



Heron Emergency Food Centre Annual Report for 2022

**Annual General Meeting for the 2022 Fiscal Year
Monday, November 20th, 2023
At 7:00 pm on ZOOM**

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**Heron Emergency Food Centre
South East Ottawa
2022 Annual General Meeting
Agenda**

November 20th, 2023 at 7:00 pm on ZOOM

- 1. Welcome**
- 2. Attendance**
- 3. Approval of the Agenda**
- 4. Review and approval of minutes of the 2021 Annual General Meeting**
- 5. Guest Speaker:** Nicole Perras, Executive Coordinator, Orléans-Cumberland Community Resource Centre
- 6. Reports:**
 - **Treasurer – Ashley Rossignol**
 - **Buyer – Harold Black**
 - **Executive Coordinator – Louisa Simms**
 - **Chair – Lynn Sherwood**
- 7. Business Meeting**
 - Presentation of the report of the Nominations Committee for proposed Board membership and officers
 - Election of Board of Directors
 - Approval of appointment of External Auditor for 2023
 - Approval of signing authority for all banking and financial transactions
- 8. Adjournment**

**Heron Emergency Food Centre
South East Ottawa
2021 Annual General Meeting
November 29th, 2022 at 8:00 pm on ZOOM
Minutes**

Welcome – Moment of silent prayer or reflection

Attendance: Harold Black, Sharon Daly, Val Dowd, Stewart Fast, Morgan Gay, Styve Moukilou Mouanda, Joseph Merhi, Michael Quinn, Ashley Rossignol, Veronica Sanchez, Corinne Semaan, Louisa Simms, Mary Shaw, Lynn Sherwood, Greg Yost

Regrets: Alan Baxter, Cynthia Baker

Guests: Tom Brysta, Marty Carr (Councillor), Nour Elseheli, Joanne Gauthier, Shannon Szkurhan (OFB)

Approval of Agenda

Motion: Moved by Morgan Gay and seconded by Stewart Fast that the Agenda be approved as distributed.

Review and approval of minutes of the 2020 Annual General Meeting

Motion: Moved by Mary Shaw and seconded by Val Dowd that the minutes of the 2020 AGM be approved. CARRIED

Reports:

Treasurer – Ashley Rossignol: Ashley spoke to the 2021 audited financial statements and to her financial report for 2022. Here are the highlights:

- In 2021, we experienced donor fatigue
- The Finance Committee was formed consisting of Ashley Rossignol, Mike Quinn, and Corinne Semaan (all CPA's)
- They were successful in securing grant funding to allow for the grocery card program to continue
- Parker Prins Lobano completed the audit of the 2021 Financial Statements free of charge. The following amendment to the audited reports has been requested of the auditor.
 - *On the Statement of Operations and Changes in Net Assets we have asked the auditor to move \$790 of Wilsons donations from the "Fundraising and special events" line to the "Institutions or firm donations" line since it is a grocery store.*
- As of December 31, 2021, the HEFC was in a strong financial position with \$121,000 in cash and a deficit of \$39,000. Food purchases were increased by \$40,000 due to inflation and increased demand. This was done knowing that it would trigger a deficit.
- In 2022, the HEFC continues to be in a strong financial position with \$75,000 in Cash and a deficit of \$29,000 as of October 31.
- In 2022, we were able to raise funds through our Walkathon event, our grant applications and through several appeals made to the churches that support us. Donations have not bounced back to the 2020 level and therefore the Finance Committee is adjusting spending accordingly with the goal to break even.

- In 2022, the goal is to focus on the foods that our clients need and want and to monitor spending against our budgeted figures.

Motion: Moved by Ashley Rossignol and seconded by Harold Black that the 2021 Audited Financial Statements be accepted as amended. CARRIED

Motion: Moved by Ashley Rossignol and seconded by Harold Black that the Treasurer's Report be accepted as presented. CARRIED

Buyer – Harold Black: Harold spoke to the Buyers' Report for 2022. Here are the highlights:

- Items highlighted on page 1 of the buyers' report represent items where we didn't have to purchase goods because they were provided by the OFB. This includes most rice, pasta sauce, tuna, peanut butter and canned vegetables (except kidney beans and chick peas). Margarine has also been provided by the OFB for 5 months.
- Expenditures for the year amount to \$47,000.
- Giant Tiger has donated 2,775 lbs. of meat (eg. sirloin steak, sausages, chicken) this year.
- On page 2 of the Buyers' Report, Fig. 2 shows the Direct and Invoiced Purchases pie chart. Three added items include invoices from the OFB (for powdered milk) (9%), Auger Bakery (10%) and AENOS Food Services (27%).
- The trends from 2018 – 2021 show rising costs from a low of \$2,787/month in 2018 to a high of \$3,968/month in 2021.
- Page 3 of the Buyers' Report highlights particular Food Units purchased such as the need to purchase bags. Forty-four cases of clear plastic bags were purchased for apportioning food such as oatmeal, rice, sugar, vegetables, etc.
- \$1,200 was spent to buy Reusable Plastic bags. These are no longer allowed. The alternative will be cloth bags at a cost 33¢ each.
- In 2022, we saw significant price increases (oatmeal went from \$20 to \$33 for 10lbs).
- New purchases include coffee, Ensure and toilet paper (although TP was discontinued in June 2022).

Motion: Moved by Harold Black and seconded by Morgan Gay that the Buyer's Report be accepted as presented. CARRIED

Executive Coordinator – Louisa Simms: Louisa presented her report. Here are the highlights:

- In 2021, the total number of clients served was 16,023
- Clients were served indoors in 2021 compared to the previous year where they were served through a window or at the door
- Volunteers were greatly impacted by COVID; thanks to the OFB for helping to find replacement volunteers
- We continue to provide 7 days of emergency food supply
- Forty-three volunteers worked over 6,000 hours in 2021
- Less than 5 people come more than once per month

Motion: Moved by Harold Black and seconded by Sharon Daly that the Executive Coordinator's Report be accepted as presented. CARRIED

Chair – Greg Yost

- Greg mentioned how the demand for our services has been constant during his time on the board and he doesn't expect to see a decrease in the need for emergency food supply.
- Greg offered thanks to the City of Ottawa for not charging rent and for steady funding increases so that our Executive Coordinator's salary and other operational expenses are covered; to the Ottawa

Food Bank for their support of our organization, especially during the pandemic; to Immaculate Heart of Mary parish for 30 years of Christmas concerts which have generated approximately \$200,000; and to Louisa for being able to keep the doors open during the pandemic and to meeting the challenge of ever-changing pandemic regulations with remarkable competence and good cheer.

- As Greg steps down as Chair, he commented how, with the continued support of the City, the Ottawa Food Bank, area churches and community, the Board members and volunteers, he is confident that the HEFC will continue to meet the needs of all those who come to us for help.

Motion: Moved by Greg Yost and seconded by Ashley Rossignol that the Chair's Report be accepted as presented. CARRIED

Vice-Chair – Lynn Sherwood

- As incoming Chair of the Board of Directors, Lynn thanked Louisa for her ability to pivot to meet the challenges of providing food for our clients and to respond to need of the women's shelter during the pandemic.
- Thanks to Ashley, Mike and Corinne for creating a detailed financial policy
- Thanks to the board members for their efforts to fundraise now and in the future

Business Meeting:

Presentation of the Board of Directors and officers:

Lynn Sherwood (Chair)	Morgan Gay
Greg Yost (Vice-Chair)	Styve Moukilou Mouanda
Ashley Rossignol (Treasurer)	Joseph Merhi
Val Dowd (Secretary)	Michael Quinn
Alan Baxter	Ashley Rossignol
Cynthia Baker	Veronica Sanchez
Harold Black	Corinne Semaan
Sharon Daly	Mary Shaw
Stewart Fast	

Approval of appointment of External Auditor for 2022

Motion: Moved by Greg Yost and seconded by Ashley Rossignol that Parker Prins Lobano be appointed as the auditors for the 2022 fiscal year. CARRIED.

Next Meeting:

There is no meeting in December. The next meeting will be in January, 2023 via Zoom.

Morgan thanked Greg for many years of service as Chair and he thanked Marty who collected 8-10 boxes of food at Hallowe'en for the HEFC

Adjournment

Moved by Harold Black at 8:51 pm that the meeting be adjourned.

Respectfully Submitted,

Valerie Dowd,
Secretary of the Board



Heron Emergency Food Centre

TREASURER'S REPORT (FISCAL YEAR 2022) Annual General Meeting (AGM)

I'd like to start by thanking HEFCs dedicated volunteers, donors, funders, and our executive coordinator, Louisa, all of whom HEFC could not operate without. It has been my pleasure to serve as Treasurer over the past few years. Up until about 5 years ago, the treasurer role meant doing all day-to-day finance functions. However, with HEFCs growth and new challenges arising, the role of Treasurer had to evolve. Given the continued increase in food insecurity and our costs to supply it, the role needed to be focused on the longevity of HEFC while analyzing and pivoting for current circumstances. In 2022 and 2023, I had focused my efforts on annual budgeting, analyzing demand and food costs, and identifying or responding to issues and concerns by providing the board with the most up to date financial information and my recommendations.

I would like to take this opportunity to thank my fellow finance committee members for their work during 2022 and continued dedication through 2023. Without them I would not have been able to focus my efforts elsewhere, as they handle much of the day-to-day functions. Mike and Corinne are both certified chartered accountants and joined the board in late 2021 as we aimed to divide financial duties and responsibilities among more volunteers. One of our key focus areas in 2022 and 2023 was creating a detailed financial policy for the organization, and finding ways to improve the audit process so that it was less cumbersome for both the finance committee, and the auditor. We successfully streamlined the audit process by securely attaching electronic supporting documents to all transactions in our accounting records and providing access to the auditor. This resulted in significantly less questions and requests from the Auditor. A big thank you goes out to Corinne who did a tremendous job implementing this initiative.

I am pleased to say that Corinne has agreed to take on the role of Treasurer for the coming year. I know that with her accounting expertise, experience with the organization, and overall supportive demeanor, she is a great fit for the position and will serve HEFC well. Corinne and I have started the search for an up and coming accountant to take over the duties and responsibilities that were once Corinne's to maintain HEFC's three volunteer members creating a true finance committee.

Audited Financial Statements 2022

Parker Prins Lebano (PPL) once again generously volunteered their services to conduct HEFC's 2022 audit, free of charge. On behalf of the entire Board, I'd like to formally thank PPL. We greatly appreciate their support, which allows HEFC to reduce our administrative expenses and to put more money towards providing an emergency supply of food for those in South-East Ottawa.

Audited statements for 2022 are attached to this Report. In brief, HEFC received a clean audit opinion that the financial statements fairly represent the financial position, results of operations, and cash flows

for the 2022 fiscal year. You will note that our operations resulted in a profit position, as we were fortunate enough to receive a surprising increase in donations and were able to hold a successful fundraising event in the fall. All of which is a testament to the awareness and supportive community which HEFC serves. Food expenses increased over 11% from 2021 as a result of increasing demand and food costs.

Unaudited Financial Statements

Unaudited statements as of October 31st, 2023 are attached to this report. HEFC is currently in a loss position, however when compared to the same period in 2022, is not as large of a loss and 2022 ultimately resulted in a profit. A majority of the donations HEFC receives is in the November and December months, as the community holiday initiatives and general support increases. This is typically what results in an ultimate break even or profit position at the end of the year. It is difficult to forecast the amount of revenues we are to receive. We also have additional costs during these months to ensure that clients receive grocery gift cards to purchase special items for the holidays.

As of October 31st though, expenses remain fairly consistent, with only a 3.8% increase in food costs. Although demand continues to increase, HEFC is still meeting clients expectations while closely monitoring spending to ensure longevity of the organization. Our wish is to maintain enough assets to cover at least 6 months of operational expenses, which we continue to successfully achieve.

As my time as Treasurer comes to an end, I wish HEFC and the community all the best.

Yours truly,

Ashley Rossignol, CPA

Treasurer

HERON EMERGENCY FOOD CENTRE

FINANCIAL STATEMENTS

DECEMBER 31, 2022

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PARKER PRINS LEBANO
Chartered Professional Accountants
Professional Corporation

INDEPENDENT AUDITORS' REPORT

To the directors of:

HERON EMERGENCY FOOD CENTRE

Qualified Opinion

We have audited the accompanying financial statements of Heron Emergency Food Centre, which comprise the Statement Of Financial Position as at December 31, 2022, and the Statements Of Operations 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 effects of the matter described in the Basis for Qualified Opinion paragraph section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of Heron Emergency Food Centre as at December 31, 2022, 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 charitable organizations, Heron Emergency Food Centre derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Heron Emergency Food Centre. Therefore, we were not able to determine whether any adjustments might be necessary to recorded donations, excess of revenue over expenses, cash flows from operations for the years ended December 31, 2022 and 2021, current assets as at December 31, 2022 and 2021, and net assets as at January 1 and December 31 for both the 2022 and 2021 years. Our audit opinion on the financial statements for the year ended December 31, 2021 was modified accordingly because of the possible effects of this scope limitation.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Heron Emergency Food 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 opinion.

Other Matter

There is tremendous uncertainty in regards to the negative economic impacts of the COVID-19 pandemic. It is very possible that there will be significant decreases in revenues and the inability of the organization to adjust expenditures may result in a significant negative impact on operational results. The ability for the organization to sustain operations will be dependent on a variety of factors. These financial statements do not include any adjustments or accruals for these potential effects.

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 Heron Emergency Food Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Heron Emergency Food Centre or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Heron Emergency Food Centre's financial reporting process.

Auditors' 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 auditors' 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 judgment 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 the 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 Heron Emergency Food Centre'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 Heron Emergency Food Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause Heron Emergency Food Centre 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.



Parker Prins Lebono Chartered Professional Accountants Professional Corporation
Authorized to practice public accounting by the Chartered Professional Accountants of Ontario

Ottawa, Ontario
October 26, 2023

HERON EMERGENCY FOOD CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
ASSETS		
CURRENT		
Cash	\$ 108,348	\$ 121,574
Accounts receivable	26,522	12,252
Prepaid expenses	<u>3,323</u>	<u>-</u>
	138,193	133,826
CAPITAL ASSETS (note 3)	<u>4,023</u>	<u>5,741</u>
	<u>\$ 142,216</u>	<u>\$ 139,567</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 10,036	\$ 4,376
Deferred revenue	<u>-</u>	<u>24,000</u>
	10,036	28,376
NET ASSETS	<u>132,180</u>	<u>111,191</u>
	<u>\$ 142,216</u>	<u>\$ 139,567</u>

Approved by the Board:

_____ Director _____ Director

HERON EMERGENCY FOOD CENTRE
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
REVENUE (note 4)		
Donations - church	\$ 10,716	\$ 8,034
Donations - private	26,247	13,420
City of Ottawa	41,682	40,865
Grant income	62,433	17,000
Fundraising and special events	23,874	7,683
Institution or firm donations	67,285	64,978
In-kind donations	5,743	1,425
Other	-	83
	237,980	153,488
 EXPENSES (note 4)		
Amortization	1,718	2,451
Food	173,712	156,018
Insurance	422	374
Interest and bank charges	79	72
Office	5,916	1,608
Salary and wages	33,623	31,076
Telephone	1,521	1,272
	216,991	192,871
 EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	20,989	(39,383)
 NET ASSETS, BEGINNING OF YEAR	111,191	150,574
 NET ASSETS, END OF YEAR	\$ 132,180	\$ 111,191

HERON EMERGENCY FOOD CENTRE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 20,989	\$ (39,383)
Items not affecting cash:		
Amortization	<u>1,718</u>	<u>2,451</u>
	22,707	(36,932)
Net changes in non-cash items related to operations:		
Accounts receivable	(14,270)	(5,042)
Prepaid expenses	(3,323)	-
Accounts payable and accrued liabilities	5,660	(2,526)
Deferred revenue	<u>(24,000)</u>	<u>24,000</u>
(DECREASE) INCREASE IN CASH	(13,226)	(20,500)
CASH, BEGINNING OF YEAR	<u>121,574</u>	<u>142,074</u>
CASH, END OF YEAR	<u><u>\$ 108,348</u></u>	<u><u>\$ 121,574</u></u>

HERON EMERGENCY FOOD CENTRE
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2022

1. DESCRIPTION OF BUSINESS

The charity's purpose is to act as a food bank for the beneficiaries of the population of South East Ottawa, distributing food directly to the needy by arranging for, collecting, processing, storing and distributing food. The charity is registered under the Canada Business Corporations Act.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO), and reflect the following policies:

CAPITAL ASSETS

Capital assets are stated at cost. Amortization is recorded using the diminishing balance method at rates calculated to amortize the cost of the assets over their estimated useful lives:

Office furniture & equipment	20%
Kitchen appliances	30%
Computer	30%

REVENUE RECOGNITION

The organization follows the deferral method of accounting for contributions. Contributions are recorded as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

3. CAPITAL ASSETS

	2022		2021	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Office furniture & equipment	\$ 3,028	\$ 2,990	\$ 38	\$ 48
Kitchen appliances	14,641	11,141	3,500	5,000
Computer	1,164	679	485	693
	<u>\$ 18,833</u>	<u>\$ 14,810</u>	<u>\$ 4,023</u>	<u>\$ 5,741</u>

4. CONTRIBUTED SUPPLIES

At the request of the City of Ottawa, the contributed supplies received from the Ottawa Food Bank and disbursed by the organization have been excluded from presentation on the statement of operations. As the estimated fair market value of the contributed supplies is equivalent to the estimated fair market value of the disbursements, the effect on the statement of operations is nil.

5. FINANCIAL INSTRUMENTS

The organization's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. The book values approximate fair values due to their nature. It is management's opinion that the organization is not exposed to significant interest, currency or credit risk arising from these financial instruments.

6. COMPARATIVE FIGURES

Certain comparative figures have been reclassified in order to conform with the current year financial statement presentation.

Heron Emergency Food Centre

Profit and Loss Comparison

January - October, 202

	TOTAL	
	JAN - OCT., 2023	JAN - OCT., 2022 (PY)
INCOME		
Donations	0.00	0.00
Canada Helps Donations	33,887.43	24,655.58
Charity Donations	8,889.47	6,322.66
Church Donations	12,224.96	8,218.00
Corporate Donations	0.00	2,890.00
In-kind	50.00	100.00
Personal Donations	8,718.00	12,962.35
Wilsons Donations	1,045.00	734.00
Total Donations	64,814.86	55,882.59
Fundraising	0.00	0.00
Canterbury Garage Sale	335.65	0.00
Farmers' Market Donations	0.00	714.50
Phoenix Big Band	1,217.00	769.20
Walkathon Donations	6,316.38	8,764.11
Total Fundraising	7,869.03	10,247.81
Grant Income	0.00	0.00
City of Ottawa	42,516.00	41,682.00
Food Bank Grant	0.00	24,000.00
Ottawa Community Funding	466.00	500.00
Stantec	1,000.00	0.00
Total Grant Income	43,982.00	66,182.00
Total Income	\$116,665.89	\$132,312.40
GROSS PROFIT	\$116,665.89	\$132,312.40
EXPENSES		
Bell Mobility	1,328.80	1,178.95
Courier & Postage	0.00	155.94
Dues and Subscriptions	287.16	239.56
Food Purchases	0.00	0.00
AENOS	17,201.07	24,542.36
Harold Purchases	60,744.37	56,427.80
Lanthier	9,509.30	7,669.28
Louisa Purchases	4,606.09	3,251.14
OFB Purchases	12,719.80	9,044.00
Total Food Purchases	104,780.63	100,934.58
Gift Card Purchases	0.00	34,080.00
Other In-Kind Donations	0.00	-1,080.00
Total Gift Card Purchases	0.00	33,000.00
Insurance	0.00	422.02
Insurance - Liability	430.92	0.00
Interest & Bank Charges	72.00	60.00
Office expenses	1,988.10	1,346.97

Heron Emergency Food Centre

Profit and Loss Comparison

January - October, 202

	TOTAL	
	JAN - OCT., 2023	JAN - OCT., 2022 (PY)
Payroll	0.00	0.00
Source Deductions	6,857.68	6,219.84
Wages	23,178.97	21,681.48
Total Payroll	30,036.65	27,901.32
Rent or lease payments	0.00	255.27
Walkathon RallyUp Processing Fees	9.49	115.10
Total Expenses	\$138,933.75	\$165,609.71
OTHER INCOME		
Interest earned	538.28	0.00
Total Other Income	\$538.28	\$0.00
PROFIT	\$ -21,729.58	\$ -33,297.31

Heron Emergency Food Centre

Balance Sheet

As of October 31, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	\$120,300.24
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable (A/R)	\$0.00
Prepaid expenses	0.00
Total Current Assets	\$120,300.24
Non-current Assets	\$4,023.06
Total Assets	\$124,323.30
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$13,874.36
Deferred Grant Funding	0.00
Total Current Liabilities	\$13,874.36
Total Liabilities	\$13,874.36
Equity	
Retained Earnings	132,178.52
Profit for the year	-21,729.58
Total Equity	\$110,448.94
Total Liabilities and Equity	\$124,323.30

Buyers' Report for HEFC Annual Meeting for 2022

For those unfamiliar with the purchasing ways of HEFC, Louisa Simms, Executive Coordinator (Buyer #1) purchases all invoiced items in addition to Children's snacks and the remainder is purchased and delivered by Harold Black (Buyer # 2).

The charts provided include all purchases as indicated.

Looking at the "Cumulative Jan. to Dec.2022 Purchases" chart, monthly \$\$ amounts for 2022 are all higher than 2021 and the "Purchased Food Units" chart also shows the increase. The increased volumes and increased unit food prices resulted in record expenses, although special pricing was obtained for Apple Sauce and Jam.

Gift cards were purchased for 2022, but by July it was felt that we could not afford to give out gift cards to clients and instead used approximately \$9,400 worth to purchase food.

As in 2021, the **Ottawa Food Bank** provided most rice, pasta sauce, tuna, peanut butter and all of canned vegetables (except chick peas & kidney beans) and supplied all margarine in 2022.

In addition to bread received from the Ottawa Food Bank, extra amounts were purchased from **Auger Bakery**.

AENOS Food Services was used for extra purchases of fresh fruit, vegetables and eggs.

In 2022, total food purchases, including gift card amounts, were **\$122,500**.

Giant Tiger, who freezes 'past Best Before' dated meat, donated 3,033 pounds of beef, pork and chicken.

Submitted by:
Harold Black
15 Nov. 2023

Cumulative JAN.-DEC. 2022 : Buyer 1 & 2 Purchases

Item	Amount
Oatmeal	\$ 4,731.38
Coffee / Tea	\$ 5,993.63
Rice	\$ 444.57
Tomatoes	\$ 3,980.36
Chick Peas / Kidney Bns	\$ 2,227.20
Pasta Sauce	\$ 125.20
Apple Juice	\$ 10,070.66
Jam	\$ 15,161.53
Plastic Bags 600	\$ 469.80
Soup	\$ 502.98
Dry Pasta	\$ 799.48
Margarine	\$ -
Vegetable / Canola Oil	\$ 4,822.66
ENSURE Drink	\$ 484.58
Toilet Paper	\$ 2,305.21
Dish Detergent	\$ 3,177.90
Misc.	\$ 2,958.22
Kids Snacks	\$ 4,263.68

Category	Amount
Invoiced Items	
* Auger Bakery	\$ 9,684.38
* AENOS Food Services	\$ 29,055.26
* Ottawa Food Bank	\$ 11,853.00
Non-invoiced Items =	\$ 62,519.04
Non-invoiced + Gift Card Buys =	\$ 71,896.35
Non-invoiced + Invoiced Items =	\$ 113,111.68

Total for ALL items INCLUDING 'Gift Card' purchases = \$122,488.98

Buyers # 1 & 2 - Direct Purchases

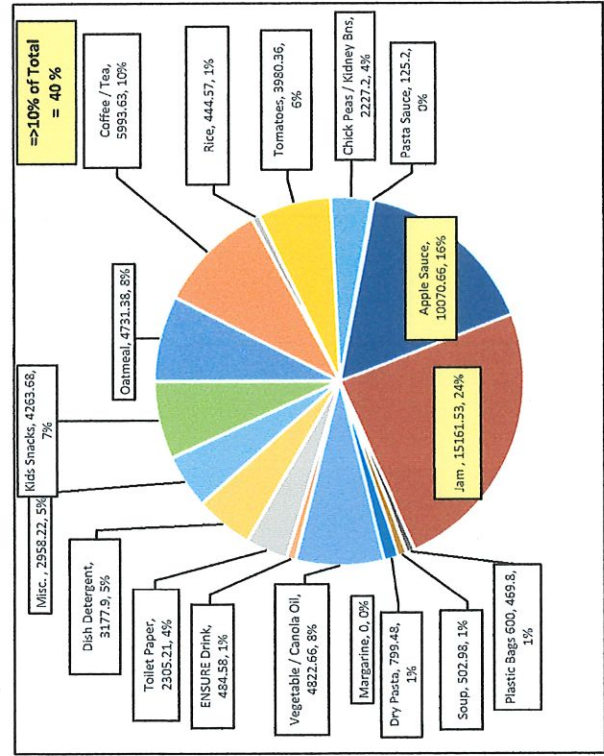


Fig.1

with added ' Invoiced ' Purchases

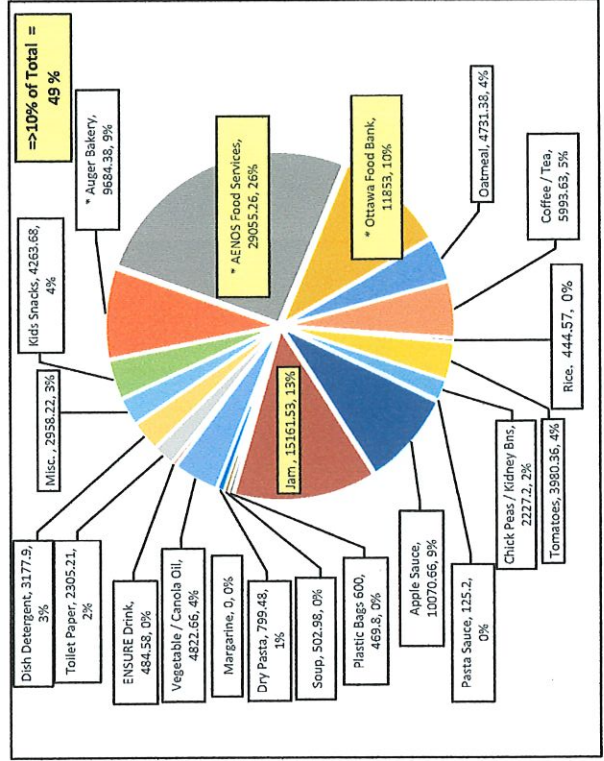
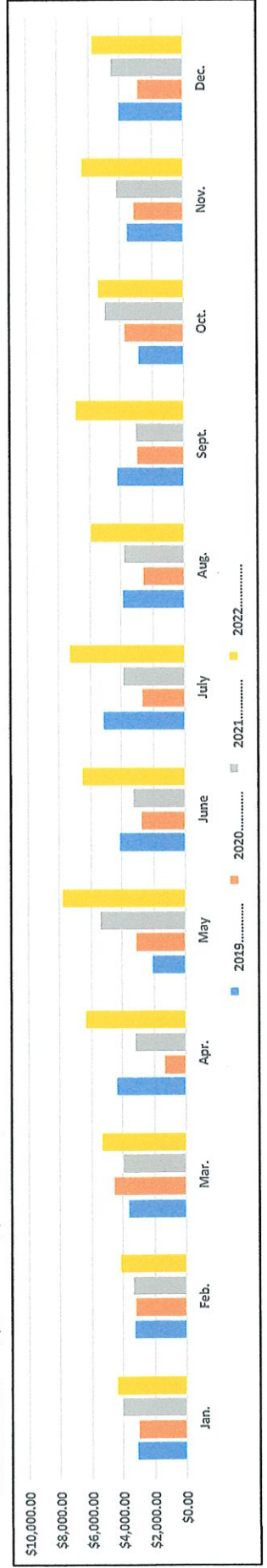


Fig.2

Note (s) : - 3033 lbs. of meat rec'd YTD 2022 from Giant Tiger.
 - \$9,377.30 purchases made with gift cards (Not included in individual items \$\$ amounts)
 - all Margarine was supplied by Ottawa Food Bank

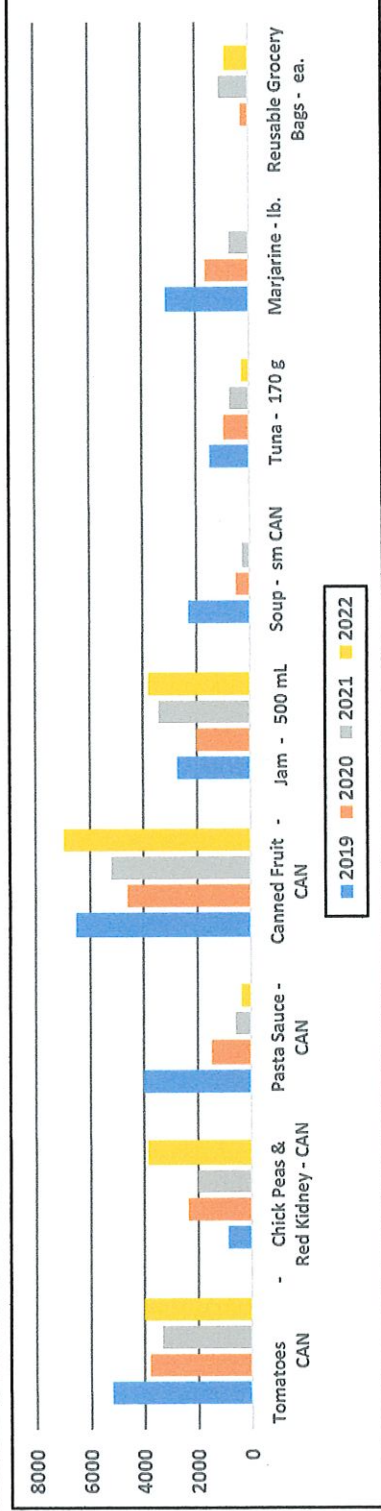
Comparison : 2019, 2020, 2021 and 2022 Food Purchases

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Yearly Total
2019	\$3,128.30	\$3,277.38	\$3,586.51	\$4,400.07	\$2,077.82	\$4,086.71	\$5,118.54	\$3,830.59	\$4,226.23	\$2,836.69	\$3,545.94	\$4,025.91	\$ 44,140.69
2020	\$3,062.96	\$3,176.96	\$4,532.40	\$1,281.33	\$3,147.27	\$2,759.48	\$2,670.71	\$2,593.46	\$2,971.25	\$3,742.89	\$3,110.39	\$2,880.96	\$ 35,930.06
2021	\$4,069.74	\$3,394.79	\$3,980.44	\$1,196.40	\$5,392.16	\$3,313.76	\$3,851.19	\$3,828.15	\$2,995.22	\$5,012.74	\$4,174.18	\$4,527.28	\$ 47,737.05
2022	\$4,356.39	\$4,157.85	\$5,306.94	\$6,299.41	\$7,777.32	\$6,511.98	\$7,243.80	\$5,916.40	\$6,807.17	\$5,360.52	\$6,389.39	\$5,769.17	\$ 71,896.34
Auger Bakery	\$736.00	\$736.00	\$708.40	\$712.08	\$699.20	\$843.40	\$736.00	\$901.60	\$762.00	\$831.60	\$840.00	\$1,178.10	\$ 9,684.38
AENOS Food Svc.	\$2,603.41	\$2,669.19	\$4,014.60	\$2,351.71	\$1,504.92	\$1,428.44	\$1,934.57	\$2,962.86	\$3,153.50	\$1,919.17	\$1,924.61	\$2,588.28	\$ 29,055.26
Ottawa Food Bank	\$1,054.00	\$1,088.00	\$816.00	\$646.00	\$544.00	\$544.00	\$1,088.00	\$1,360.00	\$1,088.00	\$816.00	\$1,347.00	\$1,462.00	\$ 11,853.00
Monthly Average	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$3,678.39	\$ 44,140.69
Yearly Total	\$ 44,140.69	\$ 35,930.06	\$ 47,737.05	\$ 71,896.34	\$ 9,684.38	\$ 29,055.26	\$ 11,853.00	\$ 62,519.04	\$ 71,896.35	\$ 113,111.68	\$ 122,488.98	\$ 122,488.98	\$ 122,488.98

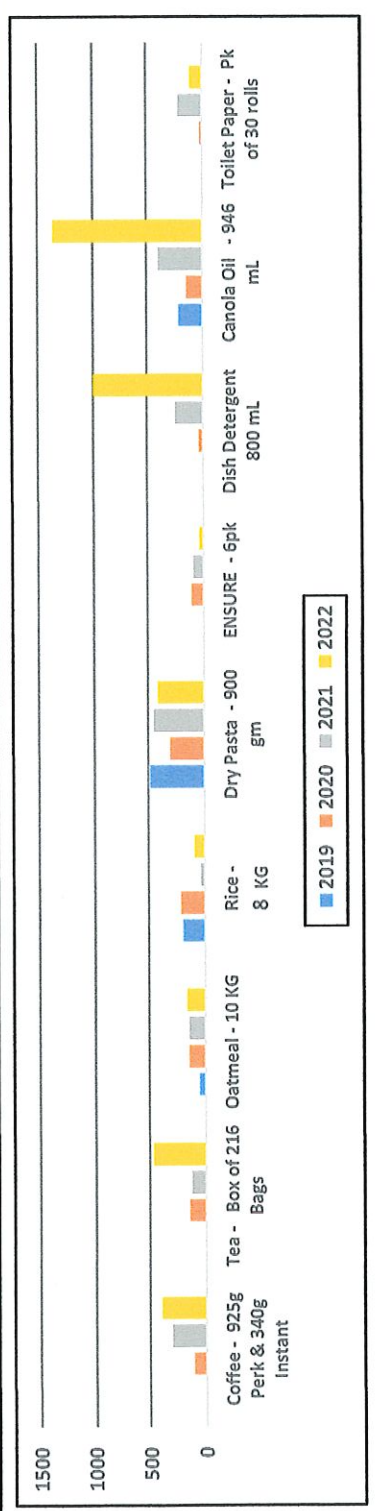


Purchased Food Units : 2019 - 2022

	Tomatoes - CAN	Chick Peas & Red Kidney - CAN	Pasta Sauce - CAN	Canned Fruit - CAN	Jam - 500 mL	Soup - sm CAN	Tuna - 170 g	Marjarine - lb.	Reusable Grocery Bags - ea.
2019	5180	900	3995	6532	2694	2262	1476	3080	
2020	3752	2352	1446	4585	1968	480	960	1611	300
2021	3295	1986	540	5188	3418	240	720	696	1120
2022	3952	3864	346	6982	3773	0	302	0	900



	Coffee - 925g Perk & 340g Instant	Tea - Box of 216 Bags	Oatmeal - 10 KG	Rice - 8 KG	Dry Pasta - 900 gm	ENSURE - 6pk	Dish Detergent 800 mL	Canola Oil - 946 mL	Toilet Paper - Pk of 30 rolls
2019			54	193	496			210	
2020	110	141	153	222	311	100	34	137	8
2021	305	134	136	39	462	90	254	392	210
2022	402	471	164	99	420	34	997	1354	102



Executive Coordinator's Report AGM 2022

Yearly Total Summary

			HOUSEHOLD BREAKDOWN					
Year	Household Served	Of Households, Number That Were New	Seniors	Adults	Children	Infants	Total	Days Open
2022	6068	400	1019	11505	6510	1094	20128	205
2021	4939	203	841	9279	5050	853	16023	204
2020	5178	339	766	9621	5976	916	17279	206

Breakdown by Month

Month	Total Number of Households	New Clients	Number of Seniors	Number of Adults	Number of Children	Number of Infants	Total Individuals Served
Jan-22	423	32	65	770	411	69	1315
Feb-22	432	24	74	810	461	85	1430
Mar-22	494	20	85	951	534	94	1664
Apr-22	492	23	89	947	521	86	1643
May-22	505	24	81	947	540	91	1659
Jun-22	467	31	79	872	492	84	1527
Jul-22	485	32	83	912	537	94	1626
Aug-22	557	49	94	1055	645	106	1900
Sep-22	555	47	90	1046	602	94	1832
Oct-22	524	24	100	993	559	96	1748
Nov-22	565	43	92	1075	583	98	1848
Dec-22	569	51	87	1127	625	97	1936
TOTAL FOR YEAR	6068	400	1019	11505	6510	1094	20128

2022 - 1228 Households, 3715 Individuals, came at least once

2021 - 926 Households, 2859 Individuals, came at least once

2020 – 792 Households, 2506 Individuals, came at least once

In 2022, you can see how the number of people with food insecurity has increased substantially. With the assistance of the OFB and many local churches and kind generous people living in the HEFC catchment area, HEFC continues to be able to provide food for their clients.

This is very gratifying to witness someone in desperation come in looking so sad and depleted and to receive several bags of nutritious food and leave with a huge smile and extra pep in their step.

This could not happen without the support of the City of Ottawa, the OFB and so many donors continuing to support HEFC going into our 37 years of service. Please know how important you are to so many. You should be proud of all your kindness.

The HEFC 72 dedicated volunteers completed 7,335 hours of volunteering. This is outstanding and HEFC could not operate without their continued support. Their tasks include receiving 4-6 pallets of food weekly and sorting it and putting it away, getting food divided to be given out, interviewing clients and finding out their food needs and requirements, preparing bins of food for the HEFC clients, and always being kind, respectful and courteous while doing so. I was asked to mention one or two HEFC volunteers who completed above and beyond work. I cannot do this as "ALL" HEFC volunteers go above and beyond to be of high service each time they volunteer. Thank you all from the bottom of my heart! When I say HEFC volunteers, this includes 14 HEFC Board members who do fantastic work in making certain the invoices are paid and our doors stay open. The list of work they all do is endless, so I won't list it here, but please know, you are valued and your hard work is noticed and appreciated.

Kindest regards,
Louisa Simms
Executive Coordinator HEFC
www.hefc.ca

HERON EMERGENCY FOOD CENTRE 2022 ANNUAL GENERAL MEETING CHAIRPERSONS REPORT

I am presenting this report for the 2022 fiscal year, during my first year as Chair of HEFC. I want to congratulate all the donors, board members, volunteers and staff who have worked together to keep the HEFC functioning with a high degree of accountability, efficiently and effectiveness throughout 2022, and who have enabled us to move forward into the post pandemic era in a strong fiscal position. We have been able to address the many challenges which are facing us during 2023 with the knowledge that we are in a solid position.

Our Executive Coordinator, Louisa Simms, and her front-line volunteers have perfected the art of the “pivot” with sensitivity and grace. Thank you all for your commitment and dedication.

We thank the Ottawa Food Bank for the grants and ongoing support which enables us to continue to serve this community.

We thank the City of Ottawa for providing us both with space, and a grant to help us manage our expenses, so that all our community donations can continue to be devoted to the purchase of food. We thank our local councillor, Marty Carr, for her consistent advocacy on our behalf. We also want to acknowledge our consistently superlative donors. As well as our local churches, schools, businesses, and individual donors, the Immaculate Heart of Mary Christmas Concert has again been magnificent, and The Phoenix Big Band has supported us with panache through their benefit concerts. Thank you, all.

In the 2023 year we have had several changes to our board. Sadly, Alan Baxter, a long-time board member, has passed away after a long illness. His kindness to the children waiting with their parents will not be forgotten.

Ashley Rossignol, our Treasurer, is stepping down. I want to thank Ashley for all her hard work and leadership in developing our financial policies and organizing the financial team from Hendry Warren Accountants who volunteer time to keep us financially operational. So Much Work!

Stewart Fast, who managed our social media, has resigned as he has moved to Vancouver. Stewart will be greatly missed. Greg Yost, who has been our Vice Chair this year, having stepped down as Chair at the end of 2022, is now stepping down from the executive but remaining on the Board. We continue to benefit from his invaluable experience. Thank you, Greg.

In summary, we are in good shape to address the continuing challenges we face as we adjust to the post pandemic world. The next year will be interesting and hard work for us all.

Lynn Sherwood, Chair, HEFC Board of Directors

7. Business Meeting:

a) Presentation of the Board of Directors:

Lynn Sherwood (Chair)
Corinne Semaan (Treasurer)
Val Dowd (Secretary)
Cynthia Baker
Harold Black
Sharon Daly
Morgan Gay
Styve Moukilou Mouanda
Joseph Merhi
Michael Quinn
Veronica Sanchez
Mary Shaw
Greg Yost

Note: The position of Vice Chair is vacant

b) Approval of appointment of External Auditor for 2023

c) Approval of signing authority for all banking and financial transactions

8. Adjournment:

Next Meeting of the Board:

Monday, December 10th, 7:00 pm, on ZOOM.