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# Project READ

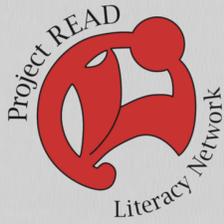
## Literacy Network

### Annual Report 2016 - 2017

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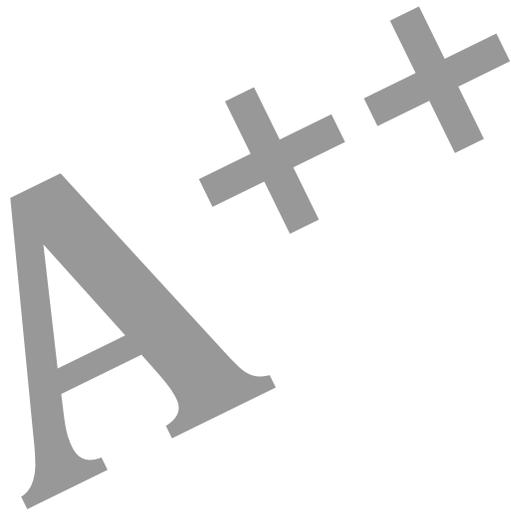
Annual General Meeting 2016- 2017  
Thursday November 30, 2017 - 11:00 am

**MEETING AGENDA**

1. Welcome and Call to Order
2. Approval of the Agenda
3. Approval of 2016 AGM Minutes (Page 10)
4. Chair and Senior Staff Report (Page 5)
5. Presentation of Audited Financial Statements (Page 11)
6. Appointment of Auditor for 2017-2018
7. Bylaw Change – Membership
8. Recognition & Thanks
9. Call for Nominations & Approval of Slate of Nominees
10. Election of Board of Directors
11. Adjournment

**Slate of Nominees for 2017-2018**

- Laura Dick
- Jeff Beamer
- Aimee Jeffrey
- Sarah Loat
- Sandy Coghlin
- Lorri Sauvé
- Jeannette McNamara
- Molly Kimpel



## Thank You to Our Members!

- 2nd Chance
- Action Read Community Literacy Centre
- Better Beginnings, Better Futures
- Conestoga College
- ESU (WRDSB)
- K-W Habilitation Services
- Lutherwood
- St. Louis Adult Learning and Continuing Education Centres
- The Literacy Group of Waterloo Region
- Waterloo Public Library

## Thank You to Our Funders, Donors, Sponsors & Partners!

- Ontario Ministry of Advanced Education and Skills Development
- Regional Municipality of Waterloo
- Waterloo Region Record
- Unifor Local 1106
- Ontario Trillium Foundation
- Libro Credit Union
- Baby Connections
- Early Literacy Alliance of Waterloo Region
- Children and Youth Planning Table Waterloo Region
- The Kitchener and Waterloo Community Foundation
- Lyle S. Hallman Foundation
- Individual & Private Donors

Thank You to Our  
Board and  
Committee Members  
for 2016 - 2017:

**Executive**

- **Laura Dick,**  
Chair
- **Sandy Coghlin,**  
Vice-Chair
- **Jeff Beamer,**  
Secretary Treasurer

**Directors at Large**

- **Aimee Jeffrey**
- **Eric Karn**
- **Sarah Loat**
- **Jeanette McNamara**
- **Lorri Sauv **
- **Murray Stinson**



Thank You to Our Core & Program Staff

**Jane Tuer,**  
Executive Director

**Robin Crank,**  
Program Assistant

**Judy Paul,**  
Educational & Essential Skills Assessor,  
Get Set Learn Facilitator

**Christine Shantz,**  
Educational & Essential Skills Assessor,  
Get Set Learn Facilitator

**Joanne Davis,**  
Family Literacy Program Manager

**Jennifer Hewitt,**  
Family Literacy Program Coordinator & Facilitator

**Dorothy Tam,**  
Get Set Learn Facilitator

**Nadia Muhammad,**  
Get Set Learn Facilitator

**Makayla Gordon,**  
Get Set Learn Facilitator

**Marian Baron,**  
Bookkeeper

**Lisa McArthur,**  
Health Lead

**Bob Schade,**  
Administrative Support



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## Project READ Literacy Network Get Set Crop 2017

Thanks to the committee members for all their hard work:

- Laura Marks
- Lorri Sauv 
- Jane Tuer, Robin Crank & Bob Schade



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Thanks to our sponsors for their donations:

Adventure Guide Inc.

Drayton Entertainment

Evolution

Innocente Brewing  
Company

Kindred Credit Union

Kitchener Hyundai

Maple Leaf Sports &  
Entertainment

Pino's

Reid's Candy and Nut Shop

Sol  Restaurant

State Farm

TD Bank

The Rock Spa

THEMUSEUM

Water Depot

Anna Bartolomucci

Beth Skinn

Bonnie Aultman

Brenda Snider

Carolyn Muir

Carolyn Regan

Chris Mann

Claire Hadden

Eric Karn

Heather Roberts

Jane Tuer

Jennifer Tieu

Joanne Davis

Laura Marks

Leigh Silver

Lisa McCarthur

Lorri Sauv 

Meghan Forler

Nancy Kuiper

Robin Crank

Robin McQuillan

Sandra Schallhorn

Suzanne Smith

Wendy Forler

Wendy Willis

# Chair Executive Director Report, 2016 - 2017

## AGM Report 2017

### Chair and Executive Director Report

As we reflect over the last year it is satisfying to see how the hard work of staff and volunteers has allowed us to persist through tougher economic times. The key is collaboration. We work well together with the other provincial literacy networks and provincial support organizations. Our concerted efforts allowed us to approach the government as a united front to increase the funding to literacy in Ontario. What a success it was...the funding is being more than doubled over four fiscal years. It shows that when you work together you can achieve a great deal. This is the basic concept of literacy networks – bringing the various literacy programs together to create a regional plan of service, identifying gaps and coming up with creative solutions as a team. Then bringing in other stakeholders like Employment Services and Ontario Works to address our crossover services and needs is what literacy service planning is all about.

Project READ has been providing literacy coordination for adult learning programs for over 29 years. It is our strength and our focus. Many programs and projects have grown from this like family literacy – Get Set Learn (which came about because LBS programs saw the need, but didn't have the capacity to provide programming). As these programs grow our ability to coordinate and support these programs and stakeholders continues to expand as well.



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We also do research and development and over the past fiscal year we have been working on four different projects:

- Growing Get Set Learn with Ontario Trillium Foundation (see the Family Literacy Report)
- Families First with Hallman Foundation (see the Family Literacy Report)
- Yes I Can, a mental health guide for literacy practitioners with Ontario Trillium Foundation
- Financial Literacy Task Sets with Libro Prosperity Fund

Sometimes the work we do feels like the “Little Engine That Could” which is a story used to teach children the value of optimism and hard work. To work in literacy you have to be optimistic that you can make change for the better in this world, but it will take a lot of hard work.

Thank you to the Board, Staff and Volunteers of Project READ...this train is chugging along just fine.

**Laura Dick**, Chair and  
**Jane Tuer**, Executive Director

### **Mission Statement**

Our mission is to provide any adult or family in Waterloo Wellington with access to literacy training

### **Vision Statement**

Our Vision is to improve quality of life through literacy

### **Values**

#### **Dedication**

PRLN is committed to the education of adults, families and children

#### **Collaboration**

PRLN strives to build relationships to further the improvement of Literacy in Waterloo-Wellington

#### **Innovation**

PRLN’s strength lies in its creative approach to new research, program and service delivery

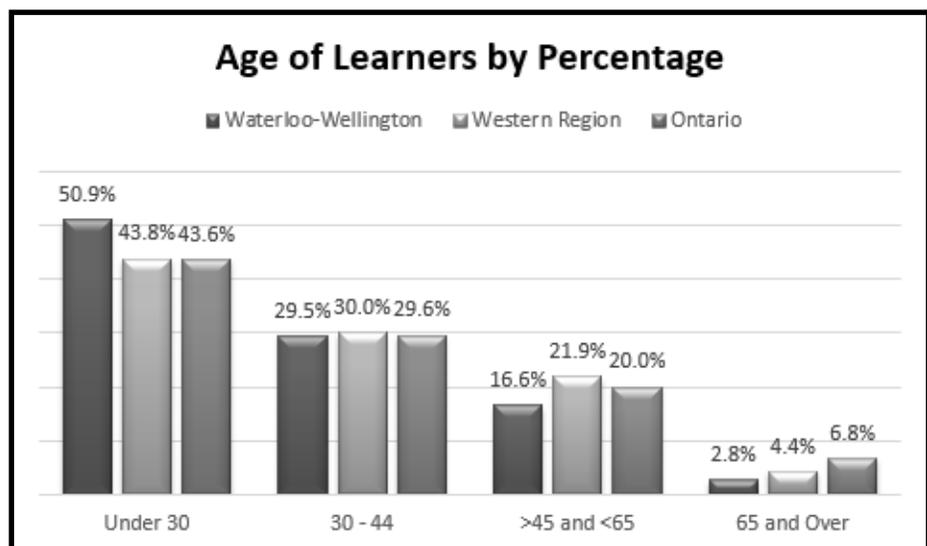
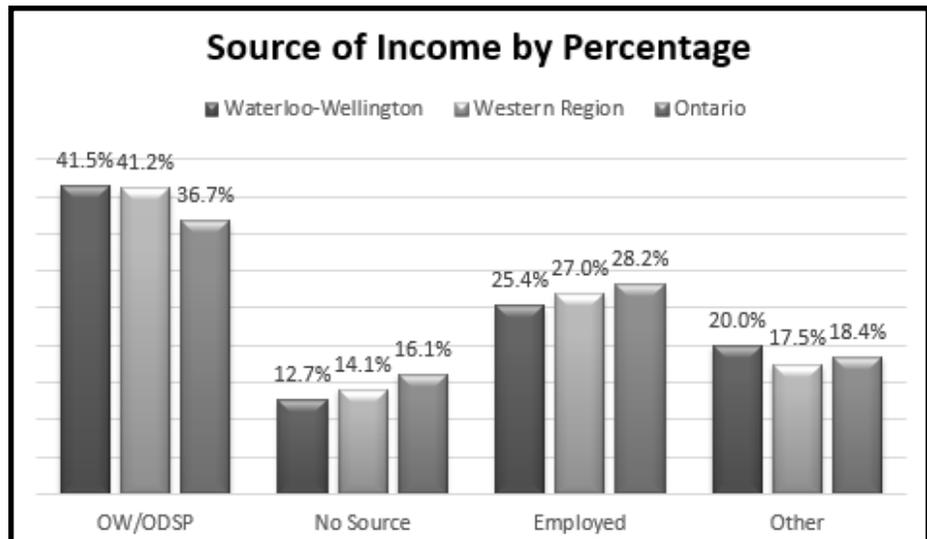
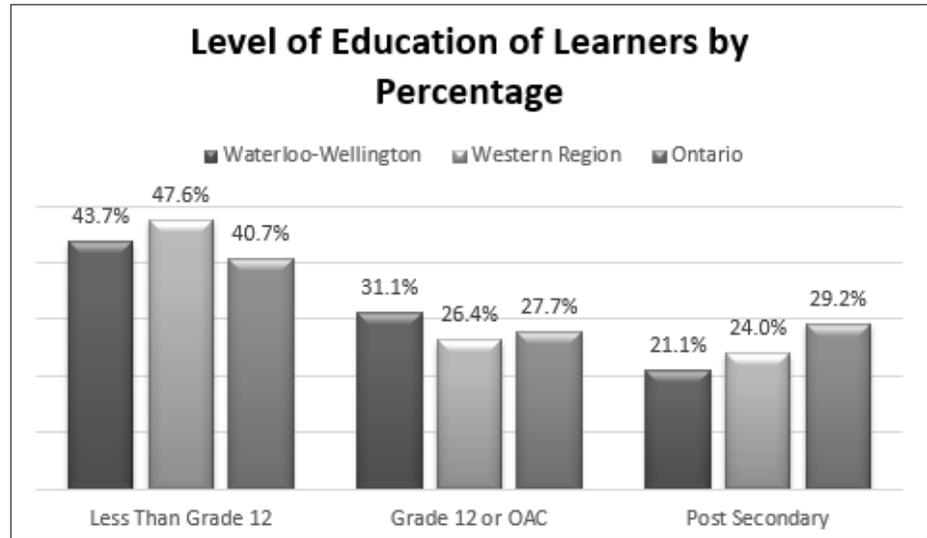
#### **Integrity**

PRLN treats all stakeholders with respect and dignity

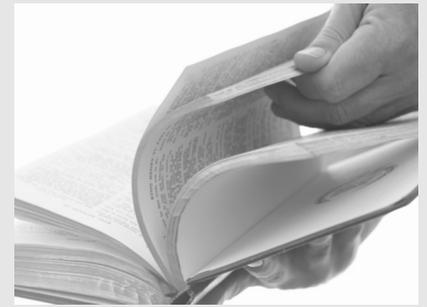
## Literacy Service Planning

- 1,703 adults (16+) participated in LBS training in Waterloo-Wellington in 2016/17
- 42.0% were male and 57.7% were female
- 50.9% of learners were under the age of 30 with math being a major request for upgrading
- 43.7% of our learners had less than a Grade 12 education, which shows that having a Grade 12 is not indicative of being literate
- We showed a 4.5% increase in referrals out to other programs (e.g. Employment Service Provider) at a total of 30.8% which is 2.4% higher than the provincial average

## Waterloo-Wellington Literacy Statistics

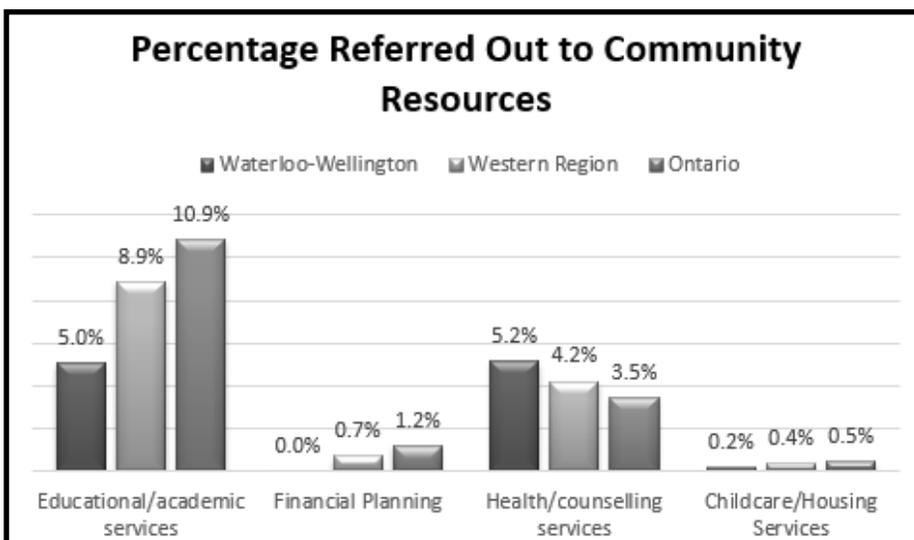
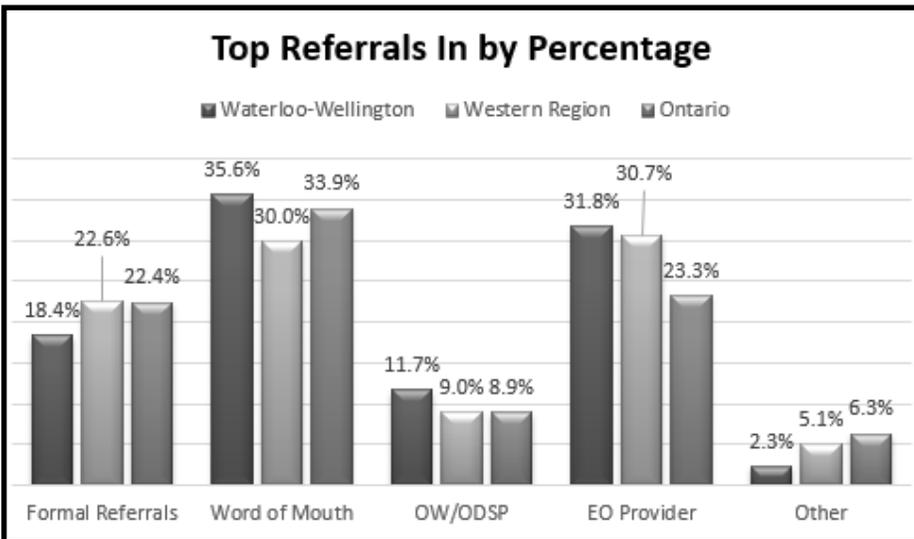
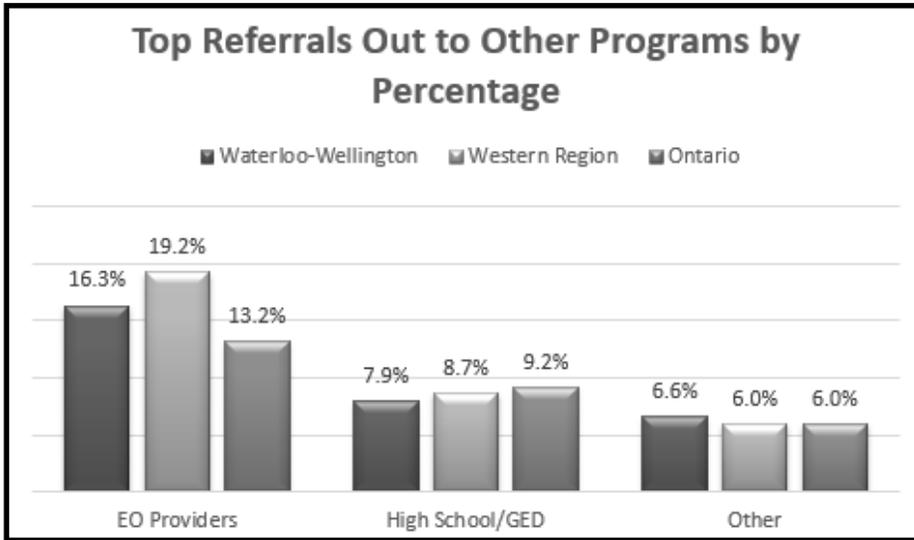


# Waterloo-Wellington Literacy Statistics



## Assessment & Referrals

- “The Directory of Programs in Waterloo-Wellington 2017 Edition”, was distributed by Project READ and the Ministry of Advanced Education and Skills Development to local agencies
- Ongoing referrals provided to adults over the phone or email to member agencies and community services
- 161 Ontario Works participants assessed & placed into Literacy and Basic Skills programs as well as other training and employment services





## Family Literacy Initiatives



**Project READ Literacy Network** delivers **Get Set Learn**, a family literacy program for families receiving Ontario Works or ODSP, funded by the **Region of Waterloo Social Services**.

- Since 2003, **693 parents and 926 preschool age children participated in Get Set Learn at 83 program locations** in Waterloo Region.
- In 2016, for the first time in the program's history, **Project READ** received funding from an **Ontario Trillium Foundation** grant to deliver the **Get Set Learn** program to a wider demographic of families. This was done with the help of valued community partners in Guelph, Arthur and Kitchener.
- In 2016, **76 parents and 93 preschool children participated in Get Set Learn** in partnership with the Wellington County Learning Centre, Shelldale Better Beginnings Better Futures, Kinbridge Community Association, Highland-Stirling Community Group, Stanley Park Community Association, and Victoria Hills Neighbourhood Association.
- Since 2008, **201 parents and 416 children have participated in Get Set Learn Afterschool (GSLA)** at 9 locations (8 elementary schools).

### **Families who participate in Get Set Learn show:**

- higher frequency of reading, writing and math activities at home
- increased confidence & more positive attitudes towards learning and school
- increased awareness of how Essential Skills are used at work, home and in the community

In year 1 of our two-year grant from the **Ontario Trillium Foundation**, we:

- identified new strategies for sustainability
- developed updated curriculum for the **Get Set Learn** program
- created plans for **Learning Together Parent Meet Ups**
- designed a family literacy night for schools

In November 2016, Project READ received a **Lyle S. Hallman Foundation grant** to explore and generate a sustainable scale up model for family literacy across Waterloo Region.

### **You and Your Grandchild: Learning Together in a Changing World**

program and workshop series proudly received an **ABC Life Literacy award for innovation in literacy**, 2016.

**Project READ** remains involved in local, collaborative initiatives: Early Literacy Alliance of Waterloo Region; Family Literacy Day; Positive Parenting Community Committee; and the Children's Planning Table.



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# Project READ Literacy Network Waterloo-Wellington

## Minutes of the 2016 Annual General Meeting

Thursday November 3rd 2016



### Present:

Jane Tuer, Jeff Beamer, Sandy Coghlin, Brenda Krysz, Bob Schade, Kim Jenson, Aimee Jeffrey, Kerry Halliday, Nicola Scott, Susan Boucher, Linda Brooks, Carol Manica, Wayne Miedema, Murray Stinson, Joanne Davis, Eric Karn, Judy Paul, Jeanette McNamara, Lorri Sauv , Nadia Muhammad, and Sarah Loat

- |     |  |  |
|-----|--|--|
| 1.  | Welcome and Call to Order                            | 11:48 Sandy called meeting to order  |
| 2.  | Appointment of Recorder                              | Kerry Halliday & Wayne Miedema – carried   |
| 3.  | Approval of the Agenda                               | Kerry Halliday & Lorri Sauv  – carried   |
| 4.  | Approval of 2015 AGM Minutes                         | Eric Karn & Aimee Jeffrey – carried  |
| 5.  | Chair and Senior Staff Report                        | Sandy called Jane to review highlights: struggles of 2015/16 and looking ahead to 17/18, new mission vision and values |
| 6.  | Presentation of Audited Financial Statements         | Jeff reviewed financials - Assets match liabilities / Auditor has signed off.  |
| 7.  | Appointment of Auditor for 2016-2017                 | Jeff Beamer & Murray Stinson – carried   |
| 8.  | Recognition & Thanks                                 | Jane thanked all staff, volunteers, and board.   |
| 9.  | Call for Nominations & Approval of Slate of Nominees | Sandy reviewed the slate of nominees, asked for nominations from the floor – NO<br>Linda Brooks & Judy Paul – carried  |
| 10. | Election of Board of Directors                       | Nicola Scott & Kerry Halliday – carried  |
| 11. | Adjournment  | Eric Karn @ 12:03  |

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**PROJECT READ LITERACY NETWORK  
(WATERLOO - WELLINGTON)  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017**

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## INDEX

<b>Independent Auditors' Report</b>	<b>2</b>
<b>Financial Statements</b>	
<b>Statement of Financial Position</b>	<b>4</b>
<b>Statement of Operations</b>	<b>5</b>
<b>Statement of Changes In Net Assets</b>	<b>6</b>
<b>Statement of Cash Flow</b>	<b>7</b>
<b>Notes to the Financial Statements</b>	<b>8</b>
<b>Supplementary Financial Information</b>	<b>11</b>



80 Edinburgh Road North • Unit B1 • Guelph • Ontario • N1H 7J1

## INDEPENDENT AUDITORS' REPORT

### To The Directors of Project Read Literacy Network (Waterloo - Wellington)

I have audited the accompanying financial statements of **PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)**, which comprised the statement of financial position as at **MARCH 31, 2017**, and the statement of operations, the statement of change in net assets, and the statement of 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, 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

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I 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 judgement, 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 Corporation'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 Corporation'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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

#### Basis of Qualified Opinion

In common with many non-profit organizations, the organization derives revenue from donations and fundraising events the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to donation revenue, excess of revenue over expenses, assets and net assets.

**Qualified Opinion**

In my opinion, except for the effect of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the donation and fundraising events revenues referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2017 and the results of its operations, changes in net assets and cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-profit Organizations.

**Guelph, Ontario**

**June 19, 2017**



**Ian M. Smith, CPA, CA**

**Licensed Public Accountant**

**PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT MARCH 31, 2017**

**ASSETS**

	2017	2016
<b>CURRENT</b>		
Cash - unrestricted	\$ 209,222	\$ 119,097
Short-term investments - unrestricted (note 2)	11,281	9,621
Accounts receivable	27,147	4,952
Prepaid expenses	<u>1,031</u>	<u>675</u>
	248,681	134,345
<b>OTHER ASSETS</b>		
Short-term investments - internally restricted (note 2)	<u>40,000</u>	<u>40,000</u>
	<u>\$ 288,681</u>	<u>\$ 174,345</u>

**LIABILITIES**

<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 1,716	\$ 8,662
Deferred revenue	<u>180,047</u>	<u>63,716</u>
	<u>181,763</u>	<u>72,378</u>
<b>NET ASSETS</b>		
Unrestricted	66,918	61,967
Internally restricted	<u>40,000</u>	<u>40,000</u>
	<u>106,918</u>	<u>101,967</u>
	<u>\$ 288,681</u>	<u>\$ 174,345</u>

see accompanying notes

**APPROVED BY:**

\_\_\_\_\_

\_\_\_\_\_

**PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED MARCH 31, 2017**

	<b>2017</b>	<b>2016</b>
<b>REVENUE</b>		
Government grants		
Ministry of Advanced Education and Skills Development	\$ 87,000	\$ 95,150
Region of Waterloo	81,366	92,381
Government of Canada	6,372	0
Sponsorship - Trillium Foundation	172,258	29,155
Sponsorship - Other	24,212	8,350
Fundraising, donations, memberships	12,880	18,052
Miscellaneous	10,680	4,762
Investment income	1,816	1,979
Workshops	<u>1,233</u>	<u>1,765</u>
	<u>397,817</u>	<u>251,594</u>
<b>EXPENSES</b>		
Wages and benefits	229,657	194,992
Sub-contracts	101,634	20,717
Office and administration	33,337	30,478
Facilities	12,495	15,824
Honoraria	11,433	17,250
Travel	2,306	1,132
Workshops	1,664	2,052
Fundraising	840	834
Project administration	<u>(500)</u>	<u>1,182</u>
	<u>392,866</u>	<u>284,461</u>
<b>EXCESS REVENUE OVER EXPENSES</b>		
<b>(EXPENSES OVER REVENUE) FOR THE YEAR</b>	<u>\$ 4,951</u>	<u>\$ (32,867)</u>

see accompanying notes

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**PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED MARCH 31, 2017**

	2017	2016
NET ASSETS, beginning of year	\$ 101,967	\$ 134,834
Excess revenue over expenses (expenses over revenue) for the year	<u>4,951</u>	<u>(32,867)</u>
NET ASSETS, end of year	<u>\$ 106,918</u>	<u>\$ 101,967</u>

see accompanying notes

**PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)**  
**STATEMENT OF CASH FLOW**  
**FOR THE YEAR ENDED MARCH 31, 2017**

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess (expenses over revenue) for the year	\$ 4,951	\$ (32,867)
Items not affecting cash		
Net change in non-cash working capital components (note 5)	<u>85,174</u>	<u>40,927</u>
<b>INCREASE IN CASH FOR THE YEAR</b>	90,125	8,060
<b>CASH POSITION, BEGINNING OF THE YEAR</b>	<u>119,097</u>	<u>111,037</u>
<b>CASH POSITION, END OF THE YEAR</b>	<u>\$ 209,222</u>	<u>\$ 119,097</u>
<b>REPRESENTED BY:</b>		
Cash - unrestricted	<u>\$ 209,222</u>	<u>\$ 119,097</u>

see accompanying notes

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**PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017**

**NATURE OF BUSINESS**

Project Read Literacy Network (Waterloo - Wellington) is a non-profit organization committed to the effective and efficient coordination of referrals, advocacy and support for literacy, literacy providers, volunteers and learners, serving Waterloo Region and Wellington County. The organization is incorporated under the laws of the Province of Ontario as a not-for-profit organization and is a registered charity under the Income Tax Act, and as such is not liable for income tax.

**1. SIGNIFICANT ACCOUNTING POLICIES**

These financial statements have been prepared using Canadian Accounting Standards for Not-for-Profit Organizations. The significant policies are detailed as follows:

**(a) Short-term investments**

Short-term investments, consisting principally of guaranteed investment certificates, are valued at cost plus accrued interest.

**(b) Revenue recognition**

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which related expenses are incurred. Government program grants and other designated program revenues are recognized in accordance with the terms of the contract or designation. All revenues are recognized when services have been provided and the amount is received or receivable, provided the amount can be reasonably estimated and collection is reasonably assured.

The organization could not continue without the generous donations of time by many volunteers. Due to the difficulty in determining fair values, contributed services are not reflected in these financial statements. Donated materials are recorded in revenue when fair values can be reasonably estimated.

**(c) Use of estimates**

The preparation of the 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 during the reporting period. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant for deferred revenue related to government projects.

**PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017**

**2. SHORT TERM INVESTMENTS**

	2017	2016
BMO Mutual Funds	\$ 51,281	\$ 28,842
BMO GIC- 1.35% (2015 - 1.3%) due April 2016	<u>0</u>	<u>20,779</u>
	<u>\$ 51,281</u>	<u>\$ 49,621</u>

**3. DEFERRED REVENUES**

Government program grants and other designated program revenues are recognized in accordance with the terms of the contract or designation. All revenues are recognized when services have been provided and the amount is received or receivable, provided the amount can be reasonably estimated and collection is reasonably assured.

	2017	2016
Government Grants		
Region of Waterloo		
Get Set Learn	\$ 10,871	\$ 41,371
Sponsorships		
Trillium Foundation		
Get Set Learn	32,203	22,345
Mental Health	<u>11,584</u>	<u>0</u>
	<u>43,787</u>	<u>22,345</u>
Other		
Families First	120,574	0
Libro Prosperity Grant	<u>4,815</u>	<u>0</u>
	<u>125,389</u>	<u>0</u>
	<u>\$ 180,047</u>	<u>\$ 63,716</u>

**4. RESTRICTION ON NET ASSETS**

	2017	2016
Net Assets Restricted Internally:		
Reserve Fund - for systematic wind down or investigation of alternate forms of funding upon a loss of major funding	\$ 40,000	\$ 40,000
	<u>\$ 40,000</u>	<u>\$ 40,000</u>

**PROJECT READ LITERACY NETWORK (WATERLOO - WELLINGTON)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2017**

**5. NET CHANGE IN NON-CASH WORKING CAPITAL COMPONENTS**

	2017	2016
Increase in short-term investments	\$ (1,660)	\$ (2,008)
Decrease (increase) in accounts receivable	(22,195)	24,815
Increase in prepaid expenses	(356)	(12)
Decrease in accounts payable and accrued liabilities	(6,946)	(5,057)
Increase in deferred revenue	<u>116,331</u>	<u>23,189</u>
	<u>\$ 85,174</u>	<u>\$ 40,927</u>

**6. COMPARATIVE FIGURES**

The presentation of certain amounts on the financial statements for the previous year have been changed where necessary to conform with the financial statement presentation adopted for 2017. Net earnings for the previous year is not affected by this reclassification.

**7. FINANCIAL INSTRUMENTS**

The Organization's financial instruments consist of cash, short term investments, accounts receivable, accounts payable and accrued liabilities, and deferred revenue. These financial instruments are initially measured at fair value and subsequently are measured at amortized cost, evaluated for impairment at each balance sheet date with the write down recorded in net income. Impairment reversals may occur and the asset can be written up to its original cost. Changes in fair value are recognized in net income.

The risks the organization's financial instruments are exposed to are interest rate risk, credit risk, and liquidity risk, each of which is discussed below:

**Interest rate risk:**

The organization does not have a significant exposure to interest rate risk as it has no long-term debt.

**Concentration of credit risk:**

The organization's exposure to credit risk is indicated by the value of its financial assets. The organization does not have a significant exposure to any individual customer. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific customers, historical trends and other information.

**Liquidity risk:**

The company does not have any significant risk that it will encounter difficulty in raising funds to meet commitments associated with its financial instruments.