

⌘ Hazel Burns Hospice

2019
Annual Report



☞ Hazel Burns Hospice

**2019 Annual General Meeting
and
Candle Lighting Memorial
Tuesday, October 15th, 2019 @ 6:30PM**

Agenda

Welcome

Call to Order

Candle Lighting Ceremony

- Karen Emsig/Jo-Ann Leake

Approval of Minutes from 2018 Annual General Meeting

President's Remarks

Treasurer's Report

- Appointment of Auditors: Clarkson Rouble LLP

Presentation of Slate of Directors

Voting – Re-appointment of Board Members

Executive Director's Remarks

Closing Remarks

Refreshments

President's Message 2019

I am pleased to report that Hazel Burns Hospice's operating year ending March 31, 2019 was another successful year. This has been a turbulent year for health care delivery in Ontario with a major, continuing reorganization of the health care delivery structure. Hazel Burns Hospice was able to navigate through this challenging time with a significant increase to our base budget.

Our staff and Executive Director continue to deliver an exceptional level of service to our clients and their families including a rejuvenated volunteer management program. For that exceptional service, on behalf of myself and my fellow Board members, I would like to express sincere thanks to Karen and to our staff.

And most deservedly, my sincere thank you to the dedicated and compassionate group of volunteers who are the face of Hazel Burns Hospice to our clients.

Our main fundraising event of the year is the Healing Cycle bike ride for palliative care. Hazel Burns Hospice received donations totaling \$8776.00 to support our riders. That's a 24% increase. A big thank you to all of the riders, sidekicks and donors!

As I mentioned last year, Hazel Burns Hospice has been in discussions with The Toronto Commandery Hospice to explore opportunities for integrating our services. The Toronto Commandery Hospice is in the planning stages and when built will be a 10 bed Residential Hospice located on the West Park Hospital property north of Eglinton between Jane Street and Scarlett Road. Our discussions continue and we hope as a first step to announce in the near future that we have been able to find office space to jointly house Hazel Burns Hospice and the governance functions of The Toronto Commandery Hospice. Hazel Burns Hospice will continue to provide our stakeholders with information as we move toward our goal of integration.

The Board of Directors is made up of a group of dedicated and experienced individuals who devote a significant amount of time each year to the Hospice's governance activities. I want to thank our Board members for all of their hard work and dedication over the past year – please acknowledge yourself to our members when I announce your name.

Officers:

Frank White – President
Julie Campbell – our Vice President
Jordan Levy – our Treasurer
Katie Reid – our Secretary

Directors:

Sandra Beattie
Heather Hughes
Sean Molloy
Andrea Swinton

Executive Director's Remarks

This past year has been another year of growth for our Hospice which has been very exciting as well as challenging. There was a Staff vacancy for the Coordinator of Volunteer Services and we had some rotating Staff for a period of almost a year. Due to this our statistics for that Program were a challenge to meet but we did an amazing job despite our staffing shortfalls. I am happy to report to you that one of our Palliative Volunteers, Aaron Yukich decided to join our small Team as Coordinator of Volunteer Services last December and has been a wonderful addition. He brings a wealth of Volunteer experience as well as a calming nature which has been most helpful when the days get a bit hectic in the office. During the past few weeks I had the pleasure to meet Sarah Bird who is one of our Palliative Volunteers. We welcome Sarah who will be joining our Team for one day per week as an assistant to Aaron and Jo-Ann. Our part-time Coordinator, Patricia Glover officially retired at the end of March. She was a wonderful addition to our Team and assisted us in so many areas. We wish her luck in her retirement.

Last January a colleague had mentioned that the Mount Pleasant Group of Cemeteries help in sponsoring Hospice programs. I reached out Prospect Cemetery who is in our Catchment and they were most welcoming. We now have a Letter of Understanding with them and last February we have received a cheque for \$1,500 that has gone toward our Complimentary Therapy Program for our Clients and their Caregivers. We are most grateful for the support.

We are continuing our Bereavement Group in Partnership with the Alzheimer's Society of Toronto and Reconnect Community Health Services. This Fall we are also starting a book club Grief & Bereavement Group in Partnership with the Guestville Library.

We have had two Volunteer Training Sessions over the past year in Partnership with Circle of Care and Better Living and one that Aaron ran himself during the summer at the Circle of Care office. Aaron has also offered some Information Sessions for potential Volunteers and Share and Care events to engage with the new and current Volunteers. He is actively recruiting Volunteers from the south end of the City which is helpful to accommodate Clients in the Toronto Central LHIN since our Catchment goes south to the Lake.

I am certain that you are aware that the Ontario Government is introducing the new 'Ontario Health Teams' across the Province for which everyone receiving funding from the Ministry of Health will be a part of. These Teams will be replacing the LHINs, however the environment is quite chaotic at the moment with little direction. We have been told to just continue on with 'business as usual' until there is a clearer direction for us to move in.

This being said, we continue to engage in our Partnerships in the Community to include the Central and Toronto Central LHINs, Community Care, the Temmy Latner Centre for Palliative Care and Dorothy Ley Palliative Medical Teams which include Doctors and Community Nursing Agencies; various Hospices and Reconnect Community Health Care Services. As a result of these Partnerships and Jo-Ann and Aaron's participation in daily telephone rounds with the

Client Services Summary
2018 – 2019

Clients Served	378
Clients matched with Volunteers	75

Volunteer Activities

Board of Directors	9
Visiting Volunteers	29
Total number of volunteers	38
Volunteer Service Hours	4,552
(These hours would equate to \$91,040 of paid time)	
Total number of service hours	8,860

Hazel Burns Hospice

Financial Statements

March 31, 2019

Independent Auditors' Report

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Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

Mississauga, Ontario
June 24, 2019

Clarkson Rouble LLP.
Clarkson Rouble LLP
Chartered Professional Accountants
Licensed Public Accountants



Hazel Burns Hospice

Statement of Operations and Changes in Net Assets Year Ended March 31, 2019

	2019	2018
Revenues		
Grants (Note 5)	\$ 250,971	\$ 238,570
Interest	255	262
Donations, fundraising and other	13,719	39,701
	<u>264,945</u>	<u>278,533</u>
Expenses		
Administration	79,221	82,005
Case management	87,128	85,209
Volunteer program	34,656	50,919
Bereavement support	19,923	19,257
Office and general	15,045	17,171
Professional fees	11,800	11,500
Support and recognition	2,168	4,257
Rent	11,750	5,000
Insurance	3,246	3,213
	<u>264,937</u>	<u>278,531</u>
Excess of revenues over expenses	8	2
Net assets, beginning of year	35,426	35,424
Net assets, end of year	\$ 35,434	\$ 35,426

Hazel Burns Hospice

Notes to Financial Statements

March 31, 2019

Purpose of organization

Hazel Burns Hospice (the "Hospice") is a charitable organization incorporated in the province of Ontario without share capital.

The Hospice is dedicated to the compassionate care of people living with life threatening illnesses and support of their families.

1. Significant accounting policies

The accounting policies of the Hospice are in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are the policies considered to be particularly significant.

(a) Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and cash in bank.

(b) Capital assets

Capital assets in excess of \$2,000 per item are capitalized in the year of purchase and amortized to operations over their estimated useful lives.

(c) Revenue recognition

Government grants related to current expenditures is reflected in the accounts as a revenue item in the year in which it is received. Grants related to the purchase of capital assets is recorded as revenue in the same period the related capital assets are charged to operations.

The Hospice follows the deferral method of recognition for grant revenue. Grants received in the current year for expenses to be incurred in the following fiscal year are recorded as deferred revenue.

Interest income is recognized as revenue when earned.

Donations and fundraising are recognized in the same period in which programming and operating expenses are incurred.

Hazel Burns Hospice

Notes to Financial Statements

March 31, 2019

1. Significant accounting policies (continued)

(f) Financial Instruments

Financial assets and liabilities are recognized when the Hospice becomes party to the contractual provisions of the instrument. Financial assets and liabilities are derecognized when the rights or obligations to receive or repay cash flows from the assets and liabilities have expired or have transferred and the Hospice has transferred substantially all risks and rewards of ownership.

Financial instruments of the Hospice consist of cash, short-term investments, accounts receivable, accounts payable and accrued charges. Cash, accounts receivable, accounts payable and accrued charges are recorded at amortized cost. Amortization is recorded on a straight-line basis. Short-term investments are recognized at fair value determined on the basis of market value. Gains or losses are recognized in the statement of operations and changes in fund balances in the period in which they occur.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the excess of revenues over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the excess of revenue over expenses.

2. Short term investments

	2019	2018
Short term investments	32,061	31,806
	<u>\$ 32,061</u>	<u>\$ 31,806</u>

The short term investments consist of three Guaranteed Investment Certificates which bear interest from 0.75% to 0.85% and mature on March 23, 2020.

Hazel Burns Hospice

Notes to Financial Statements March 31, 2019

5. Grants

Government funding received from the Central Local Health Integration Network ("LHIN"), as well as other grants recognized in the year were as follows:

	2019	2018
Current year government funding:		
Central LHIN - Core operating grant	\$ 250,971	\$ 210,768
Central LHIN - one-time funding	-	27,802
	<hr/>	<hr/>
	\$ 250,971	\$ 238,570

6. Income tax status

The Hospice is registered as a charitable organization under section 149 (l)(f) of the Income Tax Act (Canada) and, as such, is exempt from income taxes, and may issue receipts that are eligible for a non-refundable tax credit by an individual donor and a tax deduction by a corporate donor.

⌘ Hazel Burns Hospice

OFFICERS AND DIRECTORS 2019 – 2020

OFFICERS

Frank White – President *
Julie Campbell - Vice-President

Kathleen Reid - Secretary
Jordan Levy - Treasurer

DIRECTORS

Heather Hughes
Sandra Beatty
Andrea Swinton

Sean Molloy
Mark Gronsfelt *

* Members who have resigned