ANNUAL REPORT 2021-2022



BOARD CHAIR'S REPORT

I am very pleased to present this report on behalf of the Board of Directors of Second Story Women's Centre for April 1, 2021 through March 31, 2022.

The past year has presented many challenges, limits, and frustrations as we learn to live with Covid-19. The lack of in-person connections, the feelings of isolation, and the wariness have had profound and unprecedented effects on all of us. Everyone has felt and is still feeling pressures as they try to move forward. Despite these struggles and uncertainty, we have been truly impressed by everyone's strength and resilience, the dedication of our staff, the commitment of our volunteers, and the continued support of our community. Thank you!

The Board of Directors has met monthly (except in July and December) since our last AGM in June 2021, mainly via Zoom but with some in-person meetings as public health guidelines have allowed.

During that time, we all worked closely with the staff team and the support of Karen Gordon Consulting to conduct a wage review. Our new wages are more reflective of industry standards and of our foundational principles.

Our Standing Committees (Finance, Policy, Personnel, and Social Action) continue to be active and productive:

The **Finance Committee** met 19 times in the fiscal year 2021/22. In addition to the monthly monitoring of financial and business plan performance, significant progress was made in drafting/updating financial policies, implementing activities that support our fund development plans, identifying and applying for numerous grants, preparing for our annual review engagement, and undertaking a risk management assessment. (Janice Bower, Finance Officer, Committee Chair)

The **Policy Committee**'s (Vanessa, Charlene, Rhonda, Jackie) work began in early September, 2021. Although Covid-19 precluded holding a planned face-to-face, half-day working meeting to map out the year's work, the Committee met three times by Zoom, with the following work completed at and between meetings.

- **1.** The policy template proposed in 2019-2020 was adapted to better suit SSWC needs.
- **2.** A decision was made to keep the official copy of SSWC policies for employee reference and sign-off in the SSWC Copy Room.
- **3.** As formatting decisions were made, they were recorded in a Policy Style Manual (draft).
- **4.** The most current version of each document listed in the September, 2020 printed SSWC Policy Manual table of contents was located.
- **a.**The status of each, whether already Board approved or draft, and date were noted for more than 90 documents.
- **b.**These were then classified as either administrative or operational, then ordered by function (e.g., Finance, Personnel, etc.) and assigned a policy number.
- **5.** In one week in October, 2021 dedicated to policy work, Rhonda reviewed all of the policy documents located to date and noted work needed on each, whether minor formatting and/or editing or content revision for Board approval.
- **6.** Also in October 2021, we began presenting finance policies for Board review; this experience established our Board policy approval process.
- **7.** In November, the Board affirmed twelve administrative policies that had previously received Board approval.

- **8.** In early 2022, Vanessa carried out a thorough investigation of approved and draft policies for congruence with provincial and federal legislation and established best practice.
- **9.** A quality audit to confirm that all policies have clear policy statements and that formatting conforms to our draft style manual is currently in progress. At the end of 2021-2022, priority areas for new work in 2022-2023 are as follows:
- Operational Policies governing the day-to-day programs and services work of the centre.
- Outstanding work related to client privacy resulting from the Legislative Best Practice sweep.
- At completion of Finance Policy Board approval, moving on to Board Approval of revised Personnel Policies.

(Jackie MacDonald, Committee Chair)

Our **Personnel Committee** met fairly regularly to discuss regular personnel matters as well as the abovementioned wage review and possible implementation. A special meeting was called with the Board (as a whole) to discuss implementation options and additional ways forward with some surplus funds. (Charlene Flint, Committee Chair)

The **Social Action Committee** (SAC) developed a statement on sexual assault for the Second Story Women's Centre's website, filed a successful complaint about sexist advertising with the Advertising Standards Council, and started work on a new project, Women in Leadership, which will shine a light on women who are leaders and mentors in our communities.

The SAC has members who sit on external committees and act as liaisons to our committee. These organizations include the Trafficking and Exploitation Service System, The South Shore Housing Action Committee, and the South Shore Open Door Association.

We were engaged in and supported the following events: International Women's Day, Persons Day, December 6 National Day of Remembrance and Action on Violence Against Women, Black History Month, Sisters in Spirit, Truth and Reconciliation Day, Women's History Month, and the Christmas Tree Lighting in Lunenburg. We were also pleased to nominate Jessika Hepburn for the Howler Award. (Linda Wentzell, Committee Chair).

For more information about individual staff services, please see our website: www.secondstory.ca

The Ad Hoc Board Recruitment/Nominating

Committee continued to work with a diversity lens for recruitment. Our application forms and advertising were reviewed and updated to ensure there were no barriers and that we were open, inclusive, and diverse in our approach. We developed and implemented a Board Governance Support policy that includes attendance reimbursement, technology, and childcare assistance.

With the ever-changing landscape we live in, two Board members needed to leave during this time due to personal and professional obligations. We wish Ruth Wilkins and Susan MacCallum-Whitcomb all the best. Their passion and enthusiasm are greatly missed. A warm welcome back to Andrea, Charlene, Jackie, Janice, Lacey, Linda, and Vanessa, who are graciously continuing on our Board of Directors. Stay tuned for information on new members.

An Ad Hoc Committee was formed for a Board/Staff development and social event in November that provided a great opportunity for a much needed inperson gathering. It was fun, relaxing, and resulted in an interesting and inspiring piece of artwork being produced.

The Executive Director continues to provide guidance and support to all staff and the Board of Directors. Rhonda Lemire represents SSWC at many community meetings, events, and initiatives. This includes Women's Centres Connect of Nova Scotia (of which SSWC is a member) where the combined advocacy has resulted in provincial government support for the development of a community network model for sexualized violence trauma therapy services (currently in the request for proposal stage).

Through all the challenges of the past few years, the Centre staff was able to pivot to come up with creative ways to meet the needs of our clients and continue to deliver services. Although much of this was not done in person, we continue to be inspired by their dedication. Thank you for continuing to be the caring, compassionate, and professional individuals who greatly contribute to the respect and praise the Centre has achieved. Rhonda, Sally, Liz, Stephanie, Nicole, Tammy, Christine, and Colleen--you are invaluable!

We also recognize our many volunteers for giving so much of their time and skill in so many ways. And finally, we want to thank each of you for coming to and supporting Second Story in a variety of ways. We look forward to your continued support and hope to see you in the Centre in the near future.

PARTNERSHIPS

We could not do what we do without our community partners. Collaboration with local and regional associations is vital to the success of many of our programs. Here are just a few of the dozens of alliances SSWS depends on to ensure we reach the most people possible.

South Shore Regional Centre for Education

Implementation of "Healthy Relationships with Youth"

South Shore Sexual Health

Connecting on sexual health issues

United Way

Distribution of phones, bus passes, computers, and LCLC passes

Farmer's Market

Offering "food bucks" to clients

South Shore Community Justice

Supporting clients with financial literacy

Community Volunteer Income Tax Program

Offering free income tax preparation

New Ross Family Resource Centre; Liverpool Library; Our Health Centre Outreach locations

Cape Lahave Adventures;

Girls Leadership Camp

Sea School; Clean

Foundation; SuperNova;

Schools Plus

Lunenburg Pride

Connecting on LGBTQ+ issues

Good Morning
Mattress Program

Getting gently used mattresses to clients

South Shore Open Doors Association (SSODA)

Offering housing support and compiling housing data

ADVOCACY

Policy Engagement and advocacy work are a big part of SSWS's directive. The following are just a few examples of our commitment to our mandate to support women and gender-oppressed people, provide safer spaces, and campaign for social change.

- Meeting with local politicians and political candidates
- Writing funding support letters
- Making statements to news outlets regarding local social justice issues
- Providing virtual gatherings for December 6th, Person's Day, and International Women's Day
- Working with Advertising Standards Canada to address misogynist advertising
- Writing letters and other media pieces to share information and engage community

BY THE NUMBERS

- 141 Individuals who received support counselling
 - 29 Clients Using Addiction, Health and Mental Health Services
- **600** Volunteer Hours
 - 28 Individuals who received crisis intervention
- **128** Healthy Relationships for Youth (Gr. 9)
 - **35** Summer Leadership Camps
- **326** Social Media Posts

OUTREACH

Between April 2021, and March 2022, we were able to connect with people, including youth, in several communities in Lunenburg and Queens County. During this time, we were able to meet with people in person as a result of partnerships with the Family Resource Centre in New Ross, Our Health Centre in Chester, and the library in Liverpool.

Having safer spaces to meet people in their community is vital, and enables services to be accessible to those who otherwise may not be able to access them. This ensures that people can attend to their wellness and mental health. When people have access to services in their community, they feel connected and less isolated.

Because of the pandemic, some people felt safer staying closer to home, or staying at home, so support services have also been offered via zoom, the telephone, Facetime, and video chats.

SUPPORT

Individuals seeking support from SSWC's services do so for a variety of reasons. They come to our Centre and outreach facilities for

- technological help
- program information
- systems navigation
- hygiene products
- privacy for phone calls
- food, gift card, and market bucks distribution

Clients who come for one-on-one counselling support may have experienced

- sexual violence
- anxiety and/or depression
- domestic violence
- trafficking and exploitation
- family conflict
- substance use
- many other issues

CHALLENGES

Staff and clients at SSWC have continued to feel the affects of yet another year with Covid-19. With many drop-in programs, group programs and school programs halted or postponed, and the walking program, grief group, and other events being delayed, it has been challenging to provide needed support to the community.

Issues of housing, food security, and poverty are ongoing concerns for clients, causing stress and anxiety. Increased demand for one-on-one counselling, more complex client needs, and compassion and zoom fatigue contribute to staff burn-out. Coupled with the grim news of the war in the Ukraine and the ongoing mass casualty commission here in N.S., we are all experiencing high levels of strain.

And yet, our clients continue to tell us that they are benefitting from our services. They report feeling and managing better; having tools to cope more effectively; a growth in self-empowerment; and positive changes in their life. They are grateful and appreciative of the help

we provide. We, in turn, are thankful for our clients' ongoing trust in us, and are awed and humbled by their resilience and strength.

The human connections we make and the compassion we show one another make Second Story Women's Centre a place of safety and healing. We are honoured to do this crucial work for the benefit of women, girls, and gender-oppressed people on the South Shore.



THANK YOU

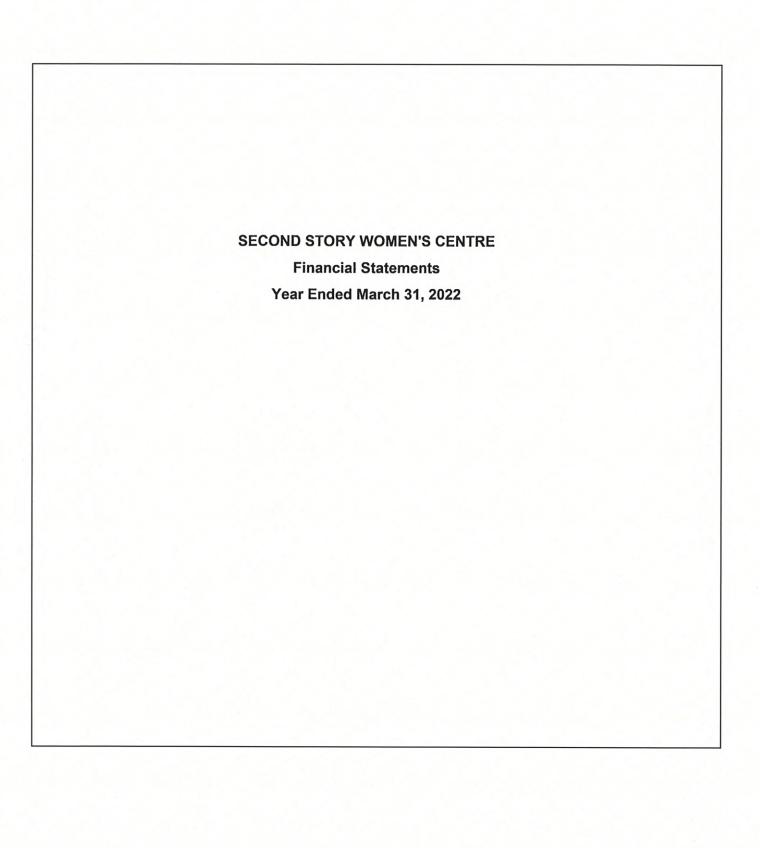
The Impact of Your Gifts

The word "impact" as a noun can suggest force, control, or influence. When used as a verb, the same word can mean to affect or touch. Our staff live and breathe impact every day. So, how do we measure impact at Second Story Women's Centre?

Our annual statistics speak to impact as a "force" – girls, women, or the gender oppressed who are affected by domestic or sexualized violence, human trafficking, mental health, or other traumas. We can identify the "influence" provided through our programs for youth or health and wellness, or report on the number of referrals in and out. However, the most important impacts are the ones we don't talk about. We have made the conscious choice not to ask our clients to share their personal impact stories; however, many leave us having gained the skills and self-awareness necessary to undertake the healing journey to take "control" of their lives.

To our many supporters (individuals, businesses and foundations), we wish to acknowledge YOUR impact. You supported local events and campaigns on our behalf. You selflessly donated proceeds from your struggling businesses. You cut your hair for us. You gave to us in memory of your loved ones. You bequeathed to us. You sang for us. You started a scholarship for our clients. We especially want to acknowledge those supporters who gave when they had so little to spare. YOU kept our doors open and our programs running. YOU are the force that influences and affects all we do and those we serve. Your support has touched us all and we send you our sincere thanks. The impact of YOUR gift is immeasurable.

Thank You



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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Directors of Second Story Women's Centre

We have reviewed the accompanying financial statements of Second Story Women's Centre which comprise the statement of financial position as at March 31, 2022 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility 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.

Practitioner's Responsibility for the Financial Statements

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Second Story Women's Centre as at March 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matter

We draw attention to Note 4 to the financial statements, which explains that certain comparative information for the year ended March 31, 2021 has been restated. Our conclusion is not modified in respect of this matter.

Bridgewater, Nova Scotia June 23, 2022 CHARTERED PROFESSIONAL ACCOUNTANTS

Halifax

Chester

Bridgewater

Liverpool

Shelburne

Bellivean Veinotte.

Barrington Passage

		2022		2021 (Restated)
ASSETS				
Current				
Cash and cash equivalents	\$	194,884	\$	108,125
HST recoverable		3,293		4,088
Prepaid expenses		350		563
		198,527		112,776
Capital assets (Note 6)		7,524		10,468
nternally restricted cash and cash equivalents (Note 7)		78,390		78,423
	\$	284,441	\$	201,667
LIABILITIES				
Current				
Accounts payable and accrued liabilities	•	40.057	•	4.004
Wages payable	\$	10,957 27,585	\$	4,901
Deferred contributions (Note 8)		38,592		21,444 29,463
		00,002		29,403
		77,134		55,808
NET ASSETS				
Unrestricted		120 047		07.400
Internally restricted (Note 7)		128,917		67,436
internally restricted (Note 7)		78,390		78,423
		207,307		145,859
	\$	284,441	\$	201,667

CONTINGENT LIABILITY (Note 11)

ON BEHALF OF THE BOARD

Director

Director

See accompanying notes to the financial statements



	2022		2021 (Restated)
REVENUE			
Province of Nova Scotia grant	\$ 205,716	\$	205 740
Other grants	223,679	Φ	205,716
Government wage subsidies	223,079		132,098 6,806
Donations	29,349		
Fundraising			59,802
Interest income	14,133 317		2,216
	317		1,141
	473,194		407,779
EXPENSES			
Advertising and promotion	99		
Amortization	2,944		1,472
Business taxes, licenses and memberships	125		1,472
CONNECT! membership fee	5,000		5,000
Consulting fees	6,450		The state of the s
Equipment rentals	2,838		2 262
Insurance	2,777		3,263
Interest and bank charges	671		3,557 615
Office	2,189		
Professional fees	4,200		1,934
Rental (Note 9)	21,651		8,522
Repairs and maintenance	1,012		14,331 49
Salaries, wages and employee benefits	320,478		282,653
Special events	7,645		8,593
Special project (grants) expenses	9,205		5,026
Strategic planning	3,203		
Supplies	9,093		16,659
Telephone	7,286		3,682
Training	3,438		4,178
Travel	4,645		863 5,780
	411,746		366,322
XCESS OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 61,448	\$	41,457

	Uı	nrestricted	Internally restricted	2022	2021 (Restated)
NET ASSETS - BEGINNING OF YEAR	\$	67,436	\$ 78,423 \$	145,859	\$ 104,402
Excess of revenue over expenses		61,448		61,448	41,457
Internally imposed restriction (Note 7)		33	(33)		_
NET ASSETS - END OF YEAR	\$	128,917	\$ 78,390 \$	207,307	\$ 145,859

	2022		2021 (Restated)
OPERATING ACTIVITIES			
Excess of revenue over expenses Item not affecting cash:	\$ 61,448	\$	41,457
Amortization of capital assets	2,944		1,472
	64,392		42,929
Changes in non-cash working capital:			
Accounts receivable	-		14,280
HST recoverable	795		(2,302)
Prepaid expenses	213		(563)
Accounts payable and accrued liabilities	6,056		(855)
Wages payable	6,141		19,694
Deferred contributions	9,129		(92,701)
	22,334		(62,447)
Cash flow from (used by) operating activities	86,726		(19,518)
INVESTING ACTIVITY Purchase of capital assets			(44,000)
	<u> </u>		(11,939)
Cash flow used by investing activity	 -		(11,939)
INCREASE (DECREASE) IN CASH FLOW	86,726		(31,457)
Cash - beginning of year	186,548		218,005
CASH - END OF YEAR	\$ 273,274	\$	186,548
CASH CONSISTS OF:			
Cash and cash equivalents	\$ 194,884	\$	108,125
Internally restricted cash and cash equivalents	 78,390	Ψ	78,423
	\$ 273,274	\$	186,548

1. PURPOSE OF THE ORGANIZATION

The Second Story Women's Centre, incorporated under the Societies Act of Nova Scotia, is a charitable organization which provides counselling and crisis support, social advocacy and outreach programs, a safe place to gather, resource information, tax support, networking and volunteer opportunities.

The Society is registered as a charitable organization under the Income Tax Act (Canada) and, as such, is exempt form income taxes under section 149(1).

BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for notfor-profit organizations.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organization 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 which they have become known. Actual results could differ from these estimates.

Revenue recognition

Second Story Women's Centre follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

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.

Cash and cash equivalents

Cash and cash equivalents includes the petty cash fund balance, cash on hand, and bank balances net of outstanding items.

Cash and cash equivalents that are internally restricted and cannot be used for current transactions are excluded from current cash and cash equivalents.

(continues)



3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates:

Equipment 5 years Computer equipment 2 years

The Society reviews its capital assets to eliminate obsolete items.

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date.

Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at fair value are expensed when incurred. Transaction costs on the acquisition, sale, or issue of financial instruments which are subsequently reported at amortized cost are amortized over the expected life of the instrument.

Financial assets measured at amortized cost include cash and cash equivalents, and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and deferred contributions

4. PRIOR PERIOD ADJUSTMENT

During the year, it was determined that the wages payable for the year ended March 31, 2021 was understated. The comparative figures have been restated to correct this payable resulting in an increase in wages payable and wage expense as follows:

	М	arch 31, 2021	Adj	ustment	ı	Restated
Wages payable	\$	4,392	\$	17,052	\$	21,444
Salaries, wages and employee benefits		265,599		17,052		282,651

5. ECONOMIC DEPENDENCE

The Centre currently generates a significant portion of its revenue from the Province of Nova Scotia by way of grants. During the year, the Centre received approximately \$205,716 (2021 - \$205,716) representing 43% (2021 - 50%) of total revenue. As such, the Centre is dependent on the Province of Nova Scotia for their continued viability.



6. CAPITAL ASSETS	Cost	 umulated ortization	Ne	2022 et book value	2021 Net book value
Equipment Computer equipment	\$ 25,022 19,111	\$ 17,961 18,648	\$	7,061 463	\$ 9,078 1,390
	\$ 44,133	\$ 36,609	\$	7,524	\$ 10,468

7. INTERNALLY IMPOSED RESTRICTIONS

Internally restricted funds are not available for expenditures without the approval of the Board of Directors. During the 2021 year, the Board of Directors internally restricted net assets of \$78,390 to be held for urgent, unforeseen situations and Board approval is required to access the monies in this fund.

8. DEFERRED CONTRIBUTIONS

The Society receives contributions designated for special purposes. Amounts that remain unspent are as follows:

	2022	2021
Balance - beginning of year Funds received	\$ 29,463 289,411	\$ 19,306 138,521
Expenditures	(280,282)	(128,364)
Balance - end of year	\$ 38,592	\$ 29,463

RENT EXPENSE

During the prior year, the Town of Lunenburg granted the Society rent relief due to COVID-19 for a four month period from April to July 2020.

10. LEASE COMMITMENTS

Under the terms of an equipment lease expiring November 18, 2026, the Society is committed to make minimum payments totaling \$12,600, plus HST over the life of the lease.

Under the terms of a building lease expiring October 31, 2022, the Society is committed to make minimum payments totaling \$95,808, plus HST over the life of the lease. The lease payments increase each November of the term of this lease by the amount of the percentage increase in the "All Items" Consumer Price Index for Nova Scotia for the previous calendar year, but only to a maximum of 3% per year, plus HST. At the date of financial statement issuance, no new lease has been entered into.

Minimum payments required to be made over the next 5 years are as follows:

2023		\$ 14,752
2024		2,100
2025		2,100
2026		2,100

11. CONTINGENT LIABILITY

Year Ended March 31, 2022

The Society has a contingent liability for accumulated sick leave. Employees earn sick leave credits at the rate of 1.5 days per month and shall accumulate sick leave to a maximum of 18 days under the provisions of the labour agreement. Sick leave benefits are a form of insurance for employees against loss of earnings due to sickness and are not automatic entitlements. The amount of this potential liability cannot be reasonably estimated and sick leave is expensed in the statement of operations as employees utilize the entitlement.

As at March 31, 2022, management has estimated that employees have accumulated sick days which approximate \$13,716.

12. COVID-19

On March 11, 2020, the World Health Organization declared a global pandemic due to the outbreak of COVID-19. The outbreak of COVID-19 has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods, social and physical distancing, have caused material disruption to businesses globally resulting in an economic slowdown. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of the government and central bank interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Society in future periods. To date, the Society has not had to revise judgements, estimates or assumptions nor has the pandemic had any material impact on the Society's liquidity, credit or business risks.