

CMHA SASKATOON ANNUAL REPORT 2018 - 2019



Canadian Mental
Health Association
Saskatoon
Mental health for all



CMHA Saskatoon Branch Inc. would like to say

a HUGE *Thank You* to all of our

volunteers who have given their time, support,

passion and dedication throughout the year! We

would not be the organization we are today

without each and every one of you!



CANADIAN MENTAL HEALTH ASSOCIATION

SASKATOON BRANCH

Annual General Meeting

Thursday, June 20, 2019

1:30 p.m.

AGENDA

1. Welcome and Call to Order
2. Introduction of Staff & Special Guests
3. Approval of Agenda – motion to accept
4. Approval the AGM Minutes for June 21,2018
5. Revised Bylaws – motion to accept
6. Slate of Directors for 2019/20
7. Auditor's Report - Cheryl Woloschuk
 - a. Approval of 2018/19 Audited Financial Statements – motion to accept
8. Appointment of Auditor for 2019/20 – motion to accept
 - a. Cheque Signing Authority – two signatures required - motion to accept
 - b. Donation Receipts Signing Authority – one signature required – motion to accept
9. President's Report
10. Executive Director's Report
11. Members Input for 2019/20
12. Moment of silence to remember and honour the members, friends and families lost this year.
13. Motion to adjourn.

**ANNUAL GENERAL MEETING
CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.
June 21, 2018; 1:05 p.m. - CMHA Boardroom**

1. Call to order and welcome by Teri Schroeder, President.
2. Introduction of Staff and Special Guests .
3. **Motion: To approve the June 21, 2018 Annual General Meeting agenda, adding #12 New Business, renumber Motion to adjourn to #13. Moved by Lara Kozlowski / Seconded by Ryan Watkins.**
4. **Motion: To approve minutes of Annual General Meeting of June 29, 2017. Moved by Brenda Yuen / Seconded by Rhonda Gough. Carried.**
5. **Motion: To accept audited Auditor's Report/Financial Statement as presented by Cheryl Woloschuk, CPA (Chartered Professional Accountant). Moved by Lisa Andres / Seconded by Rhonda Gough. Carried.**
6. **Motion: To appoint Cheryl Woloschuk, CPA as Auditor for 2018-2019. Moved by Lisa Andres / Seconded by Lara Kozlowski. Carried.**
7.
 - a) **Motion: To authorize cheque signees (President, Vice-President, Treasurer, Executive Director (ED), and two alternate staff members to sign cheques); two signatures required; one being a Board member/one being ED/staff. Moved by Bill Pringle / Seconded by Brenda Yuen. Carried.**
 - b) **Motion: To authorize the Executive Director and/or the President to sign donation receipts; one signature required. Moved by Jim Austin / Seconded by Lisa Andres. Carried.**
8. **Motion: To accept President's Report. Moved by Brenda Yuen / Seconded by Myles Montcalm. Carried.**
9. **Motion: To accept Executive Directors Report. Moved by Janet Ernst / Seconded by Rhonda Gough. Carried.**
10. Moment of silence to remember and honor the members, friends and families lost at CMHA and also the province wide loss of the Humboldt Bronco's and LaLoche tragedy.
11. Presentation of the slate of directors.
Motion: To accept 2018-2019 Board of Directors as presented. Moved by Bill Pringle / Seconded by Rhonda Gough. Carried.

2018-2019 board members are: Teri Schroeder (President-Elect), Debra Charuk, Amanda Neudorf, Joyce Meyer, Brenda Yuen, Dr. Sharon Acoose, Myles Montcalm, Mark Allberg, Lesley Washington.
12. Discussion on Bowling programs, WRAP program, MH Fun Run
13. **Motion to adjourn by Brian Bilokraly.**

September 1997
Amended June 27, 2002
Amended June 23, 2004
Amended June 21, 2006
Amended September 7, 2010
Amended June 20, 2013
Draft Replacement June 20,
2019

BYLAWS OF

CANADIAN MENTAL HEALTH ASSOCIATION- SASKATOON BRANCH INC.

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1. Definitions

In these bylaws:

- 1.1 “Branch” means the Canadian Mental Health Association - Saskatoon Branch Inc.;
- 1.2 “Division” means the Canadian Mental Health Association in Saskatchewan Inc.;
- 1.3 “National Association” means the Canadian Mental Health Association national body;
- 1.4 “Association” means the members, volunteers, supporters and persons with lived experience who together constitute the Canadian Mental Health Association - Saskatoon Branch Inc.;
- 1.5 CMHA Saskatoon Branch means the same as the Canadian Mental Health Association-Saskatoon Branch Inc.
- 1.6 “Board” means the Board of Directors of the Branch.

2. Purpose and Objectives

Canadian Mental Health Association -Saskatoon Branch Inc. exists so that people in the Saskatoon Community have improved mental health. The majority of resources will be devoted to promoting the mental health of all people.

The objective of the Branch is that:

People with mental health needs will have a personally satisfying quality of life by having:

- meaningful work
- adequate financial resources
- satisfying relationships
- recreation and leisure opportunities through maximum feasible community inclusion.

3. Membership

- 3.1 CMHA Saskatoon Branch membership shall be granted to individuals, societies, partnerships or corporations, who pay the designated membership fee and support the vision and purpose of the organization. When a membership is purchased it is in the Branch, the Division and the Canadian Mental Health Association National.
- 3.2 All membership funds collected by the CMHA Saskatoon stays at the Branch.
- 3.3 Membership is effective from April 1 to March 31 during the year of purchase.

4. Financial

- 4.1 The Branch may enter into contracts with funders and suppliers.
- 4.2 The Branch accepts the principle of providing support to the Canadian Mental Health Association in Saskatchewan Division.
- 4.3 The Board makes decisions on capital expenditures.
- 4.4 Any member can view the Financial Statements of the Branch by making an appointment to do so.

5. Member Meetings

- 5.1 The Board of Directors will decide when and where Annual and Special General meetings are held. Notice of all such meetings shall be forwarded to the membership not less than 15 days prior to meetings.
- 5.2 A Special General Meeting of the members may be called at any time by the Board of Directors or upon written request of not less than 5% of the members in good standing. Notice of such meeting of not less than 15 days shall be given to the members.
- 5.3 At any Annual or Special General meetings, quorum is 15 members in good standing.

- 5.4 Each Branch member in good standing is entitled to one vote at Annual and Special General meetings.
- 5.5 At meetings of the Members, motions shall be decided by a show of hands, except when a ballot is requested by the Chair of the meeting or demanded by a minimum of five Members. Such motions shall be decided by a majority of votes of the Members present, unless otherwise required by the Bylaws of the Branch or by the provisions of The Non-Profit Corporations Act.
- 5.6 The Chairperson will call the vote on a motion and the result shall be deemed the decision of the meeting. If a vote result in a tie, the Chairperson shall cast the deciding vote. At General Meetings the Chair declares the resolution or motion is approved or defeated by the number or proportion of votes.
- 5.7 At Annual or Special general meetings, a member in good standing may hold the proxy vote for up to 3 members if those members provide their written consent prior to the meetings.

6. Directors and Officers.

- 6.1 The affairs of the Branch are governed by a Board of Directors. The Board will consist of a maximum of 11 Directors.
- 6.2
 - a. The Directors of the Branch are elected at the Annual General Meeting.
 - b. The Board elects the President, Vice President, Treasurer and Secretary from its members at the first Board Meeting following the Annual General Meeting.
 - c. The President shall act as Chairperson at all Board and General Meetings, and in their absence, the Vice President shall so act.
- 6.3 Members of the Board are elected for a two-year term.
- 6.4 The Board may appoint advisors to the Board to act as consultants or assistants to the Board. These advisors do not vote on any Board business.
- 6.5 Board members can sit for a maximum of four, 2-year consecutive terms. A Board member who has completed their 8 years on the Board, may be elected back to the Board after a 1-year absence.

- 6.6 Any person who is employed by the Branch or is otherwise receiving compensation or remuneration directly or indirectly is not eligible to be a member of the Board.
- 6.7 The Board shall meet at least six times each year.
- 6.8 Nominating Committee
- a. Every year the Board appoints a Nominating Committee that prepares a slate of nominees for election as directors. The Board of Directors approves the slate of nominees.
 - b. Additional nominations for election as directors may be made by the Membership, provided that the nomination:
 - i. is in writing and signed by the nominating Member;
 - ii. contains the written consent of the nominee; and
 - iii. it is received at the office of the CMHA Saskatoon Branch at least 3 weeks prior to the Annual General Meeting.
 - c. Additional nominations from the Members may be included in the slate of nominees prepared by the Nominating Committee.
 - d. The slate of nominees shall be sent to all Members, with the notice calling for the Annual General Meeting at least 15 days prior to the Annual General Meeting;
 - e. If there are more nominees than vacancies, then an election will take place at the Annual General Meeting.
 - f. The Chairperson will prepare ballots for the election. The Chairperson will appoint scrutineers.
 - g. Every Member present is entitled to one vote at election.
 - h. CMHA Saskatoon Branch does not accept nominations to the Board of Directors from the floor at Annual or Special General meetings.
- 6.9 The Board may fill any office or Director positions on the Board, that become vacated between Annual Meetings of the Branch.
- 6.10 The Standing Committees of CMHA Saskatoon Branch are the Executive Committee, and the Finance Committee. The Executive Committee shall be chaired by the President and the Finance Committee shall be chaired by the Treasurer. Both the Executive and Finance Committees shall be established at the

first Board meeting following the Annual general Meeting.

The Board may also establish Special Committees as necessary. (June 2019)

- 6.11 Board Directors may only be removed by an Ordinary Resolution at a meeting of the members.
- 6.12 If a question or motion arises that requires a vote by the Board of Directors, a Director may send out the motion by email to all Directors. For the vote to be valid, an email moving and seconding the motion and a quorum of votes must be received by the President by email.

7. Borrowing Powers

7.1 The Branch can decide to borrow money. Borrowing funds requires the approval of the Board of Directors.

8. Financial Review

- 8.1 The Board of Directors shall ensure that a financial review is completed annually.
- 8.2 April 1- March 31 is the fiscal year of the Branch.
- 8.3 The Auditor shall submit the Financial Review at the Annual General Meeting.
- 8.4 The Branch submits a copy of the Financial Review to Division.

9. Symbol

The CMHA Saskatoon Branch uses the same symbol or logo as the National Association.

10. Amendments

Bylaw amendments are proposed in an extraordinary resolution and must be sent out to members at least 15 days prior to a general meeting.

Bylaw amendments require a simple majority of members present to be approved or defeated.

11. Liquidation of dissolution

- 11.1 The liability of Branch Board members is limited.
- 11.2 The payment of a dividend or any other distribution of the Branch assets (either during the Branch's existence or upon its dissolution), to its members or other persons who exercise control over it is forbidden.
- 11.3 In the event of the winding up of the Branch, all its assets shall be transferred to the Division.

12. Relationship with Canadian Mental Health Association in Saskatchewan

- 12.1 All bylaws and operations of CMHA Saskatoon Branch accurately reflect the **Memorandum of Agreement** between the Canadian Mental Health Association in Saskatchewan Inc. (Division) and The Canadian Mental Health Association - Saskatoon Branch Inc.

If the Memorandum of Agreement changes prior to an update of these bylaws, the Memorandum of Agreement will take precedence until bylaws are updated.

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.

FINANCIAL STATEMENTS

March 31, 2019



**Cheryl Woloschuk,
Chartered Professional Accountant,
Prof. Corp.**

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**Cheryl Woloschuk,
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INDEPENDENT AUDITOR'S REPORT

To the Members of Canadian Mental Health Association - Saskatoon Branch Inc.

Qualified Opinion

I have audited the accompanying financial statements of Canadian Mental Health Association - Saskatoon Branch Inc., which comprise the statement of financial position as at March 31, 2019, and the statements of operations, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Canadian Mental Health Association - Saskatoon Branch Inc. as at March 31, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

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

In common with many charitable organizations Canadian Mental Health Association - Saskatoon Branch Inc. derives revenue in part, from donations, and fundraising events, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the Canadian Mental Health Association - Saskatoon Branch Inc. and I was not able to determine whether any adjustments might be necessary to donation revenues, fundraising revenues, excess of income over expenses, assets and fund balances.

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 Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

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

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my 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, I exercise professional judgement and maintain professional skepticism throughout the audit. I 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 my 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 Entity'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 Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My 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 Entity 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.

I 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 I identify during my audit.

Saskatoon, SK
June 18, 2019

Cheryl Woloschuk, CPA, Prof. Corp.

Cheryl Woloschuk, Chartered Professional Accountant, Prof. Corp.
Chartered Professional Accountant

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.

STATEMENT OF FINANCIAL POSITION
March 31, 2019

ASSETS

	<u>2019</u>	<u>2018</u>
CURRENT		
Cash and short-term investments	\$ 116,397	\$ 157,542
Accounts receivable	25,414	19,886
Prepaid expenses	3,595	2,573
Goods and services tax recoverable	3,288	3,599
Accrued interest receivable	<u>1,745</u>	<u>2,807</u>
	150,439	186,407
TANGIBLE CAPITAL ASSETS (Notes 2 and 4)	234,599	203,938
INVESTMENTS RESTRICTED TO COVER INTERNALLY RESTRICTED FUNDS (Notes 3 and 7)	147,233	137,887
UNRESTRICTED INVESTMENTS (Note 3)	<u>15,627</u>	<u>0</u>
	<u>\$ 547,898</u>	<u>\$ 528,232</u>

LIABILITIES


CURRENT		
Accounts payable and accrued liabilities	\$ 11,896	\$ 9,385
Deferred revenue	42,579	65,208
Accrued amounts due to employees	<u>70,018</u>	<u>19,819</u>
	<u>124,493</u>	<u>94,412</u>

NET ASSETS

Net assets invested in capital assets (Note 2)	234,599	203,940
Internally restricted funds (Notes 2 and 7)	147,233	137,886
Externally restricted funds (Note 2)	42,579	65,815
Unrestricted net assets	<u>(1,006)</u>	<u>26,179</u>
	<u>423,405</u>	<u>433,820</u>
	<u>\$ 547,898</u>	<u>\$ 528,232</u>

Approved by the Directors:

 , Director

 , Director

See accompanying Notes to Financial Statements

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.
STATEMENT OF OPERATIONS
For the year ended March 31, 2019

	<u>2019</u>	<u>2018</u>
REVENUE		
Fundraising	\$ 90,527	\$ 93,569
Interest income	2,109	4,179
Membership fees	787	565
Mental health first aid training	37,765	42,511
Municipal grants	0	23,100
Other	10,039	8,245
Other grants	0	18,529
Provincial grants	552,312	519,191
SPRA funding	13,429	6,846
United Way funding	<u>32,265</u>	<u>54,172</u>
	<u>739,233</u>	<u>770,907</u>
EXPENSES		
Amortization of tangible assets	16,139	10,904
Client programs	49,286	50,402
Fees and dues	2,515	2,665
GST	3,274	5,244
Occupancy	15,275	21,091
Office	28,408	24,278
Promotion and publicity	15,263	7,914
Purchase of tangible assets	662	641
Purchased services	24,518	11,625
Salaries and wages	462,244	481,003
Staff benefits	108,503	88,168
Staff recruitment and training	14,938	14,049
Staff travel	6,411	7,078
Volunteer expense	<u>2,212</u>	<u>1,734</u>
	<u>749,648</u>	<u>726,796</u>
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENSES	<u>\$ (10,415)</u>	<u>\$ 44,111</u>

See accompanying Notes to Financial Statements

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.
STATEMENT OF CHANGES IN NET ASSETS
For the year ended March 31, 2019

NET ASSETS	Invested in capital assets	Internally Restricted (Note 7)	Externally Restricted	Unrestricted	Total 2019	Total 2018
Balance, beginning of year	\$ 203,940	\$ 137,886	65,815	\$ 26,179	\$ 433,820	\$ 389,709
(Deficiency) excess of revenues over expenses	0	0	(23,236)	12,821	(10,415)	44,111
Investment in capital assets	46,798	0	0	(46,798)	0	0
Interest earned on reserve funds	0	2,109	0	(2,109)	0	0
Amortization	(16,139)	0	0	16,139	0	0
Transfers between funds	0	7,238	0	(7,238)	0	0
Balance, end of year	<u>\$ 234,599</u>	<u>\$ 147,233</u>	<u>\$ 42,579</u>	<u>\$ (1,006)</u>	<u>\$ 423,405</u>	<u>\$ 433,820</u>

The purpose of the transfers between funds is to replenish the internally restricted funds.

See accompanying Notes to Financial Statements

Cheryl Woloschuk, Chartered Professional Accountant, Prof. Corp.

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.
CASH FLOW STATEMENT
For the year ended March 31, 2019

	<u>2019</u>	<u>2018</u>
OPERATING ACTIVITIES		
(Deficiency) excess of revenue over expenses	\$ (10,415)	\$ 44,111
Add (deduct):		
Charges to income not involving cash:		
Amortization	<u>16,139</u>	<u>10,904</u>
	5,724	55,015
Net change in non-cash working capital		
balances related to operations:		
Trade receivables	(5,529)	(17,974)
Accrued interest receivable	1,062	(1,318)
Prepaid expenses	(1,022)	6,265
Accounts payable and accrued liabilities	2,511	777
Deferred revenue	(22,629)	(8,340)
Goods and services tax recoverable	311	(2,641)
Accrued amounts due to employees	<u>50,200</u>	<u>613</u>
	<u>30,628</u>	<u>32,397</u>
 INVESTING ACTIVITIES		
Purchase of tangible capital assets	(46,798)	(109,864)
Appropriation (to) from reserves	<u>(9,347)</u>	<u>83,271</u>
 (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	(25,517)	5,804
CASH AND CASH EQUIVALENTS, beginning of year	<u>157,542</u>	<u>151,738</u>
 CASH AND CASH EQUIVALENTS, end of year	<u>\$ 132,025</u>	<u>\$ 157,542</u>
 Cash and cash equivalents consist of:		
Cash	\$ 72,399	\$ 91,740
Unrestricted term deposits	<u>59,626</u>	<u>65,802</u>
	<u>\$ 132,025</u>	<u>\$ 157,542</u>

See accompanying Notes to Financial Statements

6.

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2019

1. PURPOSE OF THE ORGANIZATION

The Canadian Mental Health Association - Saskatoon Branch Inc. was incorporated on September 24, 1997 under the Saskatchewan Non-Profit Corporations Act. The Association is a registered charity and is exempt from income taxes under section 149(1)(f) of the Income Tax Act. The Canadian Mental Health Association - Saskatoon Branch Inc. is an organization that assists and supports people with mental illness to maximize their potential and to achieve positive mental health in their lives as community members. The enhancement of mental health in the community is achieved through programs and services, public education and advocacy.

2. ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

a) Fund Accounting

The Association maintains its accounts in accordance with the principles of fund accounting. For financial reporting purposes, accounts with similar characteristics have been combined into the following major funds:

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Association's capital assets.

The Internally Restricted Funds report amounts allocated for future projects and have been grouped according to function.

The Externally Restricted Fund reports restricted operating grants allocated to be used on specific projects based on the funders' requirements.

The Unrestricted Fund accounts for the organization's program delivery and administrative activities. The Association maintains categories within this fund in its internal accounts to assist in program delivery.

b) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles for non-profit organizations requires management to make estimates that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, as well as reported amounts of revenues and expenses during the reporting period. Estimates are used when accounting for certain items, such as useful lives of tangible capital assets, impairment of long-lived assets, and allowance for doubtful accounts. These estimates are subject to measurement uncertainty, and the effect on the financial statement of changes in such estimates could be significant.

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2019

2. ACCOUNTING POLICIES - continued

c) Recognition of Revenue and Expenses

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants and funding are recognized as revenue proportionately over the time period to which they relate.

Mental health first aid training seminar fees are recognized as revenue when the seminars are held.

Fundraising, donations and interest are recognized as revenue when received or receivable.

Other income is recognized as revenue when receivable.

Memberships fees are recognized as revenue in the fiscal year to which they relate.

d) Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution. Normal maintenance and repairs are expensed as incurred. Additions during the current year are amortized at one-half their normal rates, and no amortization is taken in the year of disposition. An impairment loss is provided for when a capital asset no longer has any long-term service potential to the Organization. Amortization is recorded at the following rates, which have been established by estimates of useful lives.

Building	4% straight-line method
Computer hardware	20% straight-line method
Furniture and equipment	10% straight-line method

e) Donated Services

The Association receives a significant amount of donated services from its directors.

The value of donated services is not reflected in these financial statements because their fair value can not be reasonably estimated.

f) Income Taxes

Due to the nature of the activities as a charitable organization, the Association is exempt from income tax.

g) Cash and Cash Equivalents

Cash and cash equivalents include amounts on deposit with financial institutions and term deposits that mature within one year or less from the date of acquisition. Term deposits that the organization cannot use for current transactions because they are held to fund reserves are excluded from cash and cash equivalents.

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.
NOTES TO FINANCIAL STATEMENTS
March 31, 2019

3. INVESTMENTS

Investments consist of GIC's and term deposits held at Affinity Credit Union bearing interest between 1.00% to 1.5% maturing between October 29, 2019 and July 25, 2023. Interest earned on the investments is added to the general reserve annually.

4. TANGIBLE CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2019</u>	<u>2018</u>
Computer hardware	\$ 23,804	\$ 12,595	\$ 11,209	\$ 1,058
Furniture and equipment	55,050	34,227	20,823	8,865
Building	253,823	89,230	164,593	156,041
Land	37,974	0	37,974	37,974
	<u>\$ 370,651</u>	<u>\$ 136,052</u>	<u>\$ 234,599</u>	<u>\$ 203,938</u>

5. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of accounts receivable and accounts payable. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant credit, interest rate, liquidity, or market (other price) risks arising from these financial instruments. Market risks result from changes in interest rates, exchange rates or foreign currencies and market prices of financial instruments.

The Association is exposed to financial risk that arises from the fluctuations in interest rates and in the credit quality of supporters.

The following describes the exposures to those risks, how they arise, any changes in risk exposures from the previous period, and any concentrations of risk.

Credit risk:

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association's credit risk consists principally of cash and cash equivalents and accounts receivable. Credit risk associated with cash is minimized substantially by ensuring that reputable and major financial institutions are used. It performs regular credit assessments and provides allowance for potentially uncollectible accounts.

Currency risk:

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. Currency risk is not considered significant because the Association does not regularly have transactions based in foreign currency and does not maintain a balance in foreign bank accounts.

CANADIAN MENTAL HEALTH ASSOCIATION - SASKATOON BRANCH INC.
NOTES TO FINANCIAL STATEMENTS
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5. FINANCIAL INSTRUMENTS - continued

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 Association is exposed to interest rate risk due to fluctuations in the market interest rates it earns on cash held in its bank accounts and investments. The Association does not use financial instruments to reduce its interest rate risk exposure.

Liquidity risk:

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association enters into transactions to purchase goods and services on credit for which repayment is required at various maturity dates. Liquidity is measured by reviewing the Association's future net cash flows for the possibility of a negative cash flow. The Association is exposed to this risk mainly from its accounts payable.

Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Association is mainly exposed to interest rate risk, as described above.

6. ECONOMIC DEPENDENCE

The Association received a significant amount of its revenue from government sources (2019 - 75%, 2018 - 71%), and is therefore dependent on continued funding from governments for its ongoing operations.

7. INTERNALLY RESTRICTED FUNDS

Canadian Mental Health Association - Saskatoon Branch Inc. uses reserves as a means of stabilizing operations. The amounts allocated from operations are recorded as reserves for future costs. When actual expenditures occur, they are deducted from the respective reserve accounts. The total reserves for future costs on the balance sheet represent the cumulative unexpended amounts of allocations from operations and appropriations by the Board of Directors to the following reserves:

	<u>2019</u>	<u>2018</u>
Building maintenance reserve	\$ 34,764	\$ 27,525
Cash flow reserve	80,000	80,000
General reserve	23,280	21,172
Sick time/staffing time	<u>9,189</u>	<u>9,189</u>
	<u>\$ 147,233</u>	<u>\$ 137,886</u>

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8. LEASE COMMITMENTS

The Association has entered into a lease agreement for telecommunications equipment with monthly payments of \$110 per month plus taxes expiring on January 1, 2022. The Association has also entered into a lease agreement for an all in one printer with quarterly payments of \$927 plus taxes expiring on July 1, 2024. Minimum lease payments for the term of the leases are as follows:

2020	\$	4,482
2021		5,581
2022		5,215
2023		4,116
2024		<u>2,058</u>
	\$	<u>21,452</u>

2018-2019 Annual Report

CMHA Saskatoon

Teri Schroeder

Welcome to our annual meeting of the Canadian Mental Health Association (CMHA) Saskatoon Branch.

In preparing for this report I reflect on where we were one year ago. Much has happened in the last 12 months. Faith Bodnar started as Executive Director on July 9, 2018. Through this past year she has gained the respect and admiration of staff, board, supporters and clients. Thank you so much Faith for embracing our needs and assisting us to look to the future.

Our basic functioning renovations are complete, and the branch has been thriving in its renewed environment. I believe staff are working in a healthier environment which assists them in serving our community and those using this building.

In this past year as the ED (Executive Director) report outlines, we have participated in or hosted a number of activities. I would like to highlight a few. Through Faith's leadership we worked diligently on strategic planning to meet the needs of our community for the next three years. This is a necessary and exciting task but can also be daunting, as priorities based on resources must be set and there is always more to be done. However, what matters is to identify where our community needs our services and where we need to grow to meet those needs. This is exciting!

As well, we are planning to include awareness activities that include events such as the "Paws for Thought" where we had dog friends of many sizes come to meet and show their various skills to those who attended. This was part of our valued mental health week.



Community events such as Rockin' for the Noggin' supported by Kinsmen and 'Step up for Mental Health' supported by Cameco and many other events this year assist in raising awareness and normalizing the talk around Mental Health.



Drama presentations by Cornerstone Theatre (Theatre for a Cause) such as the musical "Next to Normal" add voice to those experiencing mental health challenges.

Program additions such as "Connect Up" funded by the RUH Foundation and will begin in 2019, bring an inclusive recreation project to CMHA. We look forward to supporting people with mental health needs in accessing community based, inclusive recreation programs and activities in Saskatoon.

So once again I would like to congratulate and thank staff for their engagement and passion in promoting mental health in our community.

Behind all of the above and supporting the work of this branch is our volunteer board. This group of individuals meets almost monthly offering their ideas, energy, skills and more in supporting and visioning the work of this branch. All our members are passionate about the value and importance of mental health in our community. We welcome our incoming board members and look forward to their ideas and support. We have one board resignation from Debra Charuk and we wish her well in her future activities.



With the support of our funding agencies, individuals, and precious volunteers, we can achieve our dreams for mental health in our community. On behalf of the Board of directors of CMHA Saskatoon Branch and its staff, please accept our deepest gratitude for your financial and labor support as we work together supporting mental health in Saskatoon and community.



There is always work ahead in meeting the evolving needs of persons with mental health challenges as well as promoting a mentally healthy way of being. I look forward to the next year with excitement and a clear vision,

working with all of you in growing the future of CMHA Saskatoon Branch.

2018-2019 Annual Report

CMHA Saskatoon Executive Director

Faith Bodnar

For CMHA Saskatoon, 2018/19 has been a year of new directions and laying the foundation for future growth and development. Guided by the work and leadership of our great staff and board of directors, we are reaching out to our partners and the community, asking what is needed of us, what the gaps in services are and how can we be part of building more inclusive and supportive lives for people who have mental health needs.

We remain committed to our federation at a local, provincial and national level, knowing that we change lives and build resilient communities when we work together. We benefit directly from the work of Division as it leads the development of critical research and sound social policy on mental health. The recent increase in the earnings exemption for those receiving SAID benefits, reflects years of Division working with the government so that recipients can keep more of the income they earn. This significant development will increase the quality of life of those on benefits who can work. Our thanks to Division for their leadership and advocacy.

Board and staff members from CMHA Saskatoon joined colleagues from across the country in Montreal, to celebrate the 100th Anniversary of CMHA National. The sessions and workshops showcasing innovation and collaboration were enlightening and inspiring, connecting us from coast to coast.

We are an essential, first point of contact for people in Saskatoon and area, regarding a wide range of mental health needs. Whether people seek support, need advice or have questions about how to navigate services, we are there to help. Last year, we also delivered a full range of workshops and training events to over 4000 people who are part of sports clubs, workplaces, government offices and community organizations.



With our vocational programs, we provide person centred, holistic support that focuses on helping people access community-based employment options, while also supporting them to develop the capacities and skills to live full lives. Whether people are attending our Life Skills program, receiving services from our Vocational Counsellors, or needing more general Counselling, we work as an integrated team for as long as people require. We've streamlined our intake process to serve people more effectively and reduce wait times, but we recognize that there is a growing unmet need in the community.



CMHA Saskatoon developed a new **3-year Strategic Plan** this past year that guides us as we develop an Indigenous lens in all our programs and services. We have hired an Indigenous consultant to help us

become a culturally competent agency and implement the recommendations from the Truth and Reconciliation Commission. We also identified 5 other key Strategic Priorities including:

- **Education and Awareness** – affirmed as a core priority to reduce stigma and increase understanding through new marketing and communication tools and campaigns.
- **Program Development** – canvass the community so we can better understand what is needed.
- **Organizational Health** – maintain a healthy, open, collaborative organization at all levels.
- **Revenue Development** – growing and diversifying our revenue streams.
- **Support and Advocacy** – provide support, navigation and advocacy so that people can access the community mental health supports they need.



As part of our commitment to serve the community, CMHA Saskatoon is exploring how we support children and youth. Currently our R.I.S.E. program (Resilience, Information, Support and Empathy) is only available at Bedford Road Collegiate. We anticipate we will expand to other high schools in the upcoming year and are open to other opportunities that support youth and children.

This year we launched 2 new initiatives. The RUH Foundation approved funding for **Connect Up**, to support people with mental illness to access community based, inclusive social and recreation programs. We look forward to working with community programs to develop their capacity to include people with mental illness. In addition to the support groups we already have – Depression, Anxiety, Post Traumatic Stress, Writers and Quilters groups- we are starting a **Family Support Group** in conjunction with the Mental Health and Addictions unit of the Saskatchewan Health Authority.

CMHA Saskatoon is pleased to have completed negotiations on a new 3-year union contract with the Saskatchewan Government and Employees Union. Our new contract reflects a partnership with our staff and the SGEU in building a healthy workplace culture that values our employees as collaborative partners and creates opportunities to grow and develop the capacity of CMHA to meet the challenges of the growing mental health needs of our community.

Early in January we began working with a Fund-Raising Consultant who is helping us grow our funding base and reach out more effectively and strategically to supporters and donors. We are excited about the opportunities to increase awareness about CMHA Saskatoon while we seek out new funding.

CMHA Saskatoon is very grateful for the support of donors and funders, including Mental Health and Addictions Services with the Saskatchewan Health Authority and the Government of Saskatchewan, Ministry of Immigration and Career Training. Our work together, provides us with the ability to serve people with mental illness, build our capacity as an agency



and support the community to include and welcome people with mental health needs as neighbours, friends and co-workers.

Every year, we receive donations from people across Saskatchewan and around Canada. Our work



touches them in very personal ways. Without the generosity of our donors we would not be able to provide the services we do, and our impact would be substantially diminished.

At CMHA we seek out opportunities to work collaboratively with other community organizations, stakeholders and leaders. Saskatoon is changing and growing, and we remain rooted in leading the development of innovative services and programs.

CANADIAN MENTAL HEALTH ASSOCIATION – SASKATOON BRANCH

SLATE OF DIRECTORS

2019– 2020 BOARD DIRECTORS

- **Teri-Anne Schroeder**

Occupation: RPN, RN, BScN and Instructor Trainer/First Aid Instructor with Nursing Faculty
Saskatchewan Collaborative Bachelor of Nursing Program, Sask Polytechnic

- **Brenda Yuen**

Occupation: Lawyer Saskatchewan Legal Aid

- **Joyce Meyer**

Occupation: Financial Manager

- **Amanda Neudorf**

Occupation: Lawyer – Government of Canada

- **Dr Sharon Acoose**

Occupation: Associate Professor, Social Work, First Nations University of Canada

- **Myles Montcalm**

Occupation: Senior Credit Solutions Manager, Scotia Bank

- **Lesley Washington**

Occupation: Social Worker, Counsellor

- **Mark Allberg**

Occupation: Owner, ALLSPACE Office Furnishings

2019-2020 BOARD DIRECTORS NOMINATIONS

- **Jim Austin**

Occupation: Collection Enforcement Officer, Canada Revenue Agency. I believe in promoting mental health and increasing personal and employment opportunities for people with mental health needs. I am a member of the Sask. Federation of Labour-Pensions and Benefits Committee and am the Persons with Disabilities-National Representative of the Union of Taxation Employees. I am a person with lived experience and support the important work of CMHA Saskatoon Branch.

- **Kelly Howey**

Occupation: Semi-retired from working in both the public and private business sectors for the last 29 years. Semi-retirement allows me to spend more meaningful time towards making a difference in volunteer organizations who support those in need within Saskatoon. Throughout my working career, I have seen and spoken to many people who are managing mental health challenges. My entire life has been dedicated to assisting others to be strong leaders in the areas of physical, emotional, mental and spiritual health.

- **William (Bill) Pringle**

Occupation: Retired. Currently a consultant to the CMHA Saskatoon Board, Board Member CMHA Saskatchewan Division, Bill has served in a variety of roles with CMHA for the previous past 15 years plus, including previously on Saskatoon board for 8. His roles have included President, of the CMHA Saskatoon Branch as well as on the Saskatchewan Division Board as second Vice President. Bill was appointed Saskatchewan Representative for the National Council of People with Lived Experience. Bill received the Person with Lived Experience Award at the CMHA National Conference in 2018 for his contribution to mental health.

The Canadian Mental Health Association – Saskatoon Branch Inc. is thankful for the financial support of the following:

