95,889	105,740
Unrestricted net assets, beginning	266,301	160,561
Unrestricted net assets, ending	\$ 362,190	\$ 266,301

**PARTNERSHIP WEST FAMILY SUPPORT NETWORK
o/a Burlington Food Bank**

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CASH FLOW STATEMENT

Year ended December 31	See accompanying notes	
	2017	2016
CASH FROM (TO) OPERATIONS		
Contributions and other income, fundraising, and receipted tax donations	\$ 346,322	\$ 279,609
Grant revenue	65,824	0
Interest	7	2
Paid for supplies	(56,921)	(42,446)
Property and equipment expensed	(61,999)	(3,475)
Wages and benefits	(108,158)	(67,938)
Rent	(33,220)	(28,687)
Food	(37,613)	(22,481)
Outreach programs	(6,347)	(8,642)
Bank charges and interest	(250)	(428)
Sub-contracting	(19,758)	(3,585)
	87,887	101,929
CASH FROM (TO) INVESTING ACTIVITIES		
Proceeds on disposal of assets	10,000	8,050
Changes in cash and equivalents during the year	97,887	109,979
Cash and equivalents, beginning	267,180	157,201
Cash and equivalents, ending	\$ 365,067	\$ 267,180
 Represented by:		
Cash	\$ 355,057	\$ 257,173
Investment - Guaranteed Investment Certificates	10,010	10,007
	\$ 365,067	\$ 267,180

**PARTNERSHIP WEST FAMILY SUPPORT NETWORK
o/a Burlington Food Bank**

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NOTES TO THE FINANCIAL STATEMENTS

December 31, 2017

DESCRIPTION OF ORGANIZATION

Partnership West Family Support Network o/a Burlington Food Bank is an Ontario Corporation without share capital which came into existence July 14, 1992. It is a registered Charity and is not subject to income tax pursuant to section 149(1) of the Income Tax Act. This not-for-profit organization operates a Food Bank located in Burlington, Ontario to provide emergency food to needy persons in the community. The organization is managed and administered by a Board of Directors with the Chair of the Board responsible for the general management of the organization. A salaried Operations Manager is responsible for the management of the food distribution centre and warehouse with the assistance of a salaried staff member and volunteers.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

(a) Financial Instruments

Measurement of financial instruments

The organization initially measured its financial assets and liabilities at fair value. The organization subsequently measures all of its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and investment - guaranteed investment certificates.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

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. There has been no impairment recognized in the current year or prior year.

Transaction costs

The organization recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

Risk exposure

It is management's opinion that it is not exposed to any significant currency, interest or other risks on its financial instruments.

There has been no significant change in exposure from the prior year.

(b) Inventories

Inventories are measured at the lower of actual cost and current replacement cost. Inventories of donated food are valued at zero (organization's policy for contributions of materials and services). At year end (December 31) purchased perishable food inventory is minimal.

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NOTES TO THE FINANCIAL STATEMENTS

December 31, 2017

(c) Property and Equipment

The organization has adopted the policy of expensing all property and equipment in the year of purchase.

At year end, major categories of tangible assets owned by the organization include: delivery truck, refrigeration equipment, warehousing equipment, office furniture and equipment, computer hardware, trailer and towing accessories, and leasehold improvements.

During the year, the organization purchased a new food delivery truck with a refrigeration unit, additional blue cross-stacking tubs, a heavy duty camera, and a freezer. The old delivery truck was sold and proceeds were combined with a grant received from The Regional Municipality of Halton (Note 2) to acquire the new food delivery truck. In fiscal 2016, the organization purchased and paid for the installation of a new automatic door, purchased a new computer and printer for the office and sold a portable building. In fiscal 2015, the organization purchased improvements in its expanded rental premises. In fiscal 2014, the organization purchased an office computer and a new trailer along with towing accessories. The trailer can be towed by the truck owned by the organization and when not in use it provides extra space for storage of food and supplies.

(d) Revenue Recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions and grants are recognized as revenue in the year which the related expenditures are incurred.

Unrestricted contributions and other sources of revenue, such as interest income, are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Government assistance received from programs that relate to current operating expenditures are recorded in the statement of operations. Government assistance related to the purchase of capital assets is recorded as income in the statement of operations which is the using the same basis that the related capital assets are being expensed.

(e) Contributions of Materials and Services

The organization receives donations of food, materials and volunteer services. The value of these materials and services are not reflected in the statement of operations.

(f) Harmonized Sales Tax

As a registered charity, a prorated portion of the HST paid on eligible expenses can be recovered in the form of a rebate. The non-recoverable portion is charged to expense accounts.

(g) Use of Estimates

The preparation of these financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. All estimates are reviewed periodically and adjustments are made to the statement of operations as appropriate in the year they become known.

(h) Cash and Cash Equivalents

The organization's policy is to disclose bank balances under cash and cash equivalents, including short term investments with a maturity period of less than one year from the date of acquisition. Only unrestricted investments in GIC's meet this policy as they can be converted to cash in a short period of time.

**PARTNERSHIP WEST FAMILY SUPPORT NETWORK
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NOTES TO THE FINANCIAL STATEMENTS

December 31, 2017

2. GOVERNMENT GRANT REVENUE

On April 4, 2017 the organization received \$5,000 from the Ontario Association of Food Banks in partnership with Sysco to be specifically spent on qualifying expenditures per the agreement for the Sysco Community Garden Program "Feeding Fresh". At year end, \$767 has been recognized in grant revenue. The remaining amount of \$4,233 has been recorded on the balance sheet as deferred government grant revenue.

On June 19, 2017 the organization entered into an agreement with the Regional Municipality of Halton to receive funds from the Halton Region Community Investment Fund, Category Three Program. The Category Three Program provides funding that increases access to food and enhance the ability of food security programs to respond to the needs of Halton residents. The organization presented a proposal to undertake a "Project" and was awarded the amount of \$50,000. The funds were used towards the purchase of capital equipment which was a new food delivery truck. The organization shall preserve the capital equipment for a period of three years and shall not dispose of or transfer any Capital Equipment unless the Region authorizes its disposition.

On August 14, 2017 the organization entered into an agreement with Food Banks Canada as part of the 2017 Capacity Boost Grant program and received \$15,057 to be used towards capital equipment.

3. OTHER INCOME

	2017	2016
Proceeds from disposal of assets <i>[2017 - truck; 2016 - portable]</i>	\$ 10,000	\$ 8,050

4. CONTINGENCIES AND COMMITMENTS

During the year, the organization committed to a lease for the premises at 1254 Plains Road for a 36 month period commencing January 1, 2018 with an option to renew for a further 36 month period. The annual commitment over the next 5 years, not including HST are:

2018	\$36,000
2019	\$38,400
2020	\$38,400
2021	0
2022	0