



Kids Action Program - proud to be CAPC!  
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**Kids Action Program – Hants Co.  
AGM Board Report  
September 2023**

What a great year for KAP in Hants. We loved getting back to more in person programming and meeting lots of new community partners.

We had a few staff changes over the past year. We hired Delaney White who is now our Program Coordinator. She will be going on maternity leave this month and we wish her the best of luck. We have also hired Melissa MacAskill who will fill the Program Coordinator role and Vanessa Franco, who is now our Great Beginnings Coordinator. Diane Hennigar and Kim Burns have certainly left some large shoes for us to fill and we will miss them dearly but wish them both the best of luck with the new chapter in each of their lives.

- This last year we have continued to grow and work on our Playgroups. From November 2022- mid June 2023 we ran this program at our Centre in Kennetcook. During the summer months we hosted the program at Findley Park in Noel. We hope to continue the program outside until mid October. This program has saw an average weekly participation of 8-10 families and as many families as 30 out to the group at once.
- Throughout this last year we have continued to work hard on promoting and growing our Baby groups. We currently have Baby Daze, Baby Walk & Talk and Move with Me Baby, which are geared towards ages 0-12months. These programs are an opportunity for caregivers to connect with one

another and discuss the current stages of development their baby may be going through.

- Splash & Play, this program ran from October 2022- June 2023. We got together every Wednesday for an hour of play and a 45 minute swim. This program was a real privilege to be a part of and I hope we can continue with it into 2023/2024. We have applied for funding and are waiting to see what will happen with the pool as they repair damages from the flood. Just a little insight about this program, we consistently had 30-40 people out each week.
- Throughout this last year we worked on hosting monthly special events such as, a card making workshop at Christmas, Holiday swim, Christmas in the village, Valentines day party, Summer kick off, Movie night in the park etc. These programs have been very well attended with seeing some of the older children coming out and we are excited to keep this momentum going.
- Delaney created a new program this year for KAP and we are excited to see it develop and continue to grow. It's called 'Outdoor Adventures with Kids Action Program'. This is a weekly afternoon program, where we venture to different parks, beaches and trails with families after school.
- In October 2022, Ashley attended the Roots of Empathy training and began teaching the program right away at the Kennetcook District School in a grade 2/3 class. This program was a huge success! Ashley has an upcoming program organized for this school year in a grade 1/2 split class at the same school.
- In October Diane began to receive applications from families needing support for Christmas. Diane received applications from 33 families looking for assistance through the Angel Tree program. This program works to offer something a child needs, wants, wear's and reads. With the generosity of the community including previous families who have received support

through the Angel Tree program Diane was able to organize, shop and deliver gifts for 78 children this year. Way to go Diane!

- Diane, Ashley and Delaney worked hard throughout the winter helping families access food from the food bank. Providing outreach to not only the children but also to adults. We did daily check ins with families and helped with transportation to many programs and appointments throughout the year.
- Throughout the year Ashley supported more than 25 families who were expecting or had just had their baby. Ashley and Delaney delivered the food box on the second Friday of every month to 15-16 families. Delaney and Ashley also worked hard on connecting KAP with other community organizations such as the West Hants Family Resource Centre and the Sipekatik First Nations Community. These other organizations are now also benefiting from our Food Box program that Mark organizes. Our Great Beginnings Program in Hants will now be run by Vanessa with support from other KAP staff.
- This year we hosted a clothing drive in partnership with SchoolsPlus and helped more than 15 families find back to school clothing and shoes. This program was a huge success and we hope to make it an annual event!
- Throughout 2022/2023 KAP staff in Hants have worked hard to build and maintain relationships with other local organizations. This past summer we teamed up with SchoolsPlus to host a number of events and activities for families. We now have Public Health attending our Baby Daze group once a month to answer any questions for families and weigh babies if parents would like. We also have the Community Home Visitor attending our groups once a month so people can become familiar with the different programs being offered to support them. We have also been working

closely with other local family resource centres in an effort to support as many families as possible. The last partnership I would like to highlight and give a special thanks too is the Hants North Recreation and Development Association. They have created such a great atmosphere at Findley Park for families to enjoy and a space for us to utilize for programming outside.

**Important pieces to note:**

- We received \$5,543.25 from the Active Communities Fund for 2022-2023
- We received \$986 from the East Hants Community Fund

*Respectfully submitted by*

**Ashley Wadden**

**Kids Action Program- Hants Director**

Kids Action Program (AVH CAPC)

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Staff Reports from Hants and Kings County speak for themselves in terms of what we've collectively have accomplished this past year. Busy, and exciting, to say the least.

Overall, it has been a good year for KAP staff in both counties. There are lots of new and innovative programs and we continue to see our participant population grow.

Some highlights of the year include a new initiative from the province, lead by a team at the IWK called the Integrated Youth Services (IYS). There will be 8 new centres or locations in the province supporting youth from an integrated and comprehensive perspective encompassing mental and physical health, employment opportunities, peer and community supports etc. Several organizations in the western zone of the province have been meeting weekly (or more often) to explore options, identify priorities and potential partnerships to put forward as a proposal to the IWK. The dollars presented by government for this program are long-term sustainable dollars. Exciting possibilities.

A big part of this job, I'm learning, as KAP, ED is grant writing and seeking financial resource to sustain our current programs and to meet the needs of the vulnerable population that we serve. This year alone, we

have received grants for more than \$50,000! I will list some of the sources at the end of my report.

In December of 2022 we receive \$37,500 from the province or DCS funding. This one-time financial support is specifically earmarked for concrete spending to address the increased cost of fuel, rent, power, food etc. The money goes directly to supporting participants. This money is not for programs, administration, or salaries. The province has been very supportive financially the past few years in recognition of the important and essential work accomplished by resource centres in the province.

There will be significant changes to CAPC and CPNP funding and the application process right across the country in the next few years. ED's have been meeting provincially to learn about the new process and expectations. I will continue to report on these changes and challenges to the Board and staff as more information is released. Our funding is currently secure until March 31<sup>st</sup>, 2026 a recent extension from March 31<sup>st</sup>, 2025.

I continue to meet with the feds and the province on a regular basis. There are many challenges and issues that we, as a province, are facing including the significant rise in food costs, fuel and clothing as well as the impact of the homeless/housing crisis. KAP staff address all of these issues almost daily. We deliver food that has been donated by farmers, local businesses and farm markets on a regular basis.

I have offered several programs this past year, some in-person and some virtually. I have offered Circle of Security Parenting, AMP-ed Up (Anger Management) and Prenatal (each program offered several times). We also now have 2 newly certified Doula's on staff, one in Hants and one in Kings County. This will be a great opportunity for staff as well as a huge benefit to participants. We have also had 3 students from NSCC, Kings Tech campus mentor with us this past year.

I continue to sit on many Boards and as an organization we have many community partners. Some partners include: Valley Community Learning Association (VCLA), Flying Squirrel Adventures, Kings Co Family Resource Centre, Windsor Family Resource Centre, Millbrook Cultural and Heritage Centre, Y-Reach, The Portal, Mentoring Plus, Town of Kentville, East Hants Municipality, Public Health, Schools Plus and many, many more. We couldn't do our good work without these partnerships. Thanks to all of them!

### **Successful Grants Received in 2022-2023:**

MAZON-\$5000

Kings Co Children's Foundation-\$15,000

Hants Municipality-\$1100

East Hants Active Community Fund-\$6,529

Chicken Farmers of NS-\$10,000 (\$5000 in cash and \$5000 in chicken product)

Car Seat grant-\$1000

Period Poverty Grant-\$3,250

We also receive 50 chickens every 6 weeks that go directly to families or are used for cooking workshops.

We received \$500 from the Diamond Devilz-an all-female motorcycle group!

There were also many donations made in both counties at Christmas time through our Angel Tree Program in Hants and our partnership with Rewind radio station in Kings Co. In Kings Co it is important to mention the significant contributions this year from MacKay Real Estate in Wolfville, the ongoing support from Giant Tiger, contributions from Donna Conrad, Sterling's Farm Market, former Henny Penny's among so many more!  
Thank you.

Kim Burns and Diane Hennigar, both long-time employees of KAP in Hants Co have moved on in their lives to other adventures. We wish them all the best and hope they stay in touch!

I would like to thank our KAP Board of Directors for their guidance, support and patience as I continue to learn my role as Executive Director.

Finally, I need to say we have a staff with incredible talents, they are hard working, compassion, dedicated and profoundly empathetic individuals. I feel so proud to work beside them offering supports and services to the families that we care so deeply for. What a team!



Respectfully submitted by  
Suann Boates



**Suann Boates**  
**Kids Action Program**  
**Executive Director**  
**Kings/Hants Co. NS**  
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**She/Her**

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

**Financial Statements**

**Year Ended March 31, 2023**

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

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**Year Ended March 31, 2023**

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## INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of Annapolis Valley Hants Community Action Program for Children Association

We have reviewed the accompanying financial statements of Annapolis Valley Hants Community Action Program for Children Association (the Organization) that comprise the statement of financial position as at March 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility 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 (ASNPO), 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.

### *Practitioners' Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### *Basis for Qualified Conclusion*

In common with many Not-for-Profit Organizations, the Organization derives revenue from the general public in the form of donations, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to donation revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2023, current assets and net assets as at March 31, 2023.

### *Qualified Conclusion*

Based on our review, except for the possible effects of the matter described in the *Basis for Qualified Conclusion* paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Annapolis Valley Hants Community Action Program for Children Association as at March 31, 2023, 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 (ASNPO).

*Bishop & Company*

CHARTERED PROFESSIONAL ACCOUNTANTS

Wolfville, NS  
September 18, 2023

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

**Statement of Financial Position**

**March 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 276,121	\$ 94,590
Term deposit (Note 3)	56,646	56,561
Accounts receivable (Note 4)	10,950	1,023
Harmonized sales tax recoverable	6,810	4,327
Prepaid expenses	3,497	3,250
	<u>\$ 354,024</u>	<u>\$ 159,751</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 6)	\$ 33,192	\$ 27,789
Deferred contributions (Note 7)	151,306	18,653
	<u>184,498</u>	<u>46,442</u>
<b>NET ASSETS</b>	<u><b>169,526</b></u>	<u>113,309</u>
	<u><b>\$ 354,024</b></u>	<u><b>\$ 159,751</b></u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See accompanying notes to financial statements

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

**Statement of Revenues and Expenditures**

**Year Ended March 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>REVENUE</b>		
CAPC and CPNP grants	\$ 346,722	\$ 346,722
Grants and projects (Note 8)	201,302	147,283
Other income (Note 9)	93,577	27,302
	<u>641,601</u>	<u>521,307</u>
<b>EXPENSES</b>		
Bad debts (recovery)	(1,020)	2,956
Capital asset purchases (Note 10)	6,995	5,276
Dues, fees, and licenses	100	100
Food box	34,907	47,610
Fundraising and donations	8,988	992
Insurance	6,754	6,455
Interest and bank charges	450	904
Office and program supplies	40,666	36,165
Professional fees	4,873	4,765
Rent and communications	27,849	29,678
Salaries and wages	399,901	324,225
Staff and board development	4,098	2,967
Travel	42,794	23,659
Vehicle fuel and maintenance	8,029	8,315
	<u>585,384</u>	<u>494,067</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ 56,217</b>	<b>\$ 27,240</b>

See accompanying notes to financial statements

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2023**

	<b>2023</b>	2022
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 113,309</b>	\$ 86,069
Excess of revenue over expenses	<u>56,217</u>	<u>27,240</u>
<b>NET ASSETS - END OF YEAR</b>	<b><u>\$ 169,526</u></b>	<u>\$ 113,309</u>

See accompanying notes to financial statements

**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

**Statement of Cash Flows**

**Year Ended March 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>OPERATING ACTIVITIES</b>		
Cash receipts from operations	\$ 765,347	\$ 540,887
Cash paid to suppliers and employees	(580,796)	(489,443)
Interest paid	(452)	(907)
Harmonized sales tax	(2,483)	1,296
	<u>181,616</u>	<u>51,833</u>
Cash flow from operating activities		
<b>INVESTING ACTIVITY</b>		
Reinvested interest	<u>(85)</u>	<u>(84)</u>
<b>FINANCING ACTIVITY</b>		
Repayment of demand loan	<u>-</u>	<u>(13,561)</u>
<b>INCREASE IN CASH FLOW</b>	<b>181,531</b>	<b>38,188</b>
Cash - beginning of year	<u>94,590</u>	<u>56,402</u>
<b>CASH - END OF YEAR</b>	<b>\$ 276,121</b>	<b>\$ 94,590</b>

See accompanying notes to financial statements



# ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2023

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### 1. PURPOSE OF THE ORGANIZATION

Annapolis Valley Hants Community Action Program for Children Association (the Association) is a registered charitable organization which develops and maintains a family resource network that provides prevention and intervention programs and services for children and families living in conditions of risk in Hants, Kings, and Annapolis counties of Nova Scotia. The primary focus is on the needs of families with children from birth to age 6, who may be disadvantaged because of one or more of the following factors: poverty, violence, abuse and neglect, poor health and nutrition, developmental delay, social or emotional problems, inadequate local support services, injury or disability, social or geographical isolation.

The Association receives core funding from the Public Health Agency of Canada under two programs for fiscal years April 1 to March 31 as follows:

- The Community Action Program for Children (CAPC) in the amount of \$272,722, and
- The Canada Prenatal Nutrition Program (CPNP) in the amount of \$74,000.

Budgets are released annually with the details of the funding provided.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations (ASNPO).

#### Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks, net of bank indebtedness.

#### Term deposits

The Association considers debt securities purchased with a maturity of twelve months or less to be short term investments.

#### Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, investments in equity instruments that are quoted in an active market are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are subsequently reported at amortized cost, and tested for impairment when there are indicators of impairment.

Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at fair value are expensed when incurred. Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at amortized cost are amortized over the expected life of the instrument.

Financial assets measured at amortized cost include cash, term deposit, and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

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**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

**Notes to Financial Statements**

**Year Ended March 31, 2023**

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

Capital assets

Expenditures for capital assets are recorded as expenses in the year they are purchased. The value of donated capital assets are recorded at fair market value.

Donated goods and services

Donated goods and services are not recorded in these financial statements because of the difficulty in determining their fair value.

Income taxes

The financial statements do not include income taxes as the Association is a Not-for-Profit Organization and consequently is not taxable.

Revenue recognition

The Association follows the deferral 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 or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Grant revenue and subsidies are recognized when there is reasonable assurance that all conditions necessary to obtain the funding have been complied with. Donations, bequests, and fundraising are recognized as revenue in the year they are received.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

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3. TERM DEPOSIT

	<u>2023</u>	<u>2022</u>
Valley Credit Union term deposit bearing interest at 2.50% per annum, maturing on November 29, 2023.	\$ 56,646	\$ -
Valley Credit Union term deposit bearing interest at 0.15% per annum, maturing on November 29, 2022.	-	56,561
	<u>\$ 56,646</u>	<u>\$ 56,561</u>

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**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

**Notes to Financial Statements**

**Year Ended March 31, 2023**

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4. ACCOUNTS RECEIVABLE

	<u>2023</u>	<u>2022</u>
Accounts receivable	\$ 10,477	\$ 3,951
Accrued interest receivable	473	28
Allowance for doubtful accounts	-	(2,956)
	<u>\$ 10,950</u>	<u>\$ 1,023</u>

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5. BANK INDEBTEDNESS

The Valley Credit Union demand operating loan is limited to \$20,000, bears interest at prime plus 0.5% and is secured by a term deposit. At year end, there were no advances on this operating loan.

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6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	<u>2023</u>	<u>2022</u>
Employee deductions payable	\$ 17,268	\$ 6,544
Wages and benefits payable	8,772	3,972
Accounts payable	7,152	17,273
	<u>\$ 33,192</u>	<u>\$ 27,789</u>

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7. DEFERRED CONTRIBUTIONS

	<u>2023</u>	<u>2022</u>
Province of Nova Scotia	\$ 127,236	\$ -
Municipality of East Hants	20,000	10,000
Restricted donations	4,070	-
Department of Community Services - core funding	-	6,153
Second Harvest Food	-	2,500
	<u>\$ 151,306</u>	<u>\$ 18,653</u>

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**ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN  
ASSOCIATION**

**Notes to Financial Statements**

**Year Ended March 31, 2023**

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8. GRANTS AND PROJECTS

During the year, the Association was awarded government and other grants under various programs as follows:

	<u>2023</u>	<u>2022</u>
Department of Community Services - core funding	\$ 146,153	\$ 101,347
Mental Health Nova Scotia	25,000	-
Department of Community Services - Homelessness and Supportive Housing	14,473	-
Municipality of East Hants	6,276	1,000
Municipality of the County of Kings	3,460	3,593
Province of Nova Scotia - miscellaneous projects	3,440	23,718
Second Harvest Food Program	2,500	12,500
Nourish Your Roots grant funding	-	5,125
	<u>\$ 201,302</u>	<u>\$ 147,283</u>

These amounts are included in income and are not repayable provided the requirements of the programs continue to be met.

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9. OTHER INCOME

	<u>2023</u>	<u>2022</u>
Supervised Access and Exchange	\$ 53,383	\$ 6,780
Donations	37,383	20,337
Program fees	2,220	-
Interest income	530	85
Miscellaneous income	61	100
	<u>\$ 93,577</u>	<u>\$ 27,302</u>

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10. CAPITAL ASSETS CHARGED TO THE STATEMENT OF OPERATIONS

The cost of the capital assets held by the Association is as follows:

	<u>2023</u>	<u>2022</u>
Vehicles	\$ 42,841	\$ 42,841
Computer equipment	10,397	7,011
Office furniture and equipment	3,908	3,908
	<u>\$ 57,146</u>	<u>\$ 53,760</u>

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# ANNAPOLIS VALLEY HANTS COMMUNITY ACTION PROGRAM FOR CHILDREN ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2023

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### 11. FINANCIAL INSTRUMENTS

The Organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Organization's risk exposure and concentration as of March 31, 2023.

#### Credit risk

The Organization is exposed to credit risk in connection with the collection of its accounts receivable. The Organization mitigates this risk by performing credit checks and therefore does not anticipate significant loss for non-collection. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization has a comprehensive plan in place to meet its obligations as they come due - primarily from cash flow from operations.

#### Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Organization is mainly exposed to interest rate risk.

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Organization is exposed to interest rate risk on its fixed and floating rate interest bearing financial instruments which includes an operating loan, and a term deposit. Changes in the bank lending rates can cause fluctuations in cash flows and interest expense. The Association does not use any derivatives to manage this risk.

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### 12. ECONOMIC DEPENDENCE

The Organization relies on funding from Health Canada. A reduction in this funding could materially affect the future operations of the Association.

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### 13. IMPACT OF COVID-19

The outbreak of the novel strain of coronavirus, specifically identified as "COVID-19", has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of social and physical distancing, travel bans, and self-imposed quarantine periods, have caused material disruption to businesses globally resulting in an economic slowdown. Global equity markets have experienced significant volatility. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions.

The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of the government and central bank interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Organization in future periods.

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CASHFLOW FORECAST AND RECORD OF EXPENDITURES - ADVANCE PAYMENTS

A. PROJECT INFORMATION

Recipient Organization		Program Names	
Annapolis Valley Hants Community Action Program for Children		Program #1	Community Action Program for Children (CAPC)
Arrangement Number	Fiscal Year	Program #2	Canada Prenatal Nutrition Program (CPNP)
1718-HQ-000317	2022 - 2023	Program #3 (if applicable)	Select Program

B. TOTAL OPERATING BUDGET FOR THIS FISCAL YEAR

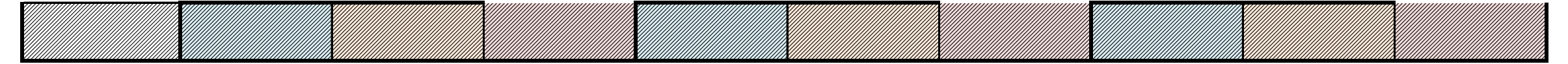
B.1 Commitment this Fiscal Year	CAPC	\$272,722
	CPNP	\$74,000
B.2 PHAC Approved Previous Year Income / Interest / Revenue	CAPC	
	CPNP	
B.3 PHAC Approved Unspent Funds from Previous Fiscal Year	CAPC	
	CPNP	
B.4 Total PHAC Funding this Fiscal Year (As represented by Sections C and G)		\$346,722

**NOTE REGARDING GST/HST** Under your agreement, the Agency will only reimburse the GST/HST portion of eligible expenses that is not subject to a rebate/credit from the CRA.  
Per Generally Accepted Accounting Principles (GAAP), expenses should be claimed net of any eligible GST/HST rebate from the Canada Revenue Agency (CRA). Please refer to the CRA website for details, eligibility and rebate requirements.

C. BUDGET BREAKDOWN BY CATEGORY		D. QUARTERLY FORECAST				E. YEAR-TO-DATE EXPENDITURES as of:	F. VARIANCE	
BUDGET CATEGORY	CURRENT YEAR OPERATING BUDGET	1st Quarter (April - June)	2nd Quarter (July - September)	3rd Quarter (October - December)	4th Quarter (January - March)	YYYY-MM-DD	Variance for the Reporting Period (%)	Variance from Operating Budget (\$)
<b>Personnel</b>								
CAPC	\$214,971	\$53,742	\$53,742	\$53,742	\$53,745		0%	\$214,971
CPNP	\$49,553	\$12,388	\$12,388	\$12,388	\$12,389		0%	\$49,553
<b>Travel</b>								
CAPC	\$12,000	\$3,000	\$3,000	\$3,000	\$3,000		0%	\$12,000
CPNP	\$6,000	\$1,500	\$1,500	\$1,500	\$1,500		0%	\$6,000
<b>Materials</b>								
CAPC	\$18,900	\$4,725	\$4,725	\$4,725	\$4,725		0%	\$18,900
CPNP	\$12,000	\$3,000	\$3,000	\$3,000	\$3,000		0%	\$12,000
<b>Equipment</b>								
CAPC	\$0						0%	\$0

G. UNSPENT FUNDS FROM PREVIOUS YEARS - BREAKDOWN BY CATEGORY									
BUDGET CATEGORY	CAPC			CPNP			OPERATING BUDGET	YEAR-TO-DATE EXPENSES	Variance from Operating Budget (\$)
	OPERATING BUDGET	YEAR-TO-DATE EXPENSES	Variance from Operating Budget (\$)	OPERATING BUDGET	YEAR-TO-DATE EXPENSES	Variance from Operating Budget (\$)			

BUDGET CATEGORY	CURRENT YEAR OPERATING BUDGET	1st Quarter (April - June)	2nd Quarter (July - September)	3rd Quarter (October - December)	4th Quarter (January - March)	YYYY-MM-DD	Variance for the Reporting Period (%)	Variance from Operating Budget (\$)
CPNP	\$0						0%	\$0



BUDGET CATEGORY	CURRENT YEAR OPERATING BUDGET	1st Quarter (April - June)	2nd Quarter (July - September)	3rd Quarter (October - December)	4th Quarter (January - March)	YYYY-MM-DD	Variance for the Reporting Period (%)	Variance from Operating Budget (\$)	
<b>Rent</b>									
CAPC	\$11,500	\$2,875	\$2,875	\$2,875	\$2,875		0%	\$11,500	
CPNP	\$2,000	\$498	\$500	\$501	\$501		0%	\$2,000	
<b>Utilities</b>									
CAPC	\$3,111	\$779	\$778	\$778	\$776		0%	\$3,111	
CPNP	\$2,000	\$498	\$500	\$501	\$501		0%	\$2,000	
<b>Performance Measurement</b>									
CAPC	\$10,000	\$1,200	\$1,200	\$6,400	\$1,200		0%	\$10,000	
CPNP	\$2,000				\$2,000		0%	\$2,000	
<b>Other</b>									
CAPC	\$2,240			\$2,240			0%	\$2,240	
CPNP	\$447			\$447			0%	\$447	
<b>TOTAL</b>	<b>CAPC</b>	\$272,722	\$66,321	\$66,320	\$73,760	\$66,321	\$0	0%	\$272,722
<b>TOTAL</b>	<b>CPNP</b>	\$74,000	\$17,884	\$17,888	\$18,337	\$19,891	\$0	0%	\$74,000

**H. RECIPIENT AUTHORIZED SIGNATURE**

I certify that I have reviewed the information on this form and that it accurately reflects project forecasts and expenditures for the period specified and that the Public Health Agency of Canada may at any time request supporting documents for audit purposes.

Authorized Signature \_\_\_\_\_ Suann Boates \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name

**I. PUBLIC HEALTH AGENCY OF CANADA, CGC OPERATIONS OFFICER SIGNATURE**

I certify that I have reviewed and verified the amounts indicated

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_