

Daily Bread Food Bank
Financial Statements
For the year ended June 30, 2020

	Contents
Independent Auditor's Report	2 - 3
Financial Statements	
Statement of Financial Position	4
Statement of Operations and Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 14

Independent Auditor's Report

To the Board of Directors of Daily Bread Food Bank

Opinion

We have audited the financial statements of Daily Bread Food Bank (the Organization), which comprise the statement of financial position as at June 30, 2020, and the statements of operations and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying statement of financial position presents fairly, in all material respects, the financial position of the Organization as at June 30, 2020, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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 Organization'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 Organization or to cease operations, or has no realistic alternative but to do so.

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

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

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.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Mississauga, Ontario
September 30, 2020

**Daily Bread Food Bank
Statement of Financial Position**

June 30

2020

2019

	Operating Fund	Food Fund	Pandemic Fund	Total	Total
Assets					
Current					
Cash	\$ 2,150,522	\$ -	\$ -	\$ 2,150,522	\$ 286,296
Short-term investments (Note 2)	2,538,906	-	13,000,000	15,538,906	2,419,957
Receivables	225,095	-	-	225,095	306,171
Inventory	-	236,208	-	236,208	67,351
Prepaid expenses	234,429	47,849	-	282,278	196,011
	5,148,952	284,057	13,000,000	18,433,009	3,275,786
Capital assets (Note 3)	7,134,691	-	-	7,134,691	7,464,403
	\$ 12,283,643	\$ 284,057	\$ 13,000,000	\$ 25,567,700	\$ 10,740,189
Liabilities and Net Assets					
Current					
Accounts payable and accrued liabilities	\$ 968,342	\$ 284,057	\$ -	\$ 1,252,399	\$ 548,163
Deferred contributions (Note 4)	310,130	-	-	310,130	199,333
	1,278,472	284,057	-	1,562,529	747,496
Deferred capital contributions (Note 4)	751,882	-	-	751,882	869,302
	2,030,354	284,057	-	2,314,411	1,616,798
Net assets					
Operating fund	10,253,289	-	-	10,253,289	9,123,391
Pandemic fund	-	-	13,000,000	13,000,000	-
	10,253,289	-	13,000,000	23,253,289	9,123,391
	\$ 12,283,643	\$ 284,057	\$ 13,000,000	\$ 25,567,700	\$ 10,740,189

On behalf of the Board:

_____ Director _____ Director

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

Daily Bread Food Bank
Statement of Operations and Changes in Net Assets

For the year ended June 30

				2020	2019
	Operating Fund	Food Fund	Pandemic Fund	Total	Total
Revenue					
Monetary donations	\$ 22,256,522	\$ 2,199,856	\$ -	\$ 24,456,378	\$ 8,460,992
Bequests	683,286	-	-	683,286	153,836
Designated program grants	153,176	-	-	153,176	301,119
Government grants	81,436	-	-	81,436	242,101
Fee-for-service revenues	166,846	-	-	166,846	190,157
Investment income	84,454	-	-	84,454	53,947
Other income	70,200	800,431	-	870,631	174,485
	23,495,920	3,000,287	-	26,496,207	9,576,637
Donated food (Note 1)	-	25,005,881	-	25,005,881	20,808,151
	23,495,920	28,006,168	-	51,502,088	30,384,788
Expenses					
Food distribution operations	2,892,801	-	-	2,892,801	2,168,734
Food preparation and purchases	877,490	3,596,210	-	4,473,700	2,757,673
Member agency support	926,506	-	-	926,506	823,021
Kitchen	316,837	-	-	316,837	232,629
Research and public policy	465,105	-	-	465,105	615,517
Fundraising	2,628,162	-	-	2,628,162	2,272,551
Administration	663,198	-	-	663,198	523,124
	8,770,099	3,596,210	-	12,366,309	9,393,249
Distribution of donated food (Note 1)	-	25,005,881	-	25,005,881	20,808,151
	8,770,099	28,602,091	-	37,372,190	30,201,400
Excess (deficiency) of revenue over expenses	14,725,821	(595,923)	-	14,129,898	183,388
Net assets, beginning of year	9,123,391	-	-	9,123,391	8,940,003
Approved board transfers	(13,595,923)	595,923	13,000,000	-	-
Net assets, end of year	\$ 10,253,289	\$ -	\$ 13,000,000	\$ 23,253,289	\$ 9,123,391

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

Daily Bread Food Bank Statement of Cash Flows

For the year ended June 30	2020	2019
Cash was provided by (used in)		
Operating activities		
Excess of revenue over expenses	\$ 14,129,898	\$ 183,388
Adjustments required to reconcile excess of revenue over expenses with net cash provided by operating activities		
Amortization of capital assets (Note 3)	540,332	352,524
Gain on sale of capital assets	-	(4,422)
Amortization of deferred capital contributions (Note 4)	(117,420)	(76,354)
Changes in non-cash working capital balances		
Receivables	81,076	(8,991)
Inventory	(168,857)	1,418
Prepaid expenses	(86,267)	20,804
Accounts payable and accrued liabilities	704,236	(21,164)
Deferred contributions	110,797	(175,492)
	15,193,795	271,711
Investing activities		
Purchase of capital assets	(210,620)	(2,260,982)
Proceeds on sale of capital assets	-	6,500
Redemption of short-term investments	2,419,957	1,046,224
Purchase of short-term investments	(15,538,906)	-
	(13,329,569)	(1,208,258)
Financing activity		
Capital contributions received	-	51,928
Increase (decrease) in cash during the year	1,864,226	(884,619)
Cash, beginning of year	286,296	1,170,915
Cash, end of year	\$ 2,150,522	\$ 286,296

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

Daily Bread Food Bank

Notes to Financial Statements

June 30, 2020

1. Significant Accounting Policies

Nature of Organization

Daily Bread Food Bank (the "Organization") was incorporated under the Canada Business Corporations Act on October 19, 1983 and continued under Articles of Continuance on January 15, 2013. These articles of continuance changed the name of the Organization from The Daily Bread Food Bank Foundation of Toronto to Daily Bread Food Bank. It is a registered charity under the Income Tax Act of Canada (the "Act"), and as such, is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the Organization must meet certain requirements of the Act.

The Organization's objective is to alleviate hunger and help fight the underlying poverty that causes hunger. This is done through the solicitation, purchase, preparation and distribution of food to those in need via member agencies that directly serve clients. It is also accomplished through research, education, and advocating for improved government policies to eliminate poverty. In addition, the Organization supports the establishment and running of member food banks across Toronto.

The Organization acts as a distribution hub for the Ontario Association of Food Banks (o/a Feed Ontario) in the distribution of food in Ontario.

Funding has been primarily received through voluntary contributions and grants from members of the public, corporations, government, and charitable foundations. The Organization also receives funding from the City of Toronto to purchase food to be distributed to drop-in centres across Toronto.

Basis of Accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The Organization follows the restricted fund method of accounting for contributions.

Operating Fund - unrestricted

The Operating Fund records the operating activities of the Organization.

Restricted funds

(i) Food Fund - externally restricted

All donations designated by donors for the acquisition of food are allocated to the Food Fund. Additional monies may be transferred to this fund from time to time by the Board of Directors.

Daily Bread Food Bank

Notes to Financial Statements

June 30, 2020

1. Significant Accounting Policies (continued)

(ii) Pandemic Fund - internally restricted

The Pandemic fund is an internally restricted fund that reflects amounts that are designated by the Board of Directors for alleviating the effects of the current economic downturn on the city of Toronto, and are transferred to unrestricted funds as necessary. The Pandemic fund provides funds to allow the Organization to help maintain client service levels in the event of decreased donations, increased client demand and operational changes resulting from the current pandemic. Uses of the Pandemic fund will be restricted to cover increases in food, cleaning, and other operating costs required to serve increased numbers of clients, while maintaining increased infection prevention and control standards. Funds may be used by the Organization or directed to member agencies. Capital costs will be eligible to the extent that they address health and safety risks or build capacity for ongoing elevated client needs. During the year, the Board of Directors approved a transfer of \$13,000,000 (2019 - \$Nil) from the Operating fund to the Pandemic fund.

Revenue Recognition

Restricted contributions are recognized as revenue of the appropriate externally restricted fund. All other restricted contributions for which no restricted fund has been established are deferred and recognized as revenue of the Operating Fund in the years in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the Operating Fund if the amount to be received can be reasonably estimated and collection is reasonably assured.

Grants are recognized as income in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Deferred contributions relates to grants received in advance for programs taking place in the next fiscal year.

Fee-for-service revenues are recognized as income when the service has been provided, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Deferred capital contributions arise from amounts that have been received and that are receivable under the restriction that proceeds are to be used to fund capital asset purchases. Deferred capital contributions are recognized on a straight-line basis over the estimated useful life of the corresponding capital asset.

Donated food is recognized as revenue in the Statement of Operations and Changes in Net Assets when distributed. 8,560,270 pounds of donated food (2019 - 7,579,916) has been valued based on national standards recommended by Food Banks Canada at \$2.62 per pound (2019 - \$2.60), which management believes to be a reasonable reflection of fair value. 1,239,757 pounds of donated food (2019 - 1,667,226) was received from farmers who were issued tax receipts at an average calculated value of \$0.66 per pound (2019 - \$0.66). 1,157,720 pounds of donated food (2019 - Nil) was received from Ontario Association of Food Banks (o/a Feed Ontario) that was valued at \$1.52 per pound (2019 - \$Nil). The Organization distributed a total of 10,957,747 pounds of donated food to the community (2019 - 9,247,142) at a value of \$25,005,881 (2019 - \$20,808,151).

Donations of physical capital assets are recorded at fair value at the date of contribution.

Investment income is recognized as earned.

Daily Bread Food Bank

Notes to Financial Statements

June 30, 2020

1. Significant Accounting Policies (continued)

Inventory

Food which has been purchased from suppliers but not yet distributed to member agencies, is recorded on the Statement of Financial Position at the lower of cost and current replacement cost. The cost of inventory is determined on a first-in, first-out basis. As donated food has no net realizable value, it is not included in the inventory balance.

Capital Assets

Capital assets are recorded at cost less accumulated amortization. Amortization based on the estimated useful life of the asset is calculated as follows:

Building structure	- 40 years straight-line basis
Building, non-structure	- 25 years straight-line basis
Kitchen equipment	- 6 years straight-line basis
Warehouse equipment	- 5 - 10 years straight-line basis
Automotive	- 6 years straight-line basis
Computer and office equipment	- 5 - 10 years straight-line basis

Volunteer Services

The work of the Organization is dependent on the efforts of many volunteers. Since these services are not purchased by the Organization and due to the difficulty of determining their fair value, donated services are not recognized in these financial statements.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each Statement of Financial Position date and charged to the financial instrument for those measured at amortized cost.

Use of Estimates

The preparation of financial statements in accordance 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 at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Daily Bread Food Bank

Notes to Financial Statements

June 30, 2020

1. Significant Accounting Policies (continued)

Allocation of Administrative Expenses to Cost Centres

The Organization reports its operating costs by function. Many cost centres work for a single function and are appropriately allocated. Certain costs pertain to more than one function and these are allocated as follows:

- (i) When a staff member spends part of their time on different functions the policy is to apportion the relevant salary and associated costs in proportion to the amount of time spent on each function.
- (ii) The expenses within the kitchen operation have been charged 50% to food preparation and 50% to kitchen, which respects the two-fold operation of the kitchen and the approximate cost of performing each of the functions.
- (iii) Common and support expenses such as facilities maintenance, computer services, staff and volunteer management have been allocated as follows:

<u>Expense</u>	<u>Basis of allocation</u>
Facilities maintenance	Square footage of space used
Computer systems	Network administration, by time spent, hardware and software, by cost
Human resources management	Headcount
Volunteer management	Volunteer labour hours
Central services	Usage of reception and office equipment

2. Short-term Investments

Short-term investments consist of Guaranteed Investment Certificates that earn interest at 0.7% to 1.18% (2019 - 1.7% to 2.0%) and have maturity dates between September 2020 and June 2021 (2019 - July and August 2019).

Daily Bread Food Bank Notes to Financial Statements

June 30, 2020

3. Capital Assets

	2020		2019	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Land	\$ 871,388	\$ -	\$ 871,388	\$ -
Building	6,335,059	2,170,253	6,275,320	1,980,409
Warehouse equipment	1,992,207	683,072	1,889,170	536,382
Automotive	1,258,356	653,079	1,258,356	514,939
Kitchen equipment	166,327	94,691	166,327	63,660
Computer and office equipment	803,032	690,583	755,188	655,956
	\$ 11,426,369	\$ 4,291,678	\$ 11,215,749	\$ 3,751,346
Net book value		\$ 7,134,691		\$ 7,464,403

The Organization purchased additions to the building of \$44,093 (2019 - \$65,599) that were not available for use at year end, therefore no amortization has been recorded.

Of the total balance in the Operating Fund of \$10,253,289 (2019 - \$9,123,391), the amount invested in capital assets is \$6,382,809 (2019 - \$6,595,101).

	2020	2019
Total investment in capital assets	\$ 7,134,691	\$ 7,464,403
Less: amount funded by deferred capital contributions (Note 4)	(751,882)	(869,302)
Funds invested in capital assets	\$ 6,382,809	\$ 6,595,101

Amortization of capital assets is included on the Statement of Operations and Changes in Net Assets in the following expense categories:

	2020	2019
Food distribution operations	\$ 421,219	\$ 205,927
Food preparation and purchases	34,675	89,512
Member agency support	16,186	12,066
Kitchen	31,560	17,750
Research and public policy	7,084	10,580
Fundraising	18,463	10,548
Administration	11,145	6,141
	\$ 540,332	\$ 352,524

Daily Bread Food Bank
Notes to Financial Statements

June 30, 2020

4. Deferred Contributions and Deferred Capital Contributions

Changes in deferred contributions and deferred capital contributions are as follows:

	<u>Current</u>	<u>Capital</u>	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 199,333	\$ 869,302	\$ 1,068,635	\$ 1,268,553
Add: funds received	490,001	-	490,001	402,376
Less: contributions recognized as revenue	<u>(379,204)</u>	<u>(117,420)</u>	<u>(496,624)</u>	<u>(602,294)</u>
Balance, end of year	<u>\$ 310,130</u>	<u>\$ 751,882</u>	<u>\$ 1,062,012</u>	<u>\$ 1,068,635</u>

5. Allocation of Administrative Expenses to Cost Centres

Administrative expenses totaling \$1,598,470 (2019 - \$1,318,769) have been allocated as follows:

	<u>2020</u>	<u>2019</u>
Food distribution operations	\$ 663,175	\$ 463,610
Food preparation and purchases	222,755	446,923
Member agency support	185,237	172,628
Kitchen	229,539	47,735
Research and public policy	62,813	34,676
Fundraising	147,529	103,388
Administration	<u>87,422</u>	<u>49,809</u>
	<u>\$ 1,598,470</u>	<u>\$ 1,318,769</u>

6. Line of Credit

The Organization has a \$750,000 credit facility agreement with a Canadian chartered bank. The line of credit is secured by a general security agreement representing a first charge on all present and after acquired property, bears interest at prime and is payable on demand. The balance outstanding as at June 30, 2020 is \$Nil (2019 - \$Nil).

7. Employee Benefits

The Organization maintains an RRSP matching program for its employees. The Organization matches up to 2% of the employee's gross earnings. The expense for the year was \$49,726 (2019 - \$54,890).

Daily Bread Food Bank Notes to Financial Statements

June 30, 2020

8. Commitments

The Organization has obligations under operating leases for a truck and office equipment as follows:

2021	\$	48,319
2022		46,055
2023		21,143
2024		18,217
2025		2,240
		<hr/>
	\$	135,974

9. Financial Instrument Risks

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 Organization is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the value of fixed income denominated short-term investments.

10. COVID-19

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus, the “COVID-19” outbreak. On March 11, 2020, the WHO classified the COVID-19 outbreak as a pandemic based on the rapid increase in exposure globally.

On March 23, 2020, the government of Ontario ordered the closure of all non-essential businesses effective March 24, 2020. The Organization was deemed an essential service and has continued to operate. Due to the pandemic, there has been an increase in need for the services provided by the Organization. As the impacts of COVID-19 continue, there could be further impacts on the Organization. Management is actively monitoring the affects on its financial condition, liquidity, operations, suppliers, sector and workforce.

The Organization relies on revenue from donations and grants. During the year and subsequent to the year-end, the Organization received significant funds from multiple sources as a result of the global pandemic. These funds received have been provided to help the Organization meet the increased demand for the service they provide due to the impact of the pandemic. The Board of Directors has established the Pandemic Fund to address the increase in demand that may result from the pandemic (Note 1). Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Organization is not able to fully estimate the effects of the COVID-19 outbreak on its results of operations and cash flows at this time.

**Daily Bread Food Bank
Notes to Financial Statements**

June 30, 2020

11. Comparative Figures

Certain comparative figures have been reclassified to conform with the method of presentation adopted for the current year.