

# 2021 AGM



**United Way**  
Estevan

**Working together to show our #LocalLove**

# ANNUAL GENERAL MEETING AGENDA

**MARCH 31, 2021**

1. Call to Order
2. Introductions
3. Approval of Agenda
4. Minutes of the last Annual Meeting
5. Business Arising from the Minutes
6. President's Report
7. Nominations Report
8. Auditor's Report
9. Appointment of Auditors
10. Election of Officers
11. President-Elect's Address
12. New Business
  - a) Day of Caring
  - b) Annual Telethon
13. Question Period
14. Member Agencies & Community Impact Partner reports
15. Adjournment

# WHO WE ARE

## United Way Estevan – Executive and members, past & present

### Current Executive:

President: Melanie Graham  
 1st Vice President: Danny Ewen  
 2nd Vice President: Becca Anderson  
 Treasurer: Lynn Trobert  
 Past President: Becca Foord

### Staff:

Executive Director: Sheila Guenther  
 Finance Director: Kent Pachal

### Current Directors:

Dawn Densley	Doug McDavid	Lorna Pylychaty
Larry Elash	Linda Murphy	Shelly Veroba
Patrick Fisher	Denise Olsen	Dave Willberg
Robert Godfrey	Mark Pettitt	
Wendy Gustafson	Elizabeth Pinel	

### Honorary Lifetime Board Members:

Greg Breckenridge  
 Brian Cochran  
 John Deadlock  
 Rick Matte  
 Cindy Pangborn  
 Muriel Pangborn  
 Jim Warner

### Honorary Board Members:

Chuck Chow  
 Donn Henderson  
 Peter Marcotte  
 Denis Matte  
 Larry Pangborn  
 Bobbi Yanko

### In Memorium:

Georgie Cochran

John Seale





## UNITED WAY ESTEVAN ANNUAL GENERAL MEETING MINUTES MARCH 25, 2020

**PRESENT: United Way Estevan**

Rebecca (Becca) Foord, President  
Melanie Graham, 1<sup>st</sup> Vice President  
Danny Ewen, 2<sup>nd</sup> Vice President  
Lynn Trobert, Treasurer  
Travis Frank, Past President

*Meeting was conducted by  
teleconference as a result of  
of public health recommendations  
due to Covid-19.*

Becca Anderson  
Patrick Fisher  
Robert Godfrey  
Wendy Gustafson  
Doug McDavid  
Denise Olsen  
Mark Pettitt  
Elizabeth Pinel  
Lorna Pylychaty  
David Willberg

Staff:  
Sheila Guenther  
Kent Pachal

**PRESENT: Member Agencies**

Canadian Red Cross – Melanie Horton  
CNIB – Nanette Ermel  
Envision Counselling and Support Center Inc. – Christa Daku, Tania Hlohovsky  
Estevan Diversified Services – Trisha Salmers  
Estevan Family Resource Centre – Colleen MacMillan  
SaskAbilities – Deana Jesmer  
Spinal Cord Injury Saskatchewan Inc. – Launel Scott  
St. Joseph’s Adult Day Program – Mark Pettitt (also UWE)

**PRESENT: Community Impact Projects**

Youth Centre Committee – Cathy Welta-Eagles, Jackie Wall

**Present: Media and Guests**

Access Communications – Robert Godfrey (also UWE)  
Estevan Mercury – David Willberg (also UWE)  
MNP - Ashley Rushton  
Ricki Graham

1. Call to Order – Becca Foord called the meeting to order at 7:30 p.m.
2. Introductions – Becca Foord acknowledged that we are on Treaty 4 Territory and the Homeland of the Métis. She welcomed everyone in attendance, including Member Agency representatives, United Way Estevan Board of Directors, members of our Youth Centre committee, media and invited guests.

Becca then set out who can vote at this AGM.

- Each Member Agency and Community Impact group can designate one person to vote;
- As an individual, if you donated a minimum of \$1.00 in 2018 to UWE;
- Each corporation who donated a minimum of \$10.00 to UWE in 2018 can designate one director or employee;

- Honorary members of the UWE Board of Directors can also vote.
- 3. Approval of Agenda – Motion made by Danny Ewen, seconded by Wendy Gustafson, carried
- 4. Minutes of the last Annual Meeting – Motion made by Patrick Fisher, seconded by Melanie Graham to approve the minutes, carried
- 5. Business Arising from the Minutes - none
- 6. President's Report – Becca Foord highlighted the many achievements in 2019.
- 7. Nominations Report – Mark Pettitt reported that there are five Directors whose terms expire this year. They are Dawn Densley, Wendy Gustafson, Melanie Graham, Doug McDavid and Mark Pettitt. All five have agreed to return for the next three year term. Motion to accept these five Directors for a three year term made by Lynn Trobert, seconded by Danny Ewen, carried
- 8. Auditor's Report – Ashley Rushton from MNP presented and summarized their audited report. Motion made by Melanie Graham, seconded by Lorna Pylychaty to accept report, carried
- 9. Appointment of Auditors – Becca advised that the Board of Directors recommends MNP be appointed as auditors for the United Way Estevan for 2020. Motion made by Mark Pettitt, seconded by Wendy Gustafson to approve the MNP as auditors, carried
- 10. Election of Officers – Mark Pettitt  
Board of Directors recommends the following executive for 2020:  
President – Melanie Graham  
1<sup>st</sup> Vice President – Danny Ewen  
2<sup>nd</sup> Vice President – Rebecca Anderson  
Treasurer – Lynn Trobert

For the position of President, Mark called for nominations from the floor. There were none. Motion made by Danny Ewen, seconded by Elizabeth Pinel that nominations cease, carried. Melanie Graham was proclaimed President for 2020.

For the position of 1st Vice-President, Mark called for nominations from the floor. There were none. Becca Anderson made a motion to cease nominations, seconded by Robert Godfrey, carried. Danny Ewen is the 1st Vice-President.

For the position of 2nd Vice-President, Mark asked if there were any further nominations from the floor. As there were none, Patrick Fisher moved that nominations cease, seconded by Travis Frank, carried. Rebecca Anderson was elected as 2nd Vice-President.

For the position of Treasurer, Mark asked if there were any further nominations from the floor. As there were none, Wendy Gustafson moved that nominations cease, seconded by Danny Ewen, carried. Lynn Trobert is the Treasurer for 2020.

As outgoing President, Becca Foord will serve as Past President.

Becca Foord presented gavel to Melanie Graham

- 11. Melanie Graham, newly elected President, opened her speech commenting on witnessing the whole world coming together to help each other through this global pandemic even if it is from a distance. Melanie quoted powerful guiding words from Eleanor Roosevelt that said “You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing you think you cannot do.” She thanked Becca Foord on her fine leadership and dedication this past year, staff members Sheila Guenther and Kent Pachal for going the extra mile in helping us organize, our Student Representatives Parker Lavoie and Rogan McLean, to the board of directors for their true dedication year after year, especially Lynn Trobert, Larry Elash & Mark Pettitt who have been a part of this board for over 20 years! Melanie joined United Way in 2014. She immediately found herself included in a group of board members who treated each other like family. Not only did the board members show great teamwork and respect for each other but also motivation, collaboration, leadership, and positivity. United Way Estevan is aware that our community, companies and people are faced with difficult times in a rapidly changing economy and environment. Our goal is that

we will continue to strive further to aid our member agencies and enhance all lives in the community and surrounding area. We're fortunate to live in a city where despite times of uncertainty the community always pulls together in support of our cause, and Melanie is confident the same will happen in 2020!

12. New Business

- a) Strategic Plan – Sheila Guenther gave an overview of our Strategic Plan.
- b) Day of Caring - Wendy Gustafson mentioned that because of Covid-19, our typical Day of Caring will not go ahead, but that we're looking into other ways we can help our community while respecting public health guidance.
- c) 44th Annual Telethon - Dates are Oct. 16 & 17
- d) Fundraising restrictions – Sheila Guenther went over the changes to fundraising restrictions for member agencies.
- e) Patrick Fisher gave a brief report that the United Way has formed a committee with some other community members to work towards getting a youth centre up and running in our community. Members of the committee include Jackie Wall, Cathy Welta-Eagles, Jordan Culham, Susan Colbow and 4 representatives from the United Way. So far, we're working on setting up our company, bylaws and policies and considering venues.

13. Question/Comment/ Period – Melanie Graham

Any questions or comments? - none

14. Member Agencies and Community Impact Project reports - Written reports submitted in advance from the following agencies were read by Melanie Graham, Becca Foord and Lynn Trobert:

- *Canadian Red Cross Society*
- *CNIB*
- *Envision Counselling and Support Centre*
- *Estevan Area Literacy Group*
- *Estevan Family Resource Centre*
- *Estevan Regional Nursing Home Auxiliary*
- *Muscular Dystrophy Canada*
- *SaskAbilities*
- *Spinal Cord Injury Saskatchewan Inc.*
- *St. Joseph's Health Care Auxiliary*
- *Hillcrest Breakfast Club*

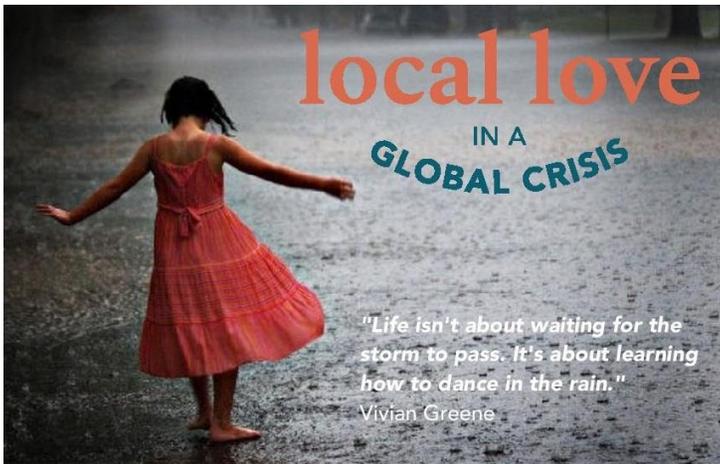
15. Adjournment – Doug McDavid made a motion to adjourn the meeting at 8:25 p.m.

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President

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Recording Secretary



# Give. Volunteer. Act.



**United Way Estevan**  
**Financial Statements**  
*December 31, 2020*

## **Management's Responsibility**

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To the Board of Directors of United Way Estevan:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of Directors who are neither management nor employees of the Charity. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors.

MNP LLP is appointed by the Board of Directors to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and may meet periodically and separately with, both the Board and management to discuss their audit findings.

March 31, 2021

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# Independent Auditor's Report

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To the Board of United Way Estevan:

## Qualified Opinion

We have audited the financial statements of United Way Estevan (the "Charity"), which comprise the statement of financial position as at December 31, 2020, and the statements of revenues and expenses, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Charity 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.

## Basis for Qualified Opinion

In common with many charitable organizations, the Charity derives revenues from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Charity and we were unable to determine whether any adjustments might be necessary to revenue, excess (deficiency) of revenue over expenses, and fund balances.

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 Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Charity'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 Charity'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 Charity'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 Charity 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.

Estevan, Saskatchewan

March 31, 2021

*MNP* LLP

Chartered Professional Accountants

**United Way Estevan**  
**Statement of Financial Position**  
*As at December 31, 2020*

	<i>Operating Fund</i>	<i>Projects Fund</i>	<i>Community Impact Fund</i>	<i>Capital Assets Fund</i>	<i>2020</i>	<i>2019</i>
<b>Assets</b>						
<b>Current</b>						
Cash	290,627	-	10,135	-	300,762	510,408
Accounts receivable (Note 4)	88,675	-	-	-	88,675	68,289
Marketable securities (Note 3)	200,000	-	-	-	200,000	-
Prepaid expenses and deposits	-	-	-	-	-	3,265
Goods and Service Tax receivable	1,544	-	-	-	1,544	1,198
	<b>580,846</b>	<b>-</b>	<b>10,135</b>	<b>-</b>	<b>590,981</b>	<b>583,160</b>
<b>Capital assets (Note 5)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,165</b>	<b>4,165</b>	<b>4,108</b>
	<b>580,846</b>	<b>-</b>	<b>10,135</b>	<b>4,165</b>	<b>595,146</b>	<b>587,268</b>
<b>Liabilities</b>						
<b>Current</b>						
Accounts payable	3,706	-	-	-	3,706	8,349
Member allocation payable (Note 10)	293,500	-	11,000	-	304,500	319,100
	<b>297,206</b>	<b>-</b>	<b>11,000</b>	<b>-</b>	<b>308,206</b>	<b>327,449</b>
<b>Fund Balances</b>						
Operating	283,640	-	-	-	283,640	276,576
Community impact	-	-	(865)	-	(865)	(20,865)
Capital assets	-	-	-	4,165	4,165	4,108
	<b>283,640</b>	<b>-</b>	<b>(865)</b>	<b>4,165</b>	<b>286,940</b>	<b>259,819</b>
	<b>580,846</b>	<b>-</b>	<b>10,135</b>	<b>4,165</b>	<b>595,146</b>	<b>587,268</b>

Approved on behalf of the Board

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

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

**United Way Estevan**  
**Statement of Revenue and Expenses**  
*For the year ended December 31, 2020*

	<i>Operating Fund</i>	<i>Projects Fund</i>	<i>Community Impact Fund</i>	<i>Capital Assets Fund</i>	<i>2020</i>	<i>2019</i>
<b>Revenue</b>						
Donations (Note 7)	386,537	700	-	-	387,237	394,983
Special Projects Grants (Note 7)	-	183,531	-	-	183,531	-
<b>Uncollectible pledges</b>	(380)	-	-	-	(380)	(3,889)
<b>Interest income</b>	483	-	483	-	966	3,848
<b>Total revenue</b>	<b>386,640</b>	<b>184,231</b>	<b>483</b>	<b>-</b>	<b>571,354</b>	<b>394,942</b>
Campaign expenses (Note 8)	45,211	-	-	-	45,211	43,306
<b>Net revenue available for programs</b>	<b>341,429</b>	<b>184,231</b>	<b>483</b>	<b>-</b>	<b>526,143</b>	<b>351,636</b>
Program expenses - general (Note 9)	21,237	-	-	-	21,237	20,801
Program expenses - member allocations (Note 10)	293,500	-	-	-	293,500	284,100
<b>Special projects fund (Note 11)</b>	<b>-</b>	<b>184,616</b>	<b>-</b>	<b>-</b>	<b>184,616</b>	<b>1,798</b>
<b>Community impact fund (Note 12)</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>	<b>35,000</b>
<b>(Unspent) surplus allocation</b>	<b>(1,250)</b>	<b>-</b>	<b>(4,000)</b>	<b>-</b>	<b>(5,250)</b>	<b>3,323</b>
<b>Amortization</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>919</b>	<b>919</b>	<b>944</b>
	<b>313,487</b>	<b>184,616</b>	<b>-</b>	<b>919</b>	<b>499,022</b>	<b>345,966</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>27,942</b>	<b>(385)</b>	<b>483</b>	<b>(919)</b>	<b>27,121</b>	<b>5,670</b>

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

**United Way Estevan**  
**Statement of Changes in Fund Balances**

*For the year ended December 31, 2020*

	<i>Operating Fund</i>	<i>Projects Fund</i>	<i>Community Impact Fund</i>	<i>Capital Assets Fund</i>	<b>2020</b>	<i>2019</i>
<b>Fund balances, beginning of year</b>	<b>276,576</b>	-	<b>(20,865)</b>	<b>4,108</b>	<b>259,819</b>	254,149
<b>Excess (deficiency) of revenue over expenses</b>	<b>27,942</b>	<b>(385)</b>	<b>483</b>	<b>(919)</b>	<b>27,121</b>	5,670
<b>Interfund transfer (Note 6)</b>	<b>(20,878)</b>	<b>385</b>	<b>19,517</b>	<b>976</b>	-	-
<b>Fund balances, end of year</b>	<b>283,640</b>	-	<b>(865)</b>	<b>4,165</b>	<b>286,940</b>	259,819

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

**United Way Estevan**  
**Statement of Cash Flows**  
For the year ended December 31, 2020

	Operating Fund	Projects Fund	Community Impact Fund	Capital Assets Fund	2020	2019
<b>Cash provided by (used for) the following activities</b>						
<b>Operating</b>						
Excess (deficiency) of revenue over expenses	27,942	(385)	483	(919)	27,121	5,670
Amortization	-	-	-	919	919	944
	<b>27,942</b>	<b>(385)</b>	<b>483</b>	<b>-</b>	<b>28,040</b>	<b>6,614</b>
Changes in working capital accounts						
Accounts receivable	(20,386)	-	-	-	(20,386)	2,632
Goods and Service Tax receivable	(346)	-	-	-	(346)	(567)
Prepaid expenses and deposits	3,265	-	-	-	3,265	(3,268)
Accounts payable	(4,643)	-	-	-	(4,643)	5,266
Membership allocation payable	9,400	-	(24,000)	-	(14,600)	(6,595)
	<b>15,232</b>	<b>(385)</b>	<b>(23,517)</b>	<b>-</b>	<b>(8,670)</b>	<b>4,082</b>
<b>Investing</b>						
Purchase of marketable securities	(200,000)	-	-	-	(200,000)	-
Purchase of capital assets	-	-	-	(976)	(976)	(668)
<b>(Decrease) increase in cash resources</b>	<b>(184,768)</b>	<b>(385)</b>	<b>(23,517)</b>	<b>(976)</b>	<b>(209,646)</b>	<b>3,414</b>
<b>Cash resources, beginning of year</b>	<b>496,273</b>	<b>-</b>	<b>14,135</b>	<b>-</b>	<b>510,408</b>	<b>506,994</b>
<b>Interfund adjustments</b>	<b>(20,878)</b>	<b>385</b>	<b>19,517</b>	<b>976</b>	<b>-</b>	<b>-</b>
<b>Cash resources, end of year</b>	<b>290,627</b>	<b>-</b>	<b>10,135</b>	<b>-</b>	<b>300,762</b>	<b>510,408</b>

The accompanying notes are an integral part of these financial statements

**1. Incorporation and nature of the organization**

United Way Estevan (the "Charity") is incorporated under the Non-Profit Corporation Act of Saskatchewan. The Charity is registered as a not-for-profit organization under the Income Tax Act (the "Act") and as such is exempt from income taxes. In order to maintain its status as a registered not-for-profit organization under the Act, the Organization must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

The Charity's purpose is to provide local member agencies with funding.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

***Fund accounting***

The Charity follows the restricted fund method of accounting for contributions, and maintains four funds: Operating Fund, Capital Assets Fund, Projects Fund and Community Impact Fund.

The Operating Fund reports the Charity's fundraising and administrative activities.

The Capital Assets Fund reports the Charity's capital assets and related expenses.

The Projects Fund reports the Charity's assets, liabilities, revenues and expenses of any special projects.

The Community Impact Fund reports the Charity's assets, liabilities, revenue and expenses related to the involvement in community projects as directed by its Board of Directors.

***Cash and cash equivalents***

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or less.

***Marketable securities***

Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

***Capital assets***

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives. The half year rule is applied in the year of acquisition for amortization.

	<b>Rate</b>
Automotive	20 %
Equipment	20 %
Office equipment	20 %
Furniture and fixtures	20 %

***Long-lived assets***

Long-lived assets consist of capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

When the Charity determines that a long-lived asset no longer has any long-term service potential to the organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations. Write-downs are not reversed.

**2. Significant accounting policies** *(Continued from previous page)*

***Revenue recognition***

The Charity uses the restricted fund method of accounting for contributions. Restricted contributions related to Community Impact, Projects and Capital Assets are recognized as revenue of the Community Impact Fund, Projects Fund and Capital Assets Fund respectively in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the Operating Fund.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Pledges are recognized as revenue when the amount to be received can be reasonably estimated and ultimate collection is reasonably assured.

Investment income is recorded when it is earned, per Board approval this is recorded in the Operating and Community Impact funds.

***Contributed services***

Contributions of services are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the services are used in the normal course of the Charity's operations and would otherwise have been purchased. Services provided include volunteer hours which the fair value is not reasonably determined therefore has not been recorded.

***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 amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess (deficiency) of revenue over expenses in the periods in which they become known.

***Allocation of expenses***

The Charity engages in fundraising programs. The costs of each program include the costs of personnel, premises and other expenses that are directly related to providing the program. The Charity also incurs a number of general support expenses that are common to the administration of the Charity and each of its programs.

The Charity allocates certain of its general support expenses by identifying the appropriate basis of allocating each component expense, and applies that basis consistently each year. The ratios used to allocate general management and administration expenses are 67% to campaign expenses and 33% to program expenses.

***Financial instruments***

The Charity recognizes its financial instruments when the Charity becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with Section 3840 *Related Party Transactions*.

At initial recognition, the Charity may irrevocably elect to subsequently measure any financial instrument at fair value. Cash is measured at fair value. All other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

**2. Significant accounting policies** *(Continued from previous page)*

**Financial asset impairment:**

The Charity assesses impairment of all of its financial assets measured at cost or amortized cost. When there is an indication of impairment, the Charity determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Charity reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenues over expenses.

The Charity reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of excess in the year the reversal occurs.

**3. Marketable securities**

At December 31, 2020 the Charity hold various flexible term deposits earning interest ranging between 0.35% - 1.25%, maturing February 2021-October 2021.

**4. Accounts receivable**

At December 31, 2020, accounts receivable includes outstanding pledges and bequests of \$88,675 (2019 – \$68,289), all of which is reported as current revenue. The balance in accounts receivable represents pledges that have not yet been received, but the Charity believes the amount to be received is reasonably estimated and that ultimate collection is reasonably assured.

**5. Capital assets**

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2020 Net book value</b>	<b>2019 Net book value</b>
Automotive	12,051	10,708	1,343	1,679
Equipment	5,666	4,924	742	927
Office equipment	17,445	15,407	2,038	1,449
Furniture and fixtures	2,229	2,187	42	53
	<b>37,391</b>	<b>33,226</b>	<b>4,165</b>	<b>4,108</b>

**6. Interfund transfers**

Interfund transfers have been approved by the Board of Directors. Transfers are based upon standing board orders whereby 50% of the investment income and board allocation are transferred to the Community Impact Fund. This has resulted in the allocation to the Community Impact Fund totaling \$483 (2019 - \$1,924). During the year a total of \$19,517 (2019 - \$29,324) was transferred to the Community Impact Fund, \$385 (2019 - \$1,798) to the Projects Fund, and \$976 (2019 - \$668) to the Capital Asset Fund.

**United Way Estevan**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**7. Revenue**

Revenue is comprised of the following balances:

	2020	2019
<b>Operating fund</b>		
Corporate	153,858	215,715
Employee	62,456	61,472
Small business	47,395	32,380
Educational	2,054	9,699
Non-profit	17,314	9,623
Individuals	74,324	52,773
Transfers - other United Way Campaigns	18,548	5,409
Other campaign revenue	10,588	7,912
	386,537	394,983
<b>Special Projects</b>		
Designated donations	700	-
	700	-
<b>Special Projects - Grants</b>		
Special Projects - United Way Emergency Community Support Fund (ECSF)	112,424	-
Special Projects - South Saskatchewan Community Fund (SSCF)	50,000	-
Special Projects - United Way Seniors Fund	21,107	-
	183,531	-
	570,768	394,983

**8. Campaign expenses**

Campaign expenses consist of the following balances:

	2020	2019
Administrative services	23,995	22,889
Advertising - newspaper	1,700	1,790
Advertising - radio	2,400	2,400
Bank charges	384	-
Insurance and licenses	426	391
Memberships, dues and fees	2,543	2,377
Office supplies	1,421	598
Supplies	258	465
Professional services	9,519	9,668
Rent	2,010	2,010
Telephone	555	718
	45,211	43,306

**United Way Estevan**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**9. Program expenses - general**

General program expenses consist of the following balances:

	<b>2020</b>	<b>2019</b>
Administrative services	<b>12,045</b>	11,629
Advertising - newspaper	-	412
Goods and Services Tax	<b>700</b>	295
Insurance and licenses	<b>210</b>	192
Memberships, dues and fees	<b>1,252</b>	1,170
Miscellaneous	<b>189</b>	141
Office supplies	<b>524</b>	602
Professional services	<b>4,689</b>	4,762
Website	<b>339</b>	254
Rent	<b>990</b>	990
Repairs and maintenance	<b>25</b>	-
Telephone	<b>274</b>	354
	<b>21,237</b>	<b>20,801</b>

**10. Program expenses - member allocations**

Member allocations expenses consist of the following balances:

	<b>2020</b>	<b>2019</b>
Canadian National Institute for the Blind	<b>10,000</b>	10,000
Canadian Red Cross Society	<b>20,000</b>	20,000
Creighton Lodge	<b>35,000</b>	25,000
Envision Counselling and Support Centre Inc.	<b>35,500</b>	30,000
Estevan Area Home Care	-	2,000
Estevan Diversified Services Inc.	<b>25,000</b>	25,000
Estevan Family and Friends Inc.	-	5,000
Estevan Family Resource Centre	<b>55,000</b>	50,000
Estevan Regional Nursing Home Auxiliary	<b>30,000</b>	23,000
Estevan Area Literacy Group	<b>25,000</b>	30,000
Muscular Dystrophy Association	<b>5,000</b>	7,500
Saskatchewan Abilities Council	<b>10,500</b>	10,500
Spinal Cord Injury Saskatchewan Inc.	<b>5,000</b>	5,000
St. Joseph's Adult Day Program	<b>12,500</b>	17,500
St. Joseph's Health Care Auxiliary	<b>25,000</b>	23,600
	<b>293,500</b>	<b>284,100</b>

**United Way Estevan**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2020*

**11. Special project fund expenses**

Special project expenses consist of the following balances:

	2020	2019
<b>Special Projects - United Way Emergency Community Support Fund (ECSF)</b>		
Hillcrest Community Program	20,096	-
Estevan Family Resource Centre	20,000	-
The Salvation Army Estevan Corps	20,000	-
Envision Counseling & Support Centre Inc	19,334	-
South East Advocates for Employment	10,000	-
St. Giles Anglican Church	9,000	-
St. Joseph's Hospital of Estevan	5,000	-
	103,430	-
<b>Special Projects - South Saskatchewan Community Fund (SSCF)</b>		
Feed Estevan	50,700	-
	50,700	-
<b>Special Projects - United Way Seniors Fund</b>		
Creighton Lodge Trust Committee	7,606	-
Envision Counseling & Support Centre Inc	7,030	-
Ipads for seniors	2,832	-
Salvation Army gift bags	2,634	-
	20,102	-
<b>Other Special Fund Expenses</b>		
Admin allocation	9,999	-
Equipment rental	318	239
Conference and meetings	67	1,559
	10,384	1,798
	184,616	1,798

**12. Community impact fund**

The Community impact fund expenses consists of the following balances:

	2020	2019
ECS Food Program	4,000	-
Hillcrest Breakfast	-	20,000
Youth Centre	-	10,000
Day of Caring	-	2,000
Scholarship	-	1,000
Other allocation	-	2,000
	4,000	35,000
	4,000	35,000

**13. Financial instruments**

The Charity, as part of its operations, carries a number of financial instruments. It is management's opinion that the Charity is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

***Liquidity risk***

Liquidity risk is the risk that the Charity will encounter difficulty in meeting obligations associated with financial liabilities. The Charity's exposure to liquidity risk is dependent on the collection of accounts, purchasing commitments and obligations or raising funds to meet commitments and sustain operations.

***Credit concentration***

As at December 31, 2020, two donors (2019 - one) accounted for 79% (2019 - 80%) of the accounts receivable. The Charity believes that there is no unusual exposure associated with the collection of these receivables. The Charity performs regular credit assessments of its donors and provides allowances for potentially uncollectible accounts receivable.

**14. Commitments**

The Organization has entered into a rental agreement for office space with monthly payments of \$250, ending October 2023.

**15. Significant event**

During the year, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Charity as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. While the total extent of the impact is unknown, we anticipate that these increased government regulations and possible supply chain disruptions may negatively impact the Charity's business and financial condition.