

CHARITY HOUSE (WINDSOR)
(Operating as Brentwood Recovery Home)

FINANCIAL STATEMENTS

For The Year Ended March 31, 2020

CHARITY HOUSE (WINDSOR) **(Operating as Brentwood Recovery Home)**

FINANCIAL STATEMENTS

For The Year Ended March 31, 2020

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INDEPENDENT AUDITOR'S REPORT

***To the Supervisor of Charity House (Windsor)
(Operating as Brentwood Recovery Home):***

Qualified Opinion

We have audited the financial statements of **CHARITY HOUSE (WINDSOR) (OPERATING AS BRENTWOOD RECOVERY HOME)** ("the Entity"), which comprise the statements of financial position as at March 31, 2020 and the statements of operating fund activities and fund balance, development fund activities and fund balance and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2020, 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 Qualified Opinion

In common with many not-for profit organizations, the Entity derives revenue from donations, raffle proceeds and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Entity. Therefore, we were not able to determine whether any adjustments might be necessary to this revenue, excess of revenue over expenses, and cash flows from operations for the years ended March 31, 2020 and 2019, assets as at March 31, 2020 and 2019, and fund balances as at April 1 and March 31 for both the 2020 and 2019 years. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

As discussed in Note 13 to the financial statements, \$362,200 of insurance proceeds has been included in accounts and other receivables for which reasonable assurance over collectability of \$254,200 of this amount was not obtained and therefore constitutes a departure from Canadian accounting standards for not-for-profit organizations. Accordingly, accounts and other receivables should be reduced by \$254,200 and general maintenance increased by \$254,200.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

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 Entity 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 qualified audit opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

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

Auditor's Responsibilities for the Audit of the Financial Statements

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:

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

- 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 for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If 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 Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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.

Roth Mosey & Partners LLP

ROTH MOSEY & PARTNERS LLP
LICENSED PUBLIC ACCOUNTANTS

Windsor, Ontario
June 22, 2020

An Independent Member of the
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ALLIANCE

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

STATEMENT OF FINANCIAL POSITION

March 31, 2020 (with comparative figures for 2019)

	<u>2020</u>	<u>2019</u>
ASSETS		
<i>Current assets</i>		
Cash	\$ 835,018	\$ 625,573
Guaranteed investment certificates (Notes 3, 7)	406,973	1,359,386
Investments	63,059	111,670
Accounts and other receivables (Notes 13, 14)	772,928	357,526
Government remittances receivable	83,160	139,252
Prepaid expenses and deposits	65,934	59,301
	<u>2,227,072</u>	<u>2,652,708</u>
<i>Guaranteed investment certificates (Notes 3, 7)</i>	758,997	201,390
<i>Property and equipment (Note 4)</i>	2,920,850	2,894,358
<i>Cash surrender value of life insurance</i>	23,902	23,647
	<u>\$ 5,930,821</u>	<u>\$ 5,772,103</u>
LIABILITIES AND FUND BALANCES		
<i>Current liabilities</i>		
Accounts payable and accrued liabilities (Note 13)	\$ 271,657	\$ 335,273
Due to Brentwood Fund for the Rehabilitation of Alcoholics (Note 5)	1,383,581	1,367,784
Current portion of deferred contributions (Note 6)	65,514	56,019
	<u>1,720,752</u>	<u>1,759,076</u>
<i>Deferred contributions, net of current portion (Note 6)</i>	636,048	521,211
	<u>2,356,800</u>	<u>2,280,287</u>
<i>Fund balances</i>		
Operating fund	2,267,993	2,397,576
Development fund - restricted	1,306,028	1,094,240
	<u>3,574,021</u>	<u>3,491,816</u>
	<u>\$ 5,930,821</u>	<u>\$ 5,772,103</u>



Supervisor

See accompanying notes

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

STATEMENT OF OPERATING FUND ACTIVITIES AND FUND BALANCE

For The Year Ended March 31, 2020 (with comparative figures for 2019)

	<u>2020</u>	<u>2019</u>
Revenue		
Erie-St. Clair Local Health Integration Network <i>(Note 10)</i>	\$ 1,739,142	\$ 1,744,042
Fee for service	248,145	307,940
Net raffle income <i>(Schedule 1)</i>	728,765	649,589
Donations	463,033	222,616
Interest	39,153	41,080
Counselling services	3,200	2,069
Other income	21,814	19,558
Rental income	21,900	-
Insurance proceeds <i>(Note 13)</i>	-	97,444
Amortization of deferred contributions <i>(Note 6)</i>	65,574	55,956
Unrealized loss on investments	(20,966)	(4,322)
Increase in cash surrender value of life insurance	254	23,647
Government assistance <i>(Note 14)</i>	53,777	-
	3,363,791	3,159,619
Operating expenses		
Erie-St. Clair Local Health Integration Network reimbursable program expenses <i>(Schedule 2)</i>	2,691,208	2,615,383
Non-reimbursable program expenses <i>(Schedule 3)</i>	581,081	628,281
Other operating expenses <i>(Schedule 4)</i>	64,055	240,425
	3,336,344	3,484,089
Excess (deficiency) of revenue over expenses	27,447	(324,470)
Fund balance, beginning of year	2,397,576	2,594,191
Interfund transfers from (to) the Development Fund <i>(Note 9)</i>	(157,030)	127,855
	\$ 2,267,993	\$ 2,397,576

See accompanying notes

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

STATEMENT OF DEVELOPMENT FUND ACTIVITIES AND FUND BALANCE

For The Year Ended March 31, 2020 (with comparative figures for 2019)

	<u>2020</u>	<u>2019</u>
<i>Fundraising and special events revenue</i>	\$ 132,111	\$ 161,265
<i>Fundraising and special events expenses</i>	<u>77,353</u>	<u>90,870</u>
<i>Excess of revenue over expenses</i>	54,758	70,395
Fund balance, beginning of year	1,094,240	1,151,700
Interfund transfers from (to) the Operating Fund <i>(Note 9)</i>	<u>157,030</u>	<u>(127,855)</u>
<i>Fund balance, end of year</i>	<u>\$ 1,306,028</u>	<u>\$ 1,094,240</u>

See accompanying notes

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

STATEMENT OF CASH FLOWS

For The Year Ended March 31, 2020 (with comparative figures for 2019)

	<u>2020</u>	<u>2019</u>
Operating activities		
Excess (deficiency) of revenue over expenses - operating fund	\$ 27,447	\$ (324,470)
Excess of revenue over expenses - development fund	54,758	70,395
Adjustments to reconcile excess of revenue over expenses to cash flow from operations		
Amortization of property and equipment	231,087	213,730
Amortization of deferred contributions	(65,574)	(55,956)
Unrealized loss on investments	20,966	4,322
Gain on disposal of property and equipment	(193,761)	-
Increase in cash surrender value of life insurance	(255)	(23,647)
Cash flow from (used in) operations	74,668	(115,626)
Change in:		
Accounts and other receivables	(415,402)	546,070
Government remittances receivable	56,092	(26,909)
Prepaid expenses and deposits	(6,633)	(19,454)
Accounts payable and accrued liabilities	(63,616)	(530,018)
Cash used in operating activities	(354,891)	(145,937)
Financing activities		
Advances from Brentwood Fund for the Rehabilitation of Alcoholics	15,797	46,443
Deferred contributions received	189,906	306,785
Cash provided by financing activities	205,703	353,228
Investing activities		
Net redemption of guaranteed investment certificates	394,806	165,986
Acquisition of investments	-	(25,988)
Proceeds from sale of investments	27,645	-
Proceeds from disposal of property and equipment	222,634	-
Purchase of property and equipment	(286,452)	(369,148)
Cash provided by (used in) investing activities	358,633	(229,150)
Net increase (decrease) in cash for the year	209,445	(21,859)
Cash, beginning of year	625,573	647,432
Cash, end of year	\$ 835,018	\$ 625,573
<i>See accompanying notes</i>		

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

NOTES TO FINANCIAL STATEMENTS

For The Year Ended March 31, 2020

1 | *NATURE OF ORGANIZATION*

Charity House (Windsor) (Operating as Brentwood Recovery Home) (the "Entity") is a registered charity incorporated under the laws of Ontario without share capital. The primary purpose of the Corporation is to provide abstinence based treatment in a residential setting for persons whose primary problem is alcohol or drug abuse while providing non-residential support for their families. The Corporation is not a taxable entity.

Charity House (Windsor) is the principal beneficiary of donations from Brentwood Fund for the Rehabilitation of Alcoholics (the "Fund"), and in conjunction thereto, provides part of its facilities to the Fund for fundraising events.

2 | *SIGNIFICANT ACCOUNTING POLICIES*

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles.

Fund Accounting

The operating fund accounts for the Entity's program delivery and administrative activities. This fund reports unrestricted resources, restricted operating funds and property and equipment.

The development fund accounts for certain of the Entity's fundraising activities. This fund reports resources restricted for future development activities.

Revenue Recognition

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

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received.

Contributions received related to specific depreciable property and equipment are deferred and amortized on a basis consistent with the depreciation policy for the particular property and equipment.

The Entity recognizes fee for service revenue when evidence of an arrangement exists, service has been performed, the cost of the service is fixed or determinable and collection is reasonably assured.

The Entity defers the recognition of net raffle income to the date during which the raffle draw occurs.

CHARITY HOUSE (WINDSOR) (Operating as Brentwood Recovery Home)

NOTES TO FINANCIAL STATEMENTS

For The Year Ended March 31, 2020

2 SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Guaranteed Investment Certificates

Guaranteed investment certificates are recorded at fair value.

Investments

Investments consist of publicly traded securities and are recorded at fair value.

Property and Equipment

Property and equipment are recorded at cost. Amortization is recorded on the straight-line basis over the estimated useful life of the asset as follows:

Buildings	20 to 40 years
Paving	8 years
Equipment	15 years
Automotive equipment	5 years
Furniture and fixtures	5 years

Donated Services

The Entity receives services from volunteers. Since those services are not normally purchased by the Entity and due to the difficulty of determining their fair value, donated services are not recognized in these financial statements.

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management estimates and assumptions that affect certain reported amounts and disclosures. Significant estimates include the determination of the useful life of property and equipment, amortization recorded into income from deferred contributions and insurance proceeds receivable from an insurance claim. Accordingly, actual amounts could differ from those estimates.

3 GUARANTEED INVESTMENT CERTIFICATES

Guaranteed investment certificates have maturity dates varying from May 2020 to March 2022 with interest rates varying from 2.2% to 2.7%.

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

NOTES TO FINANCIAL STATEMENTS

For The Year Ended March 31, 2020

4 PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	Cost	Accumulated Amortization	Net Book Value 2020	Net Book Value 2019
Land	\$ 539,688	\$ -	\$ 539,688	\$ 539,688
Buildings	3,751,763	2,206,612	1,545,151	1,518,012
Buildings - Kay Ryan Residence	1,053,869	551,252	502,617	471,132
Paving	454,087	227,043	227,044	283,805
Equipment	32,757	6,552	26,205	28,389
Automotive equipment	174,228	167,266	6,962	2,756
Furniture and fixtures	936,441	863,258	73,183	50,576
Furniture and fixtures - Kay Ryan Residence	46,281	46,281	-	-
	<u>\$ 6,989,114</u>	<u>\$ 4,068,264</u>	<u>\$ 2,920,850</u>	<u>\$ 2,894,358</u>

5 RELATED PARTY TRANSACTIONS

The amount due to Brentwood Fund for the Rehabilitation of Alcoholics is unsecured, non-interest bearing and has no specific terms of repayment.

The Entity receives reimbursements from and makes reimbursements to Brentwood Fund for the Rehabilitation of Alcoholics for expenditures common to the two entities. All of these transactions are recorded at the exchange amount and are in the normal course of operations.

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

NOTES TO FINANCIAL STATEMENTS

For The Year Ended March 31, 2020

6 DEFERRED CONTRIBUTIONS

Deferred contributions represent restricted funding which was received to assist in the acquisition of property and equipment.

The activity for the year in this balance reported in the Operating Fund is as follows:

	<u>2020</u>	<u>2019</u>
Beginning balance	\$ 577,230	\$ 326,401
Deferred contributions received during the year	189,906	306,785
Less amount recognized as revenue in the year	<u>(65,574)</u>	<u>(55,956)</u>
	701,562	577,230
Less current portion to be recognized within one year	<u>65,514</u>	<u>56,019</u>
Long-term portion	<u>\$ 636,048</u>	<u>\$ 521,211</u>

The deferred contributions received were from the Ministry of Health and Long Term Care in the amount of \$189,906 (2019 - \$306,785).

7 LINE OF CREDIT

The Entity has available authorized lines of credit with WFCU Credit Union ("WFCU") in the total amount of \$120,000 bearing interest at WFCU's prime rate plus 0.5% and are secured by certain guaranteed investment certificates.

8 COMMITMENTS AND CONTINGENCY

Under the terms of a retirement agreement, the Entity paid a retired employee \$26,729 (2019 - \$26,695). The Entity has committed to annual retirement payments totalling approximately \$27,000 during the lifetime of the retired employee.

From time to time, the Entity provides letters of credit to the Alcohol and Gaming Commission of Ontario as part of its lottery activities.

Subsequent to year-end, the Entity committed to the purchase of \$398,000 (2019 - \$439,000) in prize board expenses related to future lotteries.

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

NOTES TO FINANCIAL STATEMENTS

For The Year Ended March 31, 2020

9 INTERFUND TRANSFERS

Interfund transfers are made to fund program delivery and activities of the organization in relation to its purpose.

10 ECONOMIC DEPENDENCE

The Entity is economically dependent on the Erie-St. Clair Local Health Integration Network for the funding of its rehabilitative programs.

11 PENSION PLAN

The Entity sponsors a defined contribution pension plan for its employees. Under the terms of the plan, the Entity matches any employees' contributions up to 4%. Contributions of \$51,492 (2019 - \$53,449) were made by the Entity.

12 FINANCIAL INSTRUMENTS

Financial instruments consist of cash, guaranteed investment certificates, investments, accounts and other receivables, accounts payables and accrued liabilities and due to Brentwood Fund for the Rehabilitation of Alcoholics. It is management's opinion that the Entity is not exposed to significant risks arising from its financial instruments.

13 INSURANCE CLAIMS

During fiscal 2018, the Entity experienced a flood resulting in an estimated \$1,538,000 of total damages and additional costs incurred. Included in accounts and other receivables is insurance proceeds receivable of \$362,200 (2019 - \$198,551). Included in accounts payable and accrued expenses is \$81,077 (2019 - \$179,527) of costs incurred for flood related restoration work completed as of March 31, 2020. Included in revenue is insurance proceeds related to general damages of \$NIL (2019 - \$97,444).

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

NOTES TO FINANCIAL STATEMENTS

For The Year Ended March 31, 2020

13 *INSURANCE CLAIMS (CONTINUED)*

During the year, the Entity experienced a fire to a pavilion. Subsequent to year end, the insurance company agreed to fund \$250,000 for demolition and reconstruction of a new pavilion. Included in accounts and other receivables is insurance proceeds receivable of \$250,000. Included in accounts payable and accrued expenses is \$27,400 of costs incurred for demolition work completed as of March 31, 2020.

14 *GOVERNMENT ASSISTANCE*

Included in accounts and other receivables is \$53,777 relating to Canada Emergency Wage Subsidy government assistance, provided to organizations affected by the COVID-19 pandemic. This assistance amount is provided in relation to wages incurred up to March 31, 2020.

15 *SUBSEQUENT EVENT*

As of the report date of these financial statements, management has assessed of the potential impacts of the COVID-19 pandemic on its current operations. Potential areas of risk would include impairment of investments and decline in donations and fee for service. At this time, a reasonable estimate of the financial effects of these potential impacts cannot be made. Management plans to take necessary actions to mitigate the possible financial impacts of this event.

CHARITY HOUSE (WINDSOR) (Operating as Brentwood Recovery Home)

SCHEDULE OF NET RAFFLE INCOME

For The Year Ended March 31, 2020 (with comparative figures for 2019)

Schedule 1

	<u>2020</u>	<u>2019</u>
<i>Lottery sales</i>	\$ 1,439,060	\$ 1,321,050
<i>Expenses</i>		
Advertising and promotion	68,747	79,801
Credit card merchant fees and bank charges	19,303	16,168
Licence fees	7,194	6,607
Office and postage	10,669	15,507
Prizeboard	578,800	526,098
Professional fees	4,000	4,105
Sales location charge	15,118	16,926
Security	6,464	6,249
	<u>710,295</u>	<u>671,461</u>
	<u>\$ 728,765</u>	<u>\$ 649,589</u>

See accompanying notes

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

SCHEDULE OF ERIE-ST. CLAIR LOCAL HEALTH INTEGRATION NETWORK REIMBURSABLE PROGRAM EXPENSES

For The Year Ended March 31, 2020 (with comparative figures for 2019)

Schedule 2

	<u>2020</u>	<u>2019</u>
<i>Expenses</i>		
Bank charges	\$ 5,068	\$ 4,524
Computer maintenance and supplies	5,715	600
Consulting fees	18,138	27,571
Food and kitchen supplies	154,987	154,950
General maintenance	48,711	88,419
Housekeeping	38,594	33,485
Insurance	38,286	34,425
Medical supplies	4,716	3,314
Postage, stationary and office supplies	21,112	19,938
Professional fees	22,493	16,260
Property taxes	24,131	24,057
Salaries and benefits (Note 11)	2,099,618	1,998,059
Staff education	8,677	15,728
Telephone	9,271	10,405
Travel	8,689	2,947
Utilities	143,422	136,158
	<u>2,651,628</u>	<u>2,570,840</u>
<i>Other</i>		
Prescription and dental claims	17,775	17,686
Personal needs allowance	21,805	26,857
	<u>39,580</u>	<u>44,543</u>
	<u>\$ 2,691,208</u>	<u>\$ 2,615,383</u>

See accompanying notes

CHARITY HOUSE (WINDSOR)

(Operating as Brentwood Recovery Home)

SCHEDULE OF NON-REIMBURSABLE PROGRAM EXPENSES

For The Year Ended March 31, 2020 (with comparative figures for 2019)

Schedule 3

	<u>2020</u>	<u>2019</u>
Advertising and promotion	\$ 4,149	\$ 2,730
Alumni and client financial assistance	37,175	41,945
Bank charges	4,744	7,256
Client recreation	33,195	37,506
Computer maintenance	3,472	6,038
Consulting fees	36,400	31,200
Equipment rental	4,629	4,080
Food and kitchen supplies	155,291	156,240
General maintenance	16,237	29,473
Housekeeping	12,865	11,162
Insurance	13,228	11,938
Memberships and permits	4,544	3,693
Postage, stationary and office supplies	23,311	29,940
Professional fees	22,493	16,260
Property taxes	8,041	8,020
Salaries and benefits (Note 11)	139,426	167,218
Telephone	9,271	10,405
Travel	4,803	7,791
Utilities	47,807	45,386
	<u>\$ 581,081</u>	<u>\$ 628,281</u>

See accompanying notes

CHARITY HOUSE (WINDSOR) (Operating as Brentwood Recovery Home)

SCHEDULE OF OTHER OPERATING EXPENSES

For The Year Ended March 31, 2020 (with comparative figures for 2019)

Schedule 4

	<u>2020</u>	<u>2019</u>
Amortization of property and equipment	\$ 231,087	\$ 213,730
Gain on disposal of property and equipment	(193,761)	-
Retiree (Note 8)	26,729	26,695
	<u>\$ 64,055</u>	<u>\$ 240,425</u>

See accompanying notes