



Financial Statements

The Canadian Unitarian Council

December 31, 2020

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Independent Auditor's Report

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To the Members of
The Canadian Unitarian Council

Opinion

We have audited the financial statements of The Canadian Unitarian Council (the "Council"), which comprise the statement of financial position as at December 31, 2020, and the statements of revenue and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Council as at December 31, 2020, 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").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Council in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matter

Our audit was conducted for the purposes of forming an opinion on the financial statements taken as a whole. The supplementary information included in the Schedule are presented for purposes of additional information and has been subjected to the auditing procedures applied only to the extent necessary to express an opinion in the audit of the financial statements taken as a whole.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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.

In preparing the financial statements, management is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Council or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Council's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grant Thornton LLP

Toronto, Canada
April 12, 2021

Chartered Professional Accountants
Licensed Public Accountants

The Canadian Unitarian Council

Statement of Financial Position

As at December 31

2020

2019

Assets

Current

| | | |
|---------------------|--------------|---------------|
| Cash | \$ 540,255 | \$ 407,043 |
| Accounts receivable | 60,690 | 11,953 |
| Prepaid and other | <u>3,250</u> | <u>10,470</u> |
| | 604,195 | 429,466 |

| | | |
|----------------------|----------------------------|----------------------------|
| Investments (Note 3) | <u>6,600,908</u> | <u>5,711,756</u> |
| | <u>\$ 7,205,103</u> | <u>\$ 6,141,222</u> |

Liabilities

Current

| | | |
|--|------------------|------------------|
| Accounts payable and accrued liabilities | \$ <u>44,942</u> | \$ <u>40,999</u> |
|--|------------------|------------------|

Net assets

| | | |
|--------------------------------------|----------------------------|----------------------------|
| General Fund | 3,170,001 | 2,843,119 |
| Internally Restricted Funds (Note 4) | 2,272,723 | 2,022,661 |
| Externally Restricted Funds (Note 4) | 1,549,484 | 1,069,641 |
| Endowment funds (Note 4) | <u>167,953</u> | <u>164,802</u> |
| | <u>7,160,161</u> | <u>6,100,223</u> |
| | <u>\$ 7,205,103</u> | <u>\$ 6,141,222</u> |

On behalf of the Board of Trustees

_____ Trustee

_____ Trustee

See accompanying notes and schedule to the financial statements.

The Canadian Unitarian Council

Statement of Revenue and Expenditures

Year ended December 31

| | General Fund | Internally Restricted Fund | Externally Restricted Fund | Endowment Fund | 2020 Total | 2019 Total |
|--|-------------------|----------------------------|----------------------------|-----------------|---------------------|-------------------|
| Revenue | | | | | | |
| Annual program contributions | \$ 395,637 | \$ - | \$ - | \$ - | \$ 395,637 | \$ 414,647 |
| Grants and donations – refugees | - | - | 348,044 | - | 348,044 | 90,419 |
| Donations | 31,467 | 24,933 | 43,823 | - | 100,223 | 145,781 |
| Canada Emergency Wage Subsidy | 46,560 | - | - | - | 46,560 | - |
| Administration fees | 8,000 | - | - | - | 8,000 | 15,000 |
| | <u>481,664</u> | <u>24,933</u> | <u>391,867</u> | <u>-</u> | <u>898,464</u> | <u>665,847</u> |
| Investment income (Note 3) | 593,686 | 14,838 | 203,763 | 3,151 | 815,438 | 353,982 |
| Event registration | 20,372 | - | - | - | 20,372 | 27,067 |
| Truth, Healing and Reconciliation | 6,405 | - | - | - | 6,405 | 2,250 |
| Miscellaneous | 2,856 | - | - | - | 2,856 | 25,241 |
| Annual conference and meeting | 2,182 | - | - | - | 2,182 | - |
| Publication | 208 | - | - | - | 208 | 1,251 |
| | <u>1,107,373</u> | <u>39,771</u> | <u>595,630</u> | <u>3,151</u> | <u>1,745,925</u> | <u>1,075,638</u> |
| Expenditures (Schedule) | | | | | | |
| Staffing | 544,834 | 17,100 | - | - | 561,934 | 585,865 |
| Grant subsidies and expenses – refugees | - | - | 93,477 | - | 93,477 | 136,177 |
| Administration | 83,198 | - | - | - | 83,198 | 93,787 |
| Investment management fees | 68,214 | - | - | - | 68,214 | 51,991 |
| Grant subsidies and expenses | - | 2,304 | 22,310 | - | 24,614 | 53,140 |
| Congregational services | 20,937 | - | - | - | 20,937 | 32,737 |
| Youth and young adult | 12,092 | - | - | - | 12,092 | 23,298 |
| Media and communications | 8,389 | - | - | - | 8,389 | 7,531 |
| Annual conference and meeting | 6,109 | - | - | - | 6,109 | 3,218 |
| Program administration | 5,440 | - | - | - | 5,440 | 10,794 |
| Board, national committees and task forces | 4,874 | - | - | - | 4,874 | 26,334 |
| Social responsibility | 1,043 | - | - | - | 1,043 | 3,966 |
| Gifts and grants | 435 | - | - | - | 435 | - |
| | <u>755,565</u> | <u>19,404</u> | <u>115,787</u> | <u>-</u> | <u>890,756</u> | <u>1,028,838</u> |
| Excess of revenue over expenditures before undernoted item | 351,808 | 20,367 | 479,843 | 3,151 | 855,169 | 46,800 |
| Unrealized gains on investments | 204,769 | - | - | - | 204,769 | 548,967 |
| Excess of revenue over expenditures | <u>\$ 556,577</u> | <u>\$ 20,367</u> | <u>\$ 479,843</u> | <u>\$ 3,151</u> | <u>\$ 1,059,938</u> | <u>\$ 595,767</u> |

See accompanying notes and schedule to the financial statements.

The Canadian Unitarian Council

Statement of Changes in Net Assets

Year ended December 31

| | General Fund | Internally Restricted Fund | Externally Restricted Fund | Endowment Fund | 2020 Total | 2019 Total |
|---|---------------------|----------------------------------|----------------------------------|-------------------|----------------------------|---------------------|
| Net assets, beginning of year | \$ 2,843,119 | \$ 2,022,661 | \$ 1,069,641 | \$ 164,802 | \$ 6,100,223 | \$ 5,504,456 |
| Excess of revenue over expenditures | 556,577 | 20,367 | 479,843 | 3,151 | 1,059,938 | 595,767 |
| Discretionary income interfund transfer | <u>(229,695)</u> | <u>229,695</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net assets, end of year | <u>\$ 3,170,001</u> | <u>\$ 2,272,723</u> | <u>\$ 1,549,484</u> | <u>\$ 167,953</u> | <u>\$ 7,160,161</u> | <u>\$ 6,100,223</u> |

See accompanying notes and schedule to the financial statements.

The Canadian Unitarian Council

Statement of Cash Flows

Year ended December 31

2020

2019

Increase (decrease) in cash

Operating

| | | |
|--|------------------|------------------|
| Excess of revenue over expenditures | \$ 1,059,938 | \$ 595,767 |
| Items not involving cash | | |
| Realized gains on sale of investments (Note 3) | (597,023) | (151,986) |
| Unrealized gains on investments | <u>(204,769)</u> | <u>(548,967)</u> |

258,146 (105,186)

Changes in non-cash working capital items

| | | |
|--|--------------|----------------|
| Accounts receivable | (48,737) | 74,123 |
| Prepaid and other | 7,220 | 863 |
| Accounts payable and accrued liabilities | <u>3,943</u> | <u>(9,765)</u> |

220,572 (39,965)

Investing

| | | |
|---------------------------|-----------------|----------------|
| Net change in investments | <u>(87,360)</u> | <u>257,211</u> |
|---------------------------|-----------------|----------------|

Net change in cash

133,212 217,246

Cash

| | | |
|-------------------|----------------|----------------|
| Beginning of year | <u>407,043</u> | <u>189,797</u> |
|-------------------|----------------|----------------|

| | | |
|-------------|-------------------|-------------------|
| End of year | <u>\$ 540,255</u> | <u>\$ 407,043</u> |
|-------------|-------------------|-------------------|

See accompanying notes and schedule to the financial statements.

The Canadian Unitarian Council

Notes to the Financial Statements

December 31, 2020

1. Description of organization

The Canadian Unitarian Council (the “Council” or “CUC”) is a registered charity under paragraph 149(1)(f) of the Income Tax Act and is incorporated under the Canadian Not-for-Profit Corporations Act. The Council is an organization of Unitarian and Unitarian Universalist member congregations and individual members acting to enhance, nurture and promote Unitarian and Unitarian Universalist religion in Canada. The Council provides tangible support for religious exploration, spiritual growth, and social responsibility.

2. Summary of significant accounting policies

The Council’s financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations (“ASNPO”).

Fund accounting

In order to ensure the observance of the limitations and restrictions placed on the use of resources available to the Council, the accounts are maintained in accordance with the principles of fund accounting. Accordingly, resources are classified for accounting and reporting purposes into funds. These funds are held in accordance with the objectives specified by donors or in accordance with the directives issued by the Board of Trustees (the “Board”). Transfers between funds are made where allowable when it is considered appropriate and authorized by the Board, consistent with the obligations of the fund from which the resources are transferred. For financial statement purposes, the accounts have been classified into four groups:

General Fund

This fund contains all unrestricted donations to the Council. All income from investments is recognized in this fund and allocated to the various trust funds or to the operating budget for the following year.

Internally Restricted Funds

Internally Restricted Funds are monies received by the Council in full from congregations, individuals or other sources each year, which are designated by the Board for disbursement to other organizations or for specific purposes in the same year. Unexpended monies in any year in any of these disbursement funds are carried over in the same fund to the following year.

The Internally Restricted Funds include the following funds:

Legacy Fund

The 1992 Annual Meeting of the Council approved a campaign to establish a legacy fund. Earnings from the fund, after allowing for the protection of the capital base, will be allocated to the operating budget to support the program activities of the Council. Allocation of investment income is calculated on the fund balance at the first day of the year. Periodic bequests to the Council are normally added to this fund.

In addition, contributions to the principal collected during the Growing Forward Campaign cannot be drawn down for at least ten years after the donation of \$1,350,819 (2019 - \$1,150,165).

The Canadian Unitarian Council

Notes to the Financial Statements

December 31, 2020

2. Summary of significant accounting policies (continued)

Fund accounting (continued)

Internally Restricted Funds (continued)

Lay Chaplaincy Training Fund

This fund includes revenue internally restricted from services performed by UU lay Chaplains and is used for the creation and delivery of education, training and professional development programs for Lay Chaplaincy throughout Canada.

CUC UU-UNO Fund

This fund includes internally restricted funds collected and held for CUC directed UU-UNO activities by Canadians, including the UU-UNO intern.

Truth, Healing and Reconciliation Fund

This fund includes income and contributions received for the purposes of furthering conciliation amongst Indigenous and non-Indigenous Canadians.

Externally Restricted Funds

Externally restricted funds include:

Avalon Fund

The fund includes the grant of money made to the Council by Ed and Elinor Ratcliffe in 2000, the income and capital of which are to be used to foster the vitality and growth of the Avalon Unitarian Universalist Fellowship in St. John's, Newfoundland, or since the Avalon Unitarian Universalist Fellowship has ceased to operate, to support the establishment of a Unitarian Universalist presence in Newfoundland. Fund monies are invested with other Council funds as per the Council's Investment Policy. The fund is protected from inflation by an allocation of a pro-rata share of investment income earned from the general fund each year. Disbursements from the fund are made at the discretion of the Board in accordance with the restrictions indicated above.

Congregation Investment Funds and Other Trust Funds

Congregation Investment Funds and Other Trust Funds are comprised of the following:

| | <u>2020</u> | <u>2019</u> |
|---|-------------------|-------------------|
| UC Calgary | \$ 577,953 | \$ 488,970 |
| Westwood UC | 97,394 | 82,529 |
| Congregational Investment: UUC North Hatley | 68,761 | 58,086 |
| Dissolved Societies | 25,007 | 24,861 |
| Northern Lights | 5,761 | 5,728 |
| Prairie Women's Gathering | <u>1,513</u> | <u>1,506</u> |
| | <u>\$ 776,389</u> | <u>\$ 661,680</u> |
| Made up of the following: | | |
| Congregational Investment Funds (Note 4) | \$ 744,108 | \$ 629,585 |
| Other Trust Funds (Note 4) | <u>32,281</u> | <u>32,095</u> |
| | <u>\$ 776,389</u> | <u>\$ 661,680</u> |

The Canadian Unitarian Council

Notes to the Financial Statements

December 31, 2020

2. Summary of significant accounting policies (continued)

Fund accounting (continued)

Externally Restricted Fund (continued)

Refugee Fund

The Council is a Sponsorship Agreement Holder with the Department of Immigration, Refugee and Citizenship Canada, and is responsible for refugee sponsorships undertaken by its congregations. In addition, the Council occasionally enters into partnerships for refugee sponsorship with other organizations. The Refugee Fund consists of donations and income for the resettlement of newcomers to Canada.

EB Ratcliffe Leadership Development Fund

This fund includes donations received and held for disbursement as subsidies for individuals to attend various UU events in support of leadership development and learning.

Theological Education Fund

This fund supports theological education and ministerial students. Income is from the Percy Simpson Bailey Trust, individual gifts, and donations from the First Unitarian Congregation of Toronto's Rouff-Mackie-Jenkins Trust. Grants are awarded to qualified applicants.

Youth and Young Adult Leadership Fund (Support the Dawning Future)

These funds are used to develop leadership skills among youth and young adults. Income is from donations and certain program funds.

Emerging Congregations Fund

This fund includes donations received for emerging groups and held for this purpose.

Sharing Our Faith Fund

This fund accumulates special 'Sharing Our Faith' collections taken up in member congregations, disbursed to selected member congregations who apply for assistance for special projects to assist them to reach a higher level in mission, growth and visibility.

CUC Communications Fund

This fund encompasses funds collected and held for the purpose of growing our communications capabilities through technology.

Canadian UU Religious Educators Fund

These funds are restricted in honour of Caroline Balderston Parry, life-long religious educator and author, and supports Unitarian Universalist Religious Educators in Canada with professional development, training, education and event attendance. Criteria and grant decisions are made by the CUURE Executive. The Fund is administered by the CUIC in support of Religions Educators.

UU@United Nations Fund

This fund consists of contributions from Canadians to continental or international UU organizations, under specific agreements to further CUC's charitable purposes.

ICUU

This fund consists of tax-receiptable contributions from Canadians to the International Council of Unitarian Universalists (ICUU) under specific agreements to further CUC's charitable purposes.

The Canadian Unitarian Council

Notes to the Financial Statements

December 31, 2020

2. Summary of significant accounting policies (continued)

Fund accounting (continued)

Externally Restricted Fund (continued)

Nancy and Victor Knight Fund

This fund consists of investment earned on the endowment fund restricted to be used for the awards as described in the Nancy and Victor Knight endowment fund below.

Endowment Funds

The Percy Simpson Bailey Fund

According to the wishes of the donor, the principal of the fund is to be kept intact and the income is to be used for the work of the Unitarian Church in Canada, in a manner to be determined from time to time by the Council. In 1990, the Board decided that the fund would be protected from inflation by capitalizing a portion of the income annually and that the balance of the income is recognized in the Theological Education Fund each year. Fund monies are invested with other Council capital funds as per the Council Investment Policy.

Nancy and Victor Knight Fund

In 1996, funds were received for the purpose of establishing a perpetual fund to honour the ideals exemplified by the lives and work of Nancy and Victor Knight in furthering the principles of Unitarianism and Universalism in Canada. An award is to be made annually at the Annual Meeting from the income of the fund to a living person, selected by the Board, who has made a notable contribution to furthering liberal religious principles in Canada. Fund monies are invested with other Council funds as per the Council Investment Policy. The fund is protected from inflation by an allocation of a pro-rata share of investment income earned from the general fund each year.

Revenue recognition

The Council follows the restricted fund method of accounting for restricted contributions, grants and donations. As such, contributions, grants and donations which are externally restricted by the donor or internally restricted by Council are recorded in the appropriate restricted fund in the year received and unrestricted contributions are recognized as revenue of the General Fund when received or receivable.

Event registration, annual conference and meeting revenue are recognized on the date of the event. All other income is recognized as earned. Investment income includes dividend and interest income and realized gains (losses) on sale of investments and is recognized as earned.

Canadian Emergency Wage Subsidy revenue relates to government assistance and is recognized in the statement of revenue and expenditures when received or receivable in the year to which it relates.

Contributed goods and services

Contributed goods are recorded when a fair value can be reasonably estimated and when the goods are used in the normal course of operations and would otherwise have been purchased. Because of the difficulty in determining fair value, contributed services of volunteers are not recognized in these financial statements.

The Canadian Unitarian Council

Notes to the Financial Statements

December 31, 2020

2. Summary of significant accounting policies (continued)

Equipment

It is the policy of the Council to charge equipment acquisitions to current expenditures that are considered insignificant. Total such expenditures in 2020 amounted to \$1,606 (2019 - \$258) included in Administration expenditures. Equipment held by the Council includes furniture and office equipment.

Financial instruments

The Council considers any contract creating a financial asset, liability or equity instrument as a financial instrument. The Council's financial instruments are comprised of cash, accounts receivable, investments, and accounts payable.

The Council initially measures its financial assets and liabilities at fair value. The Council subsequently measures all its financial assets and liabilities at amortized cost, except for investments, which are measured at fair value.

Investments are recorded and carried at fair value by reference to published market price quotations. Unrealized gains and losses arising from the change in fair value are recorded in the statement of revenue and expenditures in the year incurred.

3. Investments

| | <u>2020</u> | <u>2019</u> |
|--------------------------------------|---------------------|---------------------|
| Canadian equities | \$ 4,763,941 | \$ 4,311,980 |
| US equities | 1,633,934 | 1,158,762 |
| Government and corporate index funds | <u>203,033</u> | <u>241,014</u> |
| | <u>\$ 6,600,908</u> | <u>\$ 5,711,756</u> |

Investment income is comprised of:

| | <u>2020</u> | <u>2019</u> |
|---------------------------------------|-------------------|-------------------|
| Realized gains on sale of investments | \$ 597,023 | \$ 151,986 |
| Interest and dividend income | <u>218,415</u> | <u>201,996</u> |
| | <u>\$ 815,438</u> | <u>\$ 353,982</u> |

The Canadian Unitarian Council

Notes to the Financial Statements

December 31, 2020

4. Restricted funds

| | January 1, 2020 | Contributions | Investment Income | Disbursements | Transfers | December 31, 2020 |
|--|---------------------|-------------------|----------------------|---------------------|-------------------|----------------------|
| Internally Restricted Funds | | | | | | |
| Legacy Fund | \$ 2,009,252 | \$ - | \$ 14,838 | \$ - | \$ 229,695 | \$ 2,253,785 |
| Lay Chaplaincy Training Fund | 8,565 | 4,615 | - | (2,100) | - | 11,080 |
| CUC UU-UNO Fund | 4,844 | 1,058 | - | (204) | - | 5,698 |
| Truth Healing and Reconciliation Fund | - | 19,260 | - | (17,100) | - | 2,160 |
| | <u>\$ 2,022,661</u> | <u>\$ 24,933</u> | <u>\$ 14,838</u> | <u>\$ (19,404)</u> | <u>\$ 229,695</u> | <u>\$ 2,272,723</u> |
| Externally Restricted Funds | | | | | | |
| Avalon Fund | \$ 315,278 | \$ - | \$ 57,945 | \$ - | - | \$ 373,223 |
| Congregation Investment Fund | 629,585 | - | 114,523 | - | - | 744,108 |
| Other Trust Funds | 32,095 | - | 187 | - | - | 32,282 |
| Refugee Fund | 22,304 | 348,044 | - | (93,477) | - | 276,871 |
| ED Radcliffe Leadership Development Fund | 13,950 | 120 | - | - | - | 14,070 |
| Theological Education Fund | 31,051 | 21,771 | 29,450 | (10,000) | - | 72,272 |
| Youth and Young Adult Leadership Fund | 7,847 | 762 | - | - | - | 8,609 |
| Emerging Congregations | 5,452 | - | - | - | - | 5,452 |
| Sharing Out Faith Fund | 3,025 | 14,867 | - | (8,000) | - | 9,892 |
| CUC Communications Fund | 3,511 | 212 | - | - | - | 3,723 |
| Canadian UU Religious Educations Fund | 1,289 | 880 | - | - | - | 2,169 |
| UU@United Nations | 3,174 | 5,211 | - | (4,310) | - | 4,075 |
| Nancy and Victor Knight Fund | 1,080 | - | 1,658 | - | - | 2,738 |
| | <u>\$ 1,069,641</u> | <u>\$ 391,867</u> | <u>\$ 203,763</u> | <u>\$ (115,787)</u> | <u>\$ -</u> | <u>\$ 1,549,484</u> |
| Endowment Funds | | | | | | |
| The Percy Simpson Bailey Endowment Fund | \$ 156,566 | \$ - | \$ 3,097 | \$ - | \$ - | \$ 159,663 |
| Nancy and Victor Knight Endowment Fund | 8,236 | - | 54 | - | - | 8,290 |
| | <u>\$ 164,802</u> | <u>\$ -</u> | <u>\$ 3,151</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 167,953</u> |

The Canadian Unitarian Council

Notes to the Financial Statements

December 31, 2020

5. Financial instruments

Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The required disclosures provide information that assists users of the financial statements in assessing the extent of risk related to financial instruments.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to meet its obligation. The Council's main credit risk relate to its accounts receivable.

This risk is mitigated by the Council through ensuring revenue is derived from qualified sources and providing for an allowance for doubtful accounts when appropriate. At December 31, 2020, the allowance for doubtful accounts in relation to accounts receivable is \$Nil (2019 - \$Nil).

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with its financial liabilities. The Council is exposed to liquidity risk with respect to its accounts payable.

The Council reduces its exposure to liquidity risk by ensuring that it documents when authorized payments are due and maintaining adequate cash reserves to meet obligations.

Government remittances payable at December 31, 2020 are \$Nil (2019 - \$Nil).

Currency risk

Currency risk is the risk arising from the change in price of one currency against another. The Council is exposed to currency risk with respect to its investments held in US equities. To manage this risk, the Council follows an investment policy which requires a diversified portfolio meeting specific requirements.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Council is exposed to interest rate risk with respect to investments with fixed interest rates. To manage this risk, the Council follows an investment policy which requires a diversified portfolio meeting specific requirements.

Other price risk

The Council is exposed to other price risk on its investment in equities quoted in an active market since changes in market prices would result in changes in the fair value of these instruments. To manage this risk, the Council follows an investment policy which requires a diversified portfolio meeting specific requirements.

The Canadian Unitarian Council

Notes to the Financial Statements

December 31, 2020

6. Budget amounts

The budget amounts presented in the schedule of the financial statements are for informational purposes only. These amounts are not covered by the report of the auditors.

7. Comparative amounts

Certain comparative amounts have been reclassified from those previously presented to conform to the presentation of the 2020 financial statements.

8. COVID-19

The outbreak of a novel strain of coronavirus (“COVID-19”) was declared a global pandemic by the World Health Organization in March 2020. COVID-19 has severely impacted many economies around the globe. In many countries, including Canada, businesses were forced to cease or limit operations for long periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Council for future periods. As at the audit report date, the Council continues to receive revenue relatively consistent with historical trends, general fund revenue has experienced declines. However, the Council has been fortunate to have significant investment income as well as access to government assistance, of which \$15,822 was accrued for at year end, as available. The Council remains committed to adjusting its expenditures as necessary to ensure its long-term sustainability.

The Canadian Unitarian Council

Schedule of Operating Expenses

Year ended December 31

| | 2020 Budget (Unaudited - Note 6) | 2020 Actual | 2019 Actual |
|---|---|--------------------------|-------------------|
| Staffing | | | |
| Salaries, outside services and benefits | \$ 486,300 | \$ 522,145 | \$ 512,387 |
| Contractors | 56,000 | 18,764 | 50,344 |
| Executive Director, office, general, International and travel expenses | 5,200 | 3,855 | 22,834 |
| Professional development | <u>200</u> | <u>70</u> | <u>300</u> |
| | <u>\$ 547,700</u> | <u>\$ 544,834</u> | <u>\$ 585,865</u> |
| Administration | | | |
| Rent and occupancy | \$ 23,244 | \$ 18,502 | \$ 18,922 |
| Audit and professional services | 14,000 | 17,472 | 24,348 |
| Membership & subscriptions | 13,000 | 13,506 | 10,922 |
| Service fee | 4,300 | 7,405 | 5,010 |
| Other | 1,500 | 6,094 | - |
| Storage | 5,100 | 4,960 | 4,951 |
| Equipment rental and maintenance | 4,900 | 4,884 | 4,995 |
| General and office | 2,000 | 3,195 | 16,245 |
| Insurance | 3,500 | 3,042 | 3,181 |
| HST/GST expense | - | 1,819 | 2,338 |
| Computer | 500 | 1,606 | 38 |
| Postage and courier | 1,600 | 616 | 1,013 |
| Telephone and internet | 1,800 | 97 | 1,592 |
| Furniture | 500 | - | 221 |
| Fundraising | <u>500</u> | <u>-</u> | <u>11</u> |
| | <u>\$ 76,444</u> | <u>\$ 83,198</u> | <u>\$ 93,787</u> |
| Investment management fees | <u>\$ -</u> | <u>\$ 68,214</u> | <u>\$ 51,991</u> |
| Congregational services | | | |
| Programme delivery | \$ 13,100 | \$ 17,471 | \$ 30,678 |
| Office | 1,600 | 2,704 | 1,648 |
| Travel and professional development | <u>1,000</u> | <u>762</u> | <u>411</u> |
| | <u>\$ 15,700</u> | <u>\$ 20,937</u> | <u>\$ 32,737</u> |
| Youth and young adult | | | |
| Programme delivery | \$ 14,000 | \$ 10,671 | \$ 16,415 |
| Office | 1,700 | 1,350 | 3,055 |
| Travel and professional development | <u>750</u> | <u>71</u> | <u>3,828</u> |
| | <u>\$ 16,450</u> | <u>\$ 12,092</u> | <u>\$ 23,298</u> |

The Canadian Unitarian Council

Schedule of Operating Expenses (continued)

Year ended December 31

| | 2020 Budget (Unaudited - Note 6) | 2020 Actual | 2019 Actual |
|--|---|------------------------|-------------------|
| Media and communications | | | |
| Communication | \$ 9,100 | \$ 6,530 | \$ 3,826 |
| General | - | 1,494 | 1,504 |
| Website maintenance | 1,000 | 345 | 636 |
| Publications | 200 | 20 | - |
| Media relations | <u>1,500</u> | <u>-</u> | <u>1,565</u> |
| | <u>\$ 11,800</u> | <u>\$ 8,389</u> | <u>\$ 7,531</u> |
| Annual conference and meeting | | | |
| General conference | \$ 6,100 | \$ 4,811 | \$ 896 |
| Travel meals and accommodation | - | 1,298 | 1,898 |
| Food and beverages | <u>-</u> | <u>-</u> | <u>424</u> |
| | <u>\$ 6,100</u> | <u>\$ 6,109</u> | <u>\$ 3,218</u> |
| Program administration | | | |
| International | <u>\$ 5,200</u> | <u>\$ 5,440</u> | <u>\$ 10,794</u> |
| Board, national committees and task forces | | | |
| Board expenses and communications | \$ 9,080 | \$ 2,099 | \$ 14,629 |
| National programs and initiatives | 1,000 | 1,475 | 2,364 |
| Truth, healing and reconciliation | 2,000 | 1,300 | 2,478 |
| Lay chaplain program | 4,500 | - | 6,863 |
| Nominating committee | 100 | - | - |
| Others | <u>1,500</u> | <u>-</u> | <u>-</u> |
| | <u>\$ 18,180</u> | <u>\$ 4,874</u> | <u>\$ 26,334</u> |
| Social responsibility | <u>\$ 2,500</u> | <u>\$ 1,043</u> | <u>\$ 3,966</u> |
| Gifts and grants | <u>\$ -</u> | <u>435</u> | <u>-</u> |
| Total general fund expenditures | <u>\$ 700,074</u> | <u>\$ 755,565</u> | <u>\$ 839,521</u> |