



REPORT FIN-2024-030

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 20, 2024

SUBJECT: 2025 Grant Application Program
File: F11 – GRA and A09 GRA

RECOMMENDATIONS

THAT Report FIN-2024-030 entitled 2025 Grant Application Program be received; and

That Council approves the grant allocations amounting to \$_____ as outlined below:

Organization	2025 Approved Grant Allocation
Aberfoyle Agricultural Society	
Friends of Mill Creek	
Optimist Club of Puslinch	
Puslinch Minor Soccer Club	
Sunrise Therapeutic Riding and Learning Centre	
Whistle Stop Cooperative Preschool Inc.	

Purpose

The purpose of this report is to provide Council a summary of the 2025 Community Grant Requests to determine Council approved allocations as part of the 2025 budget process in accordance with the Township's Grant Application Policy adopted by Council on October 18, 2017 attached as Schedule G to this Report.

Background

The applications from each community group are attached as Schedule A to Schedule F to this Report.

Outlined in the table below are the 2024 grant payments processed based on the 2024 approved budget and the 2025 grant requests received:

Organization	2024 Payments	2025 Request	Attachment	Notes
Aberfoyle Agricultural Society	\$3,000	\$3,000	Schedule A	
Crieff Hills Retreat Centre	\$1,370	N/A		
Ellis Chapel	\$500	N/A		
Friends of Mill Creek	\$3,000	\$3,000	Schedule B	
Optimist Club of Puslinch	\$3,000	\$5,085	Schedule C	
Puslinch Minor Soccer Club	\$0	Original Request - \$3,000 Revised Request - \$13,000	Schedule D	Delegation to Council at the November 6, 2024 Council Meeting.
Sunrise Therapeutic Riding and Learning Centre	\$3,000	\$5,000	Schedule E	
Whistle Stop Cooperative Preschool Inc.	\$1,000	\$1,000	Schedule F	
Total	\$14,870	\$30,085		

Financial Implications

Grant allocations are approved by Council as part the annual budget process in accordance with the Grant Application Policy.

The Grant Application Policy approved by Council sets a dollar threshold as outlined below:

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year.

Based on the tax levy of \$5,358,921 approved in the 2024 budget, this would amount to \$26,795 in grant funds to be provided in 2025 (2024 amount was \$24,993).

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township incorporates a number of engagement opportunities associated with the annual Grant Application Program as outlined below:

- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website Banner and Public Notice
- [EngagePuslinch.ca](https://www.engagepuslinch.ca) Advertisement
- Puslinch Pioneer Advertisement
- Community Newsletter sent with the final tax bill in August 2024.

Attachments

Schedule A - Aberfoyle Agricultural Society

Schedule B - Friends of Mill Creek

Schedule C - Optimist Club of Puslinch

Schedule D - Puslinch Minor Soccer Club – Original Grant Request and Revised Grant Request

Schedule E - Sunrise Therapeutic Riding and Learning Centre

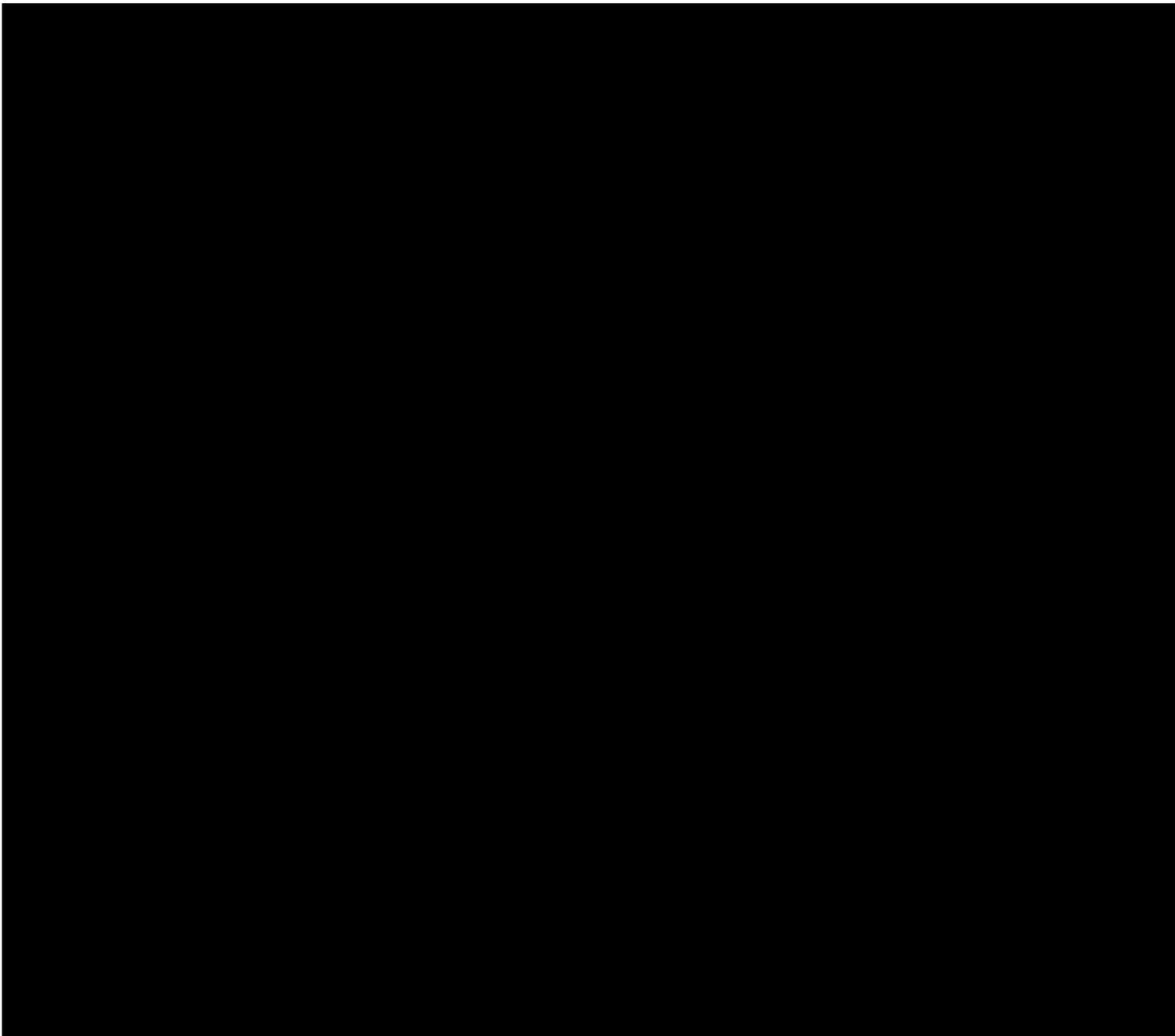
Schedule F - Whistle Stop Cooperative Preschool Inc.

Schedule G - Township's Grant Application Policy adopted by Council on October 18, 2017

Respectfully submitted:

Mary Hasan

Director of Finance/Treasurer



Organization Name

Aberfoyle Agricultural Society

Contact Name and Position

Don McKay, Past President

Organization Mailing Address

84 Queen Street
Morrison, ON
N0B 2C0

Website

<http://aberfoyleagriculturalsociety.com>

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

\$3000

Organization's goals and objectives related to the grant request

The society has as its mandate to “increase the awareness of, and to improve the quality of, agriculture, home crafts, and the rural lifestyle, by presenting an annual Fall Fair to exhibit livestock, produce, crafts, pets and equipment”. We have a special emphasis on remaining an Agricultural event, and try constantly to live up to our motto as “The Classiest Class 3 Fair.” We also assist in 4-H and Junior Garden Club activities.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.

On September 6&7 2024the Society held a successful fall fair on the Puslinch Community Centre grounds. On September 4&5 2025 it is our intent to hold a similar fair at the same location demonstrating the quality of agriculture, home crafts, and the rural lifestyle by exhibiting livestock, produce, crafts and equipment. This will be our 183rd year in which the Society will have provided a fall fair for the residents Of Puslinch and surrounding communities

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.

Financing of the fair is from donations, provincial and municipal grants, corporate and private sponsorships and from membership and fair admissions. Township support will help the society to leverage funding from corporate and private individuals by demonstrating that the Township believes in and supports the mission and goals of the Society and sees the benefits to the community of holding an annual fall fair.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?

If the Society does not receive a grant from the Township the fair will still go ahead. However it will make it harder to leverage funds from corporate and private supporters. As well it would send a message to Puslinch residents that the Township is not supportive of an organization that has existed in the Township for 182 years.

Choose one category of funds requested

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

Please provide a copy of the most current budget

[ag-soc-budget-2024.pdf](#)

Please provide a copy of the most current financial statements

[ag-soc-budget-2024.pdf](#)

Dated This Day

09/26/2024

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Don McKay Past President

Signature of Applicant on behalf of Organization



Name and Office/Position: I/We have authority to bind the Corporation/Organization

Don McKay Past President

Signature of Applicant on behalf of Organization



Aberfoyle Agricultural Society Profit & Loss

Schedule A to Report FIN-2024-030

1 January through 31 July 2024

1 Jan - 31 July 2024

Ordinary Income/Expense

Income

Donations

Donations - 4-H Activities	\$	100.00
Donations - General	\$	1,440.00
Donations - Junior Garden Club	\$	500.00

Total Donations	\$	2,040.00
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Fundraising Activities

Chicken BBQ - Revenue

Chicken BBQ Expenses	\$	(2,402.45)
Chicken BBQ - Revenue - Other	\$	6,590.00

Total Chicken BBQ - Revenue	\$	4,187.55
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Total Fundraising Activities	\$	4,187.55
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Government & Municipal Grants

Govt & Municipal Grants-Guelph	\$	100.00
Govt & Municipal Grants-Omafra	\$	3,407.67
Govt & Municipal Grants-Puslinc	\$	3,000.00
Govt & Municipal Grants-Welling	\$	1,000.00
Grand River Grant	\$	2,000.00

Total Government & Municipal Grants	\$	9,507.67
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Paid Memberships	\$	130.00
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Sponsorships

Corporate Donations/Sponsorship	\$	1,000.00
Sponsored Contests	\$	200.00
Sponsorships - Other	\$	150.00

Total Sponsorships	\$	1,350.00
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Total Income	\$	17,215.22
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Expense

Bank Service Charges	\$	46.60
Dues/Conventions	\$	515.00

Fall Fair Expenses

Entertainment	\$	2,200.00
Fair Supplies/Repairs	\$	607.50
Prize Money	\$	1,518.00

Aberfoyle Agricultural Society
Profit & Loss

Schedule A to Report FIN-2024-030

1 January through 31 July 2024

1 Jan - 31 July 2024

Publishing	\$	621.00
Tent Rentals	\$	1,700.38
Total Fall Fair Expenses	\$	6,646.88
HST Expense	\$	1,442.99
Insurance	\$	2,784.24
Meetings - Rental Hall Expenses	\$	400.84
Office Supplies	\$	111.52
Admin		
Office - Assist Expo	\$	600.00
Total Supplies	\$	600.00
Wages/Honorarium	\$	2,750.00
Total Expense	\$	15,298.07
Net Ordinary Income	\$	1,917.15
Net Income	\$	1,917.15

Aberfoyle Agricultural Society Budget

Schedule A to Report FIN-2024-030

1 January through 31 July 2024

1 Jan - 31 December 2024

Ordinary Income/Expense

Income

Donations

Donations - 4-H Activities	\$	1,000.00
Donations - General	\$	3,000.00
Donations - Junior Garden Club	\$	1,000.00

Total Donations	\$	5,000.00
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Fair Revenue

ATV	\$	1,500.00
Entry Fees	\$	700.00
Gate Admissions	\$	16,000.00
Other Revenue	\$	1,000.00
Tractor Pull	\$	1,000.00

	\$	20,200.00
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Fundraising Activities

Chicken BBQ - Revenue

Chicken BBQ Expenses	\$	(2,402.00)
Chicken BBQ - Revenue - Other	\$	6,590.00

Total Chicken BBQ - Revenue	\$	4,188.00
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Total Fundraising Activities	\$	4,188.00
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Government & Municipal Grants

Govt & Municipal Grants-Guelph	\$	100.00
Govt & Municipal Grants-Omafra	\$	3,400.00
Govt & Municipal Grants-Puslinc	\$	3,000.00
Govt & Municipal Grants-Welling	\$	1,000.00
Grand River Grant	\$	2,000.00

Total Government & Municipal Grants	\$	9,500.00
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Paid Memberships	\$	600.00
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Sponsorships

Corporate Donations/Sponsorship	\$	7,000.00
Sponsored Contests	\$	500.00
Sponsorships - Other	\$	150.00

Total Sponsorships	\$	7,650.00
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Total Income	\$	47,138.00
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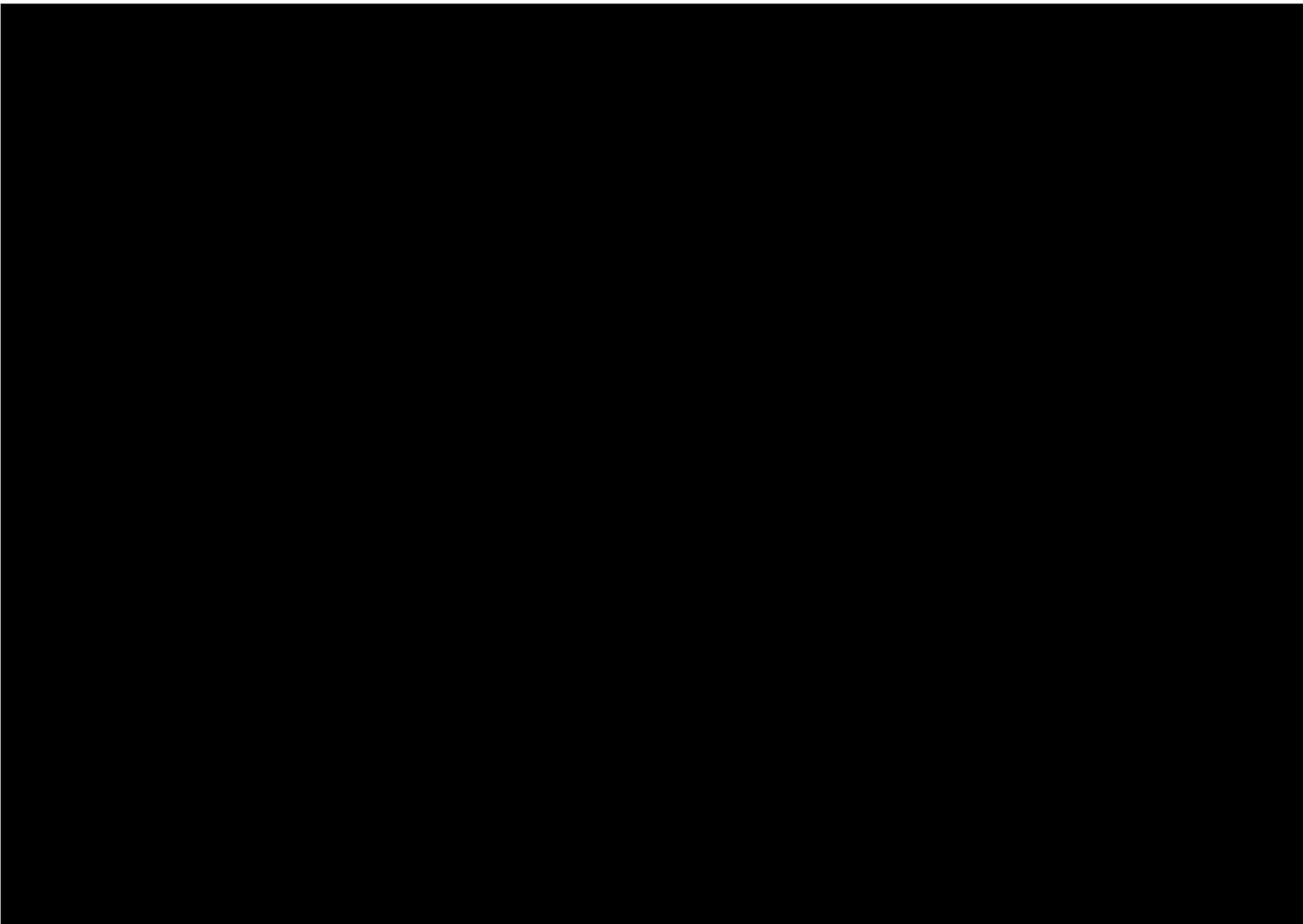
Aberfoyle Agricultural Society Budget

Schedule A to Report FIN-2024-030

1 January through 31 July 2024

1 Jan - 31 December 2024

Expense	\$	500.00
Amortization	\$	500.00
Bank Service Charges	\$	450.00
Dues/Conventions	\$	515.00
Fall Fair Expenses		
4H	\$	750.00
Advertising	\$	2,500.00
ATV Pull	\$	500.00
Entertainment	\$	16,000.00
Fair Supplies/Repairs	\$	1,000.00
Judges Fees	\$	1,150.00
PA System	\$	300.00
Prize Money	\$	7,000.00
Publishing	\$	621.00
Ribbons	\$	1,000.00
Sanitation	\$	600.00
Tent Rentals	\$	4,000.00
Total Fall Fair Expenses	\$	35,421.00
HST Expense	\$	1,500.00
Insurance	\$	2,785.00
Meetings - Rental Hall Expenses	\$	800.00
Office Expense	\$	1,000.00
Postage	\$	100.00
Admin		
Office - Assist Expo	\$	600.00
Total Supplies	\$	600.00
Wages/Honorarium	\$	3,500.00
Total Expense	\$	46,571.00
Net Ordinary Income	\$	567.00
Net Income	\$	567.00



Organization Name

Friends of Mill Creek (FOMC)

Contact Name and Position

Ron Van Ooteghem

Organization Mailing Address

c/o Township of Puslinch, 7404 Wellington County Road 34
Puslinch, ON
N0B2J0

Website

<https://friendsofmillcreek.org>

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

\$3,000

Organization's goals and objectives related to the grant request

Our mission is to develop, promote, and implement projects in the that maintain and enhance Mill Creek as a cold water stream. This is done primarily through the FOMC Stewardship Ranger Program that has been on-going since 2003. This grant, in part, will provide funding to ensure that the Ranger Program can continue successfully in 2025.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.

The Mill Creek Ranger crew is a environmental stewardship work team typically comprised of four local grade 11 and 12 students and a crew leader. In-stream projects are completed over a period of 8 weeks during July and August under the direction of the FOMC technical committee and the GRCA. As part of this workplan, restoration was completed in and around Mill Creek as identified by the committee and notably near the Puslinch Community Center and in the Aberfoyle Creek tributary.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.

The primary focus of the FOMC and the Ranger Program is to enhance the health of Mill Creek, a valuable natural resource in the Township of Puslinch. In addition, this program continues to support local youth and inspire them to pursue careers in environmental studies.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?

The FOMC is very proud of what the Ranger Program has achieved. Without on-going funding from the township of Puslinch and other community partners, continuation of the program and the benefits of this work to Mill Creek would be at risk. There has been a significant amount of work completed in the creek by the hard working Ranger crews over the past 20 years. A lot of work still needs to be done. Also, the opportunity for the Ranger Program to develop future environmental leaders by providing valuable hands-on skills and education would be equally at risk.

Choose one category of funds requested

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

Please provide a copy of the most current budget

[Ranger Program Financials-as-of-Dec-312023-Statement-of-Operations.pdf](#)

Please provide a copy of the most current financial statements

[Ranger Program Financials-as-of-Dec-312023-Statement-of-Financial-Position-.pdf](#)

Dated This Day

09/26/2024

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Don McKay, President

Signature of Applicant on behalf of Organization



Name and Office/Position: I/We have authority to bind the Corporation/Organization

Ron Van Ooteghem, Treasurer

Signature of Applicant on behalf of Organization



MILL CREEK RANGERS PROGRAM FUND

Statement of Financial Position

e twelve months ending 31 December 2023 with comparative figures for full year 2018, 2019, 2020, 2021 and

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual
	\$	\$	\$	\$	\$
Assets					
Restricted funds held in Trust	50,052.83	51,304.98	63,331.42	66,922.81	55,154.43
Total assets	50,052.83	51,304.98	63,331.42	66,922.81	55,154.43
Liabilities & reserve balances					
Mill Creek Ranger reserve fund	46,332.05	50,052.83	51,304.98	63,331.42	66,922.81
Accumulated net revenue	3,720.78	1,252.15	12,026.44	3,591.39	-11,768.38
Total liabilities & reserve balances	50,052.83	51,304.98	63,331.42	66,922.81	55,154.43

MILL CREEK RANGERS PROGRAM FUND

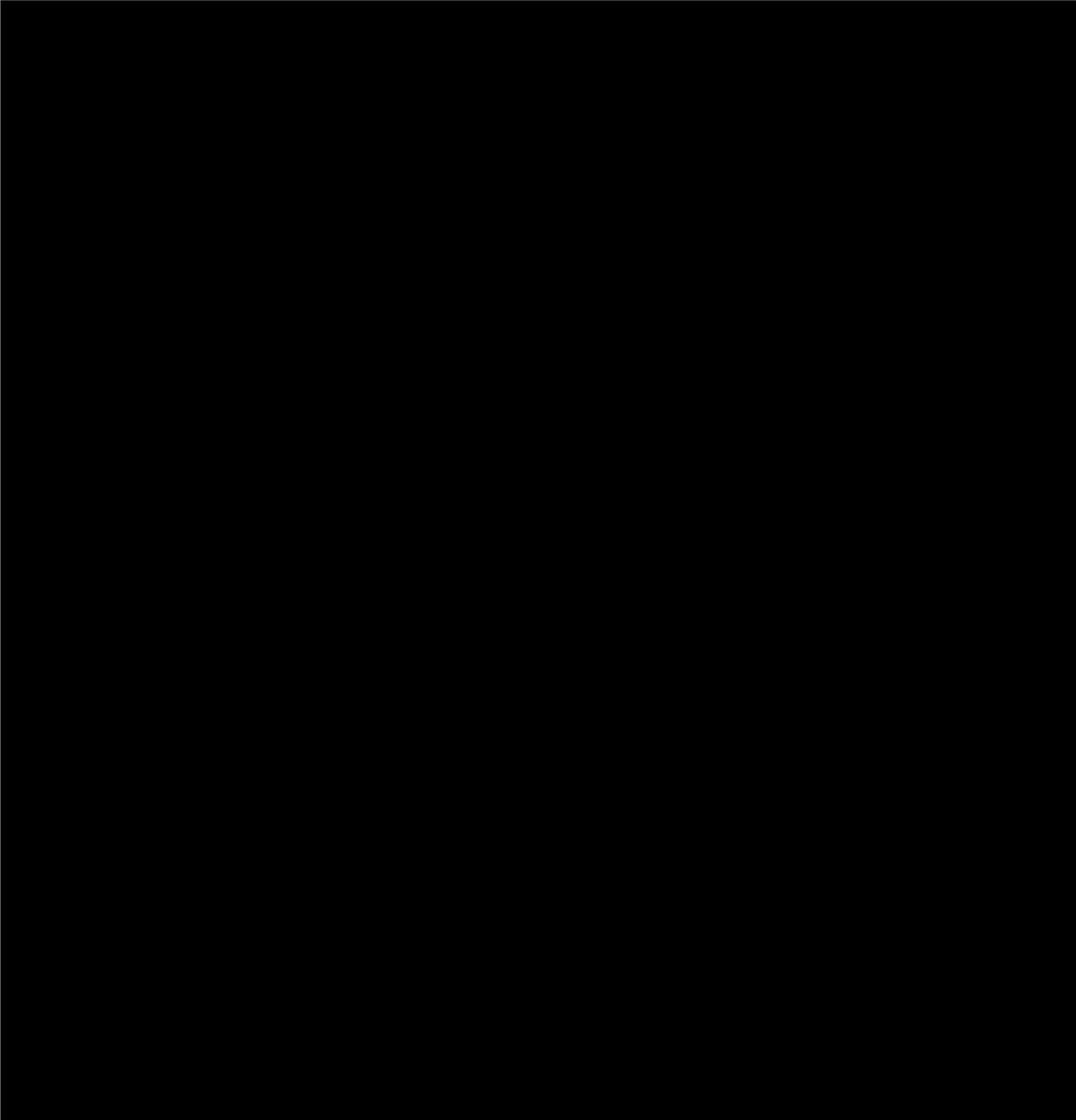
Statement of Operations

For the twelve months ending 31 December 2023 with comparative figures for 2018, 2019 and 2022

	2018	2019	2022	2023	2024
	Actual	Actual	Actual	Actual	Budget
Revenue	\$	\$	\$	\$	
Grants (Gov't)					
City of Cambridge	1,200.00	1,000.00	0.00	0.00	0.00
Township of Puslinch	1,250.00	1,250.00	3,000.00	3,000.00	3,000.00
Wellington County	500.00	500.00	0.00	0.00	0.00
Dept. of Fisheries and Oceans (Fed.)	12,232.24	9,613.00	0.00	0.00	0.00
Donations	18,553.50	17,700.00	15,300.00	16,150.00	18,000.00
Interest				3,528.00	2,500.00
Total revenue	33,735.74	30,063.00	18,300.00	22,678.00	23,500.00
Expenditures					
Wages - Crew Leader/ Rangers/Support Staff	23,776.22	24,770.54	27,568.38	32,538.96	33,000.00
H & S Equipment	407.80	350.88	500.00	500.00	500.00
Equipment & materials - Ranger Crew	1,375.72	1,413.20	1,500.00	1,500.00	1,500.00
Vehicle rental - Crew Leader/ Rangers	3,089.90	0.00	0.00	0.00	0.00
Donor plaques	0.00	252.77	0.00	0.00	0.00
Website Maintenance & Account Fees	0.00	4.95	0.00	0.00	0.00
Liability Insurance	1,244.16	1,242.00	758.16	793.80	800.00
GRC Foundation Admin. Fees (- Interest)	0.00	500.00	500.00	3,830.00	3,800.00
Puslinch Community Center Room Rental	121.16	133.03	30.88	133.03	0.00
Ranger Crew Appreciation Event	0.00	143.48	0.00	200.00	200.00
Total expenditures	30,014.96	28,810.85	30,857.42	39,495.79	39,800.00
Net income (loss) from operations	3,720.78	1,252.15	-12,557.42	-16,817.79	-16,300.00

Note:

There was no FOMC Ranger crew activity in 2020 and 2021 due to Covid-19
FOMC Ranger crew activity resumed in 2022



Organization Name

Optimist Club of Puslinch

Contact Name and Position

Gregg Allan President

Organization Mailing Address

7404 Wellington County Road 34
Puslinch, ON
N0B2J0

Website

<https://optimistclubofpuslinch.com>

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

\$5085

Organization's goals and objectives related to the grant request

Founded in 1976, the Optimist Club of Puslinch is dedicated to serving the local community through various service and fundraising projects. The purpose of our Club is to develop and encourage an 'Optimistic' philosophy of life for our members by aiding and encouraging the youth of our community. This club's membership reflects the diversity of our community: ranging from six original charter members to a variety of current members including local business owners, commuters, retirees, young parents and new community residents.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.**Canada Day Celebrations**

To celebrate our country's birthday on July 1st, the Optimist Club hosts a country breakfast along with a morning of playing at the Community Centre new recreation facilities. At dusk we treat the community to a fireworks show - this is where we are applying for a Township grant. The grant would put directly to cover the cost of fireworks to at least duplicate last year's show.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.

With a record crowd we received many compliments about our fireworks show in 2024. The expense to purchase the fireworks and putting on the show is increasing significantly. There is no charge for Fireworks or any Optimist Canada festivities. A Township grant would allow us to continue providing Families from our Community with a wonderful exciting Fireworks evening and show.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?

Without receiving a Township grant, the Optimist Club may be forced to make difficult decisions to scale back portions of the event which will no doubt disappoint the Community and the Optimists.

Choose one category of funds requested

Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget

[2025-Grant-Township-of-Puslinch-Budget.pdf](#)

Please provide a copy of the most current financial statements

[2023-Optimist-Club-Financial-Statements.pdf](#)

Dated This Day

09/08/2024

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Gregg Alkhan President

Signature of Applicant on behalf of Organization



Name and Office/Position: I/We have authority to bind the Corporation/Organization

Gregg Allan President

Signature of Applicant on behalf of Organization



Sent from [Township of Puslinch](#)

3:53 PM

03/12/24

Accrual Basis

Optimist Club of Puslinch Custom Summary Report

	Oct '22 - Sep 23
Income	
4010 · Membership Activities	
4074 · Oratorical	200.00
4073 · Zone 3 LG Expenses	200.00
4011 · Membership dues	4,122.77
4012 · Dinner Meetings	
4013 · Meal	3,795.00
4012 · Dinner Meetings - Other	2,675.00
	6,470.00
Total 4012 · Dinner Meetings	6,470.00
4020 · Apparel sales	240.00
	240.00
Total 4010 · Membership Activities	11,232.77
4300 · Fund Raising Activities	
4310 · Fall Classic	
4311 · Ticket sales	13,880.00
4312 · Bar	4,621.00
4313 · Raffle tickets	1,210.00
4314 · 50/50 Draw	1,390.00
	21,101.00
Total 4310 · Fall Classic	21,101.00
4370 · Fish Fry	
4371 · Ticket sales	11,605.90
4372 · Refreshment sales	200.00
4373 · Bar sales	1,324.00
4374 · Other	0.00
	13,129.90
Total 4370 · Fish Fry	13,129.90
4440 · Family Day - Hockey Tournament	4,500.00
4500 · Food Trailer Sales	
45003 · Aberfoyle Fall Fair	4,765.00
	4,765.00
Total 4500 · Food Trailer Sales	4,765.00
4700 · Donations	5,630.34
	5,630.34
Total 4300 · Fund Raising Activities	49,126.24
43000 · Community Activities	
4075 · Canada Day Breakfast	3,111.00
4490 · Santa Claus Parade	6,740.00
	9,851.00
Total 43000 · Community Activities	9,851.00
Total Income	70,210.01
Gross Profit	70,210.01
Expense	
67595 · Link-Up with Duffs-Donation	500.00
6967 · Kitchen Supplies	208.90
67594 · Guelph-Wellington WomenInCrisis	2,000.00
67593 · Food Bank Donation	1,000.00
6757 · Team Canada - Youth Sponsorship	1,500.00
67952 · Baseball Sponsorship	1,000.00
6010 · Membership Activities - Exp	
6011 · Membershio dues-District	880.00
6012 · Membership dues-International	4,356.64
6013 · New member expenses	45.00
6015 · Dinner meetings	
6016 · Hall rental	319.76
6017 · Food	6,280.00
	6,280.00
Total 6015 · Dinner meetings	6,599.76
6025 · Apparel	30.00

3:53 PM

03/12/24

Accrual Basis

Optimist Club of Puslinch Custom Summary Report

	Oct '22 - Sep 23
6370 · Appreciation Night	
6371 · Food	300.00
Total 6370 · Appreciation Night	300.00
Total 6010 · Membership Activities - Exp	12,211.40
6300 · Fund Raising Activities - Exp	
6310 · Fall Classic	
6317 · Lottery license	30.00
6311 · Hall rental	797.70
6313 · Beer	1,034.75
6314 · Liquor	566.45
6315 · Food	4,500.78
6316 · Other items	397.74
6319 · Draw prizes	1,597.44
Total 6310 · Fall Classic	8,924.86
6380 · Fish Fry	
6381 · Food	4,070.88
6382 · Bar costs	550.00
6383 · Hall rental & costs	666.67
6384 · Administrative cost	751.65
6385 · Kitchen	235.00
Total 6380 · Fish Fry	6,274.20
63901 · Fireworks Canada Day	
639011 · COGS	3,097.35
639016 · Other	75.00
Total 63901 · Fireworks Canada Day	3,172.35
6432 · Family Day - Hockey Tournament	1,008.04
6435 · Family Day - Community Events	742.83
6800 · Food trailer	
6804 · General Supplies	49.86
6805 · Maintenance	144.72
68003 · Aberfoyle Fall Fair	2,498.12
Total 6800 · Food trailer	2,692.70
68100 · Community Contributions	
68106 · Aberfoyle School - Lunch Meals	1,000.00
68102 · Aberfoyle PS Barbeque	437.17
Total 68100 · Community Contributions	1,437.17
Total 6300 · Fund Raising Activities - Exp	24,252.15
6700 · Community Contributions	
67588 · Empowerment Day (DraytonHeights)	2,200.00
67001 · Priority	
6710B · oratorical expense	747.89
6707 · Leadership conference	975.00
6710 · Oratorical contest prizes	700.00
6745 · Aberfoyle School	4,367.60
6751 · Scholarship	4,250.00
67564 · Aberfoyle Agricultural Society	3,000.00
67578 · Junior Garden Club	1,000.00
Total 67001 · Priority	15,040.49
6717 · Township cleanup	832.71
Total 6700 · Community Contributions	18,073.20
67000 · Community Activities - Exp	
6720 · Bike Rodeo	185.00

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03/12/24

Accrual Basis

Optimist Club of Puslinch Custom Summary Report

	<u>Oct '22 - Sep 23</u>
6703 · Remembrance Day	300.00
6740 · Santa Claus Parade	
6327 · costumes & safety clothing	346.16
6321 · Toys for kids	1,423.88
6322 · Candy for Kids	689.64
6323 · Bands	1,700.00
6324 · Food	256.78
6326 · misc	485.70
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Total 6740 · Santa Claus Parade	4,902.16
6742 · Canada Day celebrations	
6743 · Cananda Day Breakfast	835.63
6742 · Canada Day celebrations - Other	3,155.75
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Total 6742 · Canada Day celebrations	3,991.38
67050 · All Candidates Night	90.25
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Total 67000 · Community Activities - Exp	9,468.79
6960 · Administrative Expenses	
6810 · Miscellaneous	327.00
6820 · Bank service charges	
6826 · Bank Service Charges - RB	30.91
6825 · VISA MasterCard Charges	14.79
6821 · Bank Service Charges-TD	84.56
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Total 6820 · Bank service charges	130.26
6962 · Office supplies	96.91
6965 · Zone 3 Expenses	680.85
6970 · HST ITCs Recoverable in Expense	1,971.03
6960 · Administrative Expenses - Other	417.77
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Total 6960 · Administrative Expenses	3,623.82
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Total Expense	73,838.26
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Net Income	-3,628.25
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TOWNSHIP OF
PUSLINCH
EST. 1850

Township of Puslinch Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Puslinch Minor Soccer Club

Contact name and position *

Janet Lindsay - Administrator / Bruce Joy - President

Organization mailing address *

PO Box 27002, 88 Clair Rd E Guelph N1L 0G6

Website

www.puslinchsoccer.com

Telephone Number *

[REDACTED]

Ext.

Email Address *

administrator@puslinchsoccer.ca

Questionnaire

Grant amount applied for *

\$13,000

Organization's goals and objectives related to the grant request *

Puslinch Minor Soccer Club promotes, develops and administers the game of soccer within our community. PMSC provides our young people with the opportunity to develop their soccer and leadership skills. We promote physical activity, benefiting our players with a healthy body and mind.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

We expect to continue our membership growth again into the 2025 season. In order to provide quality programs, PMSC needs equipment to train our young athletes. REQUESTING \$3,000 GRANT

Team Equipment:

\$2,625 (75 training balls to equip new teams)

\$ 450 (set of 2 nets for 9v9 goals)

Our original grant application requested \$3,000 toward Team Equipment purchases of 75 balls and netting for the 9v9 field. Following the devastating fire at the Badenoch shed, Puslinch Soccer finds itself needing to replace field equipment for some 11v11 fields, team training equipment for our recreational teams as well as other equipment shared by all of our programming teams.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

Over the last couple of seasons PMSC has grown by over 100 participants and added new programs/teams. The Club finds itself in a position where it is under-equipped for this growth. On top of this, there is a need for regular rotation and removal of overused equipment. The Club will both update and replenish the equipment needs to share with our participants.

The refurbishment of field equipment (goal netting) to keep our fields at acceptable standards for training and league play is necessary every couple of years. These items are for Township fields that our Club rents, and are also available to public use on non-rental hours.

In addition to the routine costs as originally described above, there is now the extra financial burden of replacing the stock lost in the fire.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

PMSC will continue to provide excellent programming to our almost 600 members.

We will review the overall needs and determine where we could scale back or delay purchases for a year. In these economic times we are not looking to increase our fees significantly. It is important that all decisions made around this do not affect the actual quality of programming.

Puslinch Soccer would need to be creative in sourcing additional financial support through donations and devising new sponsorship programs that we would have to divert to equipment rather than uniform needs.

Choose one category of funds requested *

- Category 1: Donation (funds requested - less than \$500)
- Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Please provide a copy of the most current financial statements (mandatory) *

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

November 1st, 2024

Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Signature of Applicant on behalf of Organization *

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of September of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

Thank You



Puslinch Minor Soccer Club

PO Box 27002, 88 Clair Road East, Guelph, ON, N1L 0G6
www.puslinchsoccer.com

2024/25 Puslinch Township Grant Application Budget

Team Equipment

Training balls to equip new teams	\$	2,625	75 balls
Netting for 9v9 goals	\$	<u>450</u>	1 set of 2 nets
TOTAL	\$	3,075	

ORIGINAL REQUEST \$3,000 GRANT

Replacement Supplies for Fields

Netting for 11v11 goals	\$	625	1 set of 2 nets
Sandbags for Moveable Goals	\$	995	
Bungee & Clips	\$	795	
Corner Flags	\$	490	2 sets
Striper and Paint for Lines	\$	2,100	
Additional Balls	\$	2,625	75 balls
Team Benches	\$	<u>2,400</u>	14 benches
TOTAL	\$	10,030	

REVISED GRANT REQUEST \$13,000



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TOTAL \$3,075

REQUESTING \$3,000 GRANT

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Dated this day: *

September 27, 2024

Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Janet Lindsay - Administrator

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *



Signature of Applicant on behalf of Organization

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Puslinch Minor Soccer Club

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www.puslinchsoccer.com

2024/25 Puslinch Township Grant Application Budget

Team Equipment

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	\$3,075	

Requesting \$3,000



Puslinch Minor Soccer Club

FORECASTED COST FOR YEAR ENDING SEPTEMBER 30, 2024

	2024 BUDGET	FY 2023		
REVENUE				
Registration	219,325	179,927		
Other	11,000	10,320		
	230,325	190,247	40,078	21.07%
EXPENDITURES				
Uniforms	41,000	45,362		
Rent	44,000	34,569		
Dues and User Fees	30,000	29,431		
Office & Administration	35,749	34,043		
Repairs and Maintenance	28,800	24,680		
Referees	16,600	15,330		
Equipment	7,500	11,826		
Technical Advisor	20,000	6,919		
Photography	-	5,232		
Advertising and Promotion	4,700	1,505		
	228,349	208,897	19,452	9.31%
INCOME/(LOSS)				
	1,976	(18,650)		
PROJECTED CASH BALANCE				
	52,958	50,982		

FY 2024 BUDGET

- Club decision to increase registration fees for 2024: Competitive increased to \$925; ESL increased to \$255 and \$290 and Timbits increased to \$175 and \$195 (Early Bird offer of \$15 off ESL and Timbits for early bird)). Therefore, we expect an increase in registration income of about 20% from over 2023.
- PMSC has also partnered with AllTeam to provide an online store for Puslinch gear that will give some promotional income back to the club.
- Club will not be providing ¼ zip sweaters to competitive players in 2024.
- PMSC is forecasting to rent additional fields in 2024 to accommodate the teams and renovations to PCC fields.
- PMSC purchased a VEO camera to assist with Competitive teams and Technical Director.
- PMSC has brought back Julio Barrios as Technical Director along with Muhammad Syed. We plan to provide more technical training for all ages to compete with other clubs.
- PMSC decided to eliminate the use of a Photographer for photo day.
- PMSC will invest more into advertising and promotion for 2024 to increase its registration.

PUSLINCH MINOR SOCCER CLUB

**REVIEW ENGAGEMENT REPORT AND
FINANCIAL STATEMENTS**

SEPTEMBER 30, 2023



INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of,
Puslinch Minor Soccer Club
Guelph, Ontario

We have reviewed the accompanying financial statements of Puslinch Minor Soccer Club that comprise the statement of financial position as at September 30, 2023, and the statements of operations, 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, 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.

Practitioner's 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.

Conclusion

Based on our review, 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 Puslinch Minor Soccer Club as at September 30, 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.

A handwritten signature in black ink that reads "Baker Tilly GWD". The signature is written in a cursive, flowing style.

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

Guelph, Ontario
January 15, 2024

AUDIT • TAX • ADVISORY

Baker Tilly GWD is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.

**PUSLINCH MINOR SOCCER CLUB
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	2023	2022
REVENUE		
Registration fees	\$ 179,927	\$ 168,403
Sponsorship income	8,500	9,000
Other income	1,820	3,323
Fundraising income	0	930
	<u>190,247</u>	<u>181,656</u>
EXPENDITURES		
Uniforms	45,362	24,876
Rent	34,569	32,205
Dues and user fees	29,431	24,068
Office expenses	29,383	23,066
Repairs and maintenance	24,680	27,203
Referees and linesmen	15,330	9,406
Equipment	11,826	15,412
Technical director	6,919	1,125
Photography	5,232	3,675
Professional fees	3,651	3,490
Advertising and promotion	1,505	5,869
Insurance	1,009	967
	<u>208,897</u>	<u>171,362</u>
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENDITURES FOR THE YEAR	(18,650)	10,294
NET ASSETS - BEGINNING OF YEAR	<u>56,252</u>	<u>45,958</u>
NET ASSETS - END OF YEAR	<u>37,602</u>	<u>56,252</u>

**PUSLINCH MINOR SOCCER CLUB
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	2023	2022
CASH PROVIDED BY (USED FOR):		
OPERATING ACTIVITIES		
(Deficiency) excess of revenue over expenditures for the year	\$ (18,650)	\$ 10,294
CHANGES IN NON-CASH WORKING CAPITAL ITEMS		
Increase (decrease):		
Accounts receivable	(1,611)	907
Accounts payable and accrued liabilities	(7,575)	5,887
Deferred contributions	3,910	(19,410)
	(5,276)	(12,616)
DECREASE IN CASH	(23,926)	(2,322)
CASH - BEGINNING OF YEAR	74,908	77,230
CASH - END OF YEAR	50,982	74,908

**PUSLINCH MINOR SOCCER CLUB
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

Puslinch Minor Soccer Club was incorporated without share capital under the Corporations Act of Ontario on February 27, 2012. The principal objective of the Club is to provide soccer for children in the Puslinch area. For Canadian income tax purposes, the Club qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in accordance with Canadian generally accepted accounting policies. The Club has adopted the following significant accounting policies:

REVENUE RECOGNITION

The Club follows the deferral method of accounting for contributions. Contributions restricted for future period expenses are deferred and recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, and the amount to be received can be reasonably estimated and collection is reasonably assured.

Registration fees are recognized as revenue when received at the beginning of the season.

Sponsorship revenue is recognized when received.

CONTRIBUTED SERVICES

The value of services provided by volunteers is not reflected in these financial statements as the value of such services is clearly not measurable.

CAPITAL ASSETS AND INTANGIBLE ASSETS

The Club expenses additions to capital and intangible assets as they are acquired as it is exempt from the requirement to capitalize and depreciate capital and intangible assets in accordance with Canadian accounting standards for not-for-profit organizations. In the current year, \$5,090 of capital assets were expensed (2022 - \$7,910 of intangible assets were expensed).

FINANCIAL INSTRUMENTS

Measurement of Financial Instruments

The Club initially measures its financial assets and liabilities at fair value. The Club subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable.

Impairment

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Club determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Club expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

**PUSLINCH MINOR SOCCER CLUB
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Transaction Costs

The Club's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in the statement of operations in the period incurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value are adjusted for transaction costs directly attributable to their origination, issuance or assumption of this instrument.

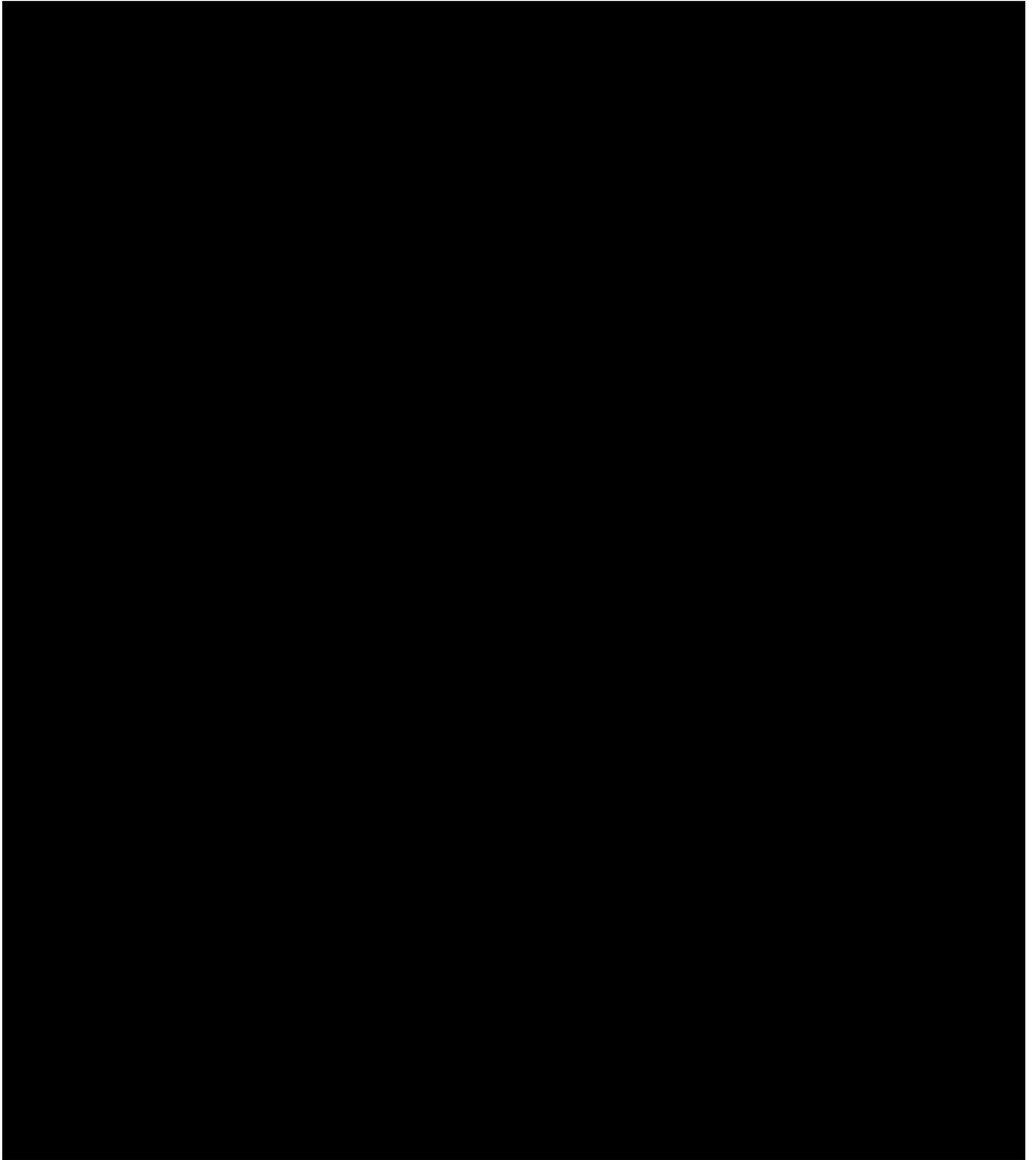
2. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is the Club's opinion that it is not exposed to significant interest, credit, currency or other price risks arising from these financial instruments. There has been no change to the risk exposure from 2022.

3. DEFERRED CONTRIBUTIONS

Deferred contributions consists of amounts received by the Organization for specific programs and projects that will be expended in future years. The funds have been recorded as deferred contributions until the related expense is recognized and will then be recognized as revenue.

	2023	2022
Registration fees	\$ 3,910	\$ 0



Organization Name

Sunrise Therapeutic Riding & Learning Centre

Contact Name and Position

Lynne O'Brien, Executive Director

Organization Mailing Address

6920 Concession 1
Puslinch, ON
N0B2J0

Website

<https://www.sunrise-therapeutic.ca>

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

\$5,000

Organization's goals and objectives related to the grant request

Sunrise Therapeutic Riding & Learning Centre is applying to the Township of Puslinch grant program for \$5,000 towards the purchase of Equestrian Riding helmets to be used by participants in all of Sunrise's programs whether riding or working with horses from the ground to ensure absolute safety at all times. Sunrise Mission Statement: To develop the full potential of children and adults with special needs through horse riding, therapy, education, recreation, and life skills programs, farm-related and social activities.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.

This grant will benefit hundreds of children and adults with special needs in our community who attend Sunrise programs. Sunrise has provided therapeutic riding, life skills, and recreational programs for children and adults with a wide range of physical, cognitive, and behavioural/emotional special needs since 1982. The safety of our program participants is a top priority. We provide helmets for children beginning at age 3 through all ages

to seniors.

Sunrise is an accredited member centre of The Canadian Therapeutic Riding Association (CanTRA) which requires all therapeutic riding centres to ensure their riders wear an Equestrian ASTM or SEI approved helmet during program activities. Sunrise Instructors are certified by both CanTRA and Equestrian Canada both of which have strict rules regarding helmet safety for prevention of concussion and head injury. CanTRA specifies that helmets should be replaced after five years from the manufacturing date noted in the helmet.

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community.

Sunrise programs embrace inclusion and provide meaningful social interaction among individuals of all abilities each year. Leveraging the power of the horse and our farm environment, our programs encourage a sense of community and develop and strengthen emotional and social skills for children/youth and adults.

Riders experience improved muscle strength and balance as well as improved communication skills and development of cognitive skills. Some of our participants have spoken their first words to "their" horse. Riding also helps build attention and comprehension skills as riders focus on instructions to complete specific tasks with their horse. The horse is a powerful motivator, helping riders to gain many transferable skills. Participants also experience reduced anxiety and hyperactivity, a sense of achievement and responsibility, improved self-esteem and confidence, and opportunities for social engagement.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?

This would put a greater burden on Sunrise program participants to purchase their own helmet which would not be attainable for many of our families. Families with a child with special needs are under great pressure in many ways, such as the cost of various necessary therapies, including equine therapy. Sunrise endeavours to provide current and approved Equestrian riding helmets for the welfare of our program participants.

Choose one category of funds requested

Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget

[Sunrise-Budget-2022-2023-APPROVED.pdf](#)

Please provide a copy of the most current financial statements

[2022-2023-DRAFT-Audited-Financial-Statements.pdf](#)

Please provide the annual reporting requirements in accordance with

Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

[Township-of-Puslinch-2023-Grant-Report.docx](#)

Dated This Day

09/19/2024

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Lynne O'Brien, Executive Director

Signature of Applicant on behalf of Organization





Township of Puslinch GRANT 2023: \$3,000

Received: April 2024

Final Report

Sunrise gratefully received a 2023 grant of \$3,000 from the Township of Puslinch.

This grant was used to purchase a robotic vacuum for the Sunrise swimming pool.

This has ensured that Sunrise can maintain public health standards for the participants in Camp Sunrise and in the Life Skills Adult Day Program, as well as youth from local community centre programs.

A robotic vacuum was a very beneficial addition to the Sunrise health & safety equipment used by our small staff of seven full-time program employees and two part-time maintenance employees.

The Sunrise swimming pool operates from May to September annually. It is an important part of Sunrise's recreational programming for children and adults with disabilities, who represent a wide range of physical, cognitive, and mental health special needs.

The grant from the Township of Puslinch is making a difference in the lives of those with special needs in our community.

Sunrise Therapeutic Riding & Learning Centre
FINAL BUDGET
Operations
Fiscal Year 2023-2024

	<u>Actual 22/23</u>	<u>Projected 23/24</u>
REVENUE		
General Donations		
Donations	140,829.00	150,000.00
Foundations	<u>52,646.00</u>	<u>52,500.00</u>
Total General Donations	<u>193,475.00</u>	<u>202,500.00</u>
Property Revenues		
Rental- Agricultural Land	<u>600.00</u>	<u>600.00</u>
Total Property Revenue	<u>600.00</u>	<u>600.00</u>
Fundraising Revenues		
Grants/Foundations	57,000.00	65,000.00
Third Party Fundraisers	15,000.00	15,000.00
Celebrate Sunrise ! Event	94,370.00	90,000.00
Forest	4,850.00	7,000.00
Metal Recycling	2,795.00	3,000.00
Merchandise	5,730.00	7,000.00
Conference/Workshop	-	-
Total Fundraising Revenue	<u>179,745.00</u>	<u>187,000.00</u>
Program Revenue		
Therapeutic Riding	134,045.00	135,000.00
Life Skills	47,795.00	50,000.00
Equine Assisted Learning	14,000.00	15,000.00
Equine Facilitated Wellness	-	-
Camp Sunrise	95,000.00	110,000.00
Little Breeches	2,000.00	2,500.00
Membership Fees	2,250.00	2,300.00
Other Program Revenue	-	-
Total Program Revenue	<u>295,090.00</u>	<u>314,800.00</u>
Administrative/Misc Revenue		
Misc. Revenue	<u>7,687.00</u>	<u>8,000.00</u>
Total Administrative/Misc Revenue	<u>7,687.00</u>	<u>8,000.00</u>
Horse Donations	-	-
Total	<u>-</u>	<u>-</u>
Total Capital Income	<u>-</u>	<u>-</u>
TOTAL REVENUE	<u>676,597.00</u>	<u>712,900.00</u>
EXPENSE		
Property Expense		
Property Rent	-	-
Property Tax	5,170.00	5,500.00
Utilities	6,945.00	6,700.00
Utilities - Fuel/Propane	500.00	20,000.00
Insurance (Property)	16,090.00	16,000.00
Maintenance - Property	5,454.00	5,000.00
Maintenance - Barrn/Arena	450.00	1,500.00
Maintenance - Pool/Pond	2,072.00	2,500.00
Maintenance - House	800.00	1,500.00

Equipment Purchase	10,500.00	3,000.00
Equipment Maintenance	7,570.00	8,000.00
Total Property Expense	<u>-</u>	<u>-</u>
	55,551.00	69,700.00
Administrative Expense		
Office Supplies	1,936.00	2,000.00
Office Equip&Water Lease/Maintenan	9,805.00	10,000.00
Postage	1,950.00	2,000.00
Computer Software/licences	6,964.00	7,000.00
Communications	8,618.00	9,000.00
General Supplies	6,399.00	6,000.00
Audit Fees	10,000.00	10,000.00
Advertising	556.00	500.00
Mileage Costs	503.00	500.00
Bookkeeping Fees	4,757.00	7,000.00
VISA & MasterCard Costs	4,826.00	5,000.00
Bank Service Charges	2,817.00	3,000.00
Legal Expense	2,571.00	2,500.00
Total Administrative Expense	<u>61,702.00</u>	<u>64,500.00</u>
Program/Wage Expense		
Wages	430,171.00	435,000.00
Sub-contract wages	1,550.00	2,000.00
CPP	20,869.00	20,000.00
E I	9,397.00	9,000.00
Group Benefits	8,875.00	8,500.00
WSIB	4,491.00	5,000.00
Professional Development	1,797.00	1,500.00
Life Skills	1,126.00	1,500.00
Insurance(Cantra)	2,882.00	3,000.00
Total Program/Wage Expense	<u>481,158.00</u>	<u>485,500.00</u>
Horse Expense		
Horse Maintenance	18,365.00	20,000.00
Horse & Program Equipment	2,504.00	3,000.00
Horse vet care	6,994.00	5,000.00
Hay expense	18,120.00	20,000.00
Total Horse Expense	<u>45,983.00</u>	<u>48,000.00</u>
Other Donation Expense		
Donor Recognition/Gifts	775.00	1,000.00
Volunteer Recognition	553.00	1,500.00
Membership Fees & Dues	2,363.00	2,500.00
Public Relations/Marketing	2,131.00	2,000.00
Merchandise-General	4,786.00	5,000.00
Celebrate Sunrise!	25,682.00	25,000.00
Forest	714.00	1,000.00
	-	-
	-	-
Total Other Donation Expense	<u>37,004.00</u>	<u>38,000.00</u>
Camp Expense		
Summer Camp	6,200.00	7,000.00
Total Camp Expense	<u>6,200.00</u>	<u>7,000.00</u>
TOTAL EXPENSE	<u>687,598.00</u>	<u>712,700.00</u>
NET INCOME	<u>- 11,001.00</u>	<u>200.00</u>

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2023

DRAFT

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
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YEAR ENDED OCTOBER 31, 2023

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DRAFT



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of: Sunrise Therapeutic Riding & Learning Centre

Qualified Opinion

We have audited the accompanying financial statements of Sunrise Therapeutic Riding & Learning Centre, which comprise the statement of financial position as at October 31, 2023 and the statements of revenue and expenditures and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of Sunrise Therapeutic Riding & Learning Centre as at October 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.

Basis for Qualified Opinion

In common with many not for profit organizations, the organization derives some of the revenue from donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to revenue, excess of revenue over expenditures and cash flows from operations for the years ended October 31, 2023 and 2022, current assets as at October 31, 2023 and 2022, and net assets as at November 1 and October 31 for both the 2023 and 2022 years. Our audit opinion on the financial statements for the year ended October 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Sunrise Therapeutic Riding & Learning Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario
March 11, 2024

Chartered Professional Accountants
Licensed Public Accountants

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT OCTOBER 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 134,799	\$ 191,207
Government remittances recoverable	12,262	18,630
Inventories	<u>8,960</u>	<u>7,760</u>
	156,021	217,597
INVESTMENT (note 4)	416,280	305,400
TANGIBLE CAPITAL ASSETS (note 5)	599,486	466,606
HORSE HERD (note 6)	<u>20,750</u>	<u>23,207</u>
	<u>\$ 1,192,537</u>	<u>\$ 1,012,810</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 46,162	\$ 50,356
Deferred revenue	34,896	0
Current portion of long term debt (note 7)	<u>40,000</u>	<u>0</u>
	121,058	50,356
LONG TERM DEBT (note 7)	149,567	40,000
DEFERRED CAPITAL CONTRIBUTIONS (note 8)	<u>316,953</u>	<u>317,887</u>
	<u>587,578</u>	<u>408,243</u>
NET ASSETS		
UNRESTRICTED NET ASSETS	<u>604,959</u>	<u>604,567</u>
	<u>\$ 1,192,537</u>	<u>\$ 1,012,810</u>

APPROVED ON BEHALF OF THE BOARD:

_____ Director

_____ Director

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
STATEMENT OF REVENUE AND EXPENDITURES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED OCTOBER 31, 2023

	2023	2022
REVENUE		
Donations	\$ 344,990	\$ 211,184
Lessons, scholarships and membership fees	123,824	131,136
Camp fees	117,744	129,686
Fundraising	103,128	69,342
Grants and foundations (note 9)	86,486	155,852
Rental and other	<u>23,945</u>	<u>15,561</u>
	<u>800,117</u>	<u>712,761</u>
EXPENDITURES		
Wages and benefits	496,972	445,619
Farm	64,372	68,472
Fundraising	48,428	57,605
Utilities	25,565	21,162
Professional fees	24,677	7,518
Office	22,514	15,694
Insurance	18,973	15,151
Advertising and public relations	12,749	7,174
Equipment lease, repairs and maintenance	10,713	9,002
Telephone and communications	9,228	11,117
Property taxes	6,959	6,724
Interest on long term debt	5,567	0
Credit card merchant charge	5,025	6,431
Raw Carrot expense	5,000	0
Interest and finance charges	2,951	1,504
Education	1,996	1,364
Vehicle and travel	560	162
Recovery of GST/HST	<u>0</u>	<u>(1,674)</u>
	<u>762,249</u>	<u>673,025</u>
SURPLUS BEFORE OTHER REVENUE (EXPENDITURES)	<u>37,868</u>	<u>39,736</u>
OTHER REVENUE (EXPENDITURES)		
Recognition of deferred capital contributions (note 8)	19,946	30,076
Loss on disposal of assets	0	(1,493)
Horse herd amortization	(2,457)	(2,457)
Amortization	<u>(54,965)</u>	<u>(44,227)</u>
	<u>(37,476)</u>	<u>(18,101)</u>
EXCESS OF REVENUE OVER EXPENDITURES for the year	392	21,635
NET ASSETS, beginning of year	<u>604,567</u>	<u>582,932</u>
NET ASSETS, end of year	<u>\$ 604,959</u>	<u>\$ 604,567</u>

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED OCTOBER 31, 2023

	2023	2022
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Excess of net revenue over expenditures for the year	\$ 392	\$ 21,635
Items not requiring an outlay of cash		
Amortization	54,965	44,227
Horse herd amortization	2,457	2,457
Loss on disposal of assets	0	1,493
Donation of FOSL shares	(110,880)	(10,080)
Recognition of deferred capital contributions	<u>(19,946)</u>	<u>(30,076)</u>
	(73,012)	29,656
Changes in non-cash working capital		
Accounts receivable	0	9,828
Government remittances recoverable	6,368	(4,541)
Inventories	(1,200)	4,147
Accounts payable and accrued liabilities	(4,194)	34,000
Deferred revenue	<u>34,896</u>	<u>(52,167)</u>
	<u>(37,142)</u>	<u>20,923</u>
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Repayment of loan payable	0	(10,000)
Deferred capital contributions received	19,012	98,129
Proceeds from long term debt	<u>149,567</u>	<u>0</u>
	<u>168,579</u>	<u>88,129</u>
CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		
Additions to tangible capital assets	(43,845)	(116,679)
Additions to development costs	(144,000)	(804)
Net proceeds on disposal of assets	<u>0</u>	<u>1,600</u>
	<u>(187,845)</u>	<u>(115,883)</u>
NET DECREASE IN CASH	(56,408)	(6,831)
NET CASH, BEGINNING OF YEAR	<u>191,207</u>	<u>198,038</u>
NET CASH, END OF YEAR	<u>\$ 134,799</u>	<u>\$ 191,207</u>

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED OCTOBER 31, 2023****1. NATURE OF OPERATIONS**

Sunrise Therapeutic Riding & Learning Centre is a not-for-profit organization incorporated under the laws of Ontario and now governed by the Ontario Not For Profit Corporations Act without share capital and is a registered charity under the Income Tax Act. Sunrise Therapeutic Riding & Learning Centre is exempt from income tax. Its purpose is to develop the full potential of children and adults with special needs through therapy, education, horse riding, recreation and life skills programs, farm related and social activities.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not for profit organizations and include the following significant accounting policies:

(a) REVENUE RECOGNITION

The organization follows the deferral method of accounting for contributions, which include donations, and grants and foundations revenue. Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from fundraising, lessons, scholarships and membership fees, camp fees and rental and other income are recognized in the year to which they relate.

(b) INVENTORIES

Inventories consisting of hay bales to be distributed at no charge or for a nominal charge are measured at the lower of cost and net realizable value with cost being determined on a first-in first-out (FIFO) basis. The cost of inventory recognized as an expense during the year was \$18,360 (2022 - \$11,520).

(c) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost and amortized on the basis of their estimated useful life using the following methods and rates:

Computer equipment	- 45 % declining balance basis
Drainage	- 20 years straight line basis
Equipment and tack	- 20 % declining balance basis
Furniture and fixtures	- 20 % declining balance basis
Leasehold improvements	- 10 years straight line basis
Playground equipment	- 10 years straight line basis
Pool	- 20 % declining balance basis
Septic system	- 20 % declining balance basis
Sign	- 20 % declining balance basis
Sound system	- 20 % declining balance basis
Wagon	- 20 % declining balance basis
Water system	- 4 % declining balance basis

Amortization is recorded at 50% of the above rates in the year of addition.

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) HORSE HERD

The horse herd is recorded at cost (or fair value at time of acquisition, if donated) and amortized on the basis of their estimated productive age range of 5 to 27 years.

(e) USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian generally accepted accounting principles for not for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring management's estimates include amortization of the horse herd, amortization of tangible capital assets and accrued liabilities. Actual results could differ from those estimates.

(f) FINANCIAL INSTRUMENTS

The organization initially measures its financial assets and liabilities at fair value, except for a related party transaction which is recorded at cost and measured using the carrying amount or exchange amount depending on the circumstances.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, unless otherwise noted below.

Cost in a related party transaction with repayment terms is determined using its undiscounted cash flows, excluding interest and dividend payments, less any impairment losses previously recognized by the transferor.

Impairment

For financial assets measured at cost or amortized cost, the organization determines whether there are indications of possible impairment. When there are, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may be no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

Transaction costs

Transaction costs attributable to financial instruments subsequently measured at fair value and to those originated or exchanged in a related party transaction are recognized in income in the period incurred. Transaction costs related to financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at cost or amortized cost are recognized in the original cost of the instrument. When the instrument is measured at amortized cost, transaction costs are recognized in income over the life of the instrument using the straight-line method.

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) CONTRIBUTED MATERIALS AND SERVICES

During the year, a number of organizations and individuals donate materials to the organization and a number of volunteers contribute a significant amount of their time. Because of the difficulty in determining the fair value, contributed services are not recorded in the financial statements.

Contributed materials, used in the normal course of operations, are recognized in the financial statements when the fair value can be reasonably estimated and the materials would otherwise have been purchased.

During the year the organization received the gifts-in-kind totaling \$133,896 (2022 - \$46,262). Contributions in the year consist of donations of shares and other supplies that would otherwise have been purchased.

(h) INVESTMENT IN AN ENTITY SUBJECT TO SIGNIFICANT INFLUENCE

The organization elected to account for its investments in significantly influenced entities using the equity method. The investment is initially recognized at cost and subsequently adjusted to take account of the organization's share of net income reported by the subsidiary or significantly influenced entity, computed by the consolidation method. Dividends declared by the significantly influenced entities are recognized as a reduction of the investment. At the end of each reporting period, the organization assesses whether there are any indications that an investment may be impaired. When there is an indication of impairment, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss shall be reversed to the extent of the improvement. The adjusted carrying amount of the investment may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

3. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from its financial instruments.

The extent of the organization's exposure to these risks did not change in 2023 compared to the previous period.

The organization does not have a significant exposure to any individual customer or counterpart.

Transacting in financial instruments exposes the organization to certain financial risks and uncertainties. These risks include:

Market risk

Market risk is the risk that the fair value or future cash flows of the company's financial instruments will fluctuate because of changes in market prices. Some of the company's financial instruments expose it to this risk, which comprises currency risk, interest rate risk and other price risk.

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2023

3. FINANCIAL INSTRUMENTS (continued)

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The organization is exposed to interest rate risk as a result of the floating interest rate on the long term debt.

4. RELATED PARTY TRANSACTIONS

The organization holds 46.17% (2022 - 39.71%) of the voting shares of Friends of Sunrise Ltd. (FOSL) and total shares valued at \$416,280 (2022 - \$305,400) and has one representative on the FOSL Board. The organization had the following transactions with FOSL:

	2023	2022
Donation of FOSL shares from M. Melo	\$ 10,080	\$ 10,080
Donation of FOSL shares from B. Woods	100,800	0
Farm lease payments	(2)	(2)

FOSL has a year end of January 1, 2024. Transactions that occurred between January 2, 2023 and October 31, 2023 are not recorded in the financial statements as they do not have a significant effect on the October 31, 2023 balance.

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net 2023	Net 2022
Computer equipment	\$ 45,769	\$ 33,377	\$ 12,392	\$ 22,531
Development costs	323,280	0	323,280	179,280
Drainage	9,425	4,006	5,419	5,891
Equipment and tack	30,041	27,756	2,285	2,856
Furniture and fixtures	178,604	103,054	75,550	80,769
Leasehold improvements	273,342	154,855	118,487	139,485
Playground equipment	90,278	90,278	0	740
Pool	4,266	2,693	1,573	1,966
Septic system	10,535	3,147	7,388	9,235
Sign	9,451	8,945	506	633
Sound system	26,813	24,325	2,488	3,110
Wagon	12,790	10,257	2,533	146
Water system	<u>55,924</u>	<u>8,339</u>	<u>47,585</u>	<u>19,964</u>
	<u>\$ 1,070,518</u>	<u>\$ 471,032</u>	<u>\$ 599,486</u>	<u>\$ 466,606</u>

During the year, the organization held assets not being amortized of \$323,280 (2022 - \$179,280) relating to development costs.

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2023

6. HORSE HERD

	Cost	Accumulated Amortization	Net 2023	Net 2022
Horse herd	\$ <u>39,136</u>	\$ <u>18,386</u>	\$ <u>20,750</u>	\$ <u>23,207</u>

The organization has a lease with respect to four (2022 - four) of its horses. The horses have been loaned to the organization on the condition that it is responsible for all costs related to food, bedding and daily routine. This includes regular veterinary costs. There are no additional lease payments required for the horses. In the event that the horses become unsuitable for program use, or the owner requests the horses be returned, one month's notice is required. The owners are responsible for maintaining medical insurance coverage if they desire. The organization holds a \$5 million general liability policy and the owners would not be responsible should an accident occur.

7. LONG TERM DEBT

	2023	2022
Note payable, interest at prime payable annually, secured by first charge on property with a carrying value of \$144,000 and assignment of rents, principal due April 14, 2025	\$ 149,567	\$ 0
Canada Emergency Business Account (CEBA) interest free and 25% forgivable if paid by January 18, 2024, 5% interest thereafter, due December 31, 2026	30,000	30,000
Loan payable, no set terms of repayment	<u>10,000</u>	<u>10,000</u>
	189,567	40,000
Less current portion:		
Cash repayments required within 12 months	<u>40,000</u>	<u>0</u>
	<u>\$ 149,567</u>	<u>\$ 40,000</u>

Future minimum payments on long term obligations are as follows:

2024	\$ 40,000
2025	<u>149,567</u>
	<u>\$ 189,567</u>

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2023

8. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions, which consist of restricted donations and grants funding tangible capital assets, are as follows:

	2023	2022
Balance, beginning of the year	\$ 317,887	\$ 249,834
Less revenue recognized over useful life of asset	(19,946)	(30,076)
Plus amounts received during the year	<u>19,012</u>	<u>98,129</u>
Balance, end of year	<u>\$ 316,953</u>	<u>\$ 317,887</u>

9. GRANTS AND FOUNDATIONS

	2023	2022
Other charities and foundations	\$ 39,046	\$ 57,302
Government of Canada	32,440	28,014
William and Mary Singer Foundation	15,000	0
G Foundation	0	25,000
Ontario Trillium Foundation	0	23,536
Kitchener-Waterloo Community Foundation	<u>0</u>	<u>22,000</u>
	<u>\$ 86,486</u>	<u>\$ 155,852</u>

10. COMMITMENTS

The organization has a long term lease with respect to the Stone Cottage, indoor riding arena, the stable, activity centre and any building constructed subsequent to the initial agreement. The lease expires January 31, 2039 and contains renewal options for an additional 20 years. The lease is held by Friends of Sunrise Ltd., a significantly influenced entity, with rent of \$2 due February 1st each year. Sunrise is responsible for all taxes and expenditures related to the premises. Future minimum lease payments are as follows:

2024	\$ 2
2025	2
2026	2
2027	2
2028	2
Thereafter	<u>20</u>
	<u>\$ 30</u>



TOWNSHIP OF

PUSLINCH

Est. 1850

Schedule F to Report FIN-2024-030

Township of Puslinch Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Whistle Stop Co-op Preschool Inc.

Contact name and position *

Sandra Gunson

Organization mailing address *

23 Brock Road South Puslinch N0B2J0

Website

www.whistlestoppreschool.com

Telephone Number *

[REDACTED]

Ext.

Email Address *

whistlestopteacher@gmail.com

Questionnaire

Grant amount applied for *

\$1000.00

Organization's goals and objectives related to the grant request *

The goal of our fundraising efforts is to keep our preschool program running and provide a quality early education of our young students. We want to ensure that every child has access to early childhood education and the resources needed to succeed. Our fundraising efforts will help us ensure this goal and make a positive impact on the lives of children in our community.

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. *

Please see letter accompanying this application for more details

"Breakfast with the Easter Bunny"

Rental cost of the Puslinch Community Centre plus advertising of the Event

Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. *

Please see the letter accompanying this application

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

Please see the letter accompanying this application

Choose one category of funds requested *

- Category 1: Donation (funds requested - less than \$500)
- Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Please provide a copy of the most current financial statements (mandatory)

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

August 13, 2023

Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Manu Kaushik, Treasurer

Sandra Gunsen - Supervisor

Signature of Applicant on behalf of Organization *



Signature of Applicant on behalf of Organization



The last day for filing an application is by 2:00 pm on the last business day of September of the current fiscal year.

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

Thank You

9:41 AM

The Whistle Stop Cooperative Preschool Inc.**Profit & Loss**

06/20/24

September 2023 through August 2024

Accrual Basis

	<u>Sep '23 - Aug 24</u>
Income	
Breakfast with Bunny Income	3,898.62
County Grants (Township and County)	8,843.39
Donations	200.00
Interest Income	4.75
Pointsetta fundraiser	4,271.00
Toy cleaning	310.00
Tuition Fees	21,991.00
Total Income	<u>39,518.76</u>
Expense	
Accounting	1,638.50
Administrative	249.99
Advertising	474.60
Breakfast with Bunny Expenses	864.29
Facility fees	1,361.42
Graduation	282.50
Insurance	2,064.96
Interest & service charges	47.60
License, fees & courses	435.09
Pointsettas	3,238.57
Supplies & toys	992.59
Wages	41,469.21
Total Expense	<u>53,119.32</u>
Net Income	<u><u>-13,600.56</u></u>

The Whistle Stop Cooperative Preschool Inc.

Budget

Schedule F to Report FIN-2024-030

September 2024 through August 2025

Income

Breakfast with Bunny - net funds	3,000.00
Pointsetta fundraiser - net funds	1,000.00
Toy cleaning	300.00
Tuition Fees	<u>27,000.00</u>
Total Income	31,300.00

Expense

Accounting	1,600.00
Administrative	250.00
Advertising	450.00
Facility fees	1,500.00
Graduation	300.00
Insurance	2,100.00
Interest & service charges	50.00
License, fees & courses	450.00
Supplies & toys	1,000.00
Wages	<u>34,200.00</u>
Total Expense	<u>41,900.00</u>

Net Income -10,600.00



Whistle Stop Cooperative Preschool
23 Brock Rd S Puslinch ON
N0B2J0

August 13, 2024

To Mayor Seeley and Puslinch Council

I would like to begin this process with a huge thank you. Without the support of the council and the Puslinch Grant, our Breakfast with the Easter Bunny would not have been the success it was in March 2024. We are grateful for the financial assistance that helped us bring our vision to life and create a memorable experience for all that attended the Breakfast with the Easter Bunny Fundraiser. This grant played a crucial role in the outcome of our event and we are extremely thankful for opportunity it provided us.

On April 12, 2025 Whistle Stop Co-op will be once again hosting our Breakfast with the Easter Bunny Fundraiser. This event is a fun and festive way to celebrate Easter while also supporting our community preschool. Not only do attendees get to enjoy a delicious breakfast but they will also have the opportunity to take photos with the Easter Bunny and participate in other activities. All proceeds from the event will go towards helping our co-op preschool provide quality programming to families in Puslinch Township and surrounding area.

Once again, we are applying for the Township of Puslinch Grant. Each year Whistle Stop hosts a major fundraising event. The event has been well received and we decided to continue with the fundraiser again in 2025. The event is designed to be inclusive and welcoming to people of all ages. It encourages families to attend and participate, creating a sense of togetherness and community.

Hosting an event of this type comes with many expenses. We are asking for you to consider providing us once again with grant money to help with the major expenses this event has; rental of the Puslinch Community Centre approx. \$867.33 and advertising the event. The total amount we are requesting is \$1000.00. Puslinch township in the past has been a recognized as one of the event sponsors and we are most grateful and appreciative. Without the grant money to help cover the cost of the hall rental the fundraiser would not be the success it has been.

Whistles Stop is Puslinch Townships only licensed Co-op Preschool Program. We have been very blessed to have been part of the community since 1987. Since coming back from COVID we have been relying on fundraising efforts and savings to keep our program running. Families where informed at the last year end parent meeting, we will need to step up fundraising efforts as we only have approximately two years of sustainability left in our accounts. We understand the importance of this program for the families in our community and we are committed to doing everything in our power to keep it running. We value the well-being and support of our community and will continue to work tirelessly to ensure the program is available for those who need it.

We ask you to please consider our application for the 2025 grant money.

Thank you

Sandra Gunson
Supervisor
Whistle Stop Co-op Preschool Inc.



**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

TITLE: GRANT APPLICATION POLICY

DATE: October 18, 2017

**Adoption: October 18, 2017 through Council Resolution No. 2017-363
Amendment: November 15, 2017 through Council Resolution No. 2017-383
Amendment: November 29, 2017 through Council Resolution No. 2017-415 and
Council Resolution No. 2017-417
Amendment: January 16, 2019 through Council Resolution No. 2019-029
Amendment: March 22, 2023 through Council Resolution No. 2023-093
Amendment: December 13, 2023 through Council Resolution No. 2023-409**

**SUBJECT: GRANT APPLICATION POLICY
File No. A09 GRA**

1.0 Purpose

To establish a set of guidelines for providing support to not-for-profit organizations and unincorporated community groups that maintain and improve the quality of life for residents of the Township of Puslinch ("Township").

2.0 Organization Eligibility

Organizations applying for grant funding must meet the following eligibility criteria:

- Be in existence for at least one year; and
- have its principal address in the Township; and
- be a not-for-profit organization or an unincorporated community group; and
- offer services that benefit the Township and its residents; and
- demonstrate financial need; and
- be in good financial standing with the Township and not in litigation with the Township; and
- be in compliance with any other Township by-laws and policies.

For the purposes of this policy, Puslinch Minor Sports Organizations and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

For the purposes of this policy, services that benefit the Township and its residents include:

Policy No. 2017-004
Township of Puslinch
Corporate Policy

- Charitable community services
- Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
- Specific cultural and heritage activities
- Programs that improve the health and well-being of the community
- Programs that encourage participation in organized athletic activities
- Services or events directed for youth and older adults
- Public safety enhancement services

The following organizations are not eligible for funding:

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- Groups or organizations of a religious nature unless the funding request is for a local, non-denominational event, program, service, or activity open to the entire community which demonstrates a benefit to the Township and its residents. The funding request must demonstrate a distinct separation between religious events, programs, services or activities.
- County, Provincial, and Federal organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.
- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

For the purposes of this policy, the Wellington County Farm and Home Safety Association and the Wellington County Plowmen's Association are deemed to meet the eligibility criteria.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs including bartending.
- Insurance and accounting costs.
- Food and beverages.
- Office equipment, furniture, and supplies.
- Retroactive costs for purposes which have already occurred.

**Policy No. 2017-004
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- Funding of prior year deficits.
- Political campaigns, parties or events.

4.0 Criteria

The following criteria will be used to evaluate grant applications submitted to the Township:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

5.0 Categories of Funding

Category 1 – Donation (funds requested – less than \$500)

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. Services, programs and activities must demonstrate a benefit to the Township and its residents.

Category 2 – Sponsor or Contributor (funds requested - \$500 to \$3,000)

Grants for organizations for the purpose of a community event or program that benefits the Township and its residents. Examples include the Santa Claus Parade, Aberfoyle Fall Fair, Canada Day, and Family Day.

Category 3 – Project Funder (funds requested – greater than \$3,000)

Grants for organizations for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents.

6.0 Annual Application Requirements

- The grant application form must be completed in full with all requested information attached. Only complete and accurate proposals will be forwarded under a staff report to Council for consideration at the Operating Budget meeting.
- An organization applying for multiple grants must complete an application form for each separate funding request.

**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

- Organizations requesting grants of greater than \$3,000 (Category 3) are required to present their requests to Council during the budget process.
- A copy of the most current budget.
- A copy of the most current financial statements.

7.0 Initial Application Requirements

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable.
- A copy of mandate, constitution and by-laws, as applicable.

The completed grant application form and supporting documentation must be submitted electronically on the Township's website at www.puslinch.ca by **2:00 pm on the last business day of September** or to the attention of the Finance Department at the address noted below:

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
Attention: Grant Application Program

8.0 Conditions of Funding

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant of greater than \$3,000 are required to submit an annual report. The annual report must include a financial statement and/or receipts and outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. The annual report must also be presented to Council.
- Adherence to all applicable municipal by-laws, policies and procedures is required.
- Organizations will not be considered for future grant funding until all required reports are received by the Township's Finance Department. Any grant recipient that does not comply with the requirements may not receive future grant funding.

9.0 Approval – Budget

A report will be prepared by the Finance Department as part of the annual budget process outlining the summarized information obtained from organizations requesting grant funding.

Policy No. 2017-004
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Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.