



CAPSTICK
McCOLLUM
& ASSOCIATES

October 6, 2024

Christine Barlow
Options Mississauga Print and Office Services
113 Lakeshore Road West
Mississauga, Ontario
L5H 1E9

Dear Christine:

We have prepared the financial statements for Options Mississauga Print and Office Services for the year ended March 31, 2024 and have attached the documents herewith.

The ***Filing Information and Instructions*** provides information required for each return and form. Prior to signing the documents, please review the attached material to ensure that, to the best of your knowledge, there are no omissions or inaccuracies.

Should you have any queries on the enclosures or regarding any of the above matters, please do not hesitate to contact us.

Yours very truly,
CAPSTICK MCCOLLUM & ASSOCIATES
LICENSED PUBLIC ACCOUNTANTS

A handwritten signature in dark ink, appearing to read 'A. McCollum', with a long horizontal flourish extending to the right.

Amanda McCollum, CPA, CA, LPA



CAPSTICK
McCOLLUM
& ASSOCIATES

Filing Information and Instructions ***Options Mississauga Print and Office Services*** ***Year ended March 31, 2024***

T3010 Charity Return

Mail return along with a copy of the audited financial statements to:

Charities Directorate
Canada Revenue Agency
105-275 Pope Road
Summerside, PE C1N 6E8

Signature Required:
Page 4 of T3010 Charity Return

Trial Balances and Year End Journal Entries

- Initial each page where indicated and return the signed copies to us.

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
FINANCIAL STATEMENTS
MARCH 31, 2024



INDEPENDENT AUDITORS' REPORT

To the Members of Options Mississauga Print and Office Services

Qualified Opinion

We have audited the accompanying financial statements of Options Mississauga Print and Office Services, which comprise the statement of financial position as at March 31, 2024, the statements of changes in net assets, general operations, capital replacement fund, fixed asset fund and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the effect of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Options Mississauga Print and Office Services as at March 31, 2024, 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, Options Mississauga Print and Office Services derives part of its revenue from donations and fundraising functions. In addition, the Organization also derives part of its revenue from cash retail store sales. The completeness of these revenues is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenue was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to donations, fundraising and store sales revenue, excess (deficit) of revenue over expenses and cash flows from operations for the years ended March 31, 2024 and 2023, current assets as at March 31, 2024 and 2023, and net assets as at April 1 and March 31 for both the 2024 and 2023 years. The audit opinion on the financial statements for the year ended March 31, 2023 was modified accordingly because of the possible effects of this limitation in scope.

Responsibilities of Management and Those Charged with Governance 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.

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 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.



INDEPENDENT AUDITORS' REPORT
(continued)

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 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 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 the auditors' report. However, future events or conditions may cause the Organization to cease to continue as a going concern.



**CAPSTICK
McCOLLUM**
& ASSOCIATES

INDEPENDENT AUDITORS' REPORT
(continued)

Auditors' Responsibilities for the Audit of the Financial Statements - continued

- 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.

CAPSTICK MCCOLLUM & ASSOCIATES

Capstick McCollum & Associates

Oakville, Ontario
October 6, 2024

Chartered Professional Accountants
Licensed Public Accountant

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
STATEMENT OF FINANCIAL POSITION

MARCH 31,	2024	2023
ASSETS		
CURRENT		
Cash - general	\$ 82,438	\$ 61,636
- restricted	25,042	25,042
- bingo - restricted	5,652	65,184
Accounts receivable - general	9,700	20,285
- bingo - restricted	6,838	-
Inventory	3,802	3,146
Prepaid expenses	3,279	10,559
	136,751	185,852
FIXED ASSETS - note 3	25,625	34,243
	162,376	220,095

LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities - note 4	29,277	42,049
Deferred revenue - note 5	73,217	89,088
	102,494	131,137
NET ASSETS	\$ 59,882	\$ 88,958

NET ASSETS ABOVE REPRESENTED BY

CAPITAL REPLACEMENT FUND	\$ 25,042	\$ 25,042
FIXED ASSET FUND	25,625	34,243
GENERAL FUND	9,215	29,673
	\$ 59,882	\$ 88,958

Approved on behalf of the Board:



 Board Member



 Executive Director

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, **2024** **2023**

	Restricted		Unrestricted		Total	Total
	Capital Replacement Fund	Fixed Asset Fund	General Fund			
FUND BALANCE						
- beginning of year	\$ 25,042	\$ 34,243	\$ 29,673	\$ 88,958	\$ 113,227	
(Deficit) excess of revenue over expenses	-	(8,618)	(20,458)	(29,076)	(24,269)	
FUND BALANCE						
- end of the year	\$ 25,042	\$ 25,625	\$ 9,215	\$ 59,882	\$ 88,958	

Subject to accompanying notes to financial statements

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
STATEMENT OF GENERAL OPERATIONS

FOR THE YEAR ENDED MARCH 31,	2024	2023
REVENUE		
Bingo	\$ 73,749	\$ 53,207
Donations	1,933	3,909
Fees for service	41,902	31,425
Fundraising	2,680	8,020
Grants - note 6	181,078	206,066
Other income	27,170	6,831
Store sales	143,713	112,422
	472,225	421,880
EXPENSES		
Bank charges	4,280	2,857
Co-worker expenses	866	-
Grant expenses	759	-
Insurance	5,721	5,550
Marketing	1,856	1,602
Office equipment leases	1,020	1,020
Office supplies	3,602	4,415
Photocopier expense	19,321	18,012
Professional fees	6,200	7,325
Rent	50,525	54,810
Repairs and maintenance	13,447	8,635
Salaries and benefits	323,815	293,998
Subcontractor	9,975	9,238
Supplies	49,690	24,857
Telephone	1,606	1,437
	492,683	433,756
(DEFICIT) OF REVENUE OVER EXPENSES	\$ (20,458)	\$ (11,876)

Subject to accompanying notes to financial statements

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
STATEMENT OF OPERATIONS - FIXED ASSET FUND

FOR THE YEAR ENDED MARCH 31,	2024	2023
EXPENSES		
Amortization	\$ 8,618	\$ 12,393
(DEFICIT) OF REVENUE OVER EXPENSES	\$ (8,618)	\$ (12,393)

Subject to accompanying notes to financial statements

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31,	2024	2023
CASH PROVIDED FROM (USED FOR)		
OPERATING ACTIVITIES		
(Deficit) of revenue over expenses - all funds	\$ (29,076)	\$ (24,269)
Charges to income not requiring cash payments		
Amortization	8,618	12,393
Net changes in non-cash working capital		
Accounts receivable (general and restricted)	3,747	1,661
Inventory	(656)	12
Prepaid expenses	7,280	(4,090)
Accounts payable and accrued liabilities	(12,772)	20,238
Deferred revenue	(15,871)	16,927
	(38,730)	22,872
NET (DECREASE) INCREASE IN CASH	(38,730)	22,872
CASH - beginning	151,862	128,990
CASH	\$ 113,132	\$ 151,862
COMPRISED OF:		
Cash - general	\$ 82,438	\$ 61,636
- restricted	25,042	25,042
- bingo (restricted)	5,652	65,184
	\$ 113,132	\$ 151,862

Subject to accompanying notes to financial statements

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2024

PURPOSE OF THE ORGANIZATION

Options Mississauga Print and Office Services (the "Organization") was incorporated as a corporation without share capital on June 22, 1993, under the Canada Corporations Act. It is a registered charitable organization under the Income Tax Act and is exempt from income taxes. The Organization's registered charitable number is 138420567RR0001.

The purpose of the Organization is to assist with the development and delivery of programs which will enhance the employment skills of intellectually disabled individuals. The Organization operates a printing, promotional items and office services retail store in the Port Credit area of Mississauga to help achieve this goal.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations, which is in accordance with Canadian generally accepted accounting principles.

b) Fund accounting

The Organization follows the fund method of accounting, as described below:

The general fund accounts for the Organization's unrestricted resources and operating grants.

The capital replacement fund was established to account for the Organization's externally restricted resources and operating grants as required by an outside funding agency.

The fixed asset fund reports the assets and expenses related to the Organization's fixed assets.

c) Cash

The Organization's policy is to disclose bank balances under cash (general and restricted).

d) Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined on a first-in, first-out basis. Cost consists of laid-down material costs. Laid-down costs include the cost of purchase and other costs directly attributable to the acquisition of inventory items. Net realizable value is the estimated selling price in the ordinary course of business, less any applicable variable selling costs.

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

e) Fixed assets

Fixed assets are recorded at cost. Amortization is calculated based on the estimated useful life of the assets as follows:

Computer equipment	- 30% declining balance
Furniture and fixtures	- 20% declining balance
Leasehold improvements	- 5 year straight-line
Office equipment	- 20% declining balance
Photocopier	- 20% declining balance

In the year of acquisition of an asset, the above rate is reduced by 50%.

f) Contributed goods and services

Contributed goods are recorded when received at their fair value if the fair value is readily determinable and the goods would have been otherwise purchased by the Organization. If either of the above conditions are not met, contributed goods are recorded when received at a nominal value.

The Board of Directors and others contribute volunteer services to the Organization in carrying out its operating activities. Because of the difficulty in determining fair value of these contributed services, they are not recognized in the financial statements.

g) Revenue recognition

The Organization follows the deferral method of accounting for contributions.

Unrestricted donations and fundraising income are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions and revenue related to expenses of future periods are deferred and recognized as revenue in the period in which the related expenses are incurred. Externally restricted grant contributions and revenue related to the purchase of fixed assets are deferred and recognized on the same basis as the underlying fixed assets are amortized.

Store sales are recognized when title passes to the customer, which is generally at the point of sale. Fees for service revenue are recognized when the services are provided.

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

g) Revenue recognition - continued

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

All other income is recognized when received.

h) Financial instruments

The Organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The Organization subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash (general and restricted) and accounts receivable (general).

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Organization recognizes transaction costs in excess (deficit) of revenue over expenses in the period incurred except for financial instruments that will not be measured subsequently at fair value. The carrying amount of these instruments are adjusted by the transaction costs that are directly attributable to the instrument.

i) Use of estimates

The preparation of the Organization's financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in operations in the period in which they become known. Actual results in the future may differ from those estimates made. The significant estimate in the Organization's financial statements relates to the estimated useful life of fixed assets subject to amortization.

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2024

2. FIXED ASSETS

	Cost	Accumulated Amortization	2024	2023
Computer equipment	\$ 33,179	\$ 29,913	\$ 3,266	\$ 4,666
Furniture and fixtures	17,921	17,921	-	-
Leasehold improvements	17,135	17,135	-	1,713
Office equipment	45,886	27,329	18,557	23,112
Photocopier	78,145	74,343	3,802	4,752
	\$ 192,266	\$ 166,641	\$ 25,625	\$ 34,243

3. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2024	2023
Accounts payables and accrued liabilities	\$ 14,821	\$ 38,475
Government remittances payable	9,096	115
HST payable	5,360	3,459
	\$ 29,277	\$ 42,049

4. DEFERRED REVENUE

	2024	2023
Bingo revenue	\$ 17,372	\$ 65,026
Regional Municipality of Peel - Capacity Grant	13,500	-
Regional Municipality of Peel - Community Investment Program Grant	3,802	4,752
Regional Municipality of Peel - Core Grant	26,028	2,975
The Community Foundation of Mississauga - Emergency Community Support Fund Grant	3,875	5,535
The Community Foundation of Mississauga The Pendle Fund Grant	8,640	10,800
	\$ 73,217	\$ 89,088

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2024

5. GRANTS

	2024	2023
Government of Canada - Summer Employment Program Grant - a)	\$ 12,736	\$ -
Ministry of Community and Social Services - Operating Grant - b)	60,996	100,996
Regional Municipality of Peel - Capacity Grant c)	2,000	-
Regional Municipality of Peel - Community Investment Program Grant - d)	950	1,188
Regional Municipality of Peel - Core Grant - e)	100,575	98,810
The Community Foundation of Mississauga - Emergency Community Support Fund Grant - f)	1,661	2,372
The Community Foundation of Mississauga - Pendle Fund Grant - g)	2,160	2,700
	\$ 181,078	\$ 206,066

All grants received from the funding agencies may only be spent for the items and activities described in the grants agreement. The funding agencies reserve the right to require the return of grant funds should the Organization not comply with the agreement. Any unspent grant funds must be returned to the funding agencies.

a) Government of Canada - Summer Employment Program Grant

A grant from the Government of Canada was received by the Organization during the year in the amount of \$12,736 (2023 - nil) for assistance in summer student employment. In the current year, \$12,736 (2023 - nil) was recognized as revenue as the entire amount of the grant funds received was spent.

b) Ministry of Community and Social Services - Operating Grant

A grant was provided by the Ontario Ministry of Community and Social Service ("MCSS") in the amount of \$60,996 (2023 - \$60,996) for aid in the Organization's operations. In the current year, \$13,500 (2023 - \$60,996) was recognized as revenue as the entire amount of the grant funds received was spent.

c) Regional Municipality of Peel - Core Grant

During the year, a grant from the Regional Municipality of Peel was received by the Organization in the amount of \$15,500 (2023 - nil) to help the Organization better deliver community and social services in Peel Region. In the current year, \$2,000 (2023 - nil) was recognized as revenue while the remaining \$13,500 (2023 - nil) of the grant has been deferred to future years.

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2024

5. GRANTS - continued

d) Regional Municipality of Peel - Community Investment Program Grant

During the 2021 fiscal year, the Organization received a grant from the Regional Municipality of Peel in the amount of \$20,228 to assist with core operating and small capital expenses and to assist with planning and implementation of new programs. In the current year, \$950 (2023 - \$1,188) was recognized as revenue, which consists of amortization on fixed assets and employment expenses. The remaining \$3,802 of the grant has been deferred to future years.

e) Regional Municipality of Peel - Core Grant

During the year, a grant from the Regional Municipality of Peel was received by the Organization in the amount of \$123,628 (2023 - \$95,428) to improve the Organization's program and service delivery. In the current year, \$100,575 (2023 - \$98,810) was recognized as revenue while the remaining \$26,028 (2023 - \$2,975) of the grant has been deferred to future years.

f) The Community Foundation of Mississauga - Operating Grant

During the 2021 fiscal year, the Organization received a grant of \$20,000 from the Community Foundation of Mississauga to support non-profit organizations working with vulnerable populations impacted by COVID-19. In the current year, \$1,661 (2023 - \$2,372) was recognized as revenue, which consists of amortization of \$1,661 on these fixed assets. The remaining \$3,875 of the grant has been deferred to future years.

g) The Community Foundation of Mississauga - The Pendle Fund Grant

During the 2022 fiscal year, the Organization received a grant of \$15,000 from the Community Foundation of Mississauga to assist with purchase of capital assets. In the current year, \$2,160 (2023 - \$2,700) was recognized as revenue, which consists of amortization of \$2,700 on these fixed assets. The remaining \$8,640 of the grant has been deferred to future years.

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES

NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2024

6. FINANCIAL INSTRUMENTS

The significant financial risks to which the Organization is exposed are credit risk and liquidity risk.

a) Credit risk

Credit risk refers to the risk that parties may default on their financial obligations, or if there is a concentration of transactions carried out with the same party or if there is a concentration of financial obligations which have similar economic characteristics such that they could be similarly by changes in economic conditions.

The Organization is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. The Organization does not obtain collateral or other security to support the accounts receivable subject to credit risk but mitigates this risk by dealing only with what the Board of Directors believes to be financially sound counterparties and, accordingly, does not anticipate significant loss for non-performance. The maximum exposure to credit risk is the carrying value of accounts receivable.

b) Liquidity risk

Liquidity risk is the risk that the Organization will not be able to meet its obligations associated with financial liabilities.

The Organization is exposed to liquidity risk mainly in respect of its accounts payable and accrued liabilities. The Organization expects to meet its obligations as they come due primarily from cash flow from operations. The Organization also meets its liquidity requirements by preparing and monitoring detailed forecasts of cash flows from operations, anticipating investing and financing activities and holding assets that can be readily converted into cash.

In the prior year, the Organization was not exposed to liquidity risk.

7. MAJOR COMMITMENTS

The Organization is currently renting a premise and has a month-to-month lease that amounts to \$1,995 per month.

The Organization also rented additional space at a local church. The term of the rental agreement is from July 4, 2023 to April 30, 2024 and contains a three month cancellation clause. Monthly rent under this agreement is \$890. Subsequent to year end, the rental agreement was renewed and the new term is from May 1, 2024 to June 30, 2025. The new agreement contains a three month cancellation clause and the monthly rent under this agreement is \$935.

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES
NOTES TO THE FINANCIAL STATEMENTS

MARCH 31, 2024

7. MAJOR COMMITMENTS - continued

The Organization also entered into an agreement to rent the main floor of a local church. The term of this agreement is from May 1, 2023 to April 30, 2024 and contains a three month cancellation clause. Monthly rent under this agreement is \$1,575. Subsequent to year end, the rental agreement was renewed and the new term is from May 1, 2024 to April 30, 2025. The new agreement contains a three month cancellation clause and the monthly rent under this agreement is \$1,655.

8. ECONOMIC DEPENDENCE

The Organization is economically dependent on the Ministry of Community and Social Services and the Regional Municipality of Peel for funding its operations. These organizations make up 13% and 22% (2023 - 24% and 24%) respectively of total revenue during the year.



Directors/Trustees and Like Officials Worksheet

You **must** give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials:

5

Charity name:

OPTIONS MISSISSAUGA PRINT AND OFFICE SERVICES

Business number:

138420567RRC0001

Return for fiscal period ending (YYYY/MM/DD):

20240331

Note: If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to canada.ca/charities-giving, select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Public information	Confidential data
Last name: VESEL First name: EDWARD Initial: _____ Term ▶ Start date (Y/M/D): 20170614 End date (Y/M/D): _____ Position: Treasurer At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Residential address - Street no. and name: 217 Main Street City Erin Prov/Terr: ON Postal code: N0B 1T0 Phone number: 416-722-9376 Date of birth (Y/M/D): 19790220
Last name: Lozada First name: Veronique Initial: _____ Term ▶ Start date (Y/M/D): 20170614 End date (Y/M/D): _____ Position: VICE PRESIDENT At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Residential address - Street no. and name: 407B The Thicket City Mississauga Prov/Terr: ON Postal code: L5G4P6 Phone number: 647-383-7669 Date of birth (Y/M/D): 19550506
Last name: BAUER First name: MARLENE Initial: _____ Term ▶ Start date (Y/M/D): 20170614 End date (Y/M/D): _____ Position: President At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Residential address - Street no. and name: 1353 GLENWOOD DRIVE City MISSISSAUGA Prov/Terr: ON Postal code: L5G2W9 Phone number: 416-402-1356 Date of birth (Y/M/D): 19571226
Last name: ATWAL First name: AMBIKA Initial: _____ Term ▶ Start date (Y/M/D): 20211201 End date (Y/M/D): _____ Position: MEMBER At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Residential address - Street no. and name: 2573 SHERHILL DRIVE City MISSISSAUGA Prov/Terr: ON Postal code: L5J3Z2 Phone number: 647-969-2385 Date of birth (Y/M/D): 19890102
Last name: PENNY First name: BILL Initial: _____ Term ▶ Start date (Y/M/D): 20240331 End date (Y/M/D): _____ Position: MEMBER At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Residential address - Street no. and name: 31 SUNCREST DRIVE City TORONTO Prov/Terr: ON Postal code: M3C2L1 Phone number: 416-996-9191 Date of birth (Y/M/D): 19550425



**CAPSTICK
McCOLLUM**
& ASSOCIATES

October 6, 2024

Board of Directors
Options Mississauga Print and Office Services
113 Lakeshore Road West
Mississauga, Ontario
L5H 1E9

Re: Audit of 2024 Financial Statements

Dear Board Members,

The objective of our audit was to express an opinion on the financial statements. Included in our audit was the consideration of internal control relevant to the preparation and fair presentation of the financial statements. This consideration of internal control was for the purpose of designing audit procedures that were appropriate in the circumstances. It was not for the purpose of expressing an opinion on the effectiveness of internal control or for identifying all significant control deficiencies that might exist.

During the course of our audit, we identified a number of deficiencies that met the definition of a significant deficiency. A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance. Communicating significant deficiencies assists those charged with governance in fulfilling their oversight responsibilities.

The significant deficiencies identified are attached. Please note that this list includes all the significant deficiencies we have identified including those previously reported to you that you have chosen not to remedy for cost or other considerations

We would like to express our appreciation for the co-operation and assistance which we received during the course of our audit from your staff.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours very truly,
CAPSTICK MCCOLLUM & ASSOCIATES
Licensed Public Accountants

A handwritten signature in dark ink, appearing to read 'A-McCollum', with a long horizontal flourish extending to the right.

Amanda McCollum, CPA, CA, LPA

Options Mississauga Print and Office Services

March 31, 2024

Observation	Recommendation	Management's Comments
1. They moved to Zoom meetings after the April 29, 2020 board meeting, and despite the meetings being recorded, minutes are not kept of key decisions made in board meetings.	Take minutes of board meetings so approval of major decisions are documented and retrievable	All meetings are now recorded and transcribed and signed - and stored digitally
2. No reconciliation of cash, credit card and deposits receipts with the Moneris statement, bank statement and the GL.	A reconciliation of cash, credit card and deposits receipts with the Moneris statement, bank statement and the GL should be done regularly (i.e. monthly).	A new Finance Admin has been hired to oversee this process and SOP's implements and followed as of Apr 1 2024
3. Bank reconciliation prepared in excel is prone to errors. Cheque numbers were out of order. Bank reconciliation does not match GL and outstanding items do not have any details other than the amount (date, cheque #, payee)	Monthly bank reconciliations should be prepared using accounting software.	As of April 1, 2024 we are now using Quickbooks Online for all reconciliations and reporting
4. The computer server (both hardware and data) is subject to theft as it is not stored in a locked room.	The server should be placed in a locked room in the offices for hardware, software and data security purposes.	A locked area is part of our space re-organization plan for Januar 2025. Currently it is placed out of site.
5. The Organization does not have a disaster recovery plan in place.	The Organization should have a disaster recovery plan in place to allow time to get back up and running should a fire or theft of equipment occurs.	An informal plan is in place - and it will be documented into a formal plan - all backups are cloud based and backup production equipment is located offsite at our training centre
6. No reconciliation of petty cash expenses with the petty cash account on GL.	A reconciliation of petty cash and petty cash expenses to the GL should be done regularly (i.e. monthly).	This is now being done regularly by the Finance Admin role.