

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN
DONS PLANIFIÉS**

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2021

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN
DONS PLANIFIÉS**

DECEMBER 31, 2021

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1.

INDEPENDENT AUDITORS' REPORT

To the Members of
Canadian Association of Gift Planners/Association
canadienne des professionnels en dons planifiés

Opinion

We have audited the consolidated financial statements of Canadian Association of Gift Planners/Association canadienne des professionnels en dons planifiés (the "Association"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statement of operations, consolidated statement of changes in net assets and consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2021, 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 Opinion

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 Consolidated Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the consolidated 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.

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

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

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2.

INDEPENDENT AUDITORS' REPORT

In preparing the consolidated financial statements, management is responsible for assessing the Association'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 Association or to cease operations, or has no realistic alternative but to do so.

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated 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 consolidated 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

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3.

INDEPENDENT AUDITORS' REPORT

- 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 Association'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 consolidated 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 the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated 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.

McCay Duff LLP

McCay Duff LLP,
Licensed Public Accountants.

Ottawa, Ontario
April 11, 2022.

CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONNS PLANIFIÉS

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

	National Office	Chapters	CAGP Foundation	Total 2021	Total 2020
CURRENT ASSETS					
Cash	\$ 647,035	\$ 302,134	\$ 688,855	\$ 1,638,024	\$ 989,886
Short-term investments (note 4)	-	10,000	-	10,000	10,000
Accounts receivable	43,706	-	39,619	83,325	43,074
Fund distribution receivable (note 5)	-	-	9,698	9,698	28,955
HST recoverable	-	-	62,101	62,101	20,803
Government assistance receivable	-	-	-	-	32,562
Prepaid expenses	65,070	2,500	23,608	91,178	76,053
	755,811	314,634	823,881	1,894,326	1,201,333
LONG-TERM INVESTMENTS (note 4)	-	30,000	-	30,000	30,000
TANGIBLE CAPITAL ASSETS (note 6)	12,096	-	-	12,096	11,834
	<u>\$ 767,907</u>	<u>\$ 344,634</u>	<u>\$ 823,881</u>	<u>\$ 1,936,422</u>	<u>\$ 1,243,167</u>
CURRENT LIABILITIES					
Accounts payable and accrued liabilities	\$ 68,771	\$ 237	\$ 4,668	\$ 73,676	\$ 39,599
Sales tax remittances payable	19,376	-	-	19,376	9,817
Deferred revenue (note 7)	408,447	-	31,304	439,751	391,325
Due to National Office (from CAGP Foundation) (note 1)	(150,205)	-	150,205	-	-
Due to Chapters (from National Office) (note 1)	20,388	(20,388)	-	-	-
	366,777	(20,151)	186,177	532,803	440,741
LONG-TERM DEBT (note 9)	60,000	-	-	60,000	-
	426,777	(20,151)	186,177	592,803	440,741
NET ASSETS					
Unrestricted	191,130	364,785	177,704	733,619	682,426
Reserve stability fund (note 8)	150,000	-	-	150,000	120,000
Will Power reserve fund (note 8)	-	-	460,000	460,000	-
	341,130	364,785	637,704	1,343,619	802,426
	<u>\$ 767,907</u>	<u>\$ 344,634</u>	<u>\$ 823,881</u>	<u>\$ 1,936,422</u>	<u>\$ 1,243,167</u>

Approved on behalf of the Board:

Director_____
Director

McCAY DUFF LLP, CHARTERED PROFESSIONAL ACCOUNTANTS

CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONS PLANIFIÉS
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>National Office</u>	<u>Chapters</u>	<u>CAGP Foundation</u>	<u>Total 2021</u>	<u>Total 2020</u>
REVENUE					
Will Power campaign memberships and sponsorships	\$ -	\$ -	\$ 1,479,052	\$ 1,479,052	\$ 350,675
Donations	-	-	371,728	371,728	228,129
Membership fees	328,593	-	-	328,593	286,846
Conference	308,874	-	-	308,874	143,417
Education courses and designation program	32,047	-	143,054	175,101	234,183
Job postings	36,490	-	-	36,490	22,100
Chapter events	-	26,661	-	26,661	31,641
Leave a Legacy and other sponsorships	-	24,370	-	24,370	196,137
Government assistance	18,353	-	-	18,353	100,235
Interest and other	11,505	1,573	-	13,078	21,633
	<u>735,862</u>	<u>52,604</u>	<u>1,993,834</u>	<u>2,782,300</u>	<u>1,614,996</u>
EXPENSES					
Will Power campaign	-	-	958,870	958,870	343,197
Personnel	369,145	-	277,406	646,551	556,232
Conference	231,760	-	-	231,760	147,071
Administration	98,471	49,413	14,793	162,677	106,466
Professional fees	84,772	-	117	84,889	44,308
Fundraising	-	-	60,501	60,501	46,039
Rent	21,262	-	14,502	35,764	37,277
Leave a Legacy	-	19,899	-	19,899	172,641
Memberships and honorariums	8,845	-	10,704	19,549	20,152
Sponsorship	-	-	17,360	17,360	-
Chapter events	-	2,958	-	2,958	43,619
Meals, travel and accommodation	329	-	-	329	38,830
	<u>814,584</u>	<u>72,270</u>	<u>1,354,253</u>	<u>2,241,107</u>	<u>1,555,832</u>
NET REVENUE (EXPENSES) FOR THE YEAR	<u>\$ (78,722)</u>	<u>\$ (19,666)</u>	<u>\$ 639,581</u>	<u>\$ 541,193</u>	<u>\$ 59,164</u>

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN DONNS
PLANIFIÉS**

CONSOLIDATED STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>National Office</u>		<u>Chapters</u>	<u>CAGP Foundation</u>		<u>Total 2021</u>	<u>Total 2020</u>
	<u>Unrestricted</u>	<u>Reserve Stability Fund</u>	<u>Unrestricted</u>	<u>Unrestricted</u>	<u>Will Power Reserve Fund</u>		
BALANCE - BEGINNING OF YEAR	\$ 159,289	\$ 120,000	\$ 346,251	\$ 176,886	\$ -	\$ 802,426	\$ 743,262
Net revenue (expenses) for the year	(78,722)	-	(19,666)	639,581	-	541,193	59,164
Contribution from Chapter to CAGP Foundation	-	-	(8,960)	8,960	-	-	-
Chapter grants	(35,810)	-	59,635	(23,825)	-	-	-
Management fee	110,549	-	-	(110,549)	-	-	-
Membership fees	21,270	-	-	(21,270)	-	-	-
Conference bursaries	12,475	-	(12,475)	-	-	-	-
Sponsorship	32,079	-	-	(32,079)	-	-	-
Transfer to Will Power reserve fund	-	-	-	(460,000)	460,000	-	-
Transfer to Reserve Stability Fund	(30,000)	30,000	-	-	-	-	-
BALANCE - END OF YEAR	<u>\$ 191,130</u>	<u>\$ 150,000</u>	<u>\$ 364,785</u>	<u>\$ 177,704</u>	<u>\$ 460,000</u>	<u>\$ 1,343,619</u>	<u>\$ 802,426</u>

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN
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CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
CASH PROVIDED BY (USED FOR)		
OPERATING ACTIVITIES		
Cash from operations		
Net revenue for the year	\$ 541,193	\$ 59,164
Item not requiring an outlay of cash:		
- amortization	4,222	2,660
	545,415	61,824
Changes in non-cash working capital		
- accounts receivable	(40,251)	63,414
- fund distribution receivable	19,257	19,799
- HST recoverable	(41,298)	(10,786)
- government assistance receivable	32,562	(32,562)
- prepaid expenses	(15,125)	10,398
- accounts payable and accrued liabilities	34,077	(13,849)
- sales tax remittances payable	9,559	1,900
- deferred revenue	48,426	(93,138)
	592,622	7,000
INVESTING ACTIVITIES		
Purchase of tangible capital assets	(4,484)	(4,047)
Change in investments (net)	-	25,000
	(4,484)	20,953
FINANCING ACTIVITIES		
Long-term debt proceeds	60,000	-
CHANGE IN CASH POSITION DURING THE YEAR	648,138	27,953
Cash - beginning of year	989,886	961,933
CASH - END OF YEAR	\$ 1,638,024	\$ 989,886

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN
DONS PLANIFIÉS**

CONSOLIDATED NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

1. ORGANIZATION

Canadian Association of Gift Planners/Association canadienne des professionnels en dons planifiés (the "Association") was incorporated without share capital under the Canada Not-for-profit Corporations Act. The purpose of the Association is to support philanthropy by fostering the development and growth of gift planning, by: developing knowledge and providing education; building awareness and promoting philanthropy; creating connections and facilitating partnerships; and engaging in national dialogues and influencing public policy. For Canadian income tax purposes, the Association is qualified as a not-for-profit organization, which is exempt from income tax under the Income Tax Act.

In April 2016, the Association established the CAGP Foundation, the purpose of which is to promote and maintain efficiency and high standards of practice in the areas of planned giving, fundraising and other philanthropic services for the benefit of the public. The CAGP Foundation was incorporated without share capital under the Canada Not-for-profit Corporations Act and is a registered charity under the Income Tax Act. The Association has the ability to elect and remove members of the CAGP Foundation's Board of Directors. All transactions between the two organizations are reflected as interfund transactions in the Statement of Changes in Net Assets.

Effective July 1, 2018, the CAGP Foundation assumed leadership and responsibility of education activities, and engaged the Association under an agency agreement to deliver courses and webinars on its behalf. A service agreement is also in place to recover administrative, communication, marketing, fund development, and financial services costs provided by the Association to the CAGP Foundation.

Amounts due to (from) the CAGP Foundation and the Chapters at year-end are non-interest bearing with no specific terms of repayment.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Association's significant accounting policies are as follows:

(a) Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which related restrictions are met. Unrestricted contributions are recognized as revenue when received or receivable, if the amount can be reasonably estimated and collection is reasonably assured.

Chapter event and conference revenue is recognized in the period in which the event or conference is held. Conference revenue includes conference registration fees and sponsorships.

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CONSOLIDATED NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd.)

(a) Revenue Recognition (Cont'd.)

Government assistance is recognized when received or receivable in the year the Association meets the eligibility criteria.

Membership fees revenue is recognized in the period in which it is earned.

Education courses revenue is recognized in the period in which the specific course is held.

Sponsorship revenue is recognized in proportion to the related benefits that have been received by the sponsor as compared to the total benefits available through the sponsorship.

Job posting revenue is recognized over the period in which the job posting is active.

(b) Fund Accounting

The National Office Fund reports the assets, liabilities, and net assets, including both unrestricted net assets and the Reserve Stability Fund, of the National Office, as well as the revenues and expenses for national activities.

The Chapters Fund reports the assets, liabilities, and net assets of the Chapters, as well as the revenues and expenses relating to local activities and initiatives by Chapters.

The CAGP Foundation Fund reports the assets, liabilities, and net assets, including both unrestricted net assets and the Will Power Reserve Fund, of the CAGP Foundation, as well as the revenues earned and expenses incurred by the CAGP Foundation, as described in note 1.

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN
DONS PLANIFIÉS**

CONSOLIDATED NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd.)

(c) Tangible Capital Assets and Amortization

Tangible capital assets are stated at cost, net of accumulated amortization. Amortization is provided as follows:

Computer equipment	30%	Declining balance basis
Office equipment	20%	Declining balance basis

One-half of the above rate is recorded in the year of acquisition.

Tangible capital assets are tested for impairment when events or changes in circumstances indicate that an asset might be impaired. The assets are tested for impairment by comparing the net carrying value to its fair value or replacement cost. If the asset's fair value or replacement cost is determined to be less than its net carrying value, the resulting impairment is reported in the consolidated statement of operations. Any impairment recognized is not reversed.

(d) Use of Estimates

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 amounts of assets, liabilities, revenue and expenses. These estimates are reviewed periodically and adjustments are made to net revenue as appropriate in the year they become known.

(e) Contributed Services and Goods

The Association benefits from the services of many volunteers who have made significant contributions. Since these services are not normally purchased by the Association, and because of the difficulty of determining their fair value, the value of these services is not reflected in these financial statements. Contributed goods are recognized when a fair value can be reasonably estimated and when they would be used in the normal course of operations, and would otherwise have been purchased.

(f) Financial Instruments

The Association's financial instruments consist of cash, investments, accounts receivable, fund distribution receivable, government assistance receivable, accounts payable and long-term debt

Measurement

Financial instruments are recorded at fair value on initial recognition.

The Association subsequently measures all of its financial assets and liabilities at amortized cost.

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN
DONS PLANIFIÉS**

CONSOLIDATED NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

2. SIGNIFICANT ACCOUNTING POLICIES (Cont'd.)

(f) Financial Instruments (Cont'd)

Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write-down or subsequent recovery is recognized in net revenue.

3. FINANCIAL RISKS AND CONCENTRATION OF RISKS

It is management's opinion that the Association is not exposed to significant market, liquidity, or credit risks arising from its financial instruments. There have been no changes to the risk exposure from the prior year.

4. INVESTMENTS

The short-term investments balance is comprised of GIC investments with interest rates ranging from 0.5% to 1.7% (2020 - 0.15% to 1.45%) and maturity dates ranging from February 28, 2022 to September 30, 2022 (2020 - March 1, 2021 to September 30, 2021).

The long-term investments balance is comprised of GIC investments with interest rates ranging from 0.6% to 1.9% (2020 - 0.5% to 1.9%) and maturity dates ranging from February 28, 2023 to September 30, 2026 (2020 - February 28, 2022 to September 30, 2024).

5. FUND DISTRIBUTION RECEIVABLE

CAGP Foundation is the beneficiary of a designated fund held by The Winnipeg Foundation (the "Fund"). Pursuant to the terms of the agreement establishing this fund, contributions are held in a separate fund designated for the benefit of CAGP Foundation. In accordance with its spending policy, The Winnipeg Foundation makes quarterly distributions from the fund to CAGP Foundation. As at December 31, 2021, total distributions receivable from the Fund were \$9,698 (2020 - \$28,955).

Under the terms of the agreement, unless otherwise requested by the donor, 10% of all donations received by the Fund are retained within the Fund as endowments. As the endowments are to be held in perpetuity by The Winnipeg Foundation, no related amount is included in these financial statements. A portion of the income earned by the endowments is to be disbursed to CAGP Foundation on an annual basis, in accordance with The Winnipeg Foundation's spending policy. The total value of endowments held in the Fund as at December 31, 2021 was \$39,508 (2020 - \$32,993).

Subsequent to year-end in March 2022, the agreement with the Winnipeg Foundation as the main portal for donations has concluded. The Foundation will continue to collect donations through CanadaHelps.

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN
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CONSOLIDATED NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

6. TANGIBLE CAPITAL ASSETS

	<u>2021</u>		<u>2020</u>	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net</u>	<u>Net</u>
Computer equipment	\$ 44,503	\$ 35,050	\$ 9,453	\$ 7,947
Office equipment	<u>18,276</u>	<u>15,633</u>	<u>2,643</u>	<u>3,887</u>
	<u>\$ 62,779</u>	<u>\$ 50,683</u>	<u>\$ 12,096</u>	<u>\$ 11,834</u>

7. DEFERRED REVENUE

Deferred revenue relates to membership fees received for which the term of membership continues into the following year; course fees, conference fees, and sponsorships and events paid in advance; unspent restricted donations and lease inducements that are recognized over the term of the lease.

	<u>2021</u>	<u>2020</u>
National Office		
Conference fees and sponsorships	\$ 240,462	\$ 143,696
Membership fees	167,985	161,000
Deferred lease inducement	<u>-</u>	<u>1,112</u>
	<u>408,447</u>	<u>305,808</u>
Chapters		
Sponsorships and events	<u>-</u>	<u>8,570</u>
CAGP Foundation		
Education courses	21,995	14,749
Will Power Campaign	<u>9,309</u>	<u>62,198</u>
	<u>31,304</u>	<u>76,947</u>
	<u>\$ 439,751</u>	<u>\$ 391,325</u>

**CANADIAN ASSOCIATION OF GIFT PLANNERS/ASSOCIATION CANADIENNE DES PROFESSIONNELS EN
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CONSOLIDATED NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021

8. INTERNALLY RESTRICTED NET ASSETS

The Reserve Stability Fund is an internally restricted reserve set aside by the Board of Directors to cover minimum legal obligations in the event of an unexpected cash shortfall or unusual circumstances, or to invest in the Association's strategic priorities beyond the resources available from general operations. Any additions to, or withdrawals from, the Reserve are made by approval by the Board of Directors.

Will Power is a national public education effort designed to inspire more Canadians to make a significant impact on the causes they care about, with a gift in their will to charity. The purpose of the Will Power Campaign Reserve Fund is to provide financial support to the Will Power campaign expenses in the event that campaign memberships and sponsorships are insufficient, or for future campaign redevelopment.

9. COVID-19 IMPLICATIONS

The impact of COVID-19 to the public since its outbreak in mid-March 2020 has been extensive. In response to ongoing health concerns, the Association has been adhering to government guidelines as they relate to states of emergency, physical distancing measures, and mandated closures. As a result, conferences and education programmes continue to only be delivered virtually in 2021.

The Canadian government has implemented financial easing policies to mitigate the financial impact on the economy in which the Association operates. The financial impact on the Association as a result of COVID-19 is unknown as the potential impact on future operations cannot be reasonably determined. No amounts have been recognized in the audited financial statements relating to the potential impact of future events on the Association as a result of COVID-19. It is management's assessment that the Association will have sufficient resources to mitigate the uncertainty in 2022 as a result of COVID-19.

The Association received the Canada Emergency Business Account ("CEBA") loan of \$60,000. The CEBA loan is non-interest bearing up to the initial term date of December 31, 2023. From the period commencing December 31, 2023 to the extended term date of December 31, 2025, the loan will bear an annual interest rate of 5%.

Based on the CEBA Term Loan Agreement, if at least \$40,000 of the loan amount is repaid by December 31, 2023, the remaining balance will be forgiven.

10. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with current financial statement presentation.