

The Pension Office Corporation of the  
Anglican Church of Canada  
Financial Statements  
For the year ended December 31, 2019

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## Independent Auditor's Report

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To the Board of Directors of  
The Pension Office Corporation of the Anglican Church of Canada

### Opinion

We have audited the financial statements of The Pension Office Corporation of the Anglican Church of Canada (the "Corporation"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net assets (deficiency) 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 financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for 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 Corporation 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 Corporation'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 Corporation or to cease operations, or has no realistic alternative but to do so.

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

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## Independent Auditor's Report (Continued)

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### Auditor's Responsibilities for the Audit of the Financial Statements

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation'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 Corporation'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 Corporation 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  
Burlington, Ontario  
May 21, 2020

**The Pension Office Corporation of the Anglican Church of Canada**  
**Statement of Financial Position**

**December 31** **2019** **2018**

**Assets**

**Current**

Cash	\$	125,561	\$	50,987
Prepaid expenses		69,711		81,727
Due from related parties (Note 2)		12,740		25,695

**208,012** **158,409**

**Capital assets and intangibles (Note 3)**

**64,558** **94,340**

**\$ 272,570** **\$ 252,749**

**Liabilities and Net Assets**

**Current**

Accounts payable and accrued liabilities	\$	58,526	\$	53,177
Due to related parties (Note 2)		214,044		199,572

**272,570** **252,749**

**Net Assets (deficiency)**

Invested in capital assets and intangibles	64,558		94,340
Unrestricted deficiency	(64,558)		(94,340)

**\$ 272,570** **\$ 252,749**

On behalf of the Board:

*J. Marks* Chairperson

*Simon A Segall* Director

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**The Pension Office Corporation of the Anglican Church of Canada**  
**Statement of Operations**

<b>For the year ended December 31</b>	<b>2019</b>	<b>2018</b>
<b>Revenue</b>		
Other income	<u>7,510</u>	<u>7,975</u>
<b>Expenses</b>		
Amortization	41,284	40,843
Computer	180,588	186,403
Meetings	80,395	58,331
Office and miscellaneous	72,274	80,178
Printing	4,548	27,090
Professional fees	15,930	17,735
Rent	110,697	108,808
Salaries and benefits	1,323,593	1,286,163
Telephone	<u>3,362</u>	<u>3,814</u>
	<u>1,832,671</u>	<u>1,809,365</u>
<b>Deficiency of revenue over expenses before undernoted item</b>	<b>(1,825,161)</b>	<b>(1,801,390)</b>
<b>Net expenses reimbursed by the pension and benefit plans of the Anglican Church of Canada (Note 2)</b>	<u><b>(1,825,161)</b></u>	<u><b>(1,801,390)</b></u>
	<b>\$ -</b>	<b>\$ -</b>

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**The Pension Office Corporation of the Anglican Church of Canada**  
**Statement of Changes in Net Assets (Deficiency)**

**For the year ended December 31**

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	<b>Invested in Capital Assets and Intangibles</b>	<b>Unrestricted</b>		<b>Total 2019</b>	<b>Total 2018</b>
<b>Balance</b> , beginning of the year	\$ 94,340	\$ (94,340)	\$	-	-
Excess (deficiency) of revenue over expenses for the year	(41,284)	41,284		-	-
Additions to capital assets and intangibles	11,502	(11,502)		-	-
<b>Balance</b> , end of the year	<b>\$ 64,558</b>	<b>\$ (64,558)</b>	<b>\$</b>	<b>-</b>	<b>-</b>

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

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## The Pension Office Corporation of the Anglican Church of Canada Statement of Cash Flows

**For the year ended December 31**

**2019**

**2018**

**Cash provided by (used in)**

**Operating activities**

Excess (deficiency) of revenue over expenses for the year	\$	-	\$	-
Adjustments to reconcile excess (deficiency) of revenue over expenses to net cash provided by (used in) operating activities				
Amortization		41,284		40,843
Changes in non-cash working capital balance				
Prepaid expenses		12,016		(669)
Accounts payable and accrued liabilities		5,349		5,668
		<b>58,649</b>		<b>45,842</b>

**Investing activities**

Purchase of capital assets and intangibles		(11,502)		(40,447)
Repayments from (advances to) related parties		12,955		(14,703)
		<b>1,453</b>		<b>(55,150)</b>

**Financing activity**

Advances from (repayments to) related parties		14,472		(8,329)
		<b>14,472</b>		<b>(8,329)</b>

**Net change in cash**

**74,574**      **(17,637)**

**Cash, beginning of year**

**50,987**      **68,624**

**Cash, end of year**

**\$ 125,561**    **\$ 50,987**

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# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

**December 31, 2019**

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### 1. Significant Accounting Policies

#### **Purpose of Corporation**

The Pension Office Corporation of the Anglican Church of Canada (the "Corporation") is a non-profit Corporation incorporated by letters patent under the laws of Canada and is engaged in the administration and management of the operations of the various pension and benefit plans (the "Plans").

The Corporation was incorporated on November 11, 2004, starting operations effective January 1, 2005. Prior to January 1, 2005, all administrative services were provided by the unincorporated Pension Office of the Anglican Church of Canada and were paid directly by the various Plans.

#### **Basis of Accounting**

The Corporation has prepared its financial statements in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

#### **Revenue Recognition**

Reimbursement of expenses in the form of administration fees are accrued in the financial statements up to the year end date.

Any amounts billed in advance are recorded as deferred revenue.

Interest income is recognized on a time proportion basis.

#### **Capital Assets and Intangibles**

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

Computer software - intangibles	- 5 years straight-line basis
Computer hardware	- 5 years straight-line basis
Office equipment	- 5 years straight-line basis

Amortization is provided for when the assets are first put into use.

#### **Impairment of Long-lived Assets**

The Corporation monitors its use of long-lived assets and when the asset no longer has any long-term service potential to the organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations.

#### **Financial Instruments**

Financial instruments are recorded at fair value when acquired or issued and subsequently measured 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 charged to the financial instrument for those measured at amortized cost.

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# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

**December 31, 2019**

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### 1. Significant Accounting Policies (Continued)

#### Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organization 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.

#### Income Tax Status

The Corporation is exempt from income tax under section 149(1)(l) of the Income Tax Act.

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### 2. Related Party Transactions and Balances

The Corporation administers the various pension and benefit plans of the Anglican Church of Canada (the "Plans"). Under the terms of a Cost Sharing and Agency Agreement with the Plans, the Corporation pays the shared expenses of the Plans and is reimbursed. The expense reimbursement was derived as follows:

	<b>2019</b>	2018
General Synod Pension Plan of the Anglican Church of Canada	\$ <b>912,581</b>	\$ 900,695
Employee Benefits Fund of the Anglican Church of Canada	<b>346,781</b>	342,264
Long Term Disability Plan of the Anglican Church of Canada	<b>273,774</b>	288,222
Continuing Education Plan of the Anglican Church of Canada	<b>182,516</b>	162,125
Self-Insured Death Benefit Plan of the Anglican Church of Canada	<b>36,503</b>	36,028
Endowment Fund of the Anglican Church of Canada	<b>36,503</b>	36,028
Lay Retirement Plan of the Anglican Church of Canada	<b>36,503</b>	36,028
	<b>\$ 1,825,161</b>	\$ 1,801,390

These transactions are measured at their exchange value (the amount of consideration established and agreed to by the related parties). The Corporation has a common Board of Directors/Trustees with all of the Plans.

At December 31, 2019, the following amounts are owing to related parties:

	<b>2019</b>	2018
Plan Administration Expense Fund	\$ <b>214,044</b>	\$ 199,305
General Synod Pension Plan of the Anglican Church of Canada	-	267
	<b>\$ 214,044</b>	\$ 199,572

# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

**December 31, 2019**

### 2. Related Party Transactions and Balances (Continued)

At December 31, 2019, administrative expenses prepaid by related parties were included in above amounts due to related parties:

	2019	2018
Plan Administration Expense Fund	\$ 226,625	\$ 225,000

At December 31, 2019, the following amounts are due from related parties:

	2019	2018
Employee Benefits Fund of the Anglican Church of Canada	\$ 4,781	\$ 9,764
Long Term Disability Plan of the Anglican Church of Canada	3,774	8,222
Continuing Education Plan of the Anglican Church of Canada	2,676	4,625
Self-Insured Death Benefit Plan of the Anglican Church of Canada	503	1,028
Endowment Fund of the Anglican Church of Canada	503	1,028
Lay Retirement Plan of the Anglican Church of Canada	503	1,028
	\$ 12,740	\$ 25,695

### 3. Capital Assets and Intangibles

	2019		2018	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Computer hardware	\$ 33,021	\$ 20,916	\$ 33,021	\$ 15,659
Office equipment	17,603	15,317	17,603	13,031
Computer software - intangibles	50,624	36,233	50,624	28,690
	566,565	516,398	555,063	482,657
	\$ 617,189	\$ 552,631	\$ 605,687	\$ 511,347
Net book value		\$ 64,558		\$ 94,340

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# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

December 31, 2019

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#### 4. Commitments

The Corporation is committed to pay semi-annual amounts of approximately \$63,300 for the ongoing use of the pension and benefits administration system until December 31, 2023.

In 2018, the Corporation entered into an operating lease for its premises with monthly payments of \$4,015 beginning on December 1, 2018, increasing to monthly payments of \$4,417 on December 1, 2020 until expiration of the lease on November 30, 2023. Additional rent has been estimated to be approximately \$52,372 per annum for various operating costs.

The minimum annual payments are as follows:

2020	\$ 114,077
2021	119,068
2022	119,068
2023	<u>109,145</u>
	<u>\$ 461,358</u>

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#### 5. Pension Expense

The Corporation contributes a percentage of employees' salaries to the General Synod Pension Plan of the Anglican Church of Canada. The cost of the pension benefit is the Corporation's contribution to the Plan and amounted to \$123,891 (2018 - \$119,977) during the year.

The pension plan is a contributory target benefit specified multi-employer pension plan that specifies the expected benefits to be paid to members upon pension eligibility. For accounting purposes, the Plan is considered to be a defined contribution pension plan since contributions are limited to amounts determined by the Pension Committee and employers are not required to fund actuarially determined funding deficiencies that may occur from time to time.

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#### 6. Financial Instruments

The Corporation's activities expose it to direct and indirect financial risks: credit risk and liquidity risk. These risks have not changed from the prior year.

##### **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 Corporation's cash is subject to credit risk. The Corporation limits its exposure to this risk by maintaining cash with major financial institutions. This risk has not changed from the prior year.

##### **Liquidity Risk**

Liquidity risk is the risk that the Corporation encounters difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Corporation will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from accounts payable and accrued liabilities, amounts due to related parties and commitments. This risk has not changed from the prior year.

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# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

**December 31, 2019**

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### **7. Subsequent events**

On March 11, 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, economic uncertainties have arisen and the extent of any future impact on the Corporation as a result of COVID-19 is unknown.