



2022 FCSS GENERAL FUNDING APPLICATION

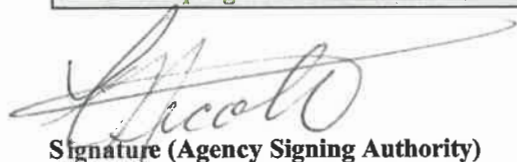
(FUNDING PERIOD: January 1 – December 31, 2022)

ALL INFORMATION PROVIDED IS PUBLIC

APPLICATION DEADLINE IS 4:00 P.M. AUGUST 30, 2021 NO EXCEPTIONS

1. ORGANIZATION INFORMATION	
Organization Name	Helping Hands Society of Cochrane and Area
Program Name	Helping Hands Programs
FCSS Funding Request (over \$7,500) (from Section 9.6 C Proposed Budget)	\$18,000
E-Mail Address and Website	executivedirector@helpinghandscochrane.ca www.helpinghandscochrane.ca
Mailing Address (include postal code)	PO Box 1045 Cochrane AB T4C 1B1
Street Address (for courier purposes)	
Agency Telephone Number	587-580-9448
Agency Fax Number	
Executive Director Name	Chairra Nicolle
Program Contact Name	Melia Hayes
Phone Number (If different from above)	

2. CERTIFICATION OF COMPLIANCE
<p>This is to certify that to the best of my knowledge and belief, the information included in this application complies with the requirements and conditions set out in the Family and Community Support Services Act and Regulation.</p> <p>(https://www.alberta.ca/family-and-community-support-services-fcss-program.aspx)</p> <p>A program outcomes evaluation is required by February 28, 2023 if your application is successful</p>



Signature (Agency Signing Authority)

Executive Director.
Title

Chairra Nicolle
Print Name

August 18, 2021
Date

Submit Completed Documents to, or for further assistance contact:

Dimitri Dimopoulos, FCSS Coordinator
Rocky View County
262075 Rocky View Point
Rocky View County, AB T4A 0X2

For further assistance, please call 403.520.1289 or email fcss@rockyview.ca

Please note that faxed or e-mailed copies of the application will not be accepted. It is strongly recommended that you courier or hand deliver your proposal (printed single sided pages only) and request confirmation of receipt.
APPLICATION DEADLINE IS 4:00 P.M. AUGUST 30, 2021 - APPLICATIONS NOT RECEIVED BY THIS DEADLINE WILL NOT BE ACCEPTED.

X Please email confirmation of receipt of this application to: executivedirector@helpinghandsscochrane.cat.

Please indicate how you heard of the Rocky View County FCSS Program:

_____ newspaper ad _____ social media _____ website visit/search

_____ word of mouth _____ X_ other (specify) _____ Long Term Partnership _____

3. SOCIETY MEMBERSHIP (current)	
Number of Members	0
Membership Fee Per Member	0

4. TYPE OF ORGANIZATION		
Alberta Societies Act Registration Number:	5018292648	
Charitable Number (if have one):	816893564	<input type="checkbox"/> Government Agency

5. DAYS AND HOURS OF OPERATION OF THE PROGRAM							
OPERATING HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	8:30 -4:30	8:30 -4:30	8:30 -4:30	8:30 -4:30	8:30 -4:30	Closed	Closed
Dates not Open:							
Statutory Holiday:	Closed			Other			

6. DOCUMENTATION REQUIREMENTS: <u>Do not provide other attachments unless requested to do so.</u>	ATTACHED
List of current agency Board of Directors by name and Board position (Board information is requested to ensure sufficient governance and make members accessible to administration, if required.) Do not include personal contact information (home addresses, emails, or phone numbers).	<input checked="" type="checkbox"/>
Fee Policy and Schedule (if applicable)	<input type="checkbox"/> N/A
Organizational Chart of Agency	<input checked="" type="checkbox"/>
Certificate of Incorporation under the Societies Act if new applicant. (Not applicable to other municipal governments and associated departments)	<input type="checkbox"/> Included <input checked="" type="checkbox"/> Not Applicable
Constitution and Bylaws (first time applicants only unless changes were made by previously funded groups)	<input type="checkbox"/> N/A
Job description(s) for County FCSS funded positions requested (first time applicants only unless changes were made by previously funded groups)	<input type="checkbox"/> N/A
Most recent Audited Financial Statement	<input checked="" type="checkbox"/>

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive FCSS funding; to assist in administering the FCSS funding; and to monitor, assess, and evaluate your program. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to the FCSS program. Questions regarding the collection of this information can be directed to the Manager, Recreation and Community Services at 403.520.6307.

7.1 PROGRAM DESCRIPTION

Provide a brief program description in a few sentences (to be used for publication by FCSS)

Helping Hands Society links people who help with people who need help. Our volunteers fill unmet human needs and strengthen community.

7.2 PREVENTION

In what way(s) is your program preventive in nature? Check the appropriate items from the following list. You will be required to report on each of the Outcomes that you have selected.

Provincial Outcome	Rocky View County Outcomes	
Improved social well-being of individuals	Outcome 1: Individuals experience personal well-being. Indicators: Resilience; self-esteem; optimism; capacity to meet needs; autonomy; competence; personal engagement; meaning and purpose.	X
	Outcome 2: Individuals are connected with others. Indicators: Quality of social relationships; social supports available; trust and belonging.	X
	Outcome 3: Children and youth develop positively. Indicators: Developmental assets.	<input type="checkbox"/>

Provincial Outcome	Rocky View County Outcomes	
Improved social well-being of families	Outcome 4: Healthy functioning families. Indicators: Positive family relationships; positive parenting; positive family communications.	<input type="checkbox"/>
	Outcome 5: Families have social supports. Indicators: Extent and quality of social networks; family accesses resources as needed.	<input type="checkbox"/>

Provincial Outcome	Rocky View County Outcomes	
Improved social well-being of the community.	Outcome 6: The community is connected and engaged. Indicators: Social engagement; social support; awareness of the community; positive attitudes toward others and the community.	X
	Outcome 7: Community social issues are identified and addressed. Indicators: Awareness of community social issues; understanding of community social issues; agencies and/or community members work in partnership to address social issues in the community.	<input type="checkbox"/>

7.3 PRIMARY TARGET

Indicate the Primary target at whom the program is aimed by estimating the percentage of the program's FCSS allocation that is directed to services in the following categories.

Children		%
Youth		%
Families	25	%
Adults	5	%
Seniors	20	%
Volunteerism	50	%
Community Development		%
Total	100	%

7.4 SOCIAL SERVICE CONTINUUM

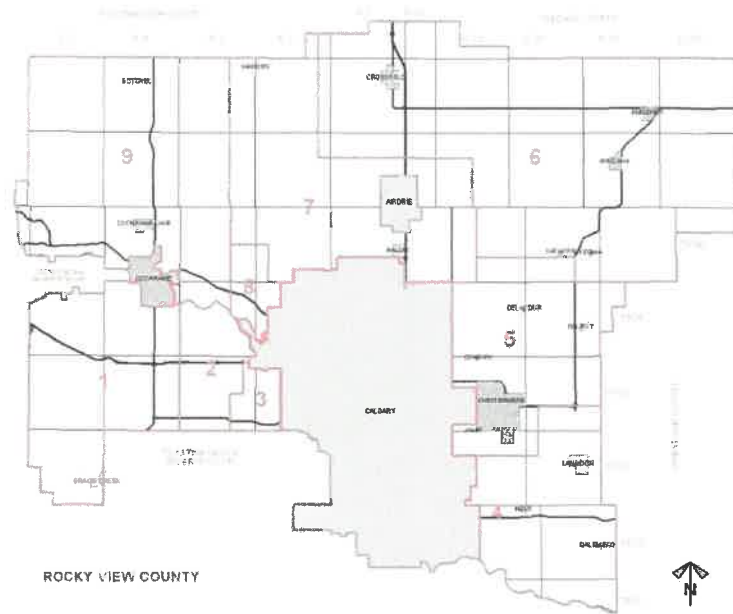
Please indicate the percentage of each section below that your program provides.

● Promotion: Programs and services that promote public education and awareness of social needs.	15	%
● Prevention: Programs and services focused at the earliest opportunity on individuals and families whose social well-being in community life is at risk.	25	%
● Early Intervention: Programs and services focused on individuals and families with identified early signs of unmet needs, who require support to enhance their social well-being.	20	%
● Specialized Services: Programs and services for individuals and families focused on emerging social needs not yet sufficiently addressed by community support.	30	%
● Remediation Services: Programs and services for individuals and families with clearly defined unmet needs, who require assessment, intervention, and treatment to enhance their social well-being.	10	%
Total	100	%

8. COORDINATION AND COMMUNICATION

A. Identify organizations within the program's catchment area (define your region of operation; include towns and border of service area and also clearly mark it on the map with thick black lines) that provide similar services.

There are no other organizations within our catchment, Western Rocky View (Springbank, Bragg Creek, Bearspaw, and Westbrook), that provide similar services.



B. What cooperative and coordinative steps has the program taken with these agencies?

We cooperate and work with Cochrane FCSS and the FRN to address their clients basic unmet needs, whether social or physical. We also cooperate with Alberta Health Services, Alberta Mental Health, Rocky View Immigrant Services, Cochrane Victim Services, and Big Hill Haven Women's Shelter. We partner with service groups including but not limited to; the Cochrane Activettes, Springbank Scouts, Bragg Creek and Redwood Meadows Wellness Committee, Springbank Park for All Seasons, and faith based groups within Cochrane and the Rocky View area.

C. Describe the similarities and differences between the proposed program and those identified as being delivered by other organizations.

Helping Hands aims to fill the gaps that other agencies and/or programs are not able to fill for their clients' social needs. We work to complement the valuable work they do by assisting their clients when the agencies do not have the connection to human resources or the mandate to do so.

We work to help the residents of western Rocky View become aware of the needs within their community and engage them to fill those needs through volunteerism.

OUTCOMES MODEL

(For further information on the outcomes model contact the County FCSS program for a copy of a toolkit.)

9.1 AGENCY/PROGRAM VISION

Desired social conditions. May be your agency's existing vision statement.

Helping Hands Society of Cochrane and Area enables faith groups, community groups and local citizens to serve and connect with their neighbours through volunteerism, making Cochrane and surrounding area a vibrant, caring, supportive community. Volunteers support and assist vulnerable, isolated citizens including those in western Rocky View by providing services and resources for unmet needs.

9.2 AGENCY/PROGRAM MISSION

Unique role in working towards the desired social condition. What are you currently doing to achieve your mission (e.g. other programs and services that are not a part of this application for funding)?

Helping Hands Society of Cochrane and Area links people who help with people who need help. Our volunteers fill unmet human needs and strengthen community. We work to support vulnerable citizens and social agencies, in Cochrane and western Rocky View, with unmet needs by providing human resources. We have a network of caring volunteers to assist where other agencies cannot.

9.3 STATEMENT OF NEED

Problem statement; description of the situation you wish to change.

As a result of the population growth in Cochrane and western Rocky View, there has been increased pressure on social and community support services. Due to this, there is a need for a community organization to:

- Implement programs and special projects to complement the work of social services and other agencies (ie. Food Drives, Volunteer Driver Program, Meal Teams, Free Food Shed, Snow Helpers, etc.)
- Give residents interested in helping their neighbours a place to connect with those in need of social engagement and practical assistance
- Reduce demands on social service agencies and social service personnel
- Identify and mobilize human resources to meet human needs not offered by other programs

As part of the Town of Cochrane's Social Recovery Task Force, Helping Hands has been engaged in the ever changing needs of the community as we navigate through Covid and its effects on the community. By conducting surveys in the community we were able to identify social needs, such as a need for connecting and communication which are supported by our volunteers.

We continued to offer our programs, as well as added 3 additional programs to our portfolio during the pandemic, as identified gaps continued to surface.

We will continue to be engaged, identify gaps and fill those gaps as they fall within our mandate.

9.4 STRATEGY/ACTIVITIES

How will the program address the specified need? What goal or long-term change or impact do you want to achieve? What are you going to do in the program to achieve your goal(s)?

Helping Hands will address specific needs, presented by social agencies and/or individual residents by:

- Recruiting, screening and engaging volunteers in our network
- Designing programs to meet the needs that are not addressed by other agencies, such as Volunteer Driver Program, Caring Neighbours Program, Summer Do Crew, Snow Helpers, Free Food Shed and Movers with Heart.
- Informing volunteers of the needs within the community.
- Offering meaningful volunteer opportunities by matching client needs with volunteer skill sets and interests
- Following up with both volunteers and clients to ensure appropriate match and value.
- Acknowledging and appreciating the volunteers, for their time and commitment to building the community.

We will continue to expand our programming and reach through awareness, collaboration and partnerships.

9.5 RATIONALE

An explanation of why you believe this strategy or approach will work; include research if possible.

When vulnerable citizens are helped through practical assistance and social engagement, they will feel connected to and supported by the community.

When volunteers are given meaningful opportunities to help their neighbours, they feel they are making a difference and feel connected to the community.

Volunteer, partner and client surveys and comments over the years have demonstrated that this strategy works and that Helping Hands is making a difference in the lives of residents of Cochrane and western Rocky View.

9.6 INPUTS

***Please see end of application for budget shell. Budget sheet(s) MUST follow the template as provided.**

A. Have you researched or sourced other methods of funding? How do you propose to sustain this program?

Helping Hands has researched and seeks funding from various grantors, foundations, and corporations. We sustain our program by continually applying for grants, soliciting donations, fundraising and advocating for the important work that we do to potential funders.

B. Has this budget been authorized by your Board of Directors? Yes ☐ No ☐ If no, please explain:

9.7 PROJECTED OUTPUTS (Count of products and services delivered to the target group. For definitions, see the end of the report)

Please report the projected direct product of your activities, usually measured by volume of work accomplished. Must include projected number of individual participants, volunteers and volunteer hours. Other outputs may include projected number of training sessions, workshops, and community development programs. Include projected number of County residents utilizing services. Rocky View County residents do not include people who reside in Airdrie, Beiseker, Chestermere, Cochrane, Crossfield, Irricana or Redwood Meadows. It does include those who live outside of these municipalities and within the hamlets located within the County's borders.

PROJECTED NUMBER OF INDIVIDUAL PARTICIPANTS SERVED:

People served should only be counted once unless they are part of a family being served (see definitions). DO NOT include group participants, contacts, or community development initiatives if counted below.

Provide general summary of outputs here:

Number of Children/Youth (0 to 18 years) 1200 Number of County Residents: 12

Number of Adults (19 to 64 years) 1550 Number of County Residents: 16

Number of Seniors (65+ years) 175 Number of County Residents: 18

Number of Families 550 Number of County Families: 40

B. PROJECTED NUMBER OF GROUPS SERVED:

(e.g. workshops, training and/or education groups)

Provide general summary of outputs here: Volunteer Training: Community Helpers program, Mental Health Check in training, Orientation, & Workshops

Number of Groups: 25 Total Number of Participants: 900 Number of County Residents: 90

C. PROJECTED NUMBER OF CONTACTS PROVIDED:

(e.g. providing assistance with forms/referral; telephone, mail outs, email, and social media)

Provide general summary of outputs here: Intake Forms, Referrals to other Agencies, Phone and Email, Twitter, Facebook, Instagram, Better Impact Software (Volunteer and Client)

Number of Clients: 950 Number of County Residents: 250

D. PROJECTED NUMBER OF COMMUNITY DEVELOPMENT INITIATIVES:

(E.g. community assessment, mobilization, and/or advocacy committees. Do not include service to individuals)

Provide general summary of outputs here: Seniors Advisory Committee, Social Recovery Task Force, Bragg Creek/Redwood Meadows Wellness Committee, Food Drive Committee, Cochrane Immigrant Services Committee, Cochrane Food Connections, Alberta Transportation Collective.

Number of Initiatives: 30 Number of Clients: 3210 Number of County Residents: 150

E. VOLUNTEERISM

a) What are the roles of volunteers in the program?

<p>Volunteers are involved in 100% of our programs. Volunteers fill all requests to assist vulnerable individuals within the community. We inform and link volunteers with those who need help.</p> <ul style="list-style-type: none"> - Our volunteer drivers drive clients from Cochrane and Rocky View, to medical and essential appointments in Calgary, Cochrane, Banff and Canmore. - Our Caring Neighbours support socially isolated individuals through connection, mentorship & assistance in the home. - Summer Do Crew and Snow Helper volunteers assist with outdoor tasks which clients cannot due to illness, injury or family situation. - Our Movers with Heart volunteers help assist low income and vulnerable clients, with small moves within the Cochrane and Rocky View area. - Our Community Check In volunteers support isolated individuals by telephone or text, to increase or maintain their mental health. - Meals on Wheels volunteers pick up prepared frozen meals in Calgary, sort meals and deliver to clients in Cochrane & area - Food Shed volunteers organize, clean and monitor the food donated to the Free Food Shed - Food Drive volunteers lead teams, collect door to door and sort food donations for the Food Bank - Our volunteers also assist in filling many other gaps not outlined above. 	
b) How does the program promote, encourage, and facilitate the use of volunteers?	
c) Total number of volunteers in agency/program:	908
d) Total number of volunteer hours in 2020:	3485
e) Estimated number of volunteer hours until the end of 2021:	4000

9.8 EXPECTED OUTCOMES

Statements, which describe the difference the agency/program intervention will make with clients in the short term, mid-term, and long term. These must logically connect to the Provincial and Rocky View County Outcomes in Section 7.2.

As a result of involvement with Helping Hands:

- As a result of volunteering with Helping Hands...
- Volunteers will experience personal well being as they will feel that they are making a difference and that what they are doing in their lives is invaluable and worthwhile. (meaning and purpose)
- Volunteers will have met or reconnected with people in their community improving their social relationships. (connected with others.)
- Volunteers will feel a sense of belonging in the community. (trust & belonging)
- Volunteers will help out more and provide benefits to others in the community (community is connected and engaged.)
- Clients will have needs met and meet people from the community making them feel connected to and supported by their community. (connected with others) (social supports)

Partner Organizations will feel they are better able to connect their clients with people who can help.

9.9 OUTCOME INDICATORS

List the specific items of information that you will track to measure your program's success on outcomes. These are generally in the form of a cluster of questions or surveys and relate directly to the Rocky View County Outcome Indicators listed in Section 7.2. Copies of the Provincial FCSS Measures Bank are available upon request.

Helping Hands utilizes surveys to collect data with regards to the difference we are making. We complete surveys through different formats, such online, paper and verbal. Surveys collect the outcomes for volunteers, clients and partners.

As a result of being involved with Helping Hands:

- Volunteers will experience a sense of purpose and value as they feel they are making a difference Survey questions and outcomes are as follows:

Volunteers

- Volunteering with Helping Hands Society has helped me feel like I can make a difference.

- The Helping Hands Society has helped me to feel that what I do in my life is valuable and worthwhile.
- As a result of my involvement with the Helping Hands Society, I have helped out more in my neighbourhood/community by volunteering.

Clients:

- As a result of the Helping Hands Society, I have met/reconnected with people in my community.
- The Helping Hands Society has helped me to feel a sense of belonging to my community.

Partners:

- As a result of the Helping Hands Society I was able to connect another person with something they needed.

10. ADDITIONAL INFORMATION

Please provide a brief agency/program history.

Helping Hands was formed in 2007 to act as a network group, initiated by Cochrane FCSS and a local organizational development facilitator to link volunteers from the faith communities with opportunities to fill unmet needs that were identified by Resource Workers. A community group of volunteers took over the initiative and in 2014 the group formalized by becoming a society. In 2015, a part time Executive Director came on board to improve the efficiency of making connections between the clients and volunteers, broadening the scope of work for Helping Hands. In 2017 Helping Hands was granted Registered Charity status by Canada Revenue Agency. In May of 2019 we moved to two full staff which include a Program Manager and Executive Director. In 2020, we added a part time Food Security Programs Manager as Food Security became a large gap identified through Covid. Helping Hands now runs 10 programs: Community Food Drives, Caring Neighbours Program, Community Check In, Snow Helpers, Summer Do Crew, Movers with Heart, Meal Teams, Volunteer Driver Program, Meals on Wheel and the Free Food Shed, all of which have been reworked to support COVID 19 protocols.

11. STORIES

Please provide 1 or 2 short anecdotal stories about some of your County rural clients who have received services from your organization, and how their situation has improved as a result of their involvement in this program. This story may be used for publication by FCSS. Please do not include any client identifying information.

A mother of two older children from the county contacted us shortly after her husband passed away. We helped her connect with CSHO for housing options, as she did not have a job and could not drive. We connected her with FRN to support other needs for her family.

Once housing was secured, we helped her family move to their new location. During the move, our volunteers noticed that the family had very little food to sustain them. We connected with the Food Bank to issue an emergency hamper and provided some of our emergency frozen meals to help them get by.

The housing option was interim, and we also help them move into a home more suitable for a family of three, as well as accessible to many amenities.

INSERT BUDGET DETAILS ON THE FOLLOWING PAGE
DO NOT INCLUDE IN-KIND SUPPORTS, ONLY ACTUAL DOLLARS
AN EXCEL SPREADSHEET IS AVAILABLE FOR INSERTION

Please ensure that section 9.6 C starts on a page(s) with no other sections on the page(s). For consistency purposes, it is **IMPERATIVE** that you use the following template as provided and **NOT** modify it, other than adding additional lines.

9.6 C. INPUTS (Resources dedicated to the program. Include staff and budget for one year.)			
2022 PROPOSED BUDGET (Ensure all calculations are correct. Use the second column to itemize the program expenses to which you plan to direct the County FCSS funds. Column 1 + Column 2 = Column 3)			
ITEM	Column 1 2022 Costs to be paid or contributed by the Applicant and other funding partners (Agency Contribution)	Column 2 2022 Costs to be funded by County FCSS (Program Request)	Column 3 2022 Projected Year End Total Program Budget (Total Cost)
EXPENSES			
PERSONNEL (specify positions and hours per week)			
Executive Director 37.5 hr/wk	47,625	7500	55,125
Programs Manager 37.5 hr/wk	36,600	7500	44,100
Food Security Manager 30 hr/wk	32,255	3000	35255
Benefits	5830		5830
a. SUBTOTAL PERSONNEL	122,310	18000	140,310
TRAVEL & TRAINING (specify)			
Mileage	1500		1500
Staff Development	1000		1000
b. SUBTOTAL TRAVEL & TRAINING	2500		2500
MATERIALS AND SUPPLIES (specify)			
Supplies	1000		1000
Postage	500		500
Rent	3500		3500
Advertising	1000		1000
Telecommunications	1900		
c. SUBTOTAL MATERIALS AND SUPPLIES	7900		7900
OTHER (specify)			
Program Costs	21,900		
Volunteer Recognition & Screening	1500		
Bookkeeping	6000		
d. SUBTOTAL OTHER	29400		
e. TOTAL EXPENDITURES (e=a+b+c+d)	162,110	18,000	180,110
REVENUE (specify other sources of funding including fundraising, fees for service, other grants, etc.)			
FCSS/UW (Town of Cochrane and United Way)	13,000.00		
Other Non Profits	16,500.00		
Foundations	36,600.00		
Donations	26,000.00		
Fundraising	40,100.00		
Community Initiative Program (Alberta Government)	30,000.00		

g. FCSS REQUEST
(DEFICIT = Total of Column 3
Expenditures – Total Revenue)

18,000



Microsoft Excel
Worksheet

COMPLETE THIS SECTION ONLY IF YOU RECEIVED 2021 COUNTY FCSS FUNDING AND ARE APPLYING FOR AN INCREASE.

12. 2022 FUNDING INCREASE REQUEST EXPLANATION	
A. 2021 County FCSS Grant	13,500
B. 2022 County FCSS Request	18,000
C. Does this request result from a decrease in other funding support? Specify.	
No, the requested increase is due to a significant increase in needs of the community and expanded programming due to identified gaps.	
D. Identify requested funding increase. List each category and the amount of increase (e.g. Personnel, Materials and Supplies).	
Personel: Food Security Manager. Food Security has been an identified gap in our community and we have increased our food security initiatives with 3 different programs. These programs require a staff member to manage as the Programs Manager and Executive Director positions are at capacity due to the increased need in the community.	
E. Provide a rationale together with supporting data, using demographics as necessary.	
In 2019 we had 460 ride requests for medical appointments, in the first 7 months of 2021 we have received 405. We have also seen an increase in all our other programs year over year. We continued to run our programs with all proper pandemic protocols. We also added 3 additional programs during 2020/2021 to support food security and isolated individuals/families. We have been recognized by the Cochrane & Area Events Society for our constant adaptability during the pandemic and all the good we provided to the community in a time of need. They have granted us the honour of Labour Day Parade Marshals.	
F. How will this increase impact clients and services? How will the change be measured? If the increase is not granted, what effect will it have?	
The increase will support the food security of the community's vulnerable population as well as mental health. It will also allow for our Programs Manager to focus solely on one to one volunteer/client connections. If the increase is not granted, we will not be able to support the increasing need for food security or any other needs in the community, as our team is at full capacity.	
G. Outline the efforts already taken to accommodate the proposed program adjustment.	
Helping Hands continues to research and apply for grants and funding to support the growing need within our community	
H. How many years have you received County FCSS funding?	
7	



HELPING HANDS SOCIETY OF COCHRANE & AREA
2021-2022 BOARD

BOARD OF DIRECTORS

CHAIR – Ray Goodship

VICE CHAIR – Ann Beatty

SECRETARY – Timothy Clark

TREASURER – Laurie Hauck

DIRECTOR – Sheila Beaudry

DIRECTOR - Nadine Maillot

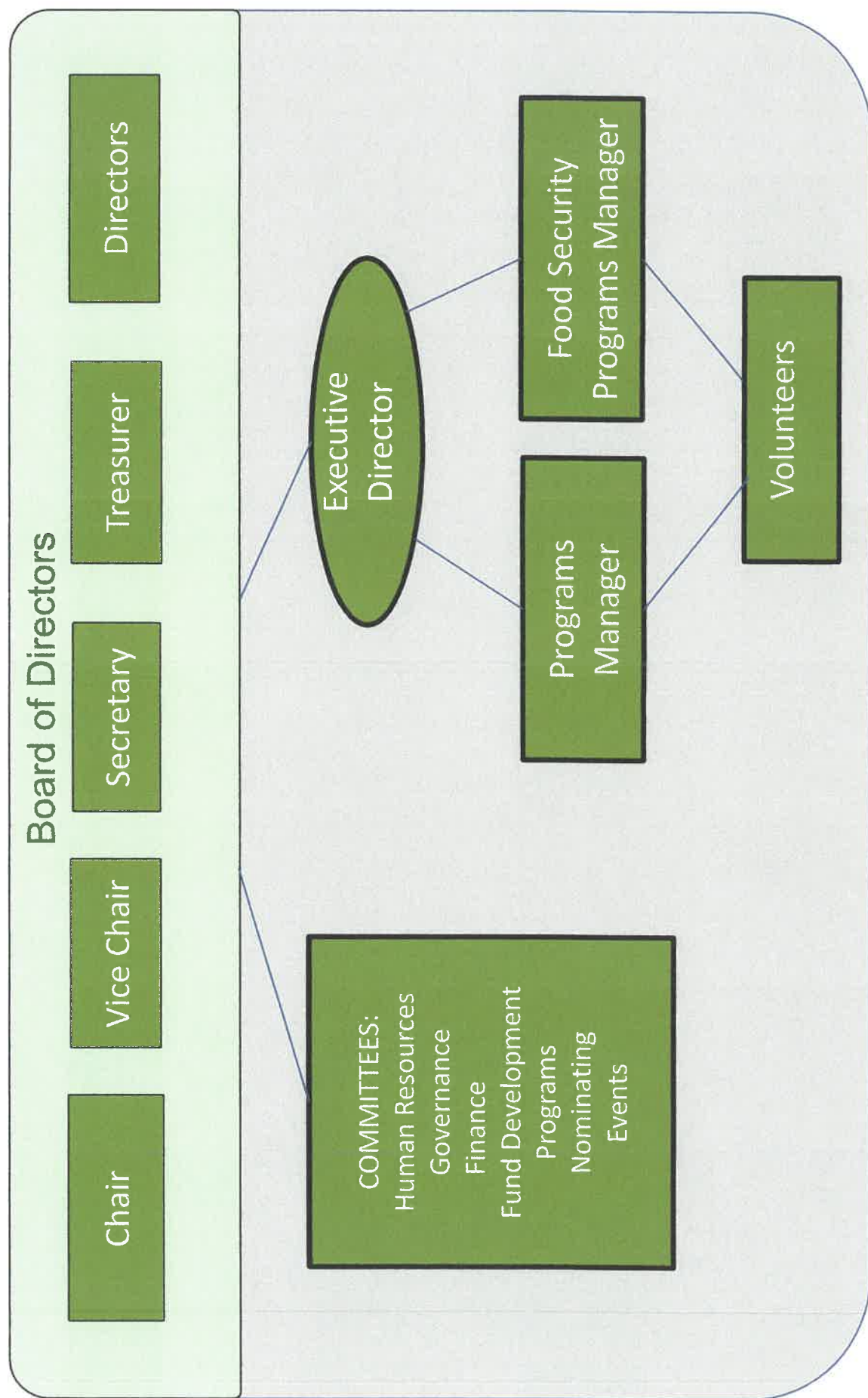
DIRECTOR - Adam Braun

DIRECTOR- Lynda Cooke

DIRECTOR - Graham Torrie



Helping Hands Society Organizational Chart



REVIEW
HELPING HANDS SOCIETY COCHRANE AND AREA
FOR THE YEAR 2020

RESPONSIBILITIES

As requested, I have audited the accompanying Financial Statements of **Helping Hands Society Cochrane and Area.**

Management's Responsibilities

The management is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the unit and day to day inflows and outflows of resources impacting its operation. The management is also responsible for the safeguarding of the assets of the Unit and ensuring their proper application under relevant policies and hence taking reasonable steps for the prevention and detection of fraud or other irregularities.

The Reviewer's Responsibilities

My responsibilities are:

- To examine and randomly test input through the computer for compliance with source documents.
- To evaluate internal controls and their effectiveness.
- To make recommendations to improve system weaknesses
- To report to you if, in my opinion, the Unit has not kept proper accounting records
- To affirm I have received all the information and explanations I require for my audit.
- To give my opinion as to whether the accounts and statements are properly presented and prepared
- To provide an opinion on the independent review of the accounting records.

Opinion

In my opinion:

- The accounts and statements as drawn from Quickbooks, present fairly in all material respects the financial position of Helping Hands Society Cochrane and Area for the year 2020 and the results of its operations for the same year. The following comments describe the constraints involved in this review.

Lyle B Wilton, BSA
28 Eagleview Heights
Cochrane, AB, T4C 1P5
Canada
lbwcricket@gmail.com
519-859-4241
14 May 2021

Helping Hands Society Cochrane and Area

Statement of Operations Comparison C\$

January - December 2020

	Jan - Dec 2020	Jan - Dec 2019
INCOME		
Direct Public Grants	24,670	8,350
Direct Public Support	68,752	50,115
Fundraising	5,160	2,000
Government Grants	90,218	57,112
Investments	125	142
Other Types of Income	2,113	
Total Income	191,038	117,720
EXPENSES		
Personnel	100,213	93,853
Contract Services	13,880	3,469
Administrative and General expenses	7,571	10,741
Programs	3,408	22,095
Equipment Depreciation	3,102	1,145
Total Expenses	128,173	131,304
OTHER EXPENSES		
Deferred expenses	45,000	
Total Other Expenses	45,000	0

SURPLUS (DEFICIT)	<u>17865</u>	<u>-13584</u>
--------------------------	---------------------	----------------------

Helping Hands Society Cochrane and Area
Balance Sheet Comparison C\$
As of December 31, 2020

	<u>As of Dec 31, 2020</u>	<u>As of Dec 31, 2019</u>
Assets		
Current Assets		
Cash and Cash Equivalents	200,560	100,573
Fixed Assets		
Furniture and Equipment	8,411	4,786
Accum Depr - Furniture and Equipment	-6,671	-3,570
Fixed Assets	<u>1,740</u>	<u>1,217</u>
Total Assets	<u>202,300</u>	<u>101,788</u>
Liabilities and Equity		
Current Liabilities		
Accounts Payable (A/P)	2,051	
Payroll Liabilities	3,518	6,607
GST/HST Payable	-489	-246
Unearned or Deferred Revenue	60,000	20,977
Total Liabilities	<u>65,081</u>	<u>27,434</u>
Net Assets		
Emergency Designated	25,000	
Contracted Services Designated	20,000	

Retained Previous Year	74,354	87,938
Surplus (-Deficit) for the current year	17,865	-13,584
Total Net Assets	137,219	74,354
Total Liabilities and Equity	202,300	101,788

COMMENTS ON THE STATEMENTS

Balance Sheet

The bank accounts were reconciled to bank statements and entries were verified. All cash is liquid and carries little risk. As for all non-profit entities, the value of cash receipts may be incomplete.

Any accounts payable at year's end were resolved early in the new year.

The fixed asset values are at cost minus depreciation to date. Fixed assets are depreciated straight line at 20% on furniture and fixtures, and 50% on computers and electronic equipment.

Net Assets include general funds available for use by the organization free from any restriction from donors. The designated funds are funds set aside by decisions of management for a specific purpose. These designations can be reversed by management decisions.

Statement of Operations

Gifts from donors are recorded in different accounts according to type of donor. Donor restrictions are honoured as to purpose and time sequence. Some donations are deferred and recorded as inflows in later time periods to match donor schedules. Some grants are recorded when agreement is reached when sufficient reporting is finalized.

Contributed time and resources by volunteers are excluded from the accounts. Donated materials are recorded at fair market value when they can be reasonably determined.

Expenses are entered when incurred. Some expenses are ongoing and carry some risk for future periods, but considered not significant.

Great effort is made to match expenses with related income where

important for timing and restriction purposes.