

ANNUAL REPORT

2022-2023




CONTENTS

3-5	STATEMENT FROM THE CHAIR
6-7	STATEMENT FROM THE INCOMING CHAIR
8	2022-2023 BOARD OF DIRECTORS
9	2022-2023 CHAMBER STAFF
10	2022-2024 STRATEGY AT A GLANCE
11-25	2022 AUDITED FINANCIAL STATEMENTS

STATEMENT FROM THE CHAIR OF THE BOARD



SHIRLEA CROOK



It has been my distinct honour to serve as Chair of the Burlington Chamber of Commerce for the 2022-2023 year. I want to take this opportunity to acknowledge the contributions and commitment of our outgoing board members who have led with integrity and passion; Jordan Davis, Holly Simmons, Carolina Nieto and Jennifer Smith. I wish them well in their future endeavours.


This year, we welcome four new members to our Board of Directors; Kristina Shea, Joseph Apps, April- Dawn Blackwell, and Shaheryar Mian. I am grateful that they have decided to embrace the Burlington Chamber of Commerce as part of their legacy and bring their talent, energy and leadership skills to our business community. They are joining a passionate group of community leaders that will continue to serve and strengthen the direction of the Burlington Chamber of Commerce.

We have successfully completed Year 1 of our Strategic Plan which resulted from a membership survey, stakeholder engagement events, and Board of Director sessions. With a vision of creating an “event refresh” and a sponsorship retention and growth strategy, we have continued to listen to our members so that we ensure we are creating opportunities for the diverse businesses that are representative of our membership.

With the goal of a committee refresh and transformative change through our Strategic Plan, we reimagined two committees to better reflect our membership; Membership Experience and Engagement plus Policy and Advocacy. Additionally, we streamlined our taskforces to support our re-envisioned Women Leader and Allies event, Business Excellence Awards and Golf Tournament. The Burlington Chamber of Commerce Board of Directors engaged Leadership Design Studio to create a leadership conversation with Diversity, Equity and Inclusion principles. Our goal is to ensure that we create space and continue to be representative of our membership community. It is essential to ensure that we actively continue to make DEI a top priority, and measure our success by weaving these practices into the fabric of all that the Burlington Chamber of Commerce represents in the community.

I am very proud that the Burlington Chamber of Commerce has been Rainbow Certified, which is a National accreditation for 2SLGBTQI+ friendly businesses and organizations. This accreditation identifies that our Chamber has met a stringent set of standards to ensure 2SLGBTQI+ customers feel safe, welcome, and accepted. We are one of four Chambers across Canada to have been granted this accreditation.

We have accomplished many goals throughout the last year; 137 new members joined in 2022, accredited by the Canadian Chamber of Commerce with Distinction, implemented a CRM system to support our internal practices and hence our stakeholder communications are streamlined and consistent.



Over the past year, our membership engagement has increased and the feedback from our events indicates that we are continuing to move in the right direction. As we experienced sold out events, we have seen significantly improved attendance for the variety of different event offerings;

- Distinguished Entrepreneur Awards Dinner: 600+ guests
- Business Excellence Awards Gala: 300+ guests
- Past Presidents Golf Classic: 120 Golfers
- Business Before 9 Series: 80-120 guests per event
- Workforce Symposium: 150 guests
- Women Leaders & Allies: 200 guests

We are clearly on the right track in terms of listening and creating diverse learning and leadership opportunities for our membership and the Burlington business community.

As I move into my ninth and final year on the Board of Directors, this experience has been the greatest learning opportunity of my life, both professionally and personally. I am and will always be humbly grateful to the members, the amazing and talented staff, my colleagues both past and present on the Board of Directors, and my family for their unconditional support.

My warmest thanks,




Shirlea

Chair of the Board

STATEMENT FROM THE INCOMING CHAIR



RANDALL SMALLBONE



As the incoming Chair of the Burlington Chamber of Commerce, I would like to thank the past Chair, Jennifer Smith, and current Chair, Shirlea Crook, for setting me up for success for my term as Chair. Jennifer and Shirlea have had to steer the Burlington Chamber of Commerce through some of the most difficult and challenging periods. These challenging periods were caused by the impact of COVID-19 on the Burlington business community and the Burlington Chamber of Commerce. Alongside the pandemic, the Chamber experienced staffing changes within the senior leadership team followed by the roll out of the new Strategic Plan.

I look forward to the continued implementation of the new Strategic Plan. In addition to enhancing the value of membership experience, we have an invigorated approach within our new Strategic Plan which ensures that DEI principles are imbedded in all that we do. We have experienced challenges as we approach things differently, yet we are seeing positive results to our endeavors. Our Membership is continuing to grow as we come out of the COVID-19 pandemic.

As Chair of the Board of Directors, I will bring my experiences gained as Chair of the Burlington Economic Development Corp, Joseph Brant Hospital and the Burlington Economic Recovery Network. My terms as Chair of the Burlington Economic Development Corp and Joseph Brant Hospital will come to an end in June 2023. The Burlington Economic Recovery Network, of which the Chamber was an active member, came to an end in 2022 as COVID-19 restrictions were lifted and the economy started to rebound. In addition, I will bring over 30 Years of Board experience from Public, Private and NFP enterprises.

I am excited to welcome our four new Board members, who were chosen based on a skills-based metric and with a DEI lens. The choices this year were difficult to make as we attracted some outstanding candidates that wanted to join our Board.

I look forward to working with our President & CEO, Terry Caddo, and members of the Chamber management team to help them grow and prosper.

Finally, I am looking forward to working with all Chamber members, both current and future members, to continue the development and growth of the Chamber and to make Burlington the number one mid-sized city in Canada for businesses and families.



Randall Smallbone

Incoming Chair of the Board

BOARD OF DIRECTORS

2022-2023



SHIRLEA CROOK
Chair



RANDALL SMALLBONE
Vice-Chair



HOLLY SIMMONS
Second Vice-Chair



JORDAN DAVIS
Director of Finance



JENNIFER SMITH
Past Chair



LYNN BEECHEY
Director



PETER CHOMA
Director



RAVI DHALIWAL
Director



DANIELA FONSECA
Director



SHAFIQ MOHAMED
Director



CAROLINA NIETO
Director

CHAMBER STAFF

2022-2023



TERRY CADDO

President and CEO



PATTI HALL

Executive Vice-President



SCOTT BRIDGER

*Director, Membership and
Business Development*



KATHRYN NEWELL

*Membership Services
Coordinator*



NATASHA PIROUTZ

*Manager, Strategic
communications,
Engagement and Advocacy*



SAAD SOHAIL

*Executive Assistant and
Office Manager*



ZACHERY KONIALIAN

*Business Analyst and Special
Projects Coordinator*

Strategy "At A Glance" (2022-2024)

Mission

To encourage and promote a strong Burlington business community

Vision

Our vision is to be the hub for business in Burlington. Our goals related to this are to:

1. Be the go to source for business discussions in the Community;
2. Conduct highly attended and inclusive events and networking sessions;
3. Provide great resources and information for small business;
4. Be successful in creating a strong community of businesses & other agencies that support each other;

So that our membership grows and we are recognized as one of the leading Chambers in Canada

Our Pillars

**Connecting
Leaders**

**Active
Advocacy**

**Creating
Opportunity**

Five Priorities

Operational Capabilities

Within 1 Year (Urgent)

- ☐ Working Customer Relation Management system
- ☐ Develop HR strategy with org chart, roles, responsibilities
- ☐ Develop Volunteer framework to ensure committee engagement and role clarity

Future items

- ☐ Annual Individual growth plans (training, development, performance)

Membership Growth/ Retention

Within 1 Year (Urgent)

- ☐ Member growth strategy including a formal onboarding plan
- ☐ Member retention plan including regular check-ins, cancelled member followup

Future items

- ☐ Build an onboarding and departure strategy

Enhanced Communications

Within 1 Year (Urgent)

- ☐ Communications plan that clearly defines audience, messages, vehicles

Future items

- ☐ Segmented communication to various sized businesses that conveys the right info to the right orgs
- ☐ Build social media presence across various platforms

Revenue Generation

Within 1 Year (Urgent)

Future items

- ☐ Sponsorship retention strategy
- ☐ Sponsorship growth strategy
- ☐ Develop a financial performance tracking tool that enables improved reporting to the Board

Event Refresh

Within 1 Year (Urgent)

- ☐ Networking events structure refresh with budgets

Future items

- ☐ Event segmentation: create networking events that bring together like-minded professionals or businesses
- ☐ Event content review and expansion so that educational events are relevant
- ☐ Evaluation process so that all events are reviewed for profit/loss and staff time

414 Locust Street, L7S 1T7

burlingtonchamber.com

info@burlingtonchamber.com



@burlingtoncofc



Burlington Chamber of Commerce



Bringing life to business

BURLINGTON CHAMBER OF COMMERCE

Financial Statements

Year Ended December 31, 2022

BURLINGTON CHAMBER OF COMMERCE

Index to Financial Statements

Year Ended December 31, 2022

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Revenues and Expenditures	4
Statement of Changes in Net Assets	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 13

INDEPENDENT AUDITOR'S REPORT

To the Members of Burlington Chamber of Commerce

Opinion

We have audited the financial statements of Burlington Chamber of Commerce (the organization), which comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenditures, 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, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO)

Basis for Opinion

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 the organization in accordance with 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 opinion.

Other Matter

The financial statements for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on April 4, 2022.

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 ASNPO, 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.

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 judgment and maintain professional skepticism throughout the audit. We also:

(continues)

Independent Auditor's Report to the Members of Burlington Chamber of Commerce (*continued*)

- 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 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.

Burlington , Ontario
March 22, 2023



William Butler CPA Professional Corporation
Authorized to practise public accounting by the
Chartered Professional Accountants of Ontario

BURLINGTON CHAMBER OF COMMERCE**Statement of Financial Position****December 31, 2022**

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 115,913	\$ 330,722
Short term investments <i>(Note 4)</i>	618,415	435,835
Accounts receivable <i>(Note 6)</i>	109,405	51,415
Government subsidies receivable	-	24,841
Harmonized sales tax recoverable	3,103	-
Prepaid expenses	40,918	7,146
	887,754	849,959
PROPERTY AND EQUIPMENT <i>(Note 5)</i>	4,572	6,418
	\$ 892,326	\$ 856,377
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 56,829	\$ 39,173
Harmonized sales tax payable	-	4,956
Deferred revenue <i>(Note 7)</i>	165,506	170,584
Deferred Safe Restart Program Funds <i>(Note 11)</i>	16,712	16,712
	239,047	231,425
LONG TERM DEBT	-	40,000
	239,047	271,425
NET ASSETS		
Net assets	653,279	584,952
	\$ 892,326	\$ 856,377

ON BEHALF OF THE BOARD*President and CEO**Board of Directors*

BURLINGTON CHAMBER OF COMMERCE**Statement of Revenues and Expenditures****For the Year Ended December 31, 2022**

	2022	2021
REVENUES		
Membership fees	\$ 321,918	\$ 316,336
Events	600,798	263,686
Grant revenue (<i>Note 12</i>)	193,208	219,468
Group insurance administration fee	99,531	94,109
Website	11,150	7,036
Miscellaneous	13,895	15,705
	<u>1,240,500</u>	<u>916,340</u>
EXPENSES		
Advertising and promotion	36,997	8,803
Amortization	3,706	2,620
Bad debts	32,930	10,793
Contracts	85,772	83,733
Conventions and travel	13,268	679
Events	246,211	80,494
Membership	9,024	9,279
Office and miscellaneous	79,395	76,248
Professional fees	8,046	7,897
Rental	74,494	60,801
Salaries and wages	535,955	534,634
Shop local	33,824	-
Strategic projects	13,000	-
	<u>1,172,622</u>	<u>875,981</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>67,878</u>	<u>40,359</u>
OTHER INCOME (EXPENSES)		
Dividend income	4,203	-
Interest income - internally restricted funds	3,256	3,043
Rent relief	-	17,825
Safe restart disbursements	-	(108,608)
Safe restart grant income	-	108,608
Shop local disbursements (<i>Note 10</i>)	(46,738)	(60,000)
Shop local grant (<i>Note 10</i>)	46,738	60,000
Unrealized (loss) on marketable securities	(7,010)	-
	<u>449</u>	<u>20,868</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 68,327</u>	<u>\$ 61,227</u>

BURLINGTON CHAMBER OF COMMERCE**Statement of Changes in Net Assets****For the Year Ended December 31, 2022**

	Investment in Capital Assets	Internally Restricted	Unrestricted	2022	2021
NET ASSETS -					
BEGINNING OF YEAR	\$ 6,418	\$ 435,835	\$ 142,699	\$ 584,952	\$ 523,725
Excess of revenues over					
expenses	-	449	67,878	68,327	61,227
Amortization	(3,706)	-	3,706	-	-
Interfund transfer	1,860	182,131	(183,991)	-	-
	-	-	-	-	-
NET ASSETS - END OF					
YEAR	\$ 4,572	\$ 618,415	\$ 30,292	\$ 653,279	\$ 584,952

BURLINGTON CHAMBER OF COMMERCE**Statement of Cash Flows****Year Ended December 31, 2022**

	2022	2021
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 68,327	\$ 61,227
Item not affecting cash:		
Amortization of property and equipment	3,706	2,620
	<u>72,033</u>	<u>63,847</u>
Changes in non-cash working capital:		
Accounts receivable	(57,990)	12,414
Accounts payable and accrued liabilities	17,656	13,429
Government subsidies receivable	24,841	2,913
Deferred revenue	(5,078)	(26,123)
Prepaid expenses	(33,772)	7,538
Harmonized sales tax payable	(8,059)	4,890
Deferred Safe Restart Program Funds	-	(108,608)
	<u>(62,402)</u>	<u>(93,547)</u>
Cash flow from (used by) operating activities	<u>9,631</u>	<u>(29,700)</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(1,860)	(7,557)
Short term investments	(182,580)	(28,043)
Cash flow used by investing activities	<u>(184,440)</u>	<u>(35,600)</u>
FINANCING ACTIVITY		
Canadian emergency business account	(40,000)	10,000
Cash flow from (used by) financing activity	<u>(40,000)</u>	<u>10,000</u>
DECREASE IN CASH FLOW	(214,809)	(55,300)
Cash - beginning of year	<u>330,722</u>	<u>386,022</u>
CASH - END OF YEAR	\$ 115,913	\$ 330,722
CASH CONSISTS OF:		
Cash	<u>\$ 115,913</u>	<u>\$ 330,722</u>

BURLINGTON CHAMBER OF COMMERCE

Notes to Financial Statements

Year Ended December 31, 2022

1. PURPOSE OF THE ORGANIZATION

Burlington Chamber of Commerce (the "Organization") is a not-for-profit organization incorporated provincially under the Not-for-profit Corporations Act of Ontario. The Burlington Chamber of Commerce was established in 1947 to promote civic, commercial and industrial progress in the Burlington area. The key objectives of the organization are to provide networking, education and advocacy services to members.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Short term investments

Investments in Guaranteed Investment Certificates and are valued at cost plus accrued interest.

Investments

Investments for which there are quoted prices in an active market are carried at fair value. Unrealized gains or losses are reported as part of net income. Investments for which there is not an active market are carried at amortized cost except when it is established that their value is impaired. Impairment losses, or reversal of previously recognized impairment losses, are reported as part of net income.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Fund accounting

Revenues and expenses related to delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to Burlington Chamber of Commerce's capital assets and building improvements campaign.

The internally restricted fund provides funds to be invested for future use and for future expenditures of a one time or capital nature. These amounts are internally restricted by the Board of Directors.

(continues)

BURLINGTON CHAMBER OF COMMERCE

Notes to Financial Statements

Year Ended December 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Furniture and fixtures	20% declining balance method
Computer Equipment	55% declining balance method

The organization regularly reviews its property and equipment to eliminate obsolete items. Government grants for asset purchases are treated as a reduction of property and equipment cost.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Burlington Chamber of Commerce follows the deferral method of accounting for revenue.

Membership fees revenue is initially recorded as deferred revenue when a member joins, or on the anniversary date of their joining. Revenue is then subsequently brought into income on a monthly basis as performance is completed.

Group insurance administration fee revenue is recognized when received.

The organization carries on various events, some to raise monies for operations and other events to provide information or facilitate business within the community. Revenue generated by these events is recognized when the events occur as this represents when performance is satisfied and when collection is reasonably assured.

Grant revenue from the safe restart and shop local program are recognized in the same period as when the associated expenses are incurred.

Miscellaneous and website revenue is recognized when received.

Deferred revenue

Deferred revenue represents fees paid for before December 31, 2022 for memberships expiring in the subsequent fiscal year and funds collected, net of applicable costs, for events, membership directory or for expenditures that will take place after December 31, 2022.

Contributed materials and services

The value of contributed materials and services and volunteer time is not reflected in these financial statements.

3. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2022.

(continues)

BURLINGTON CHAMBER OF COMMERCE

Notes to Financial Statements

Year Ended December 31, 2022

3. FINANCIAL INSTRUMENTS *(continued)*

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The company is mainly exposed to credit risk and interest rate risk.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from customers. In order to reduce its credit risk, the company conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The company has a significant number of customers which minimizes concentration of credit risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The organization's cash bears interest at variable rates leading to risk of future cash flows.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, and accounts payable.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

BURLINGTON CHAMBER OF COMMERCE**Notes to Financial Statements****Year Ended December 31, 2022****4. INTERNALLY RESTRICTED FUNDS**

Internally restricted funds consist of a general reserve fund established to provide funding for future significant one-time expenditures of the organization and a capital reserve fund to provide funding for future capital expenditures of the organization. Expenditures and transfers between funds are approved by The Board of Directors.

The organization has set aside cash and investments to match its internally restricted general reserve fund as follows:

General reserve fund

Guaranteed Income Certificate, bearing interest at 3.0%, maturing December 16, 2023	\$	25,000	\$	-
RBC Dominion cash account		4,302		-
Guaranteed Income Certificate, bearing interest at 0.60%, maturing April 9, 2022		-		322,536
Guaranteed Income Certificate, bearing interest at 0.60%, maturing December 16, 2022		-		25,000
Guaranteed Income Certificate, bearing interest at 5.22%, maturing December 12, 2023		87,957		-
Guaranteed Income Certificate, bearing interest at 5.20%, maturing December 12, 2024		87,956		-
Guaranteed Income Certificate, bearing interest at 5.00%, maturing December 12, 2025		87,947		-
Mutual Fund, Dynamic Strategic Yield Fund		85,313		-
Mutual Fund, Fidelity Monthly Income Fund		82,472		-
Mutual Fund, RBC Investment Savings Fund		157,468		-
		618,415		347,536

Capital reserve fund

Guaranteed Income Certificate, bearing interest at 0.55%, maturing April 9, 2022		-		88,299
	\$	618,415	\$	435,835

5. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Computer Equipment	\$ 9,708	\$ 6,233	\$ 3,475	\$ 5,789
Furniture and Fixtures	40,121	39,024	1,097	629
	\$ 49,829	\$ 45,257	\$ 4,572	\$ 6,418

6. ACCOUNTS RECEIVABLE

	2022	2021
Trade Accounts Receivable	\$ 115,436	\$ 65,030
Allowance for Doubtful Accounts	-	(13,615)
	\$ 115,436	\$ 51,415

BURLINGTON CHAMBER OF COMMERCE

Notes to Financial Statements

Year Ended December 31, 2022

7. DEFERRED REVENUE

	2022	2021
Deferred Revenue - Membership	\$ 125,260	\$ 130,712
Deferred Revenue - Events	40,246	30,665
Prepaid Revenue - Membership	-	9,207
	<u>\$ 165,506</u>	<u>\$ 170,584</u>

8. LEASE COMMITMENTS

The company has long term leases with respect to its premises, photocopier and computer equipment. Future minimum lease payments as at December 31, 2022, are as follows:

2023	\$ 39,755
2024	<u>1,363</u>
	<u>\$ 41,118</u>

9. INCOME TAXES

The organization is a not-for-profit organization and is therefore exempt from income taxes under Section 149(1)(e) of the Income Tax Act.

10. SHOP LOCAL GRANT

The Chamber has entered into an agreement with the Ontario Chamber of Commerce to facilitate the Shop Local Program for a total of \$150,000. The funding was provided through the Ontario Chamber of Commerce to provincial and territorial chambers of commerce to put a spotlight on local businesses in their region. Grant recipients used this funding to support a range of activities that encouraged consumers to shop locally in a way that is safe and aligns with current public health guidelines and demonstrated benefits to the broader business community. As of December 31, 2022 total of \$106,738 (2021-\$60,000) has been received of which \$106,738 (2021-\$51,996) has been disbursed.

11. SAFE RESTART GRANT FUND

On October 23, 2020 the Organization entered into an agreement with the Burlington Economic Development Corporation to deliver the funds provided through the Burlington Safe Restart Grant Program. This program provides \$250,000 in grants to qualifying local businesses to help offset the costs of recovery related to the COVID-19 pandemic. As of December 31, 2022, \$233,288 has been paid to qualifying businesses. The balance of \$16,712 is deferred to 2023.

BURLINGTON CHAMBER OF COMMERCE**Notes to Financial Statements****Year Ended December 31, 2022****12. GRANT REVENUE**

	2022	2021
Canada Summer Job Revenue Grant	\$ 14,569	\$ 16,518
Canadian Emergency Subsidy Income	17,760	167,040
Ontario Chamber of Commerce Rapid Test Grant	109,700	35,910
Ontario Chamber of Commerce Other Grants	51,179	-
	\$ 193,208	\$ 219,468

a) The Canada Summer Jobs Program provides wage subsidies to employers that create summer jobs for young people aged 15 to 30 years old. During the year ended December 31, 2022 the company received \$14,569 (2021- \$ 16,518).

b) Canadian Emergency Subsidy Income on April 11, 2020, the Government of Canada passed the Canada Emergency Wage Subsidy ("CEWS") to support employers facing financial hardship as measured by certain revenue declines as a result of the COVID-19 pandemic. The Company qualified for CEWS during the year ended December 31, 2022, the Corporation recognized a recovery of wage expense in the amount of \$14,033 (2021 - \$146,360). As at December 31, 2021 the Government of Canada announced beginning October 24, 2021, the CEWS was being replaced with three new programs the Canada Recovery Hiring Program Wage Subsidy (CRHP), the Tourism and Hospitality Recovery Wage Subsidy (THRP-Wage) and the Hardest-Hit Business Recovery Wage Subsidy (HHBRP-Wage). The Company will continue to monitor its eligibility under these programs. As of December 31, 2021 there is a government subsidy receivable of \$24,841 (2021- \$24,841).

The Company received the \$40,000 Canada Emergency Business Account ("CEBA") on April 20, 2020 which is an interest-free loan backed by the government of Canada to cover operating costs. On December 4, 2020 the CEBA loan was increased from \$40,000 to \$60,000 with the forgivable portion increased to \$20,000. The company applied for, and received, this increased government subsidy. During the year, the organization repaid the \$40,00 balance outstanding on the loan. Since the company paid the loan before the required date, the company recognized \$10,000 of the forgivable portion as income during fiscal year ended December 31, 2021 and the remaining \$10,000 during the year ended December 31, 2020.

On October 9, 2020 the government announced the Canada Emergency Rent Subsidy (CERS) to provide direct relief to businesses, non-profits, and charities that continue to be economically impacted by the COVID-19 pandemic. The Company qualified for CERS during the year ended December 31, 2022, the Company recognized a recovery of rent expense in amount of \$3,727 (2021- \$10,680). The Government of Canada announced beginning October 24, 2021, the CERS was being replaced with two new programs the Tourism and Hospitality Recovery Rent Subsidy (THRP-Rent) and the Hardest-Hit Business Recovery Rent Subsidy (HHBRP-Rent). The Company will continue to monitor its eligibility under these programs.

c) Ontario Chamber of Commerce Rapid Test Grant during the year, the Chamber received an additional \$109,700 (2021 - \$ 35,910) from the Province of Ontario to administer the Provincial Antigen Screening Program (PASP). The funds have been used to offset the labour and administration costs associated with the running the PASP program.

BURLINGTON CHAMBER OF COMMERCE

Notes to Financial Statements

Year Ended December 31, 2022

13. COVID-19

In March 2020, the World Health Organization characterized the outbreak of the novel strain of coronavirus, specifically identified as COVID-19, as a global pandemic. The COVID-19 pandemic has continued to evolve with impacts seen across the world, which has led to a significant number of disruptions globally. Measures taken by various governments to contain the virus have affected overall economic activity and overall results in the year, primarily as a result of reduction in events revenue and increase in expenses including allowance for doubtful accounts. This impact has been mitigated by support through the Canadian Emergency Wage Subsidy, the Canadian Emergency Rent subsidy and the Canada Emergency Business Account.

Disruptions that could continue to impact the Company include but are not limited to, the ability to continue to host events in the future, as well as a decline in member's creditworthiness. These disruptions, if they occur, could have a further impact on the Company's operating results. At present, the Company has not identified any material continuity-risks specifically associated with COVID-19, but continues to monitor the situation carefully

14. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.
