

**Epilepsy Ontario**  
**Financial Statements**  
For the year ended December 31, 2018

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## Independent Auditor's Report

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To the Members and Directors of Epilepsy Ontario

### Qualified Opinion

We have audited the accompanying financial statements of Epilepsy Ontario (the Organization), which comprise the statement of financial position as at December 31, 2018, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2018, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Organization derives revenue from donations and fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to donations and fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2018 and 2017, current assets as at December 31, 2018 and 2017, and net assets as at January 1 and December 31 for both the 2018 and 2017 years. Our audit opinion on the financial statements for the year ended December 31, 2017 was modified accordingly because of the possible effects of this limitation in scope.

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 qualified audit 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 private enterprises, 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.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Oshawa, Ontario  
May 23, 2019

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**Epilepsy Ontario**  
**Statement of Financial Position**

December 31	2018	2017
<b>Assets</b>		
<b>Current assets</b>		
Cash (Note 2)	\$ 282,452	\$ 385,250
Sundry receivables	28,104	21,534
Prepaid expenses	28,168	23,953
	338,724	430,737
<b>Capital assets (Note 3)</b>	<b>1,378</b>	-
	<b>\$ 340,102</b>	<b>\$ 430,737</b>

**Liabilities and Net Assets**

<b>Current liabilities</b>		
Accounts payable and accrued liabilities (Note 4)	\$ 47,939	\$ 61,305
Deferred revenue (Note 5)	-	29,360
	47,939	90,665
<b>Net assets</b>		
Donor designated fund		
The William Donald Willis Epilepsy Research Fund	126,000	126,000
Internally restricted fund		
Contingency Reserve Fund	100,000	100,000
Unrestricted net assets	66,163	114,072
	292,163	340,072
	<b>\$ 340,102</b>	<b>\$ 430,737</b>

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**Epilepsy Ontario**  
**Statement of Changes in Net Assets**

<b>For the year ended December 31</b>	<b>The William Donald Willis Epilepsy Research Fund</b>	<b>Contingency Research Fund</b>	<b>Unrestricted</b>	<b>2018</b>	<b>2017</b>
<b>Balance, beginning of year</b>	\$ 126,000	\$ 100,000	\$ 114,072	\$ 340,072	\$ 426,533
<b>Deficiency of revenue over expenses</b>	-	-	(47,909)	(47,909)	(86,461)
<b>Balance, end of year</b>	\$ 126,000	\$ 100,000	\$ 66,163	\$ 292,163	\$ 340,072

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

## Epilepsy Ontario Statement of Operations

For the year ended December 31	2018	2017
<b>Revenue</b>		
Corporate sponsorship	\$ 20,212	\$ 17,555
Donations and bequests	76,636	109,500
Foundation grants	34,359	53,158
Fundraising special events	5,918	21,143
Gaming revenue	385,169	454,755
Government grants	6,587	4,958
Investment income	650	366
Other revenue	730	24,662
Program revenue	5,000	5,000
	<b>535,261</b>	<b>691,097</b>
<b>Expenses</b>		
Advertising	2,218	260
Bank charges	2,023	2,377
Building occupancy	16,027	29,355
Fundraising expense	7,274	23,408
Gaming - donation other charity	39,743	39,211
Gaming expenses	141,441	178,612
Membership and dues	708	2,315
Office expense	20,588	15,946
Other	277	1,167
Professional fees	48,679	24,923
Program expense	78,088	216,345
Salaries and benefits	213,999	203,539
Special event expense	6,676	19,471
Staff travel	5,429	20,629
	<b>583,170</b>	<b>777,558</b>
<b>Deficiency of revenue over expenses</b>	<b>\$ (47,909)</b>	<b>\$ (86,461)</b>

## Epilepsy Ontario Statement of Cash Flows

For the year ended December 31	2018	2017
<b>Cash flows from operating activities</b>		
Deficiency of revenue over expenses	\$ (47,909)	\$ (86,461)
Items not affecting cash		
Amortization	688	-
Changes in non-cash working capital balances		
Sundry receivables	(6,570)	50,438
Prepaid expenses	(4,215)	4,400
Accounts payable and accrued liabilities	(13,366)	(5,945)
Deferred revenue	(29,360)	(33,158)
	(100,732)	(70,726)
<b>Investing activity</b>		
Purchase of capital assets	(2,066)	-
	(2,066)	-
<b>Net change in cash</b>	<b>(102,798)</b>	<b>(70,726)</b>
<b>Cash, beginning of year</b>	<b>385,250</b>	<b>455,976</b>
	<b>385,250</b>	<b>455,976</b>
<b>Cash, end of year</b>	<b>\$ 282,452</b>	<b>\$ 385,250</b>

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# Epilepsy Ontario

## Notes to Financial Statements

December 31, 2018

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### 1. Significant Accounting Policies

#### Nature and Purpose of Organization

Epilepsy Ontario ("the Organization") is a registered charitable non-governmental health organization dedicated to promoting independence and optimal quality of life for those living with seizure disorders, by promoting information, awareness, support services, advocacy, education and research.

Through a network of local agencies, contacts and associates, Epilepsy Ontario provides client services, counselling and referral services. Epilepsy Ontario is the voice of epilepsy in the province.

The Organization is a registered charity, and, as such, is exempt from income tax and may issue income tax receipts to donors.

#### Basis of Accounting

The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.

#### Financial Statements

These financial statements present the financial position and results of operations of Epilepsy Ontario. They do not include any assets, liabilities, revenues or expenses of any individual Chapters or the national and other provincial organizations, which are separately incorporated and operated.

The Organization follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The William Donald Willis Epilepsy Research Fund is a donor designated fund to be used to fund research for finding a cure for epilepsy.

The Contingency Reserve Fund is a Board designated reserve fund to provide for extraordinary expenses that exceed or fall outside of the provisions of the Organization's operating budget and to fund the Organization's obligations in extreme circumstances including the wind-up costs of the Organization, if necessary, as determined and approved by the Executive Committee. Any excess funds are to be used for epilepsy research in Ontario.

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# Epilepsy Ontario

## Notes to Financial Statements

**December 31, 2018**

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### 1. Significant Accounting Policies (continued)

#### Revenue Recognition

Operating grants are recorded in revenue in the year in which the related expenses are incurred. Grants approved but not received at the end of an accounting period are accrued. Where a portion of a grant relates to a future period, it is deferred and recognized in that subsequent period.

Fundraising revenues are recorded in the period in which the event takes place.

Donations are recorded when received. Donated goods and services are not recorded in the accounts, except when they are used in the normal course of business and when a fair value for such goods and services can be readily determined.

Bequests are recorded when notification has been received, the amount can be reasonably estimated and ultimate collection is reasonably assured.

Program revenue is recognized when the services are provided to clients.

Interest and miscellaneous income is recorded as earned.

#### Contributed Services

Volunteers contribute a significant amount of time each year to assist the Organization in carrying out its service delivery activities. The Organization also receives services for online advertising. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

#### Capital Assets

Capital assets are recorded at cost. Amortization based on the estimated useful life of the assets is as follows:

Computer equipment	- 55% diminishing balance basis
Furniture and fixtures	- 20% diminishing balance basis

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# Epilepsy Ontario

## Notes to Financial Statements

December 31, 2018

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### 1. Significant Accounting Policies (continued)

#### Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

#### Financial Instruments

Financial Instruments are recorded at fair value at initial recognition.

In subsequent periods, all financial instruments are reported at cost or amortized cost less impairment. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items measured at fair value and charged to the financial instrument for those measured at amortized cost.

Financial assets are tested for impairment when indicators of impairment exist. When a significant change in the expected timing or amount of the future cash flows of the financial asset is identified, the carrying amount of the financial asset is reduced and the amount of the write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement, provided it is not greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously, and the amount of the reversal is recognized in net income.

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### 2. Cash

Cash includes restricted cash in the amount of \$59,715 as at December 31, 2018 (2017 - \$72,385) to be used in accordance with the license agreement with Alcohol and Gaming Commission of Ontario.

## Epilepsy Ontario Notes to Financial Statements

**December 31, 2018**

### 3. Capital Assets

	2018		2017	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Computer equipment	\$ 2,066	\$ 688	\$ -	\$ -
Furniture and fixtures	1,146	1,146	1,146	1,146
	<b>\$ 3,212</b>	<b>\$ 1,834</b>	<b>\$ 1,146</b>	<b>\$ 1,146</b>
Cost less accumulated amortization		<b>\$ 1,378</b>		<b>\$ -</b>

### 4. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$4,887 (2017 - \$5,733).

### 5. Deferred Revenue

	2018		2017	
Balance, beginning of year	\$ 29,360	\$	62,518	-
Amounts received during the year	-	-	-	-
Amounts recognized as revenue during the year	<b>(29,360)</b>	<b>(29,360)</b>	<b>(33,158)</b>	<b>(33,158)</b>
Balance, end of year	<b>\$ -</b>	<b>\$</b>	<b>29,360</b>	<b>-</b>

In August 2013, the Organization was granted \$280,800 funding by the Ontario Trillium Foundation for a three year project. The project will identify best practices, develop consistent messaging, and provide training to agency staff across Ontario. As of December 31, 2018 \$280,800 of the funding was received and \$280,800 was spent.

### 6. Interfund Transfer

During the year the Organization incurred expenses from The William Donald Willis Epilepsy Research Fund totaling \$nil (2017 - \$119,000).

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# Epilepsy Ontario

## Notes to Financial Statements

**December 31, 2018**

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### 7. Financial Instrument Risk

#### 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 Organization is exposed to credit risk resulting from the possibility that a counterparty to a financial instrument defaults on their financial obligations; if there is a concentration of transactions carried out with the same counterparty or of financial obligations which have similar economic characteristics such that they could be similarly affected by changes in economic conditions. The Organization's maximum exposure to credit risk represents the sum of the carrying value of its cash and accounts receivable.

The majority of the Organization's cash is maintained by one of the major financial institutions. The Organization reviews accounts receivable on a regular basis and follows up on outstanding amounts, as a result management believes the risk of loss on these items to be remote.

#### Liquidity Risk

Liquidity risk is the risk that the company encounters difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Organization will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from accounts payable and accrued liabilities. The Organization continues to focus on maintaining adequate liquidity to meet operating working capital requirements.

#### Changes in risk

There have been no changes in the Organization's risk exposures or policies, procedures and methods used to measure the above risks, from the prior year.

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### 8. Commitments

The Organization is committed to pay minimum annual payments for premises under an operating lease expiring in August 2020. The expected annual payments over the term of the lease is as follows.

<u>Year</u>	<u>Amount</u>
2019	\$ 12,598
2020	\$ 8,565

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## Epilepsy Ontario Notes to Financial Statements

**December 31, 2018**

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### **9. Guarantees and Indemnities**

The Organization has indemnified its past, present and future directors, officers and volunteers against expenses (including legal expenses), judgments and any amount actually or reasonably incurred by them in connection with any action, suit or proceeding, subject to certain restrictions, in which they are sued as a result of their involvement with the Organization, if they acted honestly and in good faith with the best interest of the Organization. The Organization has purchased directors' and officers' liability insurance to mitigate the cost of any potential future suits and actions, but there is no guarantee that the coverage will be sufficient should any action arise.

In the normal course of business, the Organization has entered into agreements that include indemnities in favour of third parties, either express or implied, such as in service contracts, lease agreements or sales and purchase contracts. In these agreements, the Organization agrees to indemnify the counterparties in certain circumstances against losses or liabilities arising from the acts or omissions of the Organization. The terms of these indemnities are not explicitly defined and the maximum amount of any potential liability cannot be reasonably estimated.

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### **10. Comparative Figures**

The comparative amounts presented in the financial statements have been restated to conform to the current year's presentation.