John Howard Society of Durham Region 75 Richmond Street West Oshawa ON L1G 1E3

June 22, 2021

Smith Chappell Marsh Vilander LLP 21 Gladstone Avenue, Suite 306 Oshawa, Ontario L1J 4E3

Dear Sir/Madame:

This representation letter is provided in connection with your audit of the financial statements of John Howard Society of Durham Region for the year ended March 31, 2021 for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

We confirm that (to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves):

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated April 14, 2021 for the preparation of the financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations; in particular, the financial statements are fairly presented in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Accounting Standards for Notfor-Profit Organizations.
- All events subsequent to the date of the financial statements and for which Canadian Accounting Standards for Not-for-Profit Organizations require adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.

Information Provided

- We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of the audit; and

2 of 2 Smith Chappell Marsh Vilander LLP June 22, 2021

> unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

All transactions have been recorded in the accounting records and are reflected in the financial statements.

- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
- We have disclosed to you all known instances of non-compliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related-party relationships and transactions of which we are aware.

Yours truly,		
	Title:	
	Title:	

John Howard Society of Durham Region March 31, 2021 Schedule of Unadjusted Differences

335-C TG 6/19/2021 DLM 6/20/2021

Working Paper Reference	e Explanation	Assets Over (Under)	Liabilities Over (Under)	Net Assets Over (Under)	Operations Over (Under)
335.3	Prepaid costs expensed in current year	-21,982.60		-21,982.60	-21,982.60
335.3	Additional payables not recorded (over accrued)		2,127.36	-2,127.36	-2,127.36
	Mondopad not capitalized	-9,596.65		-9,596.65	
	Amortization on Mondopad not capitalized	6,717.66		6,717.66	1,919.33
	2020 unadjusted numbers			0.00	17,370.07
	- -	-24,861.59	2,127.36	-26,988.95	-4,820.56

This schedule has been reviewed and approved							

John Howard Society of Durham Region Year End: March 31, 2021 Adjusting journal entries Date: 01/04/2020 To 31/03/2021

Prepared by	Reviewed by
TG	DLM
19/06/2021	20/06/2021

600.4

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatemen
1		1BANK - ING DIRECT	1055			3,233.54	3 222 54		
	31/03/202	1INTEREST INCOME	4995-CO				3,233.54		
		To record interest earned on							
		Tangerine account							
2	31/03/202	1INVESTMENTS	1075			359.43			
2		11Replacement and Capital Reserve	3050-R2				359.43		
		To record income distributions on							
		PH&N shares							
	04/00/000	MINN/FOTMENTO	1075			158.66			
3		11INVESTMENTS 11Replacement and Capital Reserve	3050-R2			130.00	158.66		
		To adjust PH&N Investments to market							
	,								
4 4		1BANK CAPITAL IMPROVEMENT	1030 4995-CO			143.61	143.61		
4	31/03/202	1INTEREST INCOME	4995-00				140.01		
		To record activity in Staff							
		Reserve Account							
 5	31/03/202	1MORTGAGE PAYABLE	2800-R2			29,947.45			
5		MORTGAGE PAYABLE	2800-R2			29,527.98	1.00		
5 5		21MORTGAGE PRINCIPAL DUE IN ONE YEA 21MORTGAGE PRINCIPAL DUE IN ONE YEA				29,327.90	29,947.45		
5		1MORTGAGE PRINCIPAL DUE IN ONE YEA				1.00			
5	31/03/202	1MORTGAGE	5450-R2				29,527.98		
		To record principal portion of							
		Residence 2 mortgage payments and adjust	current portion of mortgage to actual	l					
 3	31/03/202	21DUE TO ONTARIO - MINISTRIES	2500-IS			1,613.00			
6	31/03/202		4060-IS				1,613.00		
		To adjust ISBP funding (amount							
		recovered from prior year)							
7		21AP CONTROL	2201				1,100.00		
7		21DEFERRED REVENUE 21UNRESTRICTED NET ASSETS	2400 3000			110,833.14	110,033.14		
7 7		21 OFFICE SUPPLIES	5250-CO			300.00			
		-							
		To adjust opening retained earnings to actual							
 8	31/03/202	21DEFERRED REVENUE	2400				4,223.26		
8		21DEFERRED REVENUE	2400			55,016.57	,		
3		21DEFERRED REVENUE	2400			60,425.00			
3		21DEFERRED REVENUE	2400			8,633.00 52,955.00			
8		21DEFERRED REVENUE	2400 2400			13,092.00			
3 3		21DEFERRED REVENUE 21DEFERRED REVENUE	2400			81,143.00			
3		21BOARD OF EDUCATION	4011-CA			- 1, 1 - 1 - 1	13,092.00		
3		21MINISTRY OF EMPLOYMENT	4047-RT				81,143.00		
В	31/03/202	21PROJECT X	4211-PX				60,425.00		
8		21ACCESS TO HOUSING	4213-AC			4,223.26	47.750.00		
8		21ACCESS TO HOUSING	4213-AC				47,750.00 30,945.57		
8		21Region of Durham 21Region of Durham	4214-OP 4214-OP				5,205.00		
8 8		21OSHAWA RESIDENCE 2	4214-OF 4214-R2				8,633.00		
8		21 Other income	4990-OP				24,071.00		
		To reverse prior year deferred							
		revenue							
		21ACCOUNT RECEIVABLE	1200				1,918.07		
9	31/03/202		1200				4,555.90		
		21ACCOUNT RECEIVABLE					3,817.43		
9	31/03/202	21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE	1200				4		
9 9 9	31/03/202 31/03/202 31/03/202	21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE	1200				14,226.50		
9 9 9 9	31/03/202 31/03/202 31/03/202 31/03/202	21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE	1200 1200			0.70	14,226.50 10,563.17		
9 9 9 9	31/03/202 31/03/202 31/03/202 31/03/202 31/03/202	21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE	1200 1200 1200			0.70 10 520 17			
9 9 9 9 9	31/03/202 31/03/202 31/03/202 31/03/202 31/03/202 31/03/202	21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE	1200 1200			0.70 10,520.17 3,862.18			
9 9 9 9 9 9 9 9 9	31/03/202 31/03/202 31/03/202 31/03/202 31/03/202 31/03/202	21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE 21ACCOUNT RECEIVABLE	1200 1200 1200 1200-HP			10,520.17			

John Howard Society of Durham Region Year End: March 31, 2021 Adjusting journal entries Date: 01/04/2020 To 31/03/2021

Prepared by	Reviewed by
TG	DLM
19/06/2021	20/06/2021

600. 4-1

Number	Date	Name	Account No	Reference Annotation	Debit	Credit	Recurrence	Misstatemer
)	31/03/202	1MUNICIPALITY OF CLARINGTON	4230-CY		14,226.50			
	31/03/202		4410-BN		1,918.07			
		1BINGO UNITED WAY DURHAM	4411-CO		3,817.43			
)		1RESIDENCE FEES	4670-WR		693.72			
)		10FFICE SUPPLIES	5250-CO			0.70		
		To reverse prior year receivables						
0	31/03/202	1HST RECEIVABLE - FED 5%	1350		14,102.96			
0		1HST RECEIVABLE - FED 5%	1350		12.91			
0		1HST RECEIVABLE - FED 5%	1350			7,372.53		
0		1HST RECEIVABLE - PROV 8%	1360			14,102.96		
0		1HST RECEIVABLE - PROV 8%	1360		7,372.53	,		
0		1HST RECEIVABLE - PROV 8%	1360		17.35			
		1INTEREST INCOME	4995-CO		· ·	12.91		
0 0		1INTEREST INCOME	4995-CO			17.35		
Ü	01/00/202	To correct recording of HST refunds						
		-						
11		1PREPAID EXPENSES	1500			8,142.47		
11	31/03/202	1PREPAID EXPENSES	1500			12,763.40		
11	31/03/202	1PREPAID EXPENSES	1500		9,543.55			
11		1PREPAID EXPENSES	1500		12,798.36			
11	31/03/202	1PREPAID EXPENSES	1500			2,194.45		
11	31/03/202	1INSURANCE	5220-CO			1,436.04		
1	31/03/202		5410-CO		2,194.45			
		To expense prior year prepaids and set up current year prepaids						
12		1ACC AMORT - BUILDING MCMILLAN 1Acc. amort - Building Additions - Oshawa	1616-CO Res 1617-CO		1,032.04	1,032.04		
		To correct opening balances of accumulated amortization for buildings						
		accumulated amortization for panalings						
13		1 Amortization	6960		5,690.00			
13	31/03/202	1 Amortization	6960		1,205.00			
13	31/03/202	1 Amortization	6960		1,342.75			
13	31/03/202	1 Amortization	6960		295.00			
13	31/03/202	1 Amortization	6960		827.85			
13	31/03/202	1ACCUM AMORT - BLDG	1615-CO			5,690.00		
13	31/03/202	1ACCUM AMORT - BLDG	1615-R2			29,527.98		
13	31/03/202	1ACCUM AMORT - BLDG	1615-WR			7,015.00		
13	31/03/202	1ACC AMORT - BUILDING MCMILLAN	1616-CO			1,205.00		
13		1Acc. amort - Building Additions - Oshawa	Res 1617-CO			295.00		
13		1ACCUM AMORT - OTHER EQUIP.	1635-CO			1,342.75		
13		1ACCUM AMORT - OTHER EQUIP.	1635-YJ			827.85		
13		1Amortization - Residence 2	6960-R2		29,527.98			
3		1 Amortization	6960-WR		7,015.00			
		To record amortization for the year						
	21/02/02	1DEFFERED CONTRIB - CAPITAL ASSE	ETS 3070.W/P		7,015.00			
14 14		10ther income	4990-WR		7,010.00	7,015.00		
		To bring into revenue current year deferred contributions relating to capital a	assets					
15	31/03/202	1PARKING PAYABLE	2350		4,847.00			
15		11 Parking Payable	2350-CO		,	5,032.00		
15		1MILEAGE	5310-CO		185.00	•		
		To write off balance in parking payable due to vacancies and rounding						
			0500 57		172 427 00			
16 16		11Due to Canada 11MINISTRY OF EMPLOYMENT	2500-RT 4047-RT		172,437.00	172,437.00		
		To adjust revenue for RTG to actual						
					353.00			
17	31/03/203	21DUE TO ONTARIO - MINISTRIES	2500-R2		353.00			

John Howard Society of Durham Region Year End: March 31, 2021 Adjusting journal entries Date: 01/04/2020 To 31/03/2021

Prepared by	Reviewed by
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19/06/2021	20/06/2021

600. 4-2

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatemen
		To adjust amounts for Res 2							
8	31/03/202	1Replacement and Capital Reserve	3050-R2				2,787.00		
8	31/03/202	10SHAWA RESIDENCE 2	4214-R2			2,787.00	0 707 00		
8		1CAPITAL RESERVE DO NOT SPEND	4215-R2			2 727 00	2,787.00		
18	31/03/202	1Replacement and capital reserve fund alloca	1 6970-R2			2,787.00			
		To adjust Region of Durham housing subsidy and record allocation to replacement	and capital reserve fund						
19 19		1Replacement and Capital Reserve	3050-R2			8,633.00	8,633.00		
10	31/03/202					, , , , , , , , , , , , , , , , , , , ,			
		To record additional subsidy not used for pandemic response purposes to be reserve	treated as one-time investment to c	capital					
20		1DEFERRED REVENUE	2400			40.000.00	13,092.00		
20	31/03/202	1BOARD OF EDUCATION	4011-CA			13,092.00			
		To set up deferred revenue for April to June 2021 for CASS							
 21	31/03/202	21UNRESTRICTED NET ASSETS	3000				11,531.20		
21	31/03/202	1CAPITAL FUND - BUILDING	3010-CO			11,531.20			
		To adjust invested in capital assets to actual							
 22	31/03/202	21ACCOUNT RECEIVABLE	1200	×		7,531.78			
22	31/03/202	21 Other income	4990-R3				7,531.78		
		To record receivable for MCCSS Covid-19 Residential Relief Fund							
23	31/03/202	21DEFERRED REVENUE	2400				31,384.00		
23		21DEFERRED REVENUE	2400			31,384.00	28,524.00		
23 23		21Region of Durham 21Other income	4214-OP 4990-OP			28,524.00			
		To record deferred revenue regarding funding for OPP program (Region	of Durham and City of Oshawa fund	ding)					
24	24/02/202	21ACCOUNT RECEIVABLE	1200			60,425.00			
24 24		21PROJECT X	4211-PX			50,120.00	60,425.00		
		To record receivable regarding Project X funds from Region							
 25	31/03/202	21ACCOUNT RECEIVABLE	1200			59,418.00			
25		21Region of Durham	4214-HP				59,418.00		
		To set up receivable regarding HPS program for additional staffing for Dec - Marc	h						
 26	31/03/203	21ACCOUNT RECEIVABLE	1200	*		23,950.00			
26 26		21DUE TO ONTARIO - MINISTRIES	2500-CJ			,	41.00		
26		21 Due to Ontario Ministry	2500-WE				2,796.00		
26	31/03/202	21DUE TO ONTARIO - MINISTRIES	2500-YD				12.00		
26	31/03/202	21DUE TO ONTARIO - MINISTRIES	2500-YJ				43,076.00		
26		21SJS SUBSIDY	4062-OE				48,263.00		
26		21SJS SUBSIDY	4062-WE				61,278.00		
26		21SJS SUBSIDY	4062-YJ			7,920.00	115,880.00		
26		21MTCU-COJG	4066-YJ			1,920.00	14,740.00		
		21MTCU ERC 21Funding owing to Ministry	4110-YJ 8000-CJ			41.00	1-1,7-40.00		
26		21Funding owing to Ministry 21Funding owing to Ministry	8000-OE			24,313.00			
26 26		21Funding owing to Ministry	8000-WE			64,074.00			
26 26 26						12.00			
26 26 26 26	31/03/202		8000-YD						
26 26 26	31/03/202 31/03/202	21 Funding owing to Ministry 21 Funding owing to Ministry	8000-YD 8000-YJ			165,776.00			
26 26 26 26 26	31/03/202 31/03/202	21Funding owing to Ministry	8000-YJ			165,776.00			
26 26 26 26 26	31/03/202 31/03/202 31/03/202	21 Funding owing to Ministry 21 Funding owing to Ministry To record funding owing back or	8000-YJ			165,776.00	47,771.00		

These journal entries have been reviewed and are hereby approved:

Position:

John Howard Society of Durham Region Year End: March 31, 2021 Adjusting journal entries Date: 01/04/2020 To 31/03/2021

Prepared by Reviewed by TG 19/06/2021 DLM 20/06/2021

600. 4-3

Number	Date	Name	Account No	Reference Annotation	Debit	Credit	Recurrence	Misstatement
		To defer Municipal grant received						
		for Youth Centres as relief funds were r	not needed due to Covid/pandemic.					
29	31/03/202	1Payroll clearing	2100			138,089.42		
29		1ETD Payable	2310		145,621.13			
29	31/03/202	1RRSP/ PENSION PAYABLE	2340		19,497.77			
	31/03/202	1JHSO BENEFITS	2360			7,982.41		
29	31/03/202	1Employee Paid Pension	2380		104.25			
29	31/03/202	1JHS ONTARIO - BENEFITS	5160-CO			19,151.32		
		To correct posting of payroll						
30	31/03/202	1Payroll clearing	2100		42,486.39			
30	31/03/202	1Payroll clearing	2100			65,741.37		
30	31/03/202	1FULL TIME STAFF	5010-CO		23,254.98			
		To record vacation and payroll accrual						
					1,565,956.81	1,565,956.81		

Date:

Position:

John Howard Society of Durham Region Year End: March 31, 2021 Reclassifying journal entries Date: 01/04/2020 To 31/03/2021

Prepared by Reviewed by DLM 20/06/2021 19/06/2021

600.5

Number	Date Na	me	Account No	Reference Annotation	Debit	Credit	Recurrence	Misstatement
28	31/03/2021Rent	Ajax Office	4674-CO			6,000.00		
28	31/03/2021PRO	GRAM REVENUE	4810-CO		8,050.00			
28	31/03/2021REN	T REVENUES	4820-CO		6,000.00			
28	31/03/2021OTH	ER INCOME	4990-CO			8,050.00		
28	31/03/2021 Other	r income	4990-PY			33,225.00		
28	31/03/2021FULL	TIME STAFF	5010-CO		33,225.00			
			RDC funding received for summer s	tudents	27.000.05			
	31/03/2021BANI	K GENERAL	1010		37,088.65			
31					,	27 000 65		
31 31	31/03/2021 Acc		2200		,	37,088.65		
	31/03/2021 Acc To re		2200		.,	37,088.65		

Net Income (Loss)

87,499.34