

**Gilbert & Larkin LLP**  
 1-280 Manitoba Street  
 Bracebridge, ON P1L 1S5

# Invoice

705 640 5348

|           |           |
|-----------|-----------|
| Date      | Invoice # |
| 9/28/2022 | 8461      |

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| <b>Invoice To</b>  |
| Big Brothers Big Sisters of Muskoka<br>Fallon Miller<br>49 Manitoba Street, Suit 205<br>PO Box 1252<br>Bracebridge, ON P1L 1V4 |

|              |
|--------------|
| <b>Terms</b> |
|              |

| Description   | Amount     |  |            |                         |        |                    |            |
|---|------------|--|------------|-------------------------|--------|--------------------|------------|
| Professional Services Rendered - To prepare the Review engagement financial statements as of March 31, 2022.  | 2,000.00   |  |            |                         |        |                    |            |
| HST (ON) on sales   | 260.00     |  |            |                         |        |                    |            |
| <table border="1" data-bbox="115 1549 711 1671"> <tr> <td>We accept email transfer payments. In separate emails please send payments and passwords to payment@gilbertlarkin.ca</td> </tr> </table>                                      |            | We accept email transfer payments. In separate emails please send payments and passwords to payment@gilbertlarkin.ca |            |                         |        |                    |            |
| We accept email transfer payments. In separate emails please send payments and passwords to payment@gilbertlarkin.ca  |            |  |            |                         |        |                    |            |
| <table border="1" data-bbox="1032 1696 1531 1927"> <tr> <td><b>Total</b></td> <td>\$2,260.00</td> </tr> <tr> <td><b>Payments/Credits</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Balance Due</b></td> <td>\$2,260.00</td> </tr> </table> |            | <b>Total</b>   | \$2,260.00 | <b>Payments/Credits</b> | \$0.00 | <b>Balance Due</b> | \$2,260.00 |
| <b>Total</b>  | \$2,260.00 |  |            |                         |        |                    |            |
| <b>Payments/Credits</b>   | \$0.00     |  |            |                         |        |                    |            |
| <b>Balance Due</b>  | \$2,260.00 |  |            |                         |        |                    |            |

**BIG BROTHERS BIG SISTERS OF MUSKOKA**  
**Financial Statements**  
**Year Ended March 31, 2022**

**BIG BROTHERS BIG SISTERS OF MUSKOKA**

**Index to Financial Statements**

**Year Ended March 31, 2022**

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**GILBERT & LARKIN LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**  
1-280 Manitoba Street  
Bracebridge, Ontario  
P1L 1S5

Tel: (705) 640-5348 Fax: (705) 640-1569

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**INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT**

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To the Members of Big Brothers Big Sisters of Muskoka

We have reviewed the accompanying financial statements of Big Brothers Big Sisters of Muskoka (the Organization) that comprise the statement of financial position as at March 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then 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 ("ASNPO"), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Practitioner's Responsibility*

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

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

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

*Emphasis of Matter - Comparative Information*

We draw attention to Note 1 to the financial statements which describes that Big Brothers Big Sisters of Muskoka adopted "ASNPO" on April 1, 2021 with a transition date of April 1, 2020. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at March 31, 2021 and April 1, 2020, and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended March 31, 2021 and related disclosures. Our conclusion is not modified in respect of this matter.

We were not engaged to report on the comparative information, and as such, it is neither audited nor reviewed.

(continues)

Independent Practitioner's Review Engagement Report to the Members of Big Brothers Big Sisters of Muskoka (continued)

*Basis for Qualified Conclusion*

In common with many not-for-profit organizations, the Organization derives revenue from fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained 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 fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2022, current assets and net assets as at March 31, 2022.

*Qualified Conclusion*

Based on our review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Big Brothers Big Sisters of Muskoka as at March 31, 2022, 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 ("ASNPO").

*Other Matter*

The financial statements of Big Brothers Big Sisters of Muskoka for the year ended March 31, 2021 were compiled and are presented for comparative purposes only.

Bracebridge, Ontario  
September 28, 2022

  
Gilbert & Larkin LLP  
Chartered Professional Accountants  
Licensed Public Accountants


**BIG BROTHERS BIG SISTERS OF MUSKOKA**

**Statement of Financial Position**

**March 31, 2022**

|  | <i>March 31<br/>2022</i> | <i>March 31<br/>2021</i> | <i>April 1<br/>2020</i> |
|--|--------------------------|--------------------------|-------------------------|
| <b>ASSETS</b>                          |                          |                          |                         |
| <b>CURRENT</b>                         |                          |                          |                         |
| Cash                                   | \$ 111,843               | \$ 74,665                | \$ 3,620                |
| Accounts receivable (Note 4)           | 5,500                    | 4,841                    | -                       |
| Harmonized sales tax recoverable       | 982                      | 1,176                    | 1,213                   |
| Prepaid expenses                       | 2,555                    | 2,832                    | 830                     |
|  | <b>120,880</b>           | <b>83,514</b>            | <b>5,663</b>            |
| PROPERTY, PLANT AND EQUIPMENT (Note 5) | 424                      | 607                      | 866                     |
|  | <b>\$ 121,304</b>        | <b>\$ 84,121</b>         | <b>\$ 6,529</b>         |
| <b>LIABILITIES AND NET ASSETS</b>      |                          |                          |                         |
| <b>CURRENT</b>                         |                          |                          |                         |
| Accounts payable                       | \$ 3,046                 | \$ 31                    | \$ 8                    |
| Employee source deductions payable     | 5,619                    | 1,803                    | 1,022                   |
|  | <b>8,665</b>             | <b>1,834</b>             | <b>1,030</b>            |
| LONG TERM DEBT (Note 6)                | 40,000                   | 40,000                   | -                       |
| DEFERRED INCOME (Note 7)               | 12,313                   | -                        | -                       |
|  | <b>60,978</b>            | <b>41,834</b>            | <b>1,030</b>            |
| LEASE COMMITMENTS (Note 8)             |                          |                          |                         |
| NET ASSETS                             | 60,326                   | 42,287                   | 5,499                   |
|  | <b>\$ 121,304</b>        | <b>\$ 84,121</b>         | <b>\$ 6,529</b>         |

Approved on behalf of the Board

 \_\_\_\_\_ Director



See notes to financial statements

**BIG BROTHERS BIG SISTERS OF MUSKOKA****Statement of Revenues and Expenditures****Year Ended March 31, 2022**

|  | 2022             | 2021             |
|--|------------------|------------------|
| <b>REVENUES</b>  |                  |                  |
| Fundraising  | \$ 34,736        | \$ 26,557        |
| Government funding   | 7,465            | 3,965            |
| Donations  | 13,161           | 23,012           |
| Grants   | 92,819           | 30,500           |
| United Way funding   | 319              | 34               |
|  | <b>148,500</b>   | <b>84,068</b>    |
| <b>EXPENSES</b>  |                  |                  |
| Advertising and promotion  | 13,966           | 2,555            |
| Amortization   | 182              | 260              |
| Consulting fees  | 6,481            | -                |
| Insurance  | 7,284            | 5,955            |
| Interest and bank charges  | 56               | 521              |
| Memberships  | 3,076            | 4,363            |
| Office   | 2,131            | 2,215            |
| Meetings expense   | 204              | -                |
| Professional fees  | 3,046            | 535              |
| Rental   | 9,209            | 9,219            |
| Salaries and wages   | 90,727           | 62,137           |
| Supplies   | 32               | 3,418            |
| Telephone  | 1,144            | 1,351            |
| Travel   | 477              | 145              |
|  | <b>138,015</b>   | <b>92,674</b>    |
| <b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b> | <b>10,485</b>    | <b>(8,606)</b>   |
| <b>OTHER INCOME (Note 9)</b>   | <b>7,554</b>     | <b>45,394</b>    |
| <b>EXCESS OF REVENUES OVER EXPENSES</b>                              | <b>\$ 18,039</b> | <b>\$ 36,788</b> |

See notes to financial statements

**BIG BROTHERS BIG SISTERS OF MUSKOKA**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2022**

|   | <b>2022</b>      | <b>2021</b>      |
|---|------------------|------------------|
| <b>NET ASSETS - BEGINNING OF YEAR</b>     |                  |                  |
| As previously reported                    | \$ 42,288        | \$ 11,792        |
| Prior period adjustments <i>(Note 10)</i> | -                | (6,292)          |
| As restated                               | <b>42,288</b>    | <b>5,500</b>     |
| <b>EXCESS OF REVENUES OVER EXPENSES</b>   | <b>18,039</b>    | <b>36,788</b>    |
| <b>NET ASSETS - END OF YEAR</b>           | <b>\$ 60,327</b> | <b>\$ 42,288</b> |



**BIG BROTHERS BIG SISTERS OF MUSKOKA****Statement of Cash Flows****Year Ended March 31, 2022**

|   | 2022              | 2021             |
|---|-------------------|------------------|
| <b>OPERATING ACTIVITIES</b>                   |                   |                  |
| Excess of revenues over expenses              | \$ 18,039         | \$ 36,788        |
| Item not affecting cash:                      |                   |                  |
| Amortization of property, plant and equipment | 182               | 260              |
|   | <b>18,221</b>     | <b>37,048</b>    |
| Changes in non-cash working capital:          |                   |                  |
| Accounts receivable                           | (659)             | (4,841)          |
| Accounts payable                              | 3,016             | 22               |
| Deferred income                               | 12,313            | -                |
| Prepaid expenses                              | 277               | (2,002)          |
| Harmonized sales tax payable                  | 194               | 37               |
| Employee source deductions payable            | 3,816             | 781              |
|   | <b>18,957</b>     | <b>(6,003)</b>   |
| Cash flow from operating activities           | <b>37,178</b>     | <b>31,045</b>    |
| <b>FINANCING ACTIVITY</b>                     |                   |                  |
| Proceeds from long term financing             | -                 | 40,000           |
| <b>INCREASE IN CASH FLOW</b>                  | <b>37,178</b>     | <b>71,045</b>    |
| Cash - beginning of year                      | <b>74,665</b>     | <b>3,620</b>     |
| <b>CASH - END OF YEAR</b>                     | <b>\$ 111,843</b> | <b>\$ 74,665</b> |

See notes to financial statements

# BIG BROTHERS BIG SISTERS OF MUSKOKA

## Notes to Financial Statements

Year Ended March 31, 2022

(Unaudited)

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### 1. FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year the Organization adopted Canadian accounting standards for not-for-profit organizations ("ASNPO"). These financial statements are the first prepared in accordance with these standards. The changes have been applied retrospectively, resulting in changes to beginning equity and restatement of certain assets and liabilities as described below.

a) The balance sheet at April 1, 2020 has been restated as follows:

b) The balance of retained earnings at April 1, 2020 was adjusted as follows:

|  | <i>April 1, 2020</i> |
|--|----------------------|
| Net Assets, beginning, as previously reported          | <u>\$ 11,793</u>     |
| Adjustments to beginning retained earnings:            |                      |
| Restatement of amortization of capital assets (Note 7) | (6,292)              |
| Net Assets, beginning, as restated.                    | <u>\$ 5,501</u>      |

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### 2. PURPOSE OF THE ORGANIZATION

Big Brothers Big Sisters of Muskoka (the "Organization") is a not-for-profit organization incorporated in Ontario. As a registered charity the Organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Organization operates to provide mentoring experiences experiences for young people in Muskoka, Ontario.

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### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") as issued by the Accounting Standards Board ("AcSB") and included the following significant accounting policies:

#### Deferral method of accounting

Big Brothers Big Sisters of Muskoka follows the deferral method of accounting for contributions.

#### Cash and cash equivalents

Cash includes cash and cash equivalents consisting of cash on hand and bank deposits.

#### Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### Donated goods

(continues)

# BIG BROTHERS BIG SISTERS OF MUSKOKA

## Notes to Financial Statements

Year Ended March 31, 2022

(Unaudited)

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### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Donated assets are recognized only when fair value can be reasonably estimated and when the goods and services are used in normal course of operations and would otherwise have been purchased.

#### Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates:

|                               |     |
|-------------------------------|-----|
| Equipment                     | 30% |
| Computer equipment / software | 30% |

The Organization regularly reviews its property, plant and equipment to eliminate obsolete items. Government grants are treated as a reduction of property, plant and equipment cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

#### Leases

A lease that transfers substantially all of the benefits and risks of ownership is classified as a capital lease. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair market value. Assets under capital leases are amortized on a diminishing balance basis, over their estimated useful lives. All other leases are accounted for as operating leases and rental payments are expensed as incurred.

#### Revenue recognition

The Organization follows the deferral method of accounting.

Unrestricted contributions, fundraising and donations are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions and grants are recognized as revenue in the year in which the related expenses are incurred.

Government assistance grants are recorded when there is a reasonable assurance that the Organization had complied with and will continue to comply with, all the necessary conditions to obtain the grants.

#### Measurement uncertainty

The preparation of 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, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

(continues)

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**BIG BROTHERS BIG SISTERS OF MUSKOKA**

**Notes to Financial Statements**

**Year Ended March 31, 2022**

*(Unaudited)*

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

4. ACCOUNTS RECEIVABLE

|                     | 2022     | 2021     |
|---------------------|----------|----------|
| Accounts receivable | \$ 5,500 | \$ 4,841 |

5. PROPERTY, PLANT AND EQUIPMENT

|                    | 2022     |                             | 2021     |                             |
|--------------------|----------|-----------------------------|----------|-----------------------------|
|                    | Cost     | Accumulated<br>amortization | Cost     | Accumulated<br>amortization |
| Equipment          | \$ 5,436 | \$ 5,405                    | \$ 5,436 | \$ 5,391                    |
| Computer equipment | 1,722    | 1,329                       | 1,722    | 1,160                       |
|                    | \$ 7,158 | \$ 6,734                    | \$ 7,158 | \$ 6,551                    |
| Net book value     | \$ 424   |                             | \$ 607   |                             |

6. LONG TERM DEBT

|   | 2022      | 2021      |
|---|-----------|-----------|
| CEBA loan bearing no interest, payments are deferred until January 1, 2024. The loan matures on December 31, 2025 and is unsecured. Terms of the loan are detailed below. | \$ 40,000 | \$ 40,000 |
| Amounts payable within one year   | -         | -         |
|   | \$ 40,000 | \$ 40,000 |

Principal repayment terms are approximately:

|      |           |
|------|-----------|
| 2025 | \$ 40,000 |
|------|-----------|

The Organization obtained a \$60,000 interest free loan under the Federal Government's Canada Emergency Business Account Program "CEBA". The loan is an interest free term loan until December 31, 2023 at which point it will convert to a term loan maturing December 31, 2025 bearing interest at 5%. The Government will forgive 1/3 of the amount repaid by December 31, 2023 which has been included in income in the previous year.

**BIG BROTHERS BIG SISTERS OF MUSKOKA**

**Notes to Financial Statements**

**Year Ended March 31, 2022**

*(Unaudited)*

**7. DEFERRED GRANT REVENUE**

|   | Opening deferred revenue | Funds received | Revenue recognized | Ending deferred revenue |
|---|--------------------------|----------------|--------------------|-------------------------|
| <u>2022</u>                                     |                          |                |                    |                         |
| Ontario Resilient Communities Fund              | \$ -                     | \$ 55,000      | \$ 48,773          | \$ 6,227                |
| Trillium Post Foundation Grant                  | -                        | 15,000         | 10,000             | 5,000                   |
| District of Muskoka Community Enhancement Grant | -                        | 3,800          | 2,714              | 1,086                   |
|   |                          |                |                    | \$ 12,313               |

**8. LEASE COMMITMENTS**

The Organization had a long term lease with respect to its premises. The Organization's premises lease expired on July 31, 2021. The landlords agreed to continue the lease on a month to month basis at a rate of \$768 per month.

**9. GOVERNMENT ASSISTANCE**

During the year the Organization recognized Government Assistance under the Canada Emergency Business Account ("CEBA") and Canada Emergency Wage Subsidy ("CEWS") programs as follows:

|                                | 2022     | 2021      |
|--------------------------------|----------|-----------|
| CEWS wage subsidy              | \$ 7,554 | \$ 23,878 |
| CERS rent subsidy              | -        | 1,508     |
| CEBA loan forgiveness (Note 7) | -        | 20,000    |
|                                | \$ 7,554 | \$ 45,386 |

**10. PRIOR PERIOD ADJUSTMENT**

Prior to adopting ASNPO the organization did not record amortization expense on capital assets. Correction of this error resulted in a decrease in the April 1, 2020 opening balance of net assets, and property plant and equipment.

The 2020 adjustment is reflected in the 2021 opening retained earnings. The 2021 comparative year's financial information has been restated as follows:

|                                      | Previous  | Accumulated Amortization April 1, 2020 | Amortization Expense 2021 | Restated |
|--------------------------------------|-----------|--|---------------------------|----------|
| <u>Opening balance April 1, 2020</u> |           |  |                           |          |
| Opening net assets                   | \$ 11,793 | \$ (6,292)                             | \$ -                      | \$ 5,501 |
| Property plant and equipment         | 7,158     | (6,292)                                | -                         | 866      |

2021

*(continues)*

# BIG BROTHERS BIG SISTERS OF MUSKOKA

## Notes to Financial Statements

Year Ended March 31, 2022

(Unaudited)

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### 10. PRIOR PERIOD ADJUSTMENT (continued)

|                              | Previous | Accumulated<br>Amortization<br>April 1, 2020 | Amortization<br>Expense 2021 | Restated |
|------------------------------|----------|--|------------------------------|----------|
| Net asset                    | 11,792   | (6,292)                                      | -                            | 5,240    |
| Property plant and equipment | 7,158    | (6,292)                                      | (260)                        | 606      |
| Amortization expense         | -        | -  | 260                          | -        |

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### 11. ECONOMIC DEPENDENCE

The Organization derived 35% of its revenue during the year from a government grant from the Ontario Trillium Foundation. The Organization is of the opinion that operations would continue if the grant were discontinued, however, some programs would not continue without this funding.

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### 12. FINANCIAL INSTRUMENTS

The Organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Organization's risk exposure and concentration as of March 31, 2022.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its receipt of funds from its donors and other related sources, long-term debt, and accounts payable.

Unless otherwise noted, it is management's opinion that the Organization is not exposed to significant other price risks arising from these financial instruments.

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### 13. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

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# BIG BROTHERS BIG SISTERS OF MUSKOKA

205 - 49 Manitoba Street  
Bracebridge, Ontario  
P1L 2B2

**FILE COPY**

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September 28, 2022  
Confidential

Gilbert & Larkin LLP  
1-280 Manitoba Street  
Bracebridge Ontario P1L 1S5

Attention: Stuart Gilbert CPA, CA, CBV

Dear Sir:

This representation letter is provided in connection with your review of the financial statements of Big Brothers Big Sisters of Muskoka for the year ended March 31, 2022, for the purpose of expressing a conclusion that, based on your review, nothing has come to your attention that causes you to believe that the financial statements of Big Brothers Big Sisters of Muskoka do not present fairly, in all material respects, the financial position of Big Brothers Big Sisters of Muskoka as at March 31, 2022, and the results of its operations and its cash flows for the year ended March 31, 2022 in accordance with Canadian accounting standards for not-for-profit organizations.

Certain representations in this letter are described as being limited to matters that are material. Misstatements (including omissions) are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of Organization personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

We confirm that (to the best of our knowledge and belief):

## **Financial Statements**

- a. We have fulfilled our responsibilities, as set out in the terms of the review engagement dated September 28, 2022 for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations.
- b. We reviewed, approved and recorded all of your proposed adjustments (except for uncorrected misstatements, which are addressed in the next bullet point) to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records.
- c. The effects of uncorrected misstatement are immaterial, individually and in aggregate, to the financial statements as a whole. A list of the uncorrected misstatements, including the reasons why they were not corrected, is attached to this representation letter.
- d. Management or other appropriate persons (such as those charged with governance) have accepted responsibility for the financial statements, including the related notes.

## **First time adoption of Canadian accounting standards for not-for-profit organizations (ASNFP)**

- a. Reviewed the requirements of the Canadian accounting standards for not-for-profit organizations and identified all the material differences that impact our entity (adjustments and disclosures) between the pre-changeover accounting standards and the Canadian accounting standards for not-for-profit organizations; and
- b. Appropriately calculated and accounted for each of the transition adjustments required;
- c. Restated the opening balance sheet at April 1, 2020 and the comparative financial statements for the period ending March 31, 2021 in accordance with Canadian accounting standards for not-for-profit organizations, including the transition disclosures.

(continued)

### **Information Provided**

- a. We have provided you with:
  - i. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
  - ii. Additional information that you have requested from us for the purpose of the review; and
  - iii. Unrestricted access to persons within the Organization from whom you determined it necessary to obtain evidence.
- b. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- c. We have disclosed to you:
  - i. The identity of the Organization's related parties and all the related-party relationships and transactions of which we are aware;
  - ii. Significant facts relating to any fraud or suspected fraud known to us that may have affected the Organization;
  - iii. Known actual or possible non-compliance with laws and regulations for which the effects of non-compliance impact the financial statements of Big Brothers Big Sisters of Muskoka;
  - iv. All information relevant to use of the going concern assumption in the financial statements;
  - v. All events occurring subsequent to the date of the financial statements that may require adjustment or disclosure;
  - vi. Material commitments, contractual obligations or contingencies that have affected or may affect the Organization's financial statements, including disclosures; and
  - vii. Material non-monetary transactions or transactions for no consideration undertaken by the Organization in the financial reporting period under consideration.

### **Other Representations**

- a. The significant assumptions used in arriving at the fair values of financial instruments, as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.
- b. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
- c. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
- d. All related-party transactions have been appropriately measured and disclosed in the financial statements.
- e. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term.
- f. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
- g. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
- h. The Organization has satisfactory title to all assets, and there are no liens or encumbrances on the Organization's assets.
- i. We have disclosed to you, and the Organization has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

### **Approved the accounting prepared by the firm**

We have reviewed, approved and recorded all of the following:

- a. Adjusting journal entries you prepared or changed;



(continued)

- b. Account codes you determined or changed;
- c. Transactions you classified; and
- d. Accounting records you prepared or changed.

**No material unrecorded assets or contingent assets**

There are no material unrecorded assets or contingent assets (such as claims relating to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.

**Disclosure of all significant estimates and fair value measurements**

We have disclosed to you all significant estimates and fair value measurements. We are of the opinion that:

- a. The measurement methods used are permitted under Canadian accounting standards for not-for-profit organizations and appropriate in the circumstances;
- b. The underlying assumptions are reasonable and reflect management's best estimates considering existing market information;
- c. The method of valuation has been applied consistently;
- d. The assumptions are consistent with management's intended courses of action; and
- e. Financial statement disclosures are in accordance with Canadian accounting standards for not-for-profit organizations.

**No business transacted at meetings.**

There was no business transacted at the meetings of the members or directors (including committees thereof) which would have a material effect upon the financial statements or require disclosure therein.

**Proceeds of Crime (Money Laundering) and Terrorist Financing Act**

We hereby acknowledge that Gilbert & Larkin LLP have made us aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize Gilbert & Larkin LLP to release and disclose information about Big Brothers Big Sisters of Muskoka as required by statute.

**The Organization did not make any related party transactions**

The Organization did not make any related party transactions during the period that have not been disclosed to you.

**All management fees, wages or bonuses paid to (or accrued on behalf of) related parties**

All management fees, bonuses or other remuneration paid to or accrued on behalf of members or related parties represent the fair market value of services performed for, or goods provided to, the Organization.

Acknowledged and agreed on behalf of Big Brothers Big Sisters of Muskoka by:



Ms. Fallon Miller, Executive Director

September 28, 2022

Date signed



**GILBERT & LARKIN LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**

1-280 Manitoba Street  
Bracebridge, Ontario  
P1L 1S5

Tel: (705) 640-5348 Fax: (705) 640-1569

September 28, 2022  
Confidential

Big Brothers Big Sisters of Muskoka  
205 - 49 Manitoba Street  
Bracebridge Ontario P1L 2B2

Attention: Fallon Miller

Dear Fallon:

**The Objective and Scope of the Review**

You have requested that we review the general purpose financial statements of Big Brothers Big Sisters of Muskoka, which comprise the statement of financial position as at March 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information. We are pleased to confirm our acceptance and our understanding of this review engagement by means of this letter (the "Engagement").

The purpose of this letter is to outline the terms of our engagement to review the financial statements of Big Brothers Big Sisters of Muskoka for the year ending March 31, 2022.

Our review will be conducted with the objective of expressing our conclusion on the financial statements. Our conclusion, if unmodified, will be in the form of "Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Big Brothers Big Sisters of Muskoka as at March 31, 2022, 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 (ASNPO)".

**Our Responsibilities**

We will conduct our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. We will perform procedures, primarily consisting of making inquiries of management and others within the entity (as appropriate) and applying analytical procedures, and evaluate the evidence obtained. We will also perform additional procedures if we become aware of matters that cause us to believe the financial statements as a whole may be materially misstated. These procedures are performed to enable us to express our conclusion on the financial statements in accordance with Canadian generally accepted standards for review engagements. The procedures selected will depend on what we consider necessary in applying our professional judgment, based on our understanding of Big Brothers Big Sisters of Muskoka and its environment, and our understanding of ASNPO and its application in the industry context.

A review is not an audit of the financial statements, therefore:

1. There is a commensurate higher risk than there would be in an audit that any material misstatements that exist in the financial statements reviewed may not be revealed by the review, even though the review is properly performed in accordance with Canadian generally accepted standards for review engagements.
2. In expressing our conclusion from the review of the financial statements, our report on the financial statements will expressly disclaim any audit opinion of the financial statements.

**Reporting**

Unless unanticipated difficulties are encountered, our report will be substantially in the following form contained in Appendix A to this letter.

## Management's Responsibilities

Our review will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with ASNPO;
- b. For the design and implementation of 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; and
- c. To provide us with timely:
  - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
  - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
  - iii. Additional information that we may request from management for the purpose of review; and
  - iv. Unrestricted access to persons within Big Brothers Big Sisters of Muskoka from whom we determine it necessary to obtain evidence.

As part of our review, we will request from management *[and, where appropriate, those charged with governance]* written confirmation concerning representations made to us in connection with the review.

We will communicate any misstatements identified during the Engagement other than those that are clearly trivial. We request that management correct all the misstatements communicated.

## Adoption of Canadian accounting standards for not-for-profit organizations (ASNPO)

Big Brothers Big Sisters of Muskoka has adopted ASNPO on April 1, 2021. Adopting ASNPO requires retroactive restatement of the opening balances at April 1, 2020 and the financial statements for the period ended March 31, 2021 and providing additional financial statement disclosures relating to the transition.

It is the responsibility of management to review the requirements of ASNPO to:

- a. Identify the material differences that impact on Big Brothers Big Sisters of Muskoka including adjustments and disclosures between the pre-changeover accounting standards and ASNPO; and,
- b. Appropriately calculate and account for each of the transition adjustments required and provide us with supporting documentation.

As part of this transition, the financial statements for the period ending March 31, 2021 will be restated in accordance with ASNPO. As we were not engaged to review the restated comparative information, the corresponding figures included in this period's financial statements are neither audited nor reviewed. This will be explained in an additional paragraph that we will add to our review engagement report on the current period's financial statements. The wording for the additional paragraph will be as follows:

We draw attention to Note X to the financial statements, which describes that Big Brothers Big Sisters of Muskoka adopted Canadian accounting standards for not-for-profit organizations (ASNPO) on April 1, 2021 with a transition date of April 1, 2020. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at March 31, 2021 and April 1, 2020, and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended March 31, 2021 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is neither audited nor reviewed.

## Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each practitioner must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Big Brothers Big Sisters of Muskoka unless:

- a. We have been specifically authorized with prior consent;

- b. We have been ordered or expressly required by law or by the Ontario *Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

### **Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

### **Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

1. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
2. We will hold all personal information in compliance with our Privacy Statement.

### **Use and Distribution of Our Report**

The examination of the financial statements and the issuance of our review engagement report are solely for the use of Big Brothers Big Sisters of Muskoka and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our review engagement report, and we accept no responsibility for their use by any third party or any liability to anyone other than Big Brothers Big Sisters of Muskoka.

For greater clarity, our review will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our review engagement report should not be circulated (beyond Big Brothers Big Sisters of Muskoka) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

### **Reproduction of Review Engagement Report**

If reproduction or publication of our review engagement report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the review engagement report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have reviewed.

We are not required to read the information contained in your website or to consider the consistency of other information in the electronic site with the original document.

### **Ownership**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

### **File Inspections**

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to professional and firm standards. File reviewers are required to maintain confidentiality of client information.

### **Accounting Advice**

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

### **Other Services**

In addition to the review services referred to above, we will, as allowed by the Ontario *Code of Professional Conduct /Code of Ethics*, prepare other regulatory forms required by the organization as agreed upon. Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of HST returns or any other (including foreign) tax returns, source deductions, information returns, slips, elections, designations, certificates or reports. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

### **Governing Legislation**

This engagement letter is subject to, and governed by, the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

### **Dispute Resolution**

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

### **Indemnity**

Big Brothers Big Sisters of Muskoka hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

1. The breach by Big Brothers Big Sisters of Muskoka, or its directors, officers, agents or employees, of any of the covenants or obligations of Big Brothers Big Sisters of Muskoka herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
2. A misrepresentation by a member of your management or the board of directors.

### **Time Frames**

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Big Brothers Big Sisters of Muskoka of its obligations.

## **Concerns**

If at any time you would like to discuss our services or make a complaint, please contact your engagement partner or *[insert name of managing or other appropriate partner and phone number]*. We will listen to your concerns and investigate any complaint on a timely basis.

## **Estimated Fees**

We estimate that our fees for these services will be \$2,000 for the financial statements, plus direct out-of-pocket expenses and applicable HST. This fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

## **Billing**

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.50% per month or 18.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

## **Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable HST) incurred.

## **Termination**

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party *[not less than 30 calendar days before the effective date of termination]*. If early termination takes place, Big Brothers Big Sisters of Muskoka shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the Engagement or are unable to come to a conclusion on the financial statements, we may withdraw from the Engagement before issuing a review engagement report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

## **Survival of Terms**

This engagement letter will continue in force for subsequent reviews unless terminated by either party by written notice prior to the commencement of the subsequent review.

## **Consequential Loss**

Our firm and its partners, officers or employees will not be responsible for any consequential loss, injury or damages suffered by the client including but not limited to loss of use, earnings and business interruption, or the unauthorized distribution of any confidential document or report prepared by or on behalf of our firm, including the partners, officers or employees of the accounting firm for the exclusive use of the client.

## **Indemnity for Fees**

For value received by the Indemnifier directly or indirectly as shareholder or director of the Organization for whom services are provided, the Indemnifier agrees with our firm that at all times the Indemnifier shall promptly indemnify our firm for all amounts due by the Organization in the event of the Organization failing to pay any invoice when due by the Organization. This indemnity is absolute and unconditional and the Indemnifier shall not be released or discharged by any indulgence extended to the Organization by our firm.

**Conclusion**

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements of our review of the financial statements, including our respective responsibilities. We appreciate the opportunity of continuing to be of service to your Organization.

Yours truly,



Stuart Gilbert CPA, CA, CBV  
Partner

The services and terms set out above are as agreed to on behalf of Big Brothers Big Sisters of Muskoka by:

As a representative of Big Brothers Big Sisters of Muskoka



Ms. Fallon Miller, Executive Director

September 30, 2022

Date signed



As indemnifier for accounting fees



Ms. Fallon Miller

September 30, 2022

Date signed



## Appendix A - Expected Form of Report

To the Members of Big Brothers Big Sisters of Muskoka

We have reviewed the accompanying financial statements of Big Brothers Big Sisters of Muskoka (the Organization) that comprise the statement of financial position as at March 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then 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 (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

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

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

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

### Emphasis of Matter - Comparative Information

We draw attention to Note X to the financial statements which describes that Big Brothers Big Sisters of Muskoka adopted ASNPO on April 1, 2021 with a transition date of April 1, 2020. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at March 31, 2021 and April 1, 2020, and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended March 31, 2021 and related disclosures. Our conclusion is not modified in respect of this matter.

We were not engaged to report on the comparative information, and as such, it is neither audited nor reviewed.

### Basis for Qualified Conclusion

In common with many not-for-profit organizations, the Organization derives revenue from fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained 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 fundraising revenue, excess of revenues over expenses, and cash flows from operations for the period ended March 31, 2022, current assets and net assets as at March 31, 2022.

### Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Big Brothers Big Sisters of Muskoka as at March 31, 2022, 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 (ASNPO).



**Appendix A (continued)**

Other Matter

The financial statements of Big Brothers Big Sisters of Muskoka for the year ended March 31, 2021 were compiled and are presented for comparative purposes only.

Type text here

**GILBERT & LARKIN LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**  
1-280 Manitoba Street  
Bracebridge, Ontario  
P1L 1S5

Tel: (705) 640-5348 Fax: (705) 640-1569

September 28, 2022  
Confidential

Big Brothers Big Sisters of Muskoka  
205 - 49 Manitoba Street  
Bracebridge Ontario P1L 2B2

Attention: Fallon Miller

Dear Fallon:

**The Objective and Scope of the Review**

You have requested that we review the general purpose financial statements of Big Brothers Big Sisters of Muskoka, which comprise the statement of financial position as at March 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information. We are pleased to confirm our acceptance and our understanding of this review engagement by means of this letter (the "Engagement").

The purpose of this letter is to outline the terms of our engagement to review the financial statements of Big Brothers Big Sisters of Muskoka for the year ending March 31, 2023.

Our review will be conducted with the objective of expressing our conclusion on the financial statements. Our conclusion, if unmodified, will be in the form of "Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Big Brothers Big Sisters of Muskoka as at March 31, 2023, 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 (ASNPO)".

**Our Responsibilities**

We will conduct our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. We will perform procedures, primarily consisting of making inquiries of management and others within the entity (as appropriate) and applying analytical procedures, and evaluate the evidence obtained. We will also perform additional procedures if we become aware of matters that cause us to believe the financial statements as a whole may be materially misstated. These procedures are performed to enable us to express our conclusion on the financial statements in accordance with Canadian generally accepted standards for review engagements. The procedures selected will depend on what we consider necessary in applying our professional judgment, based on our understanding of Big Brothers Big Sisters of Muskoka and its environment, and our understanding of ASNPO and its application in the industry context.

A review is not an audit of the financial statements, therefore:

1. There is a commensurate higher risk than there would be in an audit that any material misstatements that exist in the financial statements reviewed may not be revealed by the review, even though the review is properly performed in accordance with Canadian generally accepted standards for review engagements.
2. In expressing our conclusion from the review of the financial statements, our report on the financial statements will expressly disclaim any audit opinion of the financial statements.

**Reporting**

Unless unanticipated difficulties are encountered, our report will be substantially in the following form contained in Appendix A to this letter.

## Management's Responsibilities

Our review will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with ASNPO;
- b. For the design and implementation of 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; and
- c. To provide us with timely:
  - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
  - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
  - iii. Additional information that we may request from management for the purpose of review; and
  - iv. Unrestricted access to persons within Big Brothers Big Sisters of Muskoka from whom we determine it necessary to obtain evidence.

As part of our review, we will request from management *[and, where appropriate, those charged with governance]* written confirmation concerning representations made to us in connection with the review.

We will communicate any misstatements identified during the Engagement other than those that are clearly trivial. We request that management correct all the misstatements communicated.

## Adoption of Canadian accounting standards for not-for-profit organizations (ASNPO)

Big Brothers Big Sisters of Muskoka has adopted ASNPO on April 1, 2022. Adopting ASNPO requires retroactive restatement of the opening balances at April 1, 2021 and the financial statements for the period ended March 31, 2022 and providing additional financial statement disclosures relating to the transition.

It is the responsibility of management to review the requirements of ASNPO to:

- a. Identify the material differences that impact on Big Brothers Big Sisters of Muskoka including adjustments and disclosures between the pre-changeover accounting standards and ASNPO; and,
- b. Appropriately calculate and account for each of the transition adjustments required and provide us with supporting documentation.

As part of this transition, the financial statements for the period ending March 31, 2022 will be restated in accordance with ASNPO. As were we not engaged to review the restated comparative information, the corresponding figures included in this period's financial statements are neither audited nor reviewed. This will be explained in an additional paragraph that we will add to our review engagement report on the current period's financial statements. The wording for the additional paragraph will be as follows:

We draw attention to Note X to the financial statements, which describes that Big Brothers Big Sisters of Muskoka adopted Canadian accounting standards for not-for-profit organizations (ASNPO) on April 1, 2021 with a transition date of April 1, 2021. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at March 31, 2022 and April 1, 2021, and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended March 31, 2022 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is neither audited nor reviewed.

## Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each practitioner must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of Big Brothers Big Sisters of Muskoka unless:

- a. We have been specifically authorized with prior consent;

- b. We have been ordered or expressly required by law or by the Ontario *Code of Professional Conduct/Code of Ethics*; or
- c. The information requested is (or enters into) public domain.

### **Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

### **Use of Information**

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

1. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
2. We will hold all personal information in compliance with our Privacy Statement.

### **Use and Distribution of Our Report**

The examination of the financial statements and the issuance of our review engagement report are solely for the use of Big Brothers Big Sisters of Muskoka and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our review engagement report, and we accept no responsibility for their use by any third party or any liability to anyone other than Big Brothers Big Sisters of Muskoka.

For greater clarity, our review will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our review engagement report should not be circulated (beyond Big Brothers Big Sisters of Muskoka) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

### **Reproduction of Review Engagement Report**

If reproduction or publication of our review engagement report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the review engagement report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have reviewed.

We are not required to read the information contained in your website or to consider the consistency of other information in the electronic site with the original document.

### **Ownership**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

### **File Inspections**

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to professional and firm standards. File reviewers are required to maintain confidentiality of client information.

### **Accounting Advice**

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

### **Other Services**

In addition to the review services referred to above, we will, as allowed by the Ontario *Code of Professional Conduct /Code of Ethics*, prepare other regulatory forms required by the organization as agreed upon. Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of HST returns or any other (including foreign) tax returns, source deductions, information returns, slips, elections, designations, certificates or reports. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

### **Governing Legislation**

This engagement letter is subject to, and governed by, the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

### **Dispute Resolution**

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

### **Indemnity**

Big Brothers Big Sisters of Muskoka hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

1. The breach by Big Brothers Big Sisters of Muskoka, or its directors, officers, agents or employees, of any of the covenants or obligations of Big Brothers Big Sisters of Muskoka herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
2. A misrepresentation by a member of your management or the board of directors.

### **Time Frames**

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by Big Brothers Big Sisters of Muskoka of its obligations.

## **Concerns**

If at any time you would like to discuss our services or make a complaint, please contact your engagement partner or *[insert name of managing or other appropriate partner and phone number]*. We will listen to your concerns and investigate any complaint on a timely basis.

## **Estimated Fees**

We estimate that our fees for these services will be \$2,000 for the financial statements, plus direct out-of-pocket expenses and applicable HST. This fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Fees will be rendered as work progresses and are payable on presentation.

## **Billing**

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.50% per month or 18.00% (APR) per annum. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

## **Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable HST) incurred.

## **Termination**

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party *[not less than 30 calendar days before the effective date of termination]*. If early termination takes place, Big Brothers Big Sisters of Muskoka shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the Engagement or are unable to come to a conclusion on the financial statements, we may withdraw from the Engagement before issuing a review engagement report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

## **Survival of Terms**

This engagement letter will continue in force for subsequent reviews unless terminated by either party by written notice prior to the commencement of the subsequent review.

## **Consequential Loss**

Our firm and its partners, officers or employees will not be responsible for any consequential loss, injury or damages suffered by the client including but not limited to loss of use, earnings and business interruption, or the unauthorized distribution of any confidential document or report prepared by or on behalf of our firm, including the partners, officers or employees of the accounting firm for the exclusive use of the client.

## **Indemnity for Fees**

For value received by the Indemnifier directly or indirectly as shareholder or director of the Organization for whom services are provided, the Indemnifier agrees with our firm that at all times the Indemnifier shall promptly indemnify our firm for all amounts due by the Organization in the event of the Organization failing to pay any invoice when due by the Organization. This indemnity is absolute and unconditional and the Indemnifier shall not be released or discharged by any indulgence extended to the Organization by our firm.

**Conclusion**

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements of our review of the financial statements, including our respective responsibilities. We appreciate the opportunity of continuing to be of service to your Organization.

Yours truly,



Stuart Gilbert CPA, CA, CBV  
Partner

The services and terms set out above are as agreed to on behalf of Big Brothers Big Sisters of Muskoka by:

As a representative of Big Brothers Big Sisters of Muskoka



Ms. Fallon Miller, Executive Director

September 30, 2022

Date signed



As indemnifier for accounting fees



Ms. Fallon Miller

September 30, 2022

Date signed



## Appendix A - Expected Form of Report

To the Members of Big Brothers Big Sisters of Muskoka

We have reviewed the accompanying financial statements of Big Brothers Big Sisters of Muskoka (the Organization) that comprise the statement of financial position as at March 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then 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 (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

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

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

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

### Emphasis of Matter - Comparative Information

We draw attention to Note X to the financial statements which describes that Big Brothers Big Sisters of Muskoka adopted ASNPO on April 1, 2021 with a transition date of April 1, 2021. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at March 31, 2022 and April 1, 2021, and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended March 31, 2022 and related disclosures. Our conclusion is not modified in respect of this matter.

We were not engaged to report on the comparative information, and as such, it is neither audited nor reviewed.

### Basis for Qualified Conclusion

In common with many not-for-profit organizations, the Organization derives revenue from fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained 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 fundraising revenue, excess of revenues over expenses, and cash flows from operations for the period ended March 31, 2023, current assets and net assets as at March 31, 2023.

### Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Big Brothers Big Sisters of Muskoka as at March 31, 2023, 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 (ASNPO).



**Appendix A (continued)**

**Other Matter**

The financial statements of Big Brothers Big Sisters of Muskoka for the year ended March 31, 2022 were compiled and are presented for comparative purposes only.

**Registered Charity Information Return**

**Section A: Identification**

- To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at [canada.ca/cra-forms](http://canada.ca/cra-forms).

**Note:** Even if a charity is inactive, an information return must be filed to maintain its registered status.

**Complete the following:**

1. Charity name:

Big Brothers Big Sisters of Muskoka

2. Return for fiscal period ending:

| Year          | Month | Day   |
|---------------|-------|-------|
| 2   0   2   2 | 0   3 | 3   1 |

3. BN/registration number:

89234 3468 RR 0001

4. Web address (if applicable):

**A1** Was the charity in a subordinate position to a head body? ..... **1510**  Yes  No  
**If yes, give the name and BN/registration number of the organization.**

Name

BN (9 digits, 2 letters, 4 digits. Example: 123456789RR0001)

**A2** Has the charity wound-up, dissolved, or terminated operations? ..... **1570**  Yes  No

**A3** Is the charity designated as a public foundation or private foundation? ..... **1600**  Yes  No

**If yes, you must complete Schedule 1, Foundations. To confirm the charity's designation, go to [canada.ca/charities-list](http://canada.ca/charities-list) and refer to the charity's detail page.**

**Section B: Directors/trustees and like officials**

**B1** All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

**For charities subject to the Ontario Corporations Act.**

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit [ontario.ca/businessregistry](http://ontario.ca/businessregistry).

**Note:** If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to [canada.ca/charities-giving](http://canada.ca/charities-giving), select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

**Section C: Programs and general information**

**C1** Was the charity active during the fiscal period? ..... **1800**  Yes  No  
**If no, explain why in the "Ongoing programs" space below at C2.**

**C2** Describe all **ongoing** and **new** charitable programs the charity carried on during this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. **Do not** include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. **Do not** describe fundraising activities in this space.

**Do not attach additional sheets of paper or annual reports.**

Ongoing programs

New programs

**Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.**

**C3** Did the charity make gifts or transfer funds to qualified donees or other organizations? ..... **2000**  Yes  No  
**Important:** If yes, you must complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.

**C4** Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/ program/project outside Canada? ..... **2100**  Yes  No  
**Important:** If yes, you must complete Schedule 2, Activities outside Canada.

**C5** Public policy dialogue and development activities  
 This question has been removed.

**C6** If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

- |  |  |  |
|--|--|--|
| <b>2500</b> <input checked="" type="checkbox"/> Advertisements/print/radio/ TV commercials | <b>2570</b> <input type="checkbox"/> Sales                                     | <b>2620</b> <input type="checkbox"/> Telephone/TV solicitations            |
| <b>2510</b> <input type="checkbox"/> Auctions  | <b>2575</b> <input type="checkbox"/> Internet                                  | <b>2630</b> <input checked="" type="checkbox"/> Tournament/sporting events |
| <b>2530</b> <input type="checkbox"/> Collection plate/boxes                                | <b>2580</b> <input type="checkbox"/> Mail campaigns                            | <b>2640</b> <input type="checkbox"/> Cause-related marketing               |
| <b>2540</b> <input type="checkbox"/> Door-to-door solicitation                             | <b>2590</b> <input type="checkbox"/> Planned-giving programs                   | <b>2650</b> <input type="checkbox"/> Other                                 |
| <b>2550</b> <input checked="" type="checkbox"/> Draws/lotteries                            | <b>2600</b> <input type="checkbox"/> Targeted corporate donations/sponsorships | <b>2660</b> Specify: _____   |
| <b>2560</b> <input type="checkbox"/> Fundraising dinners/galas/concerts                    | <b>2610</b> <input type="checkbox"/> Targeted contacts                         |  |

**C7** Did the charity pay external fundraisers? ..... **2700**  Yes  No  
 If yes, you must complete the following lines, and complete Schedule 4, Confidential data, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity ..... **5450** \$ 0  
 (b) Enter the amounts paid to and/or retained by the fundraisers. .... **5460** \$ 0

(c) Select the method of payment to the fundraiser:

- |  |   |  |
|--|---|--|
| <b>2730</b> <input type="checkbox"/> Commissions | <b>2750</b> <input type="checkbox"/> Finder's fee         | <b>2770</b> <input type="checkbox"/> Honoraria |
| <b>2740</b> <input type="checkbox"/> Bonuses     | <b>2760</b> <input type="checkbox"/> Set fee for services | <b>2780</b> <input type="checkbox"/> Other     |
| <b>2790</b> Specify: _____                       |   |  |

(d) Did the fundraiser issue tax receipts on behalf of the charity? ..... **2800**  Yes  No

**C8** Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? ..... **3200**  Yes  No

**C9** Did the charity incur any expenses for compensation of employees during the fiscal period? ..... **3400**  Yes  No  
**Important:** If yes, you must complete Schedule 3, Compensation.

**C10** Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following? ..... **3900**  Yes  No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

**Important:** If yes, you must complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.

- C11** Did the charity receive any non-cash gifts for which it issued tax receipts? ..... 4000  Yes  No  
**Important: If yes, you must complete Schedule 5, Non-cash gifts.**
- C12** Did the charity acquire a non-qualifying security? ..... 5800  Yes  No
- C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) ..... 5810  Yes  No
- C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? ..... 5820  Yes  No
- C15** Did the charity have direct partnership holdings at any time during the fiscal period? ..... 5830  Yes  No

**Section D: Financial information**

Fill out either Section D or Schedule 6, Detailed financial information.

If any of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

**D1** Was the financial information reported below prepared on an accrual or cash basis? ..... 4020  Accrual  Cash

**D2 Summary of financial position:**

Using the charity's own financial statements, enter the following:

Did the charity own land and/or buildings? ..... 4050  Yes  No

**Total assets (including land and buildings)** ..... 4200 \$ 0

**Total liabilities** ..... 4350 \$ 0

Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? ..... 4400  Yes  No

**D3 Revenue:**

Did the charity issue tax receipts for gifts? ..... 4490  Yes  No

If yes, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts ..... 4500 \$ 0

Total amount of 10 year gifts received ..... 4505 \$ 0

Total amount received from other registered charities ..... 4510 \$ 0

Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630) ..... 4530 \$ 0

Did the charity receive any revenue from any level of government in Canada? ..... 4565  Yes  No

If yes, total amount received ..... 4570 \$ 0

Total tax-receipted revenue from all sources outside of Canada (government and non-government) ..... 4571 \$ 0

Total non tax-receipted revenue from all sources outside of Canada (government and non-government) ..... 4575 \$ 0

Total non tax-receipted revenue from fundraising ..... 4630 \$ 0

Total revenue from sale of goods and services (except to any level of government in Canada) ..... 4640 \$ 0

Other revenue not already included in the amounts above ..... 4650 \$ 0

**Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)** ..... 4700 \$ 0

**D4 Expenditures:**

Professional and consulting fees ..... 4860 \$ 0

Travel and vehicle expenses ..... 4810 \$ 0

All other expenditures not already included in the amounts above (excluding gifts to qualified donees) ..... 4920 \$ 0

**Total expenditures (excluding gifts to qualified donees) (add lines 4860, 4810, and 4920)** ..... 4950 \$ 0

Of the amount at line 4950:

(a) Total expenditures on charitable activities ..... 5000 \$ 0

(b) Total expenditures on management and administration ..... 5010 \$ 0


Total amount of gifts made to all qualified donees ..... 5050 \$ 0

**Total expenditures (add lines 4950 and 5050)** ..... 5100 \$ 0

**Section E: Certification**

This return **must** be signed by a person who has authority to sign on behalf of the charity. It is a serious offence under the Income Tax Act to provide false or deceptive information.

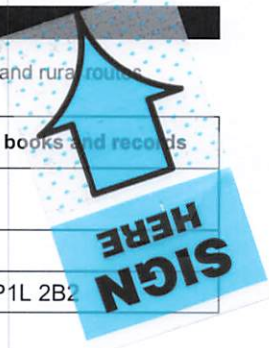
I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

|   |                    |  |
|---|--------------------|--|
| Name (print)<br>Fallon Miller             |                    | Signature<br> |
| Position in charity<br>Executive Director | Date<br>2022/09/29 | Phone number<br>705 205-9385   |

**Section F: Confidential data**

**F1** Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

|                                       | Physical address of the charity | Address for the charity's books and records |
|---------------------------------------|---------------------------------|---|
| Complete street address               | 205 - 49 Manitoba Street        | 205 - 49 Manitoba Street                    |
| City                                  | Bracebridge                     | Bracebridge                                 |
| Province or territory and postal code | ON P1L 2B2                      | ON P1L 2B2                                  |



**F2** Name and address of individual who completed this return.

|  |  |
|--|--|
| Name<br>Gilbert & Larkin LLP   |  |
| Company name (if applicable)<br>Gilbert & Larkin LLP                   |  |
| Complete street address<br>1-280 Manitoba Street                       |  |
| City, province or territory, and postal code<br>Bracebridge ON P1L 1S5 |  |
| Phone number<br>705 640-5348   | Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Privacy statement**

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

**Notification to directors and like officials:** The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

I confirm that I have read the Privacy statement above.

**Checklist**

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)

If financial statements are not included, the charity's registration may be revoked.

| Foundations  |            | Schedule 1  |
|--|------------|---|
| <b>1</b> Did the foundation acquire control of a corporation?.....   | <b>100</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>2</b> Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities?.....  | <b>110</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>For private foundations only:</b>   |            |   |
| <b>3</b> Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment?.....   | <b>120</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>4</b> Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period?.....<br>If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations. | <b>130</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

| Activities outside Canada | Schedule 2 |
|---------------------------|------------|
|---------------------------|------------|

**Important:** If you complete this section, you must answer yes to question C4.

For more information, go to [canada.ca/charities-giving](http://canada.ca/charities-giving) and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.

|  |            |   |
|--|------------|---|
| <b>1</b> Total expenditures on activities/programs/projects carried on outside Canada, excluding gifts to qualified donees .....   | <b>200</b> | \$ 4,750  |
| <b>2</b> Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding gifts to qualified donees)?..... | <b>210</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:

| Name of individual/organization | Country code where the activities were carried out (see list at the end of Schedule 2) | Amount (\$) Show amounts to the nearest Canadian dollar |
|---------------------------------|--|---|
|                                 |  |   |
|                                 |  |   |
|                                 |  |   |

**Important:** If you entered information in the table above, you must answer yes in line 210.

**3** Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

|  |            |   |
|--|------------|---|
| <b>4</b> Were any projects undertaken outside Canada funded by Global Affairs Canada?.....                     | <b>220</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If yes, what was the total amount the charity spent under this arrangement?.....                               | <b>230</b> | \$ 0  |
| <b>5</b> Were any of the charity's activities outside of Canada carried out by employees of the charity?.....  | <b>240</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>6</b> Were any of the charity's activities outside of Canada carried out by volunteers of the charity?..... | <b>250</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>7</b> Did the charity export goods as part of its charitable activities?.....                               | <b>260</b> | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If yes, list the items exported, their destination, the country code, and their value.

| Item exported | Destination (city/region) | Country code | Value (CAN \$) |
|---------------|---------------------------|--------------|----------------|
|               |                           |              |                |
|               |                           |              |                |
|               |                           |              |                |

## Country codes

|                                 |                                 |                    |                                |
|---------------------------------|---------------------------------|--------------------|--------------------------------|
| AF-Afghanistan                  | CU-Cuba                         | KP-North Korea     | RO-Romania                     |
| AL-Albania                      | CY-Cyprus                       | KR-South Korea     | RU-Russia                      |
| DZ-Algeria                      | DK-Denmark                      | KW-Kuwait          | RW-Rwanda                      |
| AO-Angola                       | DO-Dominican Republic           | KG-Kyrgyzstan      | SA-Saudi Arabia                |
| AR-Argentina                    | EC-Ecuador                      | LA-Laos            | RS-Serbia                      |
| AM-Armenia                      | EG-Egypt                        | LB-Lebanon         | SL-Sierra Leone                |
| AZ-Azerbaijan                   | SV-El Salvador                  | LR-Liberia         | SG-Singapore                   |
| BD-Bangladesh                   | ET-Ethiopia                     | MK-Macedonia       | SO-Somalia                     |
| BY-Belarus                      | FR-France                       | MG-Madagascar      | ES-Spain                       |
| BT-Bhutan                       | GA-Gabon                        | MY-Malaysia        | LK-Sri Lanka                   |
| BO-Bolivia                      | GM-Gambia                       | ML-Mali            | SD-Sudan                       |
| BA-Bosnia and Herzegovina       | GE-Georgia                      | MU-Mauritius       | SY-Syrian Arab Republic        |
| BW-Botswana                     | DE-Germany                      | MX-Mexico          | TJ-Tajikistan                  |
| BR-Brazil                       | GH-Ghana                        | MN-Mongolia        | TZ-United Republic of Tanzania |
| BN-Brunei Darussalam            | GT-Guatemala                    | ME-Montenegro      | TH-Thailand                    |
| BG-Bulgaria                     | GY-Guyana                       | MZ-Mozambique      | TL-Timor-Leste                 |
| BI-Burundi                      | HT-Haiti                        | MM-Myanmar (Burma) | TR-Turkey                      |
| KH-Cambodia                     | HN-Honduras                     | NA-Namibia         | UG-Uganda                      |
| CM-Cameroon                     | IN-India                        | NL-Netherlands     | UA-Ukraine                     |
| CF-Central African Republic     | ID-Indonesia                    | NI-Nicaragua       | GB-United Kingdom              |
| TD-Chad                         | IR-Iran                         | NE-Niger           | US-United States of America    |
| CL-Chile                        | IQ-Iraq                         | NG-Nigeria         | UY-Uruguay                     |
| CN-China                        | IL-Israel                       | OM-Oman            | UZ-Uzbekistan                  |
| CO-Colombia                     | PS-Israeli Occupied Territories | PK-Pakistan        | VE-Venezuela                   |
| KM-Comoros                      | IT-Italy                        | PA-Panama          | VN-Vietnam                     |
| CD-Democratic Republic of Congo | JM-Jamaica                      | PE-Peru            | YE-Yemen                       |
| CG-Republic of Congo            | JP-Japan                        | PH-Philippines     | ZM-Zambia                      |
| CR-Costa Rica                   | JO-Jordan                       | PL-Poland          | ZW-Zimbabwe                    |
| CI-Côte d'Ivoire                | KZ-Kazakhstan                   | QA-Qatar           |                                |
| HR-Croatia                      | KE-Kenya                        | RE-Réunion         |                                |

## Use the following codes for countries not listed above:

- QS-Other countries in Africa
- QR-Other countries in Asia and Oceania
- QM-Other countries in Central and South America
- QP-Other countries in Europe
- QO-Other countries in the Middle East
- QN-Other countries in North America

Compensation

Schedule 3

Important: If you complete this section, you must answer yes to question C9.

1 (a) Enter the number of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. Do not enter a dollar amount. 300

(b) For the ten (10) highest compensated, permanent, full-time positions enter the number of positions that are within each of the following annual compensation categories. Do not tick the boxes; use numbers.

- |  |  |  |
|--|--|--|
| 305 <input type="text" value="1"/> \$1 – \$39,999        | 310 <input type="text" value="1"/> \$40,000 – \$79,999   | 315 <input type="text" value="0"/> \$80,000 – \$119,999  |
| 320 <input type="text" value="0"/> \$120,000 – \$159,999 | 325 <input type="text" value="0"/> \$160,000 – \$199,999 | 330 <input type="text" value="0"/> \$200,000 – \$249,999 |
| 335 <input type="text" value="0"/> \$250,000 – \$299,999 | 340 <input type="text" value="0"/> \$300,000 – \$349,999 | 345 <input type="text" value="0"/> \$350,000 and over    |

2 (a) Enter the number of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. 370

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. 380 \$

3 Total expenditure on all compensation in the fiscal period. 390 \$

Confidential data

Schedule 4

Important: If you complete this section, you must answer yes to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

1. Information about external fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

| Name (confidential) | At arm's length? Yes/No (confidential) |
|---------------------|--|
|                     |  |
|                     |  |

2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was not resident in Canada and was not any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

| Name (confidential) | Type of donor (confidential) |                          |                          | Value (CAN \$) |
|---------------------|------------------------------|--------------------------|--------------------------|----------------|
|                     | Organization                 | Government               | Individual               |                |
|                     | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |                |
|                     | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |                |
|                     | <input type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |                |

Non-cash gifts

Schedule 5

Important: If you complete this section, you must answer yes to question C11.

1 Select all types of non-cash gifts received for which a tax receipt was issued:

- |  |  |   |
|--|--|---|
| 500 <input type="checkbox"/> Artwork/wine/jewellery  | 525 <input type="checkbox"/> Ecological properties                   | 550 <input type="checkbox"/> Publicly traded securities/ commodities/mutual funds |
| 505 <input type="checkbox"/> Building materials      | 530 <input type="checkbox"/> Life insurance policies                 | 555 <input type="checkbox"/> Books  |
| 510 <input type="checkbox"/> Clothing/furniture/food | 535 <input type="checkbox"/> Medical equipment/supplies              | 560 <input type="checkbox"/> Other  |
| 515 <input type="checkbox"/> Vehicles                | 540 <input type="checkbox"/> Privately-held securities               | 565 Specify: _____  |
| 520 <input type="checkbox"/> Cultural properties     | 545 <input type="checkbox"/> Machinery/equipment/ computers/software |   |

2 Enter the total amount of tax-receipted non-cash gifts 580 \$



Detailed financial information

Schedule 6

Fill out this schedule if any of the following applies to the charity:

- (a) The charity's revenue exceeded \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis?..... 4020  Accrual  Cash

Statement of financial position

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

Assets:

|  |             |           |                |
|--|-------------|-----------|----------------|
| Cash, bank accounts, and short-term investments  | 4100        | \$        | 111,843        |
| Amounts receivable from non-arm's length persons | 4110        | \$        | 0              |
| Amounts receivable from all others               | 4120        | \$        | 5,500          |
| Investments in non-arm's length persons          | 4130        | \$        | 0              |
| Long-term investments                            | 4140        | \$        | 0              |
| Inventories                                      | 4150        | \$        | 0              |
| Land and buildings in Canada                     | 4155        | \$        | 0              |
| Other capital assets in Canada                   | 4160        | \$        | 424            |
| Capital assets outside Canada                    | 4165        | \$        | 0              |
| Accumulated amortization of capital assets       | 4166        | \$        | 0              |
| Other assets                                     | 4170        | \$        | 3,537          |
| 10 year gifts                                    | 4180        | \$        | 0              |
| <b>Total assets (add lines 4100 to 4170)</b>     | <b>4200</b> | <b>\$</b> | <b>121,304</b> |

Liabilities:

|   |             |           |               |
|---|-------------|-----------|---------------|
| Accounts payable and accrued liabilities  | 4300        | \$        | 3,046         |
| Deferred revenue  | 4310        | \$        | 0             |
| Amounts owing to non-arm's length persons   | 4320        | \$        | 0             |
| Other liabilities   | 4330        | \$        | 57,932        |
| <b>Total liabilities (add lines 4300 to 4330)</b>   | <b>4350</b> | <b>\$</b> | <b>60,978</b> |
| <b>Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities</b> | <b>4250</b> | <b>\$</b> | <b>0</b>      |

Statement of operations

Revenue:

|   |             |           |                |
|---|-------------|-----------|----------------|
| Total eligible amount of all gifts for which the charity has issued or will issue tax receipts                              | 4500        | \$        | 29,812         |
| Total eligible amount of tax-receipted tuition fees   | 5610        | \$        | 0              |
| Total amount of 10 year gifts received  | 4505        | \$        | 0              |
| Total amount received from other registered charities   | 4510        | \$        | 500            |
| Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630) | 4530        | \$        | 0              |
| Total revenue received from federal government  | 4540        | \$        | 14,553         |
| Total revenue received from provincial/territorial governments  | 4550        | \$        | 56,237         |
| Total revenue received from municipal/regional governments  | 4560        | \$        | 17,714         |
| Total tax-receipted revenue from all sources outside of Canada (government and non-government)                              | 4571        | \$        | 0              |
| Total non tax-receipted revenue from all sources outside Canada (government and non-government)                             | 4575        | \$        | 0              |
| Total interest and investment income received or earned   | 4580        | \$        | 318            |
| Gross proceeds from disposition of assets   | 4590        | \$        | 0              |
| Net proceeds from disposition of assets (show a negative amount with brackets)  | 4600        | \$        | 0              |
| Gross income received from rental of land and/or buildings  | 4610        | \$        | 0              |
| Total non tax-receipted revenues received for memberships, dues and association fees  | 4620        | \$        | 0              |
| Total non tax-receipted revenue from fundraising  | 4630        | \$        | 36,919         |
| Total revenue from sale of goods and services (except to any level of government in Canada)                                 | 4640        | \$        | 0              |
| Other revenue not already included in the amounts above   | 4650        | \$        | 0              |
| Specify type(s) of revenue included in the amount reported at 4650  | 4655        |           |                |
| <b>Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)</b>   | <b>4700</b> | <b>\$</b> | <b>156,053</b> |

**Expenditures:**

|  |      |                |         |
|--|------|----------------|---------|
| Advertising and promotion .....  | 4800 | \$             | 13,966  |
| Travel and vehicle expenses.....   | 4810 | \$             | 477     |
| Interest and bank charges.....   | 4820 | \$             | 56      |
| Licences, memberships, and dues .....  | 4830 | \$             | 3,076   |
| Office supplies and expenses.....  | 4840 | \$             | 3,307   |
| Occupancy costs .....  | 4850 | \$             | 9,209   |
| Professional and consulting fees .....   | 4860 | \$             | 9,527   |
| Education and training for staff and volunteers .....  | 4870 | \$             | 0       |
| Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable) ..... | 4880 | \$             | 90,727  |
| Fair market value of all donated goods used in charitable activities .....                                       | 4890 | \$             | 0       |
| Purchased supplies and assets .....  | 4891 | \$             | 204     |
| Amortization of capitalized assets .....   | 4900 | \$             | 182     |
| Research grants and scholarships as part of charitable activities .....  | 4910 | \$             | 0       |
| All other expenditures not included in the amounts above (excluding gifts to qualified donees).....              | 4920 | \$             | 7,284   |
| Specify type(s) of expenditures included in the amount reported at 4920 .....                                    | 4930 | Insurance feed |         |
| Total expenditures before gifts to qualified donees (add lines 4800 to 4920).....                                | 4950 | \$             | 138,015 |

Of the amounts at lines 4950:

|   |      |    |         |
|---|------|----|---------|
| (a) Total expenditures on charitable activities.....          | 5000 | \$ | 1,260   |
| (b) Total expenditures on management and administration ..... | 5010 | \$ | 118,990 |
| (c) Total expenditures on fundraising .....                   | 5020 | \$ | 10,481  |
| (d) Total other expenditures included in line 4950.....       | 5040 | \$ | 7,284   |
| Total amount of gifts made to all qualified donees .....      | 5050 | \$ | 0       |
| <b>Total expenditures (add lines 4950 and 5050)</b> .....     | 5100 | \$ | 138,015 |

**Other financial information**

**Permission to accumulate property:**

Only registered charities that have written permission to accumulate should complete this section.

|  |      |    |   |
|--|------|----|---|
| • Enter the amount accumulated for the fiscal period, including income earned on accumulated funds ..... | 5500 | \$ | 0 |
| • Enter the amount disbursed for the fiscal period for the specified purpose.....                        | 5510 | \$ | 0 |

**Permission to reduce disbursement quota:**

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period .....

|      |    |   |
|------|----|---|
| 5750 | \$ | 0 |
|------|----|---|

**Property not used in charitable activities:**

Enter the average value of property not used for charitable activities or administration during:

|  |      |    |   |
|--|------|----|---|
| • The 24 months before the <b>beginning</b> of the fiscal period ..... | 5900 | \$ | 0 |
| • The 24 months before the <b>end</b> of the fiscal period .....       | 5910 | \$ | 0 |

Directors/Trustees and Like Officials Worksheet

Protected B when completed

You must give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials: **8** Charity name: **Big Brothers Big Sisters of Muskoka** Business number: **89234 3468 RR 0001** Return for fiscal period ending (YYYY/MM/DD): **20220331**

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to [canada.ca/charities-giving](http://canada.ca/charities-giving), select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

| Public information                         |  |   |  | Confidential data                 |  |  |  |                            |  |
|--|--|---|--|-----------------------------------|--|--|--|----------------------------|--|
| Last name: <b>Venturelli</b>               |  | First name: <b>Ryan</b>   |  | Initial:                          |  | Residential address – Street number and name: <b>30 Sherwood Dr</b>          |  |                            |  |
| Term ▶ Start date (Y/M/D): <b>20150907</b> |  | End date (Y/M/D):   |  | City: <b>Bracebridge</b>          |  | Prov/Terr: <b>oN</b>   |  | Postal code: <b>P1L1K7</b> |  |
| Position: <b>Chair</b>                     |  | At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Phone number: <b>705-706-1979</b> |  | Date of birth (Y/M/D): <b>19790323</b>                                       |  |                            |  |
| Last name: <b>Hammond</b>                  |  | First name: <b>Lexi</b>   |  | Initial:                          |  | Residential address – Street number and name: <b>99 Meadow Heights Drive</b> |  |                            |  |
| Term ▶ Start date (Y/M/D): <b>20190521</b> |  | End date (Y/M/D):   |  | City: <b>Bracebridge</b>          |  | Prov/Terr: <b>oN</b>   |  | Postal code: <b>P1L1A3</b> |  |
| Position: <b>Vice Chair</b>                |  | At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Phone number: <b>705-706-0913</b> |  | Date of birth (Y/M/D): <b>19950506</b>                                       |  |                            |  |
| Last name: <b>Calic</b>                    |  | First name: <b>Teleetha</b>   |  | Initial:                          |  | Residential address – Street number and name: <b>8 Victoria St</b>           |  |                            |  |
| Term ▶ Start date (Y/M/D): <b>20210920</b> |  | End date (Y/M/D):   |  | City: <b>Bracebridge</b>          |  | Prov/Terr: <b>oN</b>   |  | Postal code: <b>P1L1E4</b> |  |
| Position: <b>Secretary</b>                 |  | At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Phone number: <b>705-706-3004</b> |  | Date of birth (Y/M/D): <b>19870611</b>                                       |  |                            |  |
| Last name: <b>Perlock</b>                  |  | First name: <b>Jennifer</b>   |  | Initial:                          |  | Residential address – Street number and name: <b>50 Little Ryan's way</b>    |  |                            |  |
| Term ▶ Start date (Y/M/D): <b>20201215</b> |  | End date (Y/M/D):   |  | City: <b>Bracebridge</b>          |  | Prov/Terr: <b>ON</b>   |  | Postal code:               |  |
| Position: <b>Treasurer</b>                 |  | At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Phone number: <b>705-641-0343</b> |  | Date of birth (Y/M/D): <b>19730323</b>                                       |  |                            |  |
| Last name: <b>Bowler,</b>                  |  | First name: <b>James</b>  |  | Initial:                          |  | Residential address – Street number and name: <b>7D Feruson Rd</b>           |  |                            |  |
| Term ▶ Start date (Y/M/D): <b>20181022</b> |  | End date (Y/M/D):   |  | City: <b>Huntsville</b>           |  | Prov/Terr: <b>oN</b>   |  | Postal code: <b>P1H1X7</b> |  |
| Position: <b>Director</b>                  |  | At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Phone number: <b>705-783-9483</b> |  | Date of birth (Y/M/D): <b>19830105</b>                                       |  |                            |  |
| Last name: <b>Schumacher</b>               |  | First name: <b>Dionne</b>   |  | Initial:                          |  | Residential address – Street number and name: <b>Box #3 72 Beach Rd.</b>     |  |                            |  |
| Term ▶ Start date (Y/M/D): <b>20190906</b> |  | End date (Y/M/D):   |  | City: <b>Utterson</b>             |  | Prov/Terr: <b>On</b>   |  | Postal code:               |  |
| Position: <b>Director</b>                  |  | At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Phone number: <b>705-646-8260</b> |  | Date of birth (Y/M/D): <b>19720909</b>                                       |  |                            |  |
| Last name: <b>Fournier</b>                 |  | First name: <b>Robert</b>   |  | Initial:                          |  | Residential address – Street number and name: <b>10 Joseph St</b>            |  |                            |  |
| Term ▶ Start date (Y/M/D): <b>20191216</b> |  | End date (Y/M/D):   |  | City: <b>Bracebridge</b>          |  | Prov/Terr: <b>oN</b>   |  | Postal code:               |  |
| Position: <b>Director</b>                  |  | At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Phone number: <b>705-644-9159</b> |  | Date of birth (Y/M/D): <b>19651101</b>                                       |  |                            |  |
| Last name: <b>Lott</b>                     |  | First name: <b>Lathy</b>  |  | Initial:                          |  | Residential address – Street number and name: <b>1013 Tough Lane</b>         |  |                            |  |
| Term ▶ Start date (Y/M/D): <b>20211111</b> |  | End date (Y/M/D): <b>20220706</b>   |  | City: <b>Bracebridge</b>          |  | Prov/Terr: <b>ON</b>   |  | Postal code: <b>P1L1W8</b> |  |
| Position: <b>Director</b>                  |  | At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Phone number: <b>416-520-7232</b> |  | Date of birth (Y/M/D): <b>19640414</b>                                       |  |                            |  |
| Last name:                                 |  | First name:   |  | Initial:                          |  | Residential address – Street number and name:                                |  |                            |  |
| Term ▶ Start date (Y/M/D):                 |  | End date (Y/M/D):   |  | City:                             |  | Prov/Terr:   |  | Postal code:               |  |
| Position:                                  |  | At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No            |  | Phone number:                     |  | Date of birth (Y/M/D):   |  |                            |  |

## Completing the Directors/Trustees and Like Officials Worksheet

### Public information

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Information from this column is available to the public.

Enter the last name, first name, and initial of the director/trustee or like official.

#### Term:

**Start date:** Enter the date the person started in the position.

**End date:** Enter the date the person left the position. If the person has not left the position, leave this field blank.

**Position:** Enter the title of the position being held. Each position is generally identified in an organization's governing documents (for example, president, treasurer, secretary). A registered charity may have other officials that have governing powers similar to those of a director or trustee. For example, a religious leader with some governing authority would be considered a like official.

**At arm's length with other directors:** Tick **Yes** if the person is at arm's length with all other directors/trustees or like officials.

At arm's length is a concept that describes a relationship in which two persons act independently of each other and are not related. Related persons are individuals who are related to each other by blood, marriage or common-law partnership, or adoption. It is also possible that individuals not related by a family connection, but by close business relations, may still be considered not at arm's length. For more information on arm's length, go to [canada.ca/charities-giving](http://canada.ca/charities-giving), select "A to Z index of topics for charities," search for "Charities and giving glossary" and see "arm's length."

### Confidential data

Information from this column will stay confidential and will not be made available to the public except in circumstances in which the release of any or all of the information is required by law or, in certain circumstances, permitted by law.

According to the Income Tax Act, circumstances in which the law requires or permits such information to be disclosed include a court order, warrant, or subpoena issued for a criminal proceeding under an act of Parliament or a legal proceeding relating to the administration or enforcement of the Income Tax Act, the Canada Pension Plan, the Unemployment Insurance Act, or the Employment Insurance Act, or any other act of Parliament or law of a province that allows a tax or duty to be imposed or collected.

Other circumstances in which we are required or permitted by law to disclose certain records include a request made under the authority of the Auditor General Act, a warrant issued by the Canadian Security Intelligence Service Act, and enquiries from the Department of Finance Canada for information to form or evaluate fiscal policy.

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**Residential address:** In the proper spaces, enter the full home address, including the street number, street name, city (which could be a town, village, or other municipality), province or territory, and postal code of each director/trustee or like official.

**Phone number:** Enter the telephone number at which the person can be reached during the day.

**Date of birth:** Enter the person's date of birth so that the CRA is better able to identify the individuals who are responsible for managing the charity.

If the director/trustee or like official lives outside the country, enter the person's full mailing address, including the country.

**GILBERT & LARKIN LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**  
1-280 Manitoba Street  
Bracebridge, Ontario  
P1L 1S5

Tel: (705) 640-5348 Fax: (705) 640-1569

September 21, 2022  
Confidential

Big Brothers Big Sisters of Muskoka  
205 - 49 Manitoba St  
Box 1252  
Bracebridge, Ontario Province P1L 1V4

Attention: Fallon Miller, Executive Director

Dear Madam:

Big Brothers Big Sisters of Muskoka minute book

The enclosed information has been provided to assist in updating Big Brothers Big Sisters of Muskoka's minute book.

**Summary of key information**

|                             |                           |
|-----------------------------|---------------------------|
| Fiscal year end:            | March 31, 2022            |
| Financial statements dated: | September 28, 2022        |
| Our appointment:            | Accountants (not auditor) |
| Our engagement:             | Review                    |

**Annual meeting**

Pursuant to the *Business Corporations Act* the corporation held its annual shareholders' meeting on \_\_\_\_\_ . The meeting was held at the offices of Big Brothers Big Sisters of Muskoka, 205 - 49 Manitoba Street, Bracebridge, Ontario. The following business was conducted:

- the corporation's financial statements for the year ended March 31, 2022 were approved;
- the shareholders appoint Gilbert & Larkin LLP as the Organization's accountant for the 2023 fiscal year;
- the incumbent directors were re-elected;
- the incumbent officers were re-appointed to the same offices;
- no management bonuses were paid during the year.

**Request minutes**

We request you send us a copy of any signed minute resolution(s) that have been prepared from information contained in this letter.

**Closing**

If you have any queries regarding the above, please do not hesitate to contact us.

Yours truly,



Stuart Gilbert CPA, CA, CBV  
Partner

Authorized and agreed to:

Per:   
\_\_\_\_\_

Ms. Fallon Miller, Executive Director

Date: September 30, 2022

**GILBERT & LARKIN LLP**  
**CHARTERED PROFESSIONAL ACCOUNTANTS**  
1-280 Manitoba Street  
Bracebridge, Ontario  
P1L 1S5

Tel: (705) 640-5348 Fax: (705) 640-1569

September 28, 2022  
Confidential

Big Brothers Big Sisters of Muskoka  
205 - 49 Manitoba Street  
Bracebridge Ontario P1L 2B2

Attention: Fallon Miller

Dear Fallon:

We have been engaged to review the financial statements of Big Brothers Big Sisters of Muskoka for the year ending March 31, 2022.

The purpose of this letter is to communicate with you regarding all relationships between Big Brothers Big Sisters of Muskoka and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

The following comments have been prepared to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between Big Brothers Big Sisters of Muskoka and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence, that have occurred from April 1, 2021 to September 28, 2022.

This letter is intended solely for the use of management, and others within the Organization and should not be used for any other purpose.

Should you wish to discuss this matter with us further, please contact us at your earliest convenience.

Yours truly,



Stuart Gilbert CPA, CA, CBV  
Partner