

The Pension Office Corporation of the  
Anglican Church of Canada  
Financial Statements  
For the year ended December 31, 2021

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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, 2021, 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, 2021, 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 audit 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  
Oakville, Ontario  
May 26, 2022

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

**December 31** **2021** **2020**

**Assets**

**Current**

Cash	\$ 178,208	\$ 29,848	
Prepaid expenses	81,920	71,596	
Accounts receivable	145	676	

	260,273	102,120	
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**Capital assets and intangibles (Note 3)**

	88,986	72,185	
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	\$ 349,259	\$ 174,305	
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**Liabilities and Net Assets**

**Current**

Accounts payable and accrued liabilities	\$ 47,937	\$ 36,444	
Due to related parties (Note 2)	301,322	137,861	

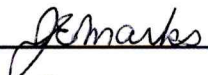
	349,259	174,305	
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**Net Assets (deficiency)**

Invested in capital assets and intangibles	88,986	72,185	
Unrestricted deficiency	(88,986)	(72,185)	

	-	-	
	\$ 349,259	\$ 174,305	

On behalf of the Board:

 Chairperson

 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>2021</b>	<b>2020</b>
<b>Revenue</b>		
Other income	\$ 9,497	\$ 8,265
<b>Expenses</b>		
Amortization	37,000	36,855
Computer	189,873	169,019
Meetings (recovery)	(711)	17,371
Office and miscellaneous	58,429	67,927
Printing	17,366	10,804
Professional fees	20,343	30,608
Rent	126,081	118,767
Salaries and benefits	1,483,157	1,352,837
Telephone	3,363	5,865
	<b>1,934,901</b>	<b>1,810,053</b>
<b>Deficiency of revenue over expenses before undernoted item</b>	<b>(1,925,404)</b>	<b>(1,801,788)</b>
<b>Net expenses reimbursed by the pension and benefit plans of the Anglican Church of Canada (Note 2)</b>	<b>(1,925,404)</b>	<b>(1,801,788)</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 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 2021</b>	<b>Total 2020</b>
<b>Balance</b> , beginning of the year	\$ 72,185	\$ (72,185)	\$	-	-
Excess (deficiency) of revenue over expenses for the year	(37,000)	37,000		-	-
Additions to capital assets and intangibles	53,801	(53,801)		-	-
<b>Balance</b> , end of the year	<b>\$ 88,986</b>	<b>\$ (88,986)</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** **2021** **2020**

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### 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		<b>37,000</b>		36,855
Changes in non-cash working capital balance				
Accounts receivable		<b>531</b>		(676)
Prepaid expenses		<b>(10,324)</b>		(1,885)
Accounts payable and accrued liabilities		<b>11,493</b>		(22,082)
		<b>38,700</b>		12,212

#### Investing activities

Purchase of capital assets and intangibles		<b>(53,801)</b>		(44,482)
Repayments from related parties		-		12,740

#### Financing activity

Advances from (repayments to) related parties		<b>163,461</b>		(76,183)
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#### Net change in cash

		<b>148,360</b>		(95,713)
<b>Cash, beginning of year</b>		<b>29,848</b>		125,561
<b>Cash, end of year</b>	<b>\$</b>	<b>178,208</b>	<b>\$</b>	29,848

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# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

**December 31, 2021**

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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, 2021**

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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:

	2021	2020
General Synod Pension Plan of the Anglican Church of Canada	\$ 980,963	\$ 882,876
Employee Benefits Fund of the Anglican Church of Canada	365,457	360,357
Long Term Disability Plan of the Anglican Church of Canada	250,049	252,250
Continuing Education Plan of the Anglican Church of Canada	192,346	198,197
Lay Retirement Plan of the Anglican Church of Canada	57,704	36,036
Self-Insured Death Benefit Plan of the Anglican Church of Canada	38,469	36,036
Endowment Fund of the Anglican Church of Canada	38,469	36,036
Pre-2005 Long Term Disability Plan of the Anglican Church of Canada	1,947	-
	<b>\$ 1,925,404</b>	<b>\$ 1,801,788</b>

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.

# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

**December 31, 2021**

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

At December 31, 2021, the following amounts are owing to related parties:

	2021	2020
Plan Administration Expense Fund	\$ 286,537	\$ 18,819
Employee Benefits Fund of the Anglican Church of Canada	5,043	102,144
Long Term Disability Plan of the Anglican Church of Canada	3,451	6,756
Continuing Education Plan of the Anglican Church of Canada	2,654	5,303
General Synod Pension Plan of the Anglican Church of Canada	1,779	-
Lay Retirement Plan of the Anglican Church of Canada	796	964
Self Insured Death Benefit Plan of the Anglican Church of Canada	531	964
Endowment Fund of the Anglican Church of Canada	531	964
Pre-2005 Long Term Disability Plan of the Anglican Church of Canada	-	1,947
	\$ 301,322	\$ 137,861

At December 31, 2021, administrative expenses prepaid by related parties were included in above amounts due to related parties:

	2021	2020
Plan Administration Expense Fund	\$ 273,000	\$ -
Employee Benefits Fund of the Anglican Church of Canada	-	92,500
	\$ 273,000	\$ 92,500

### 3. Capital Assets and Intangibles

	2021		2020	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Computer hardware	\$ 45,721	\$ 32,174	\$ 41,198	\$ 24,424
Office equipment	20,132	18,108	17,603	17,603
	65,853	50,282	58,801	42,027
Computer software - intangibles	646,862	573,447	600,114	544,703
	\$ 712,715	\$ 623,729	\$ 658,915	\$ 586,730
Net book value		\$ 88,986		\$ 72,185

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# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

December 31, 2021

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### 4. Commitments

The Corporation is committed to pay semi-annual amounts of approximately \$63,000 (2020 - \$58,000) 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 \$54,684 (2020 - \$52,372) per annum for various operating costs.

The minimum annual payments are as follows:

2022	\$ 121,681
2023	<u>111,541</u>
	<u>\$ 233,222</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 \$152,894 (2020 - \$135,611) 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.

#### 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.

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# The Pension Office Corporation of the Anglican Church of Canada

## Notes to Financial Statements

**December 31, 2021**

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### **7. Impact of 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. As a result, economic uncertainties have arisen. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption to the Corporation and the related financial impact cannot be reasonably estimated at this time.