

Financial Statements of

**UNITED WAY OF
LEEDS AND GRENVILLE**

Years ended December 31, 2012 and 2011

**Bennett
Lewis
McMahon
Stillar**

Chartered Accountants

46-48 King Street East
PO Box 459 Stn Main
Brockville ON K6V 5V6

Telephone (613) 342-8424
Telefax (613) 342-1714

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of United Way of Leeds and Grenville

We have audited the accompanying financial statements of United Way of Leeds and Grenville, which comprise the statements of financial position as at December 31, 2012, December 31, 2011 and January 1, 2011, and the statements of operations, changes in net assets and cash flows for the years ended December 31, 2012 and December 31, 2011, 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, 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audits is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, United Way of Leeds and Grenville derives campaign contributions revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of campaign contributions revenue was limited to the amounts recorded in the records of United Way of Leeds and Grenville. Therefore, we were not able to determine whether any adjustments might be necessary to campaign contributions revenue, excess of revenue over expenses, and cash flows from operations for the years ended December 31, 2012 and December 31, 2011, and current assets and unrestricted net assets as at December 31, 2012, December 31, 2011 and January 1, 2011.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of United Way of Leeds and Grenville as at December 31, 2012, December 31, 2011 and January 1, 2011, and the results of its operations and its cash flows for the years ended December 31, 2012 and December 31, 2011 in accordance with Canadian accounting standards for not-for-profit organizations.

Bennett Lewis McMahar Stillar

Chartered Accountants, Licensed Public Accountants

March 6, 2013
Brockville, Canada

UNITED WAY OF LEEDS AND GRENVILLE

Statements of Financial Position

	December 31 2012	December 31 2011	January 1 2011
Assets			
Current assets:			
Cash	\$ 618,977	\$ 854,703	\$ 280,357
Short-term investments (note 3)	511,664	60,000	370,000
Campaign pledges receivable	317,810	296,166	428,153
Other receivables	37,369	58,369	33,308
Accrued interest receivable	2,947	2,850	3,929
Prepaid expenses	4,590	4,798	3,488
	<u>1,493,357</u>	<u>1,276,886</u>	<u>1,119,235</u>
Long-term investments (note 3)	65,156	123,390	181,672
Capital assets (note 4)	194,644	196,735	209,271
	<u>\$ 1,753,157</u>	<u>\$ 1,597,011</u>	<u>\$ 1,510,178</u>

Liabilities, Deferred Contributions and Net Assets

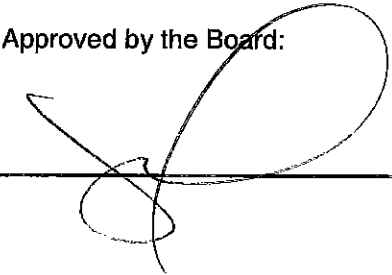
Current liabilities:			
Accounts payable and accrued liabilities	\$ 44,763	\$ 31,287	\$ 30,139
Allocations payable to agency members	59,549	57,003	58,439
	<u>104,312</u>	<u>88,290</u>	<u>88,578</u>
Deferred contributions:			
Externally restricted donations (note 5)	23,182	17,925	16,743
Collaborative Immigration project (note 6)	25,017	25,761	59,100
Action for Community Change project (note 7)	8,662	-	-
Capital assets (note 8)	48,691	52,787	56,918
	<u>105,552</u>	<u>96,473</u>	<u>132,761</u>
Net assets:			
Investment in capital assets (note 9)	145,953	143,948	152,353
Internally restricted (note 10)	229,373	238,629	227,095
Externally restricted endowment	10,000	10,000	-
Unrestricted (note 11)	1,157,967	1,019,671	909,391
	<u>1,543,293</u>	<u>1,412,248</u>	<u>1,288,839</u>

Lease commitment (note 14)

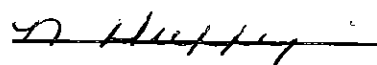
	<u>\$ 1,753,157</u>	<u>\$ 1,597,011</u>	<u>\$ 1,510,178</u>
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See accompanying notes to financial statements.

Approved by the Board:



Director



Director

UNITED WAY OF LEEDS AND GRENVILLE

Statements of Operations

Years ended December 31, 2012 and 2011

	2012	2011
Revenue:		
Campaign contributions	\$ 1,049,258	\$ 1,016,734
Funds received from other United Ways	67,666	60,321
Allowance for uncollected pledges	(15,957)	(8,349)
Net campaign contributions	1,100,967	1,068,706
Collaborative Immigration project (note 6)	142,834	129,714
Nevada ticket sales, net of cash prizes	60,390	55,765
Winter Warmth Fund legal settlement	45,000	-
Action for Community Change project (note 7)	16,558	-
Interest	10,947	11,070
Rent	8,250	9,792
Expense recoveries	5,671	13,999
Grants for salaries and benefits	5,922	22,444
Gifts in Kind Centre	3,755	7,207
Programs	-	8,319
Donations for youth programs	2,500	1,370
Amortization of deferred contributions related to capital assets	4,096	4,131
	1,406,890	1,332,517
Expenses:		
Allocations to agency and non-agency members	727,630	675,080
Collaborative Immigration project (note 6)	131,368	119,415
Action for Community Change project (note 7)	27,671	-
Programs (schedule A)	215,094	241,857
Campaign (schedule B)	118,353	126,188
Building (schedule C)	16,749	19,513
Nevada tickets (schedule C)	38,980	37,055
	1,275,845	1,219,108
Excess of revenue over expenses	\$ 131,045	\$ 113,409

See accompanying notes to financial statements.

UNITED WAY OF LEEDS AND GRENVILLE

Statements of Changes in Net Assets

Years ended December 31, 2012 and 2011

	Investment in capital assets	Internally restricted	Externally restricted endowment	Unrestricted	2012 Total	2011 Total
Balance, beginning of year	\$ 143,948	\$ 238,629	\$ 10,000	\$ 1,019,671	\$ 1,412,248	\$ 1,288,839
Excess (deficiency) of revenue over expenses (notes 9 and 10)	(9,533)	12,911	-	127,667	131,045	113,409
Net change in investment in capital assets (note 9)	11,538	-	-	(11,538)	-	-
Transfers between funds (note 10)	-	(22,167)	-	22,167	-	-
Endowment contribution	-	-	-	-	-	10,000
Balance, end of year	\$ 145,953	\$ 229,373	\$ 10,000	\$ 1,157,967	\$ 1,543,293	\$ 1,412,248

See accompanying notes to financial statements.

UNITED WAY OF LEEDS AND GRENVILLE

Statements of Cash Flows

Years ended December 31, 2012 and 2011

	2012	2011
Cash provided by (used for):		
Operating activities:		
Excess of revenue over expenses	\$ 131,045	\$ 113,409
Items not involving cash:		
Recognition of deferred externally restricted donations	(2,500)	(1,370)
Amortization of deferred contributions related to capital assets	(4,096)	(4,131)
Amortization of capital assets	13,629	13,065
	<u>138,078</u>	<u>120,973</u>
Changes in non-cash operating working capital:		
Campaign pledges receivable	(21,644)	131,987
Other receivables	21,000	(25,061)
Accrued interest receivable	(97)	1,079
Prepaid expenses	208	(1,310)
Accounts payable and accrued liabilities	13,476	1,148
Allocations payable to agency members	2,546	(1,436)
Deferred externally restricted donations	7,757	2,552
Deferred Collaborative Immigration project	(744)	(33,339)
Deferred Action for Community Change project	8,662	-
Cash provided by operating activities	<u>169,242</u>	<u>196,593</u>
Financing and investing activities:		
Interest reinvested in guaranteed investment certificates	(1,766)	(1,718)
Decrease (increase) in investments	(391,664)	370,000
Additions to capital assets	(11,538)	(529)
Endowment contribution received	-	10,000
Cash provided by (used in) financing and investing activities	<u>(404,968)</u>	<u>377,753</u>
Increase (decrease) in cash	(235,726)	574,346
Cash, beginning of year	854,703	280,357
Cash, end of year	<u>\$ 618,977</u>	<u>\$ 854,703</u>

See accompanying notes to financial statements.

UNITED WAY OF LEEDS AND GRENVILLE

Notes to Financial Statements

Years ended December 31, 2012 and 2011

The United Way of Leeds and Grenville ("United Way") is a not-for-profit organization and, pursuant to letters patent dated October 27, 1998, is incorporated without share capital under the Ontario Corporations Act. Its mission is to improve lives and build community by engaging individuals and mobilizing collective action. The United Way's primary source of revenue is the annual campaign to solicit donations on behalf of agency members.

The United Way is registered as a charitable organization under the Income Tax Act (Canada) (the "Act") and, as such, is exempt from income taxes and is able to issue donation receipts for income tax purposes. In order to maintain its status as a registered charity under the Act, the United Way must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

1. Summary of significant accounting policies:

(a) General:

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Revenue recognition:

The United Way follows the deferral method of accounting for contributions which includes unrestricted and restricted donations and grants.

Unrestricted campaign contributions are recognized as revenue when received or pledged. Funds received from other United Ways are recognized as revenue when received.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a straight-line basis at rates corresponding with the amortization rates for the related capital assets.

Nevada ticket sales, interest and rent are recognized as revenue when earned.

Endowment contributions are recognized as direct increases in net assets when received.

(c) Investments:

Investments consist of guaranteed investment certificates with maturity dates ranging from ninety days to five years from the date of acquisition. Guaranteed investment certificates maturing within one year of the year end date are included in current assets.

Investments are initially measured at fair value and subsequently measured at amortized cost.

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Notes to Financial Statements, page 2

Years ended December 31, 2012 and 2011

1. Summary of significant accounting policies (continued):

(d) Campaign pledges receivable:

Campaign pledges receivable are recognized if the amount to be received can be reasonably estimated and collection is reasonably assured.

An allowance for uncollectible pledges receivable is calculated using historical loss experience and deducted from the carrying value of the receivable.

(e) Capital assets:

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis using the following annual rates:

Assets	Rate
Building	4%
Equipment	6.7% and 20%
Computer equipment and software	33 1/3% and 50%

(f) Volunteer services:

A substantial number of volunteers contribute a significant amount of time to the United Way each year. Volunteer services are not recorded in the financial statements since the value of these services cannot be readily determined.

(g) In-kind contributions:

The United Way receives in-kind contributions of clothing, office supplies, personal care products and other goods which are used internally and distributed to agency members and other community agencies. Since these in-kind contributions would not ordinarily be purchased by the United Way, they are not recorded in the financial statements.

(h) Allocation of expenses:

General management and administration expenses are allocated between programs and campaign expenses based on effort and have been allocated as follows:

	2012	2011
Programs	45.7%	66.1%
Campaign	54.3%	33.9%

UNITED WAY OF LEEDS AND GRENVILLE

Notes to Financial Statements, page 3

Years ended December 31, 2012 and 2011

1. Summary of significant accounting policies (continued):

(i) Management estimates:

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 amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses for the reporting period. Estimates are used in determining the allowance for uncollectible campaign pledges receivable, the amortization of capital assets and the amortization of deferred contributions related to capital assets. Actual results could differ from these estimates.

2. Adoption of accounting standards for not-for-profit organizations:

These financial statements were prepared in accordance with the new Canadian accounting standards for not-for-profit organizations as prescribed in Part III of the *CICA Handbook – Accounting* ("Part III").

The United Way's first reporting period using Part III is for the year ended December 31, 2012. As a result, the date of transition to Part III is January 1, 2011. The United Way presented financial statements under its previous Canadian generally accepted accounting principles annually to December 31st of each fiscal year up to, and including, December 31, 2011.

As these financial statements are the first financial statements for which the United Way has applied Part III, the financial statements have been prepared in accordance with the provisions set out in Section 1501 of Part III, First-time Adoption by Not-for-Profit Organizations.

The United Way is required to apply Part III effective for periods ending on December 31, 2012 in:

- (a) preparing and presenting its opening statement of financial position at January 1, 2011; and
- (b) preparing and presenting its statement of financial position for December 31, 2012 (including comparative amounts for 2011), statement of operations, statement of changes in net assets, and statement of cash flows for the year ended December 31, 2012 (including comparative amounts for 2011) and disclosures (including comparative information for 2011).

First-time adoption of these new accounting standards had no impact on the United Way's excess of revenue over expenses for the year ended December 31, 2011 or on net assets as at January 1 and December 31, 2011.

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Notes to Financial Statements, page 4

Years ended December 31, 2012 and 2011

3. Investments:

	December 31 2012	December 31 2011	January 1 2011
Short-term:			
1.50% Term deposit, matured March 6, 2013	\$ 451,664	\$ -	\$ -
3.60% Guaranteed investment certificate, matures April 26, 2013	60,000	-	-
4.50% Guaranteed investment certificate, matured May 30, 2012	-	60,000	-
4.05% Guaranteed investment certificate, matured May 3, 2011	-	-	60,000
1.35% Guaranteed investment certificate, matured May 17, 2011	-	-	60,000
0.9% Guaranteed investment certificate, matured November 12, 2011	-	-	125,000
0.9% Guaranteed investment certificate, matured November 12, 2011	-	-	125,000
	<u>\$ 511,664</u>	<u>\$ 60,000</u>	<u>\$ 370,000</u>
Long-term:			
2.79% Guaranteed investment certificate, matures June 11, 2014	\$ 65,156	\$ 63,390	\$ 61,672
3.60% Guaranteed investment certificate, matures April 26, 2013	-	60,000	60,000
4.50% Guaranteed investment certificate, matured May 30, 2012	-	-	60,000
	<u>\$ 65,156</u>	<u>\$ 123,390</u>	<u>\$ 181,672</u>

The proceeds from the term deposit that matured on March 6, 2013 were re-invested in a 1.5% term deposit with a maturity date of June 4, 2013.

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Notes to Financial Statements, page 5

Years ended December 31, 2012 and 2011

4. Capital assets:

	December 31, 2012		
	Cost	Accumulated amortization	Net book value
Land	\$ 50,000	\$ -	\$ 50,000
Building	254,545	121,086	133,459
Equipment	30,002	21,294	8,708
Computer equipment and software	15,174	12,697	2,477
	<u>\$ 349,721</u>	<u>\$ 155,077</u>	<u>\$ 194,644</u>

	December 31, 2011		
	Cost	Accumulated amortization	Net book value
Land	\$ 50,000	\$ -	\$ 50,000
Building	254,545	110,904	143,641
Equipment	21,393	19,906	1,487
Computer equipment and software	30,271	28,664	1,607
	<u>\$ 356,209</u>	<u>\$ 159,474</u>	<u>\$ 196,735</u>

	January 1, 2011		
	Cost	Accumulated amortization	Net book value
Land	\$ 50,000	\$ -	\$ 50,000
Building	254,546	100,723	153,823
Equipment	20,864	19,051	1,813
Computer equipment and software	30,271	26,636	3,635
	<u>\$ 355,681</u>	<u>\$ 146,410</u>	<u>\$ 209,271</u>

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Notes to Financial Statements, page 6

Years ended December 31, 2012 and 2011

5. Externally restricted donations:

Deferred contributions related to externally restricted donations represent unspent donations that have been restricted by the donors for the Gifts in Kind Centre and youth programs and the investment income earned on the externally restricted endowment.

The Board of Directors is required to obtain approval from the donor for the utilization of the investment income earned on the externally restricted endowment.

	December 31 2012	December 31 2011	January 1 2011
Balance, beginning of year	\$ 17,925	\$ 16,743	\$ 33,300
Externally restricted donations collected	7,607	2,252	2,261
Restricted investment income	150	-	-
Amount recognized as revenue:			
Gifts in Kind Centre	-	-	(15,000)
Youth programs	(2,500)	(1,370)	(3,818)
Balance, end of year	\$ 23,182	\$ 17,925	\$ 16,743
Represented by funds externally restricted for:			
Gifts in Kind Centre	\$ 15,000	\$ 15,000	\$ 15,000
Youth programs	8,032	2,925	1,743
Other expenses	150	-	-
	\$ 23,182	\$ 17,925	\$ 16,743

6. Collaborative Immigration project:

The Collaborative Immigration project's revenue and expenses represent the utilization of grants collected from the City of Brockville and Citizenship and Immigration Canada to develop a strategy and begin implementing support systems that will present Leeds and Grenville as a welcoming community to newcomers, in particular immigrants. As at December 31, 2012 deferred contributions of this project represent unspent grants collected from the City of Brockville.

7. Action for Community Change project:

The Action for Community Change project's revenue and expenses represent the United Way's utilization of grants and reimbursements collected from the Ontario Trillium Foundation and administered by Northumberland United Way on behalf of four United Ways for the purpose of:

- Developing a more thoughtful and informed approach to investment of United Way resources;
- Developing a common framework by which the community will create the change that the United Way seeks in identified priority areas;
- Developing a mix of funding and strategies that address root causes of problems, focus on the prevention of problems and gradually decreases the need for emergency and reactive services in the future; and
- Increasing accountability of all partners and the community towards the change that the United Way seeks for our community.

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Notes to Financial Statements, page 7

Years ended December 31, 2012 and 2011

8. Deferred contributions related to capital assets:

Deferred contributions related to capital assets represent externally restricted capital contributions and grants received for the purchase of capital assets together with contributed capital assets. The amortization of capital contributions is recorded as revenue in the statement of operations.

	December 31 2012	December 31 2011	January 1 2011
Balance, beginning of year	\$ 52,787	\$ 56,918	\$ 60,769
Contributions received during the year	—	—	258
Amount amortized to revenue	(4,096)	(4,131)	(4,109)
Balance, end of year	\$ 48,691	\$ 52,787	\$ 56,918

9. Investment in capital assets:

(a) Investment in capital assets is calculated as follows:

	December 31 2012	December 31 2011	January 1 2011
Capital assets	\$ 194,644	\$ 196,735	\$ 209,271
Amounts financed by deferred contributions related to capital assets	(48,691)	(52,787)	(56,918)
	\$ 145,953	\$ 143,948	\$ 152,353

(b) Change in the investment in capital assets is calculated as follows:

	December 31 2012	December 31 2011
Excess of expenses over revenue:		
Amortization of deferred contributions related to capital assets	\$ 4,096	\$ 4,131
Amortization of capital assets	(13,629)	(13,065)
	\$ (9,533)	\$ (8,934)
Net change in investment in capital assets:		
Capital assets acquired	\$ 11,538	\$ 529

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Notes to Financial Statements, page 8

Years ended December 31, 2012 and 2011

10. Internally restricted net assets:

	2012			2011	
	Nevada tickets	Building	Operating reserve	Total	Total
Nevada tickets:					
Sales	\$ 60,390	\$ -	\$ -	\$ 60,390	\$ 55,765
Expenses	(38,980)	-	-	(38,980)	(37,055)
Building:					
Rent	-	8,250	-	8,250	9,792
Expenses	-	(16,749)	-	(16,749)	(19,513)
Excess (deficiency) of revenue over expenses	21,410	(8,499)	-	12,911	8,989
Balance, beginning of year	91,381	36,089	111,159	238,629	227,095
Transfers from (to) unrestricted net assets	(94,369)	2,546	69,656	(22,167)	2,545
Balance, end year	\$ 18,422	\$ 30,136	\$ 180,815	\$ 229,373	\$ 238,629

The Board of Directors has internally restricted:

- the excess of revenue over expenses from the sale of Nevada tickets to be used to finance programs, campaign and general management and administration expenses; and
- the cumulative excess of rental revenue over building expenses, determined on a cash basis, to be used to finance major repairs and improvements to the building.

The operating reserve represents funds internally restricted by the Board of Directors for purposes to be approved by the Board. In 2012 the Board internally restricted \$24,656 that will be used to finance a 2013 allocation commitment to an agency member and the Winter Warmth Fund legal settlement of \$45,000.

11. Unrestricted net assets:

Unrestricted net assets are earmarked by management for the following purposes:

	2012	2011
Allocation commitments to agency members	\$ 769,028	\$ 739,589
Programs development	101,866	100,354
Operating capital	287,073	179,728
	\$ 1,157,967	\$ 1,019,671

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Notes to Financial Statements, page 9

Years ended December 31, 2012 and 2011

12. Gifts in Kind Centre:

The United Way has established a Gifts in Kind Centre which is operated as a program of the United Way where goods obtained from "In Kind Canada" and similar organizations are being sold at greatly reduced prices. The revenue earned and expenses incurred by this program are reported in the Statement of Operations.

13. Financial instruments:

The United Way's financial instruments consist of cash, short-term investments, campaign pledges receivable, other receivables, accrued interest receivable, long-term investments, accounts payable and accrued liabilities and allocations payable to agency members. The significant financial risks to which the United Way is exposed relating to its financial instruments are credit risk, interest rate risk and liquidity risk.

(a) 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.

Credit risk associated with cash and investments is minimized substantially by ensuring that these assets are invested with major financial institutions that have been accorded investment grade ratings by a primary rating agency.

The United Way is also exposed to credit risk in the event of non-performance by its donors in connection with campaign pledges receivable. This credit risk is managed primarily by the on-going monitoring of pledge receivable balances. The United Way maintains an allowance for potential pledge losses, and any such losses to date have been within management's expectations.

(b) Interest rate risk:

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate due to changes in market interest rates.

The exposure of the United Way to interest rate risk arises from its interest bearing assets, being cash and investments.

The United Way's cash includes amounts on deposit with a financial institution that earn interest at market rates. The United Way manages its interest rate exposure of its cash by maximizing the interest income earned on excess funds while maintaining the liquidity necessary to conduct operations on a day-to-day basis. Fluctuations in market rates of interest on cash do not have a significant impact on the United Way's results of operations.

The primary objective of the United Way with respect to its investments is to ensure the security of principal amounts invested, provide for a high degree of liquidity and achieve a satisfactory investment return.

The United Way manages the interest rate exposure of its investments primarily by using a laddered portfolio with varying terms to maturity. The laddered structure of maturities helps to enhance the average portfolio yield while reducing the sensitivity of the portfolio to the impact of interest rate fluctuations.

UNITED WAY OF LEEDS AND GRENVILLE

Notes to Financial Statements, page 10

Years ended December 31, 2012 and 2011

13. Financial instruments (continued):

(c) Liquidity risk:

Liquidity risk is the risk that the United Way will not be able to meet a demand for cash or fund its obligations as they come due.

The United Way meets its liquidity requirements by monitoring its cash flows from operations, anticipating investing and financing activities and holding assets that can be readily converted into cash.

14. Lease commitment:

The United Way rents space for the Gifts in Kind Centre under a long-term operating lease which expires on September 30, 2014. Future minimum lease payments, by year and in aggregate, are as follows:

2013	\$ 9,561
2014	7,436
	<hr/>
	\$ 16,997

UNITED WAY OF LEEDS AND GRENVILLE

Programs Expenses

Schedule A

Years ended December 31, 2012 and 2011

	2012	2011
Programs development	\$ 108,640	\$ 82,274
Gifts in Kind Centre	28,722	23,203
United Way of Canada dues	8,569	7,501
Youth programs	6,936	4,265
Amortization of capital assets	6,617	5,576
	159,484	122,819
Allocation of general management and administration expenses (schedule D)	55,610	119,038
	\$ 215,094	\$ 241,857

Campaign Expenses

Schedule B

Years ended December 31, 2012 and 2011

	2012	2011
Special events	\$ 25,272	\$ 37,887
Advertising and promotion	4,611	4,536
Postage	3,259	4,910
Supplies and forms	8,017	8,156
Credit card charges	2,623	2,717
Volunteer recognition	5,669	5,218
Travel	1,885	816
Miscellaneous	1,044	855
	52,380	65,095
Allocation of general management and administration expenses (schedule D)	65,973	61,093
	\$ 118,353	\$ 126,188

UNITED WAY OF LEEDS AND GRENVILLE

Building and Nevada Tickets Expenses

Schedule C

Years ended December 31, 2012 and 2011

	2012	2011
Building:		
Utilities	\$ 4,709	\$ 4,703
Repairs	1,835	3,607
Insurance	3,921	3,774
Wages	2,820	2,626
Amortization of capital assets	2,546	2,545
Miscellaneous	918	2,258
	<u>\$ 16,749</u>	<u>\$ 19,513</u>
Nevada tickets:		
Site remuneration	\$ 11,526	\$ 10,643
Ontario Gaming Commission taxes	8,529	7,705
Tickets	8,273	7,472
Administration fees	7,534	6,805
Licenses and fees	3,118	4,430
	<u>\$ 38,980</u>	<u>\$ 37,055</u>

General Management and Administration Expenses

Schedule D

Years ended December 31, 2012 and 2011

	2012	2011
Salaries and benefits	\$ 90,210	\$ 139,583
Office supplies and photocopier lease	5,129	8,108
Travel and conferences	1,939	6,584
Professional services	15,783	9,229
Telephone (recovery)	(2,966)	5,788
Postage	81	396
Insurance	1,371	1,503
Internet	753	582
Advertising	433	472
Bank and credit card charges	902	101
Amortization of capital assets	4,467	4,994
Miscellaneous	3,481	2,841
Total expenses to be allocated	<u>\$ 121,583</u>	<u>\$ 180,131</u>
Allocated to:		
Programs expenses	\$ 55,610	\$ 119,038
Campaign expenses	65,973	61,093
	<u>\$ 121,583</u>	<u>\$ 180,131</u>