

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2025**

# **SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**

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**YEAR ENDED MARCH 31, 2025**

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## INDEPENDENT AUDITOR'S REPORT

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To the Directors of: Sunbeam Community & Developmental Services

### **Opinion**

We have audited the accompanying financial statements of Sunbeam Community & Developmental Services, which comprise the statement of financial position as at March 31, 2025 and the statements of changes in net assets, operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements are prepared, in all material respects, the financial position of Sunbeam Community & Developmental Services as at March 31, 2025 and the results of its operations and its cash flows for the year then ended in accordance with the financial reporting provisions of the Ministry of Children, Community and Social Services.

### **Basis of 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 Sunbeam Community & Developmental Services 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.

### **Basis of Accounting and Restriction on Use**

Without modifying our opinion, we draw attention to notes 2 and 3 to the financial statements, which describe the basis of accounting. These financial statements, which have not been, and were not intended to be, prepared in accordance with Canadian accounting standards for not-for-profit organizations, are prepared solely for the information and use of the Directors of Sunbeam Community & Developmental Services and the Ministry of Children, Community and Social Services. Our report is intended solely for the specified users and should not be distributed to any other parties or used for any other purpose.

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

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of the Ministry of Children, Community and Social Services 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 a 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.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement 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 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.

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.



Guelph, Ontario  
May 28, 2025

Chartered Professional Accountants  
Licensed Public Accountants

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2025**

	<b>2025</b>	<b>2024</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash (note 4)	\$ 11,142,700	\$ 5,289,684
Investments (note 5)	1,444,025	1,320,293
Accounts receivable	1,023,821	519,991
Government remittances recoverable	789,158	771,606
MCCSS receivable	578,974	690,982
Due from Dedicated Supportive Housing	<u>2,896</u>	<u>2,896</u>
	14,981,574	8,595,452
<b>TANGIBLE CAPITAL ASSETS</b> (note 6)	<u>9,522,174</u>	<u>8,930,676</u>
	<u>\$ 24,503,748</u>	<u>\$ 17,526,128</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 10,835,926	\$ 6,367,595
Client funds	875,513	722,449
Deferred revenue	187,939	162,634
Current portion of mortgages payable (note 7)	<u>11,692</u>	<u>11,612</u>
	11,911,070	7,264,290
<b>MORTGAGES PAYABLE</b> (note 7)	0	11,561
<b>DEFERRED CAPITAL CONTRIBUTIONS</b> (note 8)	<u>4,175,243</u>	<u>3,411,431</u>
	<u>16,086,313</u>	<u>10,687,282</u>
<b>NET ASSETS</b>		
<b>INVESTMENT IN TANGIBLE CAPITAL ASSETS</b> (note 9)	5,335,239	5,496,072
<b>UNRESTRICTED</b>	<u>3,082,196</u>	<u>1,342,774</u>
	<u>8,417,435</u>	<u>6,838,846</u>
	<u>\$ 24,503,748</u>	<u>\$ 17,526,128</u>

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2025**

	<b>Investment in Tangible Capital Assets</b>	<b>Unrestricted</b>	<b>2025 Total</b>	<b>2024 Total</b>
<b>Balance, beginning of year</b>	\$ 5,496,072	\$ 1,342,774	\$ 6,838,846	\$ 5,603,561
(Deficit) excess of revenue over expenses	(172,370)	1,750,959	1,578,589	1,235,285
Investment in tangible capital assets	<u>11,537</u>	<u>(11,537)</u>	<u>0</u>	<u>0</u>
<b>Balance, end of year</b>	<u>\$ 5,335,239</u>	<u>\$ 3,082,196</u>	<u>\$ 8,417,435</u>	<u>\$ 6,838,846</u>

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED MARCH 31, 2025**

	<b>2025</b>	<b>2024</b>
<b>REVENUE</b>		
Provincial subsidy - MCCSS	\$ 83,483,694	\$ 64,686,662
Other service revenues and donations	9,105,694	8,105,230
Amortization of deferred capital contributions (note 8)	308,188	395,598
	<u>92,897,576</u>	<u>73,187,490</u>
<b>EXPENSES</b>		
Salaries, wages and benefits (note 10)	31,566,744	29,350,987
Outside paid resources purchased services	37,267,007	29,607,979
Other direct service costs	19,842,644	9,535,933
Administration and shared services	2,162,034	2,911,312
Amortization of tangible capital assets (note 6)	480,558	545,994
	<u>91,318,987</u>	<u>71,952,205</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	1,578,589	1,235,285
<b>NET ASSETS, beginning of year</b>	<u>6,838,846</u>	<u>5,603,561</u>
<b>NET ASSETS, end of year</b>	<u>\$ 8,417,435</u>	<u>\$ 6,838,846</u>

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MARCH 31, 2025**

	<b>2025</b>	<b>2024</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Excess of revenue over expenses for the year	\$ 1,578,589	\$ 1,235,285
Items not requiring an outlay of cash		
Amortization of tangible capital assets	480,558	545,994
Amortization of deferred capital contributions	<u>(308,188)</u>	<u>(395,598)</u>
	1,750,959	1,385,681
Changes in non-cash working capital		
Accounts receivable	(503,830)	55,192
Government remittances recoverable	(17,552)	138,746
MCCSS receivable	112,008	(584,194)
Prepaid expenses and supplies	0	285,656
Accounts payable and accrued liabilities	4,468,331	1,192,215
Client funds	153,064	121,304
Deferred revenue	<u>25,305</u>	<u>(66,710)</u>
	<u>5,988,285</u>	<u>2,527,890</u>
<b>CASH USED IN FINANCING ACTIVITIES</b>		
Mortgage principal payments	<u>(11,481)</u>	<u>(328,305)</u>
<b>CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		
Additions to tangible capital assets	(1,072,056)	(1,289,876)
Additions to deferred capital contributions	1,072,000	12,284
Increase in investments	<u>(123,732)</u>	<u>(131,788)</u>
	<u>(123,788)</u>	<u>(1,409,380)</u>
<b>NET INCREASE IN CASH</b>	5,853,016	790,205
<b>NET CASH, BEGINNING OF YEAR</b>	<u>5,289,684</u>	<u>4,499,479</u>
<b>NET CASH, END OF YEAR</b>	<u>\$ 11,142,700</u>	<u>\$ 5,289,684</u>



## **SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**

### **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED MARCH 31, 2025**

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#### **1. NATURE OF ORGANIZATION**

Sunbeam Community & Developmental Services is a not-for-profit organization established in 1956 as a private care facility. The organization was incorporated under the laws of the Province of Ontario without share capital in 1966, for the purpose of providing full-time and respite residential care, day program and outreach services to individuals with developmental, physical or emotional disabilities. The organization is a registered charity classified under Section 149.1(1)(b) of the Income Tax Act (Canada) and, as such, is exempt from income tax.

As of February 7, 2020, the organization's name was legally changed from Sunbeam Centre to Sunbeam Community & Developmental Services, and the objects from the Supplementary Letters Patent dated May 5, 1989 and April 12, 1990 were updated to better reflect the current mandate of the organization:

"To provide assistance and advocacy as a charitable organization for people with intellectual and physical disabilities that may include mental health and other aligned life challenges, and to promote public understanding and acceptance of such persons as contributing members of society and as Canadian citizens..."

#### **2. BASIS OF ACCOUNTING**

These financial statements have been prepared in accordance with the significant accounting policies set out below to comply with the organization's agreement with the Ministry of Children, Community and Social Services (MCCSS). The basis of accounting used in these financial statements materially differs from Canadian accounting standards for not-for-profit organizations because tangible capital assets:

- i) purchased from unrestricted net assets are charged to operations in the year the expenditure is incurred, and
- ii) purchased from the invested in tangible capital assets fund are charged against the fund, capitalized on the statement of financial position and amortized over their useful lives.

#### **3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the organization are the representation of management prepared in accordance with accounting principles in keeping with the MCCSS's guidelines. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These have been made using careful judgments.

##### **(a) REVENUE RECOGNITION**

The organization follows the deferral method of accounting for contributions, which include grants and donations. Operating grants are recorded as revenue in the period to which they relate. Grants approved but not received at the end of an accounting period are accrued. Where a portion of a grant is related to a future period, it is deferred and recognized in the subsequent period. Other service revenues are recognized as services are performed. Donations and pledges are recorded as revenue when received or receivable if the amount to be received can reasonably be estimated and the collection is reasonably assured.

##### **(b) TANGIBLE CAPITAL ASSETS**

Tangible capital assets are recorded at cost. Contributed assets are recorded at fair market value at the date of contribution. Repairs and maintenance costs are charged to expense. Betterments which extend the estimated life of an asset are capitalized.

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2025**

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**3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(b) TANGIBLE CAPITAL ASSETS (continued)**

Tangible capital assets funded by grants, donations and other revenue are recorded at cost and are amortized on the straight-line basis over their estimated useful lives. Amortization of tangible capital assets funded by mortgages is calculated using Dedicated Supportive Housing for Non-profit Housing guidelines of an amount equal to the principal repayments on related mortgages payable during the year. Capital grants and the value of capitalized equipment acquired with operating subsidies are recorded as deferred capital contributions. Funds raised through the organization for the acquisition of tangible capital assets are recorded as the organization's investment in tangible capital assets. Deferred capital contributions and the organization's investment in tangible capital assets are amortized at the same rate as the assets acquired with those funds.

Amortization is calculated at the following rates:

Land improvements	- 10 % straight line basis
Buildings	- 2.5 % straight line basis
Buildings - service equipment	- 5 % straight line basis
Furniture and equipment	- 10-20 % straight line basis
Computer equipment	- 20 % straight line basis
Vehicles	- 25 % straight line basis

**(c) IMPAIRMENT OF LONG LIVED ASSETS**

Long lived assets are tested for recoverability whenever events or changes in circumstances indicate that their carrying amount may not be recoverable. An impairment loss is recognized when the carrying value exceeds the total undiscounted cash flows expected from their use and eventual disposition. The amount of the impairment loss is determined as the excess of the carrying value of the asset over its fair value.

**(d) EMPLOYEE FUTURE BENEFITS**

The organization maintains a contributory money-purchase pension plan for administrative and Ontario Nurses' Association employees, providing a benefit to be paid upon retirement, depending on the amount of accumulated contributions and investment income during the term of the employee's participation in the plan. The Nursing Homes and Related Industries Pension Plan for Unifor employees is a targeted benefit plan based on defined contributions. In all cases, the organization's contributions to the pension plans are based on a percentage of the employee's salary.

**(e) COMPENSATED ABSENCES**

Compensated absence expense is accrued for all employees as entitlement to these payments are earned, in accordance with the organization's benefit plan for sick leave.

**(f) CONTRIBUTED SERVICES**

Volunteers contribute many hours per year to assist the organization in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2025**

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**3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

(g) NET ASSETS

The organization's net assets represent the cumulative surplus derived from fundraising events and other endeavours. When tangible capital assets are purchased by the organization from this surplus, an amount equal to the purchase amount is removed from the net asset account and recorded as investment in tangible capital assets.

(h) USE OF ESTIMATES

The preparation of financial statements 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 revenues and expenses during the reporting period. Significant estimates made by management include the useful lives of tangible capital assets and related deferred capital contributions, and the valuation of accrued liabilities and sick leave benefits. Actual results could differ from management's best estimates as additional information becomes available in the future.

(i) FINANCIAL INSTRUMENTS

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments, which are measured at fair value. Changes in fair value are recognized in the excess of revenue over expenses.

Impairment

At the end of each reporting period, the organization assesses whether there are any indications that a financial asset measured at cost or amortized cost may be impaired. If there are indicators of impairment, and the organization determines there has been a significant adverse change in the expected amount or timing of future cash flows, an impairment is recognized. If circumstances change, a previously recognized impairment may be reversed.

Transaction costs

The organization recognizes its transaction costs in the excess of revenue over expenses in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(j) GIFTS IN KIND

Gifts in kind are recognized in the financial statements when the fair value can be reasonably estimated.

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES****NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED MARCH 31, 2025****4. CASH**

Cash includes the organization's unrestricted funds, amounts held for accrued Ministry program expenditures, amounts belonging to supported individuals and a capital reserve for the maintenance of property funded under the Dedicated Supportive Housing program.

	<b>2025</b>	<b>2024</b>
Operating funds	\$ 6,591,621	\$ 2,456,511
Non-operating funds	3,647,383	2,084,731
Client funds	875,513	722,449
Housing replacement reserve	<u>28,183</u>	<u>25,993</u>
	<u><u>\$ 11,142,700</u></u>	<u><u>\$ 5,289,684</u></u>

**5. INVESTMENTS**

Investments consist of equities and fixed income investments managed by the Waterloo Region Community Foundation.

**6. TANGIBLE CAPITAL ASSETS**

	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net 2025</b>	<b>Net 2024</b>
Land	\$ 3,430,939	\$ 0	\$ 3,430,939	\$ 3,130,939
Land improvements	137,535	137,535	0	0
Buildings	11,896,849	5,853,063	6,043,786	5,614,317
Buildings - service equipment	144,941	144,941	0	0
Furniture and equipment	1,451,393	1,451,393	0	0
Computer equipment	81,143	81,143	0	0
Vehicles	<u>1,058,374</u>	<u>1,010,925</u>	<u>47,449</u>	<u>185,420</u>
	<u><u>\$ 18,201,174</u></u>	<u><u>\$ 8,679,000</u></u>	<u><u>\$ 9,522,174</u></u>	<u><u>\$ 8,930,676</u></u>

Amortization in the amount of \$480,558 was recorded during the year (2024 - \$545,994).

**7. MORTGAGES PAYABLE**

	<b>2025</b>	<b>2024</b>
Mortgage payable bearing interest at 1.40% repayable in monthly blended repayments of \$975, due March 1, 2026, financed by a Canadian chartered bank, secured by the 122 Young Street, St. Jacobs property with a carrying value of \$42,706.	\$ 11,692	\$ 23,173
Less current portion:	<u>11,692</u>	<u>11,612</u>
	<u><u>\$ 0</u></u>	<u><u>\$ 11,561</u></u>

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2025**

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**8. DEFERRED CAPITAL CONTRIBUTIONS**

Deferred capital contributions related to tangible capital assets represent the unamortized amount of subsidy attributed to the purchase of tangible capital assets.

	<b>2025</b>	<b>2024</b>
Balance, beginning of year	\$ 3,411,431	\$ 3,794,745
Contributions received	1,072,000	12,284
Amortization	<u>(308,188)</u>	<u>(395,598)</u>
Balance, end of year	<u>\$ 4,175,243</u>	<u>\$ 3,411,431</u>

**9. INVESTMENT IN TANGIBLE CAPITAL ASSETS**

The investment in tangible capital assets represents the net book value of tangible capital assets purchased with funds generated through the organization's fundraising endeavours. The investment in tangible capital assets is calculated as follows:

	<b>2025</b>	<b>2024</b>
Net book value of tangible capital assets	\$ 9,522,174	\$ 8,930,676
Tangible capital assets financed by deferred capital contributions	(4,175,243)	(3,411,431)
Tangible capital assets financed by mortgages payable	<u>(11,692)</u>	<u>(23,173)</u>
Investment in tangible capital assets	<u>\$ 5,335,239</u>	<u>\$ 5,496,072</u>

**10. EMPLOYEE FUTURE BENEFITS**

The organization contributes to defined contribution plans administered by third parties, as described in note 3(d). These plans provide retirement benefits to most of the organization's employees. The organization's contributions are defined based on a fixed percentage of wages and are fully funded each pay period.

The expense for the organization's contribution to the retirement plan is \$900,823 (2024 - \$1,105,105).

**11. COMMITMENTS**

The organization has entered into several operating leases. The major items are computers, telephone equipment and program space. Minimum lease payments are as follows:

2026	\$ 292,753
2027	255,482
2028	186,575
2029	186,575
2030	186,575
Thereafter	<u>746,301</u>
	<u>\$ 1,854,261</u>

## SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2025

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#### 12. CONTINGENT LIABILITIES

The organization has been served with several claims in relation to implemented policies. The outcomes of these claims are not determinable at this time. Should any liability be determined and not covered by insurance, it will be recognized in the period when determined.

#### 13. FINANCIAL INSTRUMENTS

Transacting in financial instruments exposes the organization to certain financial risks and uncertainties. These risks include:

##### Liquidity risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to liquidity risk as a result of accounts payable and accrued liabilities. The organization controls liquidity risk by management of working capital, cash flows and the availability of borrowing facilities.

##### Market risk

Market risk is the risk that the fair value or future cash flows of the company's financial instruments will fluctuate because of changes in market prices. Some of the company's financial instruments expose it to this risk, which comprises currency risk, interest rate risk and other price risk.

##### Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The organization is exposed to other price risk on investments.

#### 14. SERVICE CONTRACT WITH THE MCCSS

The organization has a service contract with the Ministry of Children, Community and Social Services. An annual reconciliation report to the Ministry summarizes, by program, all revenues and expenditures and identifies any resulting surplus or deficit that relates to the approved service contract. Adjustments to funding, if any, will be recorded in the year in which they occur.

#### 15. LINE OF CREDIT

The organization has access to \$250,000 in a revolving line of credit, at an interest rate of prime plus 1% per annum, without security. No balance was outstanding at year end (2024 - \$0).

#### 16. ECONOMIC DEPENDENCE

The organization is economically dependent on the Ministry of Children, Community and Social Services as the organization receives the majority of funding from this ministry. The organization received 90% (2024 - 88%) of its revenue from the Ministry of Children, Community and Social Services.

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED MARCH 31, 2025**

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**17. MATERIAL UNCERTAINTY RELATED TO TARIFFS**

As of the date of these financial statements, the organization faces material uncertainty regarding the potential impact of tariffs and trade restrictions on its operations, particularly with respect to food prices, cost of vehicles, and cost of medical supplies. Ongoing changes in tariffs and international trade policies, particularly those implemented by major trading partners such as the United States of America, the European Union, and China, create uncertainty around the cost of providing services.

The organization recognizes that the outcome of ongoing tariff-related uncertainties and trade negotiations may materially affect its operations, financial position, and cash flows in the future if tariffs or other new trade barriers are imposed. This includes potential increases in costs of supplies, including but not limited to, food prices, vehicle purchases, and medical supplies resulting from increased prices. As such, there remains a material uncertainty regarding the financial impact of these tariffs, and the full extent of the potential effects on the organization cannot be reasonably estimated at this time. The organization continues to monitor and assess the evolving trade environment and is taking steps to mitigate the risks related to these potential tariffs.

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES****SCHEDULE OF REVENUE AND EXPENSES***Schedule 1***FOR THE YEAR ENDED MARCH 31, 2025**

	<b>MCCSS</b>	<b>OTHER</b>	<b>2025 TOTAL</b>
<b>REVENUE</b>			
Provincial subsidy - MCCSS	\$ 82,609,940	\$ 873,754	\$ 83,483,694
Other service revenue and donations	3,035,027	6,070,667	9,105,694
Amortization of deferred capital contributions	<u>0</u>	<u>308,188</u>	<u>308,188</u>
	<u>85,644,967</u>	<u>7,252,609</u>	<u>92,897,576</u>
<b>EXPENSES</b>			
Salaries, wages and benefits	30,556,990	1,009,754	31,566,744
Outside paid resources purchased services	37,267,007	0	37,267,007
Other direct service costs	15,658,936	4,183,708	19,842,644
Administration and shared services	2,162,034	0	2,162,034
Allocated central administration	0	0	0
Amortization of tangible capital assets	<u>0</u>	<u>480,558</u>	<u>480,558</u>
	<u>85,644,967</u>	<u>5,674,020</u>	<u>91,318,987</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 0</u>	<u>\$ 1,578,589</u>	<u>\$ 1,578,589</u>



**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**

**SCHEDULE OF REVENUE AND EXPENSES - MCCSS**

*Schedule 2*

**FOR THE YEAR ENDED MARCH 31, 2025**

	<b>AUTISM</b>	<b>OUT OF HOME</b>	<b>CHILDREN REHABILITATION SERVICES</b>	<b>CHILDREN AND YOUTH COMPLEX SPECIAL NEEDS</b>	<b>COMPLEX SPECIAL NEEDS</b>	<b>SERVICE PLANNING COORDINATION</b>
<b>REVENUE</b>						
Provincial subsidy - MCCSS	\$ 174,370	\$ 823,800	\$ 35,140	\$ 16,890	\$ 7,126,993	\$ 567,100
Other service revenue and donations	<u>0</u>	<u>641,659</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>174,370</u>	<u>1,465,459</u>	<u>35,140</u>	<u>16,890</u>	<u>7,126,993</u>	<u>567,100</u>
<b>EXPENSES</b>						
Salaries, wages and benefits	80,282	761,319	0	0	139,871	538,712
Outside paid resources						
purchased services	0	0	0	0	5,838,837	0
Other direct service costs	94,088	667,430	35,140	16,890	1,148,285	19,136
Administration and shared services	0	0	0	0	0	0
Allocated central administration	<u>0</u>	<u>36,710</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,252</u>
	<u>174,370</u>	<u>1,465,459</u>	<u>35,140</u>	<u>16,890</u>	<u>7,126,993</u>	<u>567,100</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**

**SCHEDULE OF REVENUE AND EXPENSES - MCCSS**

*Schedule 2* (continued)

**FOR THE YEAR ENDED MARCH 31, 2025**

	<b>ADULT COMMUNITY ACCOMMO- DATION</b>	<b>CHILDREN COMMUNITY ACCOMMO- DATION</b>	<b>ADULT COMMUNITY SUPPORT SERVICES</b>	<b>CHILDREN COMMUNITY SUPPORT SERVICES</b>	<b>CENTRAL ADMIN.</b>	<b>2025 TOTAL MCCSS</b>
<b>REVENUE</b>						
Provincial subsidy - MCCSS	\$ 65,054,237	\$ 1,982,957	\$ 6,058,110	\$ 770,343	\$ 0	\$ 82,609,940
Other service revenue and donations	<u>1,827,410</u>	<u>295,525</u>	<u>45,883</u>	<u>0</u>	<u>224,550</u>	<u>3,035,027</u>
	<u>66,881,647</u>	<u>2,278,482</u>	<u>6,103,993</u>	<u>770,343</u>	<u>224,550</u>	<u>85,644,967</u>
<b>EXPENSES</b>						
Salaries, wages and benefits	19,417,582	1,807,000	5,144,866	638,364	2,028,994	30,556,990
Outside paid resources						
purchased services	30,893,670	0	534,500	0	0	37,267,007
Other direct service costs	13,085,495	367,932	127,701	96,839	0	15,658,936
Administration and shared services	0	0	0	0	2,162,034	2,162,034
Allocated central administration	<u>3,484,900</u>	<u>103,550</u>	<u>296,926</u>	<u>35,140</u>	<u>(3,966,478)</u>	<u>0</u>
	<u>66,881,647</u>	<u>2,278,482</u>	<u>6,103,993</u>	<u>770,343</u>	<u>224,550</u>	<u>85,644,967</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**

**SCHEDULE OF REVENUE AND EXPENSES - OTHER**

*Schedule 3*

**FOR THE YEAR ENDED MARCH 31, 2025**

	<b>PARTNER FACILITY RENEWAL</b>	<b>DEDICATED HOUSING SUPPORT</b>	<b>CAROLINE CLUB</b>	<b>CAPITAL GRANT MAJOR</b>	<b>BRIGHTSIDE</b>	<b>OAP URGENT RESPONSE</b>
<b>REVENUE</b>						
Provincial subsidy - MCCSS	\$ 191,000	\$ 34,754	\$ 0	\$ 648,000	\$ 0	\$ 0
Other service revenue and donations	0	5,290	115,000	0	900,782	1,995,696
Amortization of deferred capital contributions	0	0	0	0	0	0
	<u>191,000</u>	<u>40,044</u>	<u>115,000</u>	<u>648,000</u>	<u>900,782</u>	<u>1,995,696</u>
<b>EXPENSES</b>						
Salaries, wages and benefits	0	8,462	0	0	791,306	195,762
Outside paid resources						
purchased services	0	0	0	0	0	0
Other direct service costs	191,000	31,582	115,000	648,000	109,476	1,799,934
Administration and shared services	0	0	0	0	0	0
Allocated central administration	0	0	0	0	0	0
	<u>191,000</u>	<u>40,044</u>	<u>115,000</u>	<u>648,000</u>	<u>900,782</u>	<u>1,995,696</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**

**SCHEDULE OF REVENUE AND EXPENSES - OTHER**

**Schedule 3** (continued)

**FOR THE YEAR ENDED MARCH 31, 2025**

	<b>SUMMER STUDENT EMPLOYMENT</b>	<b>PASSPORT SUNBEAM</b>	<b>PASSPORT SDRC</b>	<b>SUNBEAM NON- OPERATING</b>	<b>2025 TOTAL OTHER</b>
<b>REVENUE</b>					
Provincial subsidy - MCCSS	\$ 0	\$ 0	\$ 0	\$ 0	\$ 873,754
Other service revenue and donations	14,224	571,421	564,923	1,903,331	6,070,667
Amortization of deferred capital contributions	<u>0</u>	<u>0</u>	<u>0</u>	<u>308,188</u>	<u>308,188</u>
	<u>14,224</u>	<u>571,421</u>	<u>564,923</u>	<u>2,211,519</u>	<u>7,252,609</u>
<b>EXPENSES</b>					
Salaries, wages and benefits	14,224	0	0	0	1,009,754
Outside paid resources					
purchased services	0	0	0	0	0
Other direct service costs	0	571,421	564,923	152,372	4,183,708
Administration and shared services	0	0	0	0	0
Allocated central administration	0	0	0	0	0
Amortization of tangible capital assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>480,558</u>	<u>480,558</u>
	<u>14,224</u>	<u>571,421</u>	<u>564,923</u>	<u>632,930</u>	<u>5,674,020</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,578,589</u>	<u>\$ 1,578,589</u>

**Sunbeam Community & Developmental Services**  
**2749 KINGSWAY DRIVE**  
**KITCHENER, ON**  
**N2C 1A7**

RLB LLP  
197 Hanlon Creek Blvd., Unit 103  
Guelph, Ontario  
N1C 0A1

Dear RLB LLP:

We are providing this letter in connection with your audit of the financial statements of Sunbeam Community & Developmental Services (the "organization") as of March 31, 2025 for the year then ended for the purpose of expressing an opinion as to whether such financial statements present fairly, in all material respects, the financial position and results of operations of the organization in accordance with the financial reporting provisions of the Ministry of Children, Community and Social Services.

Certain representations in this letter are described as being limited to those matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement.

In connection with your audit of the financial statements referred to above, we confirm, to the best of our knowledge and belief, as of the date of signing this letter, which coincides with the date of your audit report, the following representations made to you during your audit:

**Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated Thursday, December 12, 2024, for the preparation of the financial statements in accordance with the financial reporting provisions of the Ministry of Children, Community and Social Services; in particular, the financial statements are fairly presented in accordance therewith and approve them on the date of this letter, noted below.
2. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
3. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the financial reporting provisions of the Ministry of Children, Community and Social Services.
4. All events subsequent to the date of the financial statements and for which the financial reporting provisions of the Ministry of Children, Community and Social Services require adjustment or disclosure have been adjusted or disclosed.

5. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter. See Appendix B.
6. The selection and application of accounting policies are appropriate.
7. We reviewed, approved and recorded all of your proposed adjustments (except for uncorrected misstatements) to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records. See Appendix A.

#### **Information Provided**

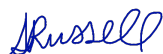
8. We have provided you with:
  - (i) Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - (ii) Additional information that you have requested from us for the purpose of the audit; and
  - (iii) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
9. All transactions have been recorded in the accounting records and are reflected in the financial statements.
10. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
11. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
  - (i) Management;
  - (ii) Employees who have significant roles in internal control; or
  - (iii) Others where the fraud could have a material effect on the financial statements.
12. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
13. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error and have disclosed to you all deficiencies in internal control we are aware of.
14. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
15. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

16. We have made available to you all relevant information on the organization's ability to continue as a going concern that could affect the financial statements, including the recoverability or classification of recorded assets or the amounts and classification of liabilities. The use of the going-concern assumption is appropriate and the organization will be able to realize the carrying value of its assets and discharge its liabilities in the normal course of business. We have no plans or intentions that may materially and detrimentally affect the carrying value of the assets or liabilities.
17. Under the applicable financial reporting framework, the following have been recognized, measured, presented or disclosed in accordance with that framework:
- (i) Plans or intentions that may affect the carrying value or classification of assets and liabilities;
  - (ii) Liabilities, both actual and contingent;
  - (iii) Title to, or control over, assets, the liens or encumbrances on assets, and assets pledged as collateral; and
  - (iv) Aspects of laws, regulations and contractual agreements that may affect the financial statements, including non-compliance.

Yours truly,

**SUNBEAM COMMUNITY & DEVELOPMENTAL SERVICES**

Per:



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Susan Russell, Treasurer - Board



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Brian Swainson, CEO - Management

The financial statements have been approved on 05/28/2025.

**Sunbeam Community & Developmental Services**

Year End: March 31, 2025

**Appendix B - Schedule of unadjusted misstatements**

<b>Prepared by</b> KB 4/25/2025	<b>Reviewed by</b> CML 5/13/2025	<b>Reviewed by</b> MDPS 5/15/2025
<b>2P/2Q review</b>	<b>Admin review</b>	<b>Reviewed by</b>

Refno	Description	Assets	Liabilities	Equity	Income	Expenses	Annotation
<b>Unrecorded - factual</b>							
U1	to bring amortization of deferred	0.00	(143,143.42)	106,003.08	37,140.34	0.00	
U2	To adjust payments voided back to	<u>421,826.31</u>	<u>(421,826.31)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
		<u>421,826.31</u>	<u>(564,969.73)</u>	<u>106,003.08</u>	<u>37,140.34</u>	<u>0.00</u>	
	<b>Understated/(Overstated)</b>	<u><b>421,826.31</b></u>	<u><b>(564,969.73)</b></u>	<u><b>106,003.08</b></u>	<u><b>37,140.34</b></u>	<u><b>0.00</b></u>	



SIGNATURE CERTIFICATE



REFERENCE NUMBER  
14DA90F8-570F-4A0F-83D5-19281D921662

TRANSACTION DETAILS

**Reference Number**  
14DA90F8-570F-4A0F-83D5-19281D921662

**Transaction Type**  
Signature Request

**Sent At**  
05/27/2025 02:24 PM EDT

**Executed At**  
05/28/2025 08:12 PM EDT

**Identity Method**  
email

**Distribution Method**  
email

**Signed Checksum**  
6d9674bfbdd1322dd5e29c58350712f1962be09e230b27315d9b152660d5fe71e

**Signer Sequencing**  
Disabled

**Document Passcode**  
Disabled

DOCUMENT DETAILS

**Document Name**  
Rep Letter 2025 - Sunbeam Community Developmental Services

**Filename**  
Rep\_Letter\_2025\_-\_Sunbeam\_Community\_Developmental\_Services.pdf



**Pages**  
5 pages

**Content Type**  
application/pdf

**File Size**  
186 KB

**Original Checksum**  
9ea29e4870ae5a3dc4ca1d82b66e45b1a6032bfc616663512e537e31ede034c

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> Susan Russell	<b>Status</b> signed	<b>Viewed At</b> 05/28/2025 07:57 PM EDT
<b>Email</b> s.russell@sunbeamcommunity.ca	<b>Multi-factor Digital Fingerprint Checksum</b> 66c958ca23eed9bc544d6cf90754eda43a8745c98bf78951cd4db9971217c02a	<b>Identity Authenticated At</b> 05/28/2025 08:12 PM EDT
<b>Components</b> 2	<b>IP Address</b> 208.81.16.196	<b>Signed At</b> 05/28/2025 08:12 PM EDT
	<b>Device</b> Mobile Safari via iOS	
	<b>Drawn Signature</b> 	
	<b>Signature Reference ID</b> 07219BE8	
	<b>Signature Biometric Count</b> 1	
<b>Name</b> Brian Swainson	<b>Status</b> signed	<b>Viewed At</b> 05/28/2025 07:47 PM EDT
<b>Email</b> b.swainson@sunbeamcommunity.ca	<b>Multi-factor Digital Fingerprint Checksum</b> 26876fe9be71c66950027514f6e9e3aa5b0ab69b25548c3c2b7ac282ce2e3090	<b>Identity Authenticated At</b> 05/28/2025 07:48 PM EDT
<b>Components</b> 1	<b>IP Address</b> 174.92.126.234	<b>Signed At</b> 05/28/2025 07:48 PM EDT
	<b>Device</b> Chrome via Windows	
	<b>Typed Signature</b> 	
	<b>Signature Reference ID</b> CEE34486	

AUDITS

TIMESTAMP	AUDIT
05/27/2025 02:24 PM EDT	Jessica Stang (jessica.stang@rlb.ca) created document 'Rep_Letter_2025_-_Sunbeam_Community_Developmental_Services.pdf' on Chrome via Windows from 72.138.24.2.
05/27/2025 02:24 PM EDT	Brian Swainson (b.swainson@sunbeamcommunity.ca) was emailed a link to sign.
05/27/2025 02:24 PM EDT	Susan Russell (s.russell@sunbeamcommunity.ca) was emailed a link to sign.
05/28/2025 01:40 PM EDT	Brian Swainson (b.swainson@sunbeamcommunity.ca) viewed the document on Chrome via Windows from 72.138.152.186.

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05/28/2025 08:12 PM EDT	Susan Russell (s.russell@sunbeamcommunity.ca) signed the document on Mobile Safari via iOS from 208.81.16.196.