



LEADR

**Annual Report 2020-2021**

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## Mission

Learning Essentials for Adults in Durham Region is a charitable non-profit organization dedicated to providing tutoring for adults in basic literacy, numeracy, and digital skills.



## Vision

We envisage the community of Durham Region as a place in which every adult has the fundamental communication skills to achieve a rewarding personal and professional life.



## Values

### **RESPECT**

Each person that comes into contact with LEADR is treated with the dignity and decency they deserve in every aspect of their lives.

### **EQUITY**

Our doors are always open to every adult to be given equal opportunity to improve their literacy.

### **ACCOUNTABILITY**

We uphold responsible teaching, learning, and governance skills.

### **HOPE**

We maintain the optimism that an increase in the quality of life of every resident in the Durham Region is achievable.

### **COMPASSION**

We listen to learners' goals and respond to their individual needs, consistently and with empathy.



## Executive Director's Report



our communities open from the Covid restrictions and we will provide more in-person services. Critically, learners will continue to access our services online, which will add much flexibility to how learners access our program. Online and distance education in which technology is integrated into how we tutor is now an integral part of how learners can improve their literacy and digital skills. We continue to provide literacy and upgrading services to those who wish to improve their reading, writing, math, and digital skills, and we will strive to continue finding innovative approaches to support learners.

I would like to specifically thank the United Way of Durham for renewing their support for LEADR. Their continued support of our learners remains invaluable in ensuring that we meet the needs of our communities. Their support was critical to LEADR in helping us to offer online services. LEADR would also like to express appreciation for the continued funding from the Ministry of Labour, Training and Skills Development (MLTSD).

I would like to express a special thanks to our small team of dedicated volunteers who have done so much over the past year during challenging times. You are truly an inspiration! Volunteers were once again critical to our students' success and our tutors have graciously committed an impressive amount of time and effort to help LEADR provide its service.

In closing, I would like to extend my personal thanks to the LEADR team that have helped me over the last year; particularly, I would like to thank Christine Jacobs for all her support and hard work. I would also like to personally thank the Board of Directors who guide the organization and who have led the organization on a new journey.

Thank you for your dedication and commitment.

Brad Cook  
Executive Director

The last year has been one of unprecedented changes and challenges for Learning Essentials. Like many people, businesses, and organizations, we have needed to shift how we provide our services in response to Covid. As a result, for the first time the organization has provided most of its services through online learning. This shift has been embraced by learners, volunteers, and staff even as it has challenged us to reflect on how to best provide effective learning. I am impressed by the hard-work and dedication of our learners and volunteers who work so diligently to be successful and maintain the organization's mission. I would especially like to highlight the hard work that our learners who have often faced many barriers to online and digital learning.

One of the most significant changes for LEADR this past year is the recent move to a new office in Pickering. This provided an eventful year-end as LEADR moved from the Oshawa location in which it had been located for over 12 years to a new location. The organization continues to service all of Durham Region, but we are truly excited to have our feet planted in a new Durham community. We look forward to expanding our connections with local employment and community programs physically near to us.

Many of our efforts over the past year are expected to bear fruit over the coming year as



## President's Report



identity with our Mission, Vision, & Values (pg. 3) and this year we are proud to share our new logo (which you'll see at the top of each page), a new website (pg. 10) and a new office (pg. 11), which we hope you will get to visit in the coming year.

As we look to the future, we will be instituting a number of new initiatives, including the establishment of a more permanent fundraising committees so we can find new sources of revenue to expand our work. I hope you will consider joining us once those initiatives begin.

I would like to say thank you to the 2020-21 Board of Directors who give up their time to help guide LEADR today and imagine the possibilities for tomorrow. Guided by our VP Finance, they ensure LEADR remains accountable to our learners, our community, our stakeholders, and our funders.

Finally, I want to say thank you to our learners, the Board, Brad, the staff, and volunteers for entrusting me with this role for the last three years. It is my ongoing privilege to be able to be a part of LEADR and its commitment to imagining the Durham Region as a place in which every adult has the fundamental communication skills to achieve a rewarding personal and professional life.

This is time last year I applauded the phenomenal work of our Executive Director, Brad Cook, and the the staff and volunteers at LEADR as they navigated being thrown into continuing to work with our learners during provincial emergency orders to stop the spread of COVID-19. They have done an amazing job in adapting our programming to operate safely in-person (when allowed) and virtually when that was not possible. While the measures we instituted this year to navigate the pandemic were helpful to continue our services during lockdowns, they also open up exciting opportunities for the future as we reimagine how LEADR can continue serving our community and reach more learners throughout the Durham Region.

We recently marked our 40-year anniversary and, although we had hoped to find a way to celebrate that milestone, we mark this milestone looking to the future filled with hope and possibility. We announced our new name last year to realign our

Matthew Dunleavy  
President, Board of Directors





## VP Finance Report



of its core functions. Financially, the year 2020-2021 was a very stable year when compared to the previous which saw slight reductions of approximately 1% for both revenues and expenditures.

We must highlight the United Way Covid ESCF grant received which greatly aided in easing us into our new way of operating whilst keeping staff and learners safe. The year was also met with several moving expenses and organization rebranding.

We are extremely thankful for our Board of Directors and hardworking staff for their extraordinary contributions. Special thank you to our ED - Brad and staff for your continued dedication and commitment to the success of LEADR. Also, to our many volunteers we express gratitude to each one of you for your unchanging dedication and commitment to helping LEADR achieve its ultimate goal of advancing the life of all its clients.

To our auditor Debbie Marsh of Smith, Chappell, Marsh, Vilander LLP, whom has performed her year-end functions for LEADR, a big thank you for ensuring we are reporting our finances in an appropriate and timely manner.

*P Anderson*

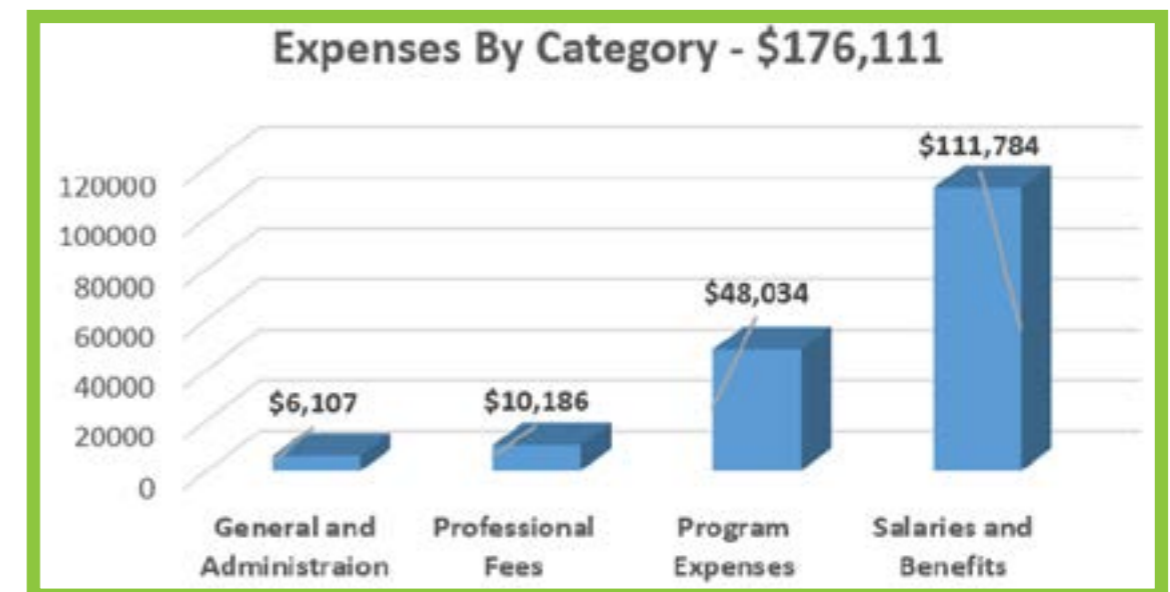
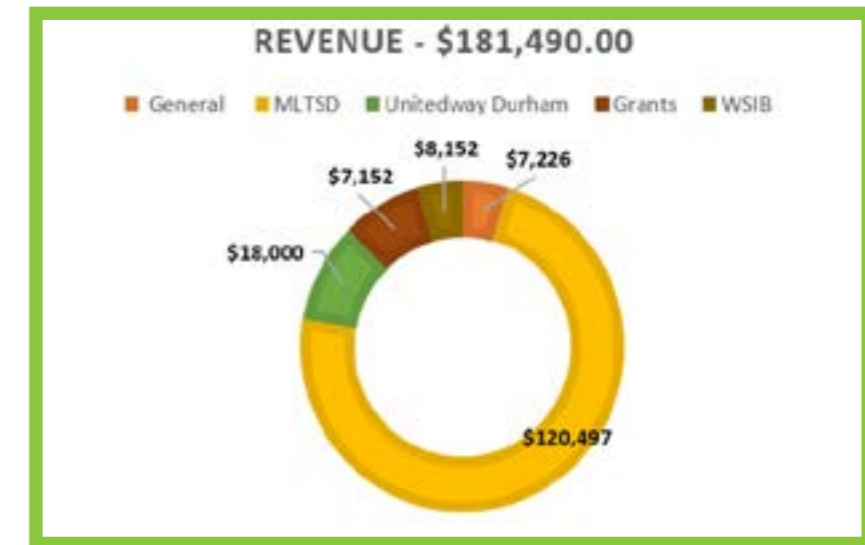
Peta-Gay Anderson  
VP Finance, Board of Directors

Throughout what has been one of the most challenging year globally, LEADR continues to receive tremendous support from our funders and for this the BOARD is extremely grateful. As we brace for future economic uncertainty it is reassuring to know that Ministry of Labour, Training and Skills Development and the United Way of Durham remains committed to their support of the organization. LEADR is beyond appreciative of these efforts and takes the time to reassure all its supporters of our non-stop drive to extend excellent service to all our learners and beneficiaries.

It is with great pleasure that I report that financial health of LEADR is in good shape. As with many other sectors the March 2020 COVID-19 lockdown took the organization by surprise. LEADR was however very responsive to this and swiftly took actions to guarantee the continuation



## Finances





## STATEMENT OF FINANCIAL POSITION

### AS AT MARCH 31, 2021

	<u>2021</u>	<u>2020</u>
<b><u>ASSETS</u></b>		
Current		
Cash	\$ 120,468	\$ 108,005
Accounts receivable	4,049	7,719
Prepaid expenses	4,845	1,004
	<u>\$ 129,362</u>	<u>\$ 116,728</u>
<b><u>LIABILITIES AND FUND BALANCES</u></b>		
Current		
Accounts payable and accrued charges	\$ 23,566	\$ 14,008
Government remittances	-	2,303
	<u>23,566</u>	<u>16,311</u>
<b><u>FUND BALANCES (Note 3)</u></b>		
Unrestricted	55,796	60,417
Internally restricted	50,000	40,000
	<u>105,796</u>	<u>100,417</u>
	<u>\$ 129,362</u>	<u>\$ 116,728</u>

Approved by the Board of Directors:



## FOR THE YEAR ENDED MARCH 31, 2021

	<u>2021</u>	<u>2020</u>
<b>Revenues</b>		
Ministry of Labour, Training and Skills Development	\$ 132,879	\$ 129,309
United Way	18,000	18,000
Grants	14,260	5,000
Donations and fundraising	1,995	395
Support services	4,214	4,314
Interest	19	21
Fees for services	8,152	20,165
Curriculum and Bibliotherapy Projects	-	14,199
Subsidies received	1,971	306
	<u>181,490</u>	<u>191,709</u>
<b>Expenses</b>		
Bank charges	780	361
Bookkeeping	6,071	5,825
Books	40	108
Capital assets	-	5,753
Curriculum project	-	8,529
Insurance	1,951	2,515
ESCF funding COVID expenses	12,650	-
Meetings	562	1,026
Memberships	175	150
Office and general	12,786	13,850
Professional development	638	1,059
Professional fees	3,115	3,526
Rent and occupancy	17,418	13,720
Repairs and maintenance	2,424	2,542
Salaries and benefits	111,784	115,689
Telephone	3,952	3,898
Training support and materials	765	-
Volunteer and learner appreciation	-	415
	<u>176,111</u>	<u>178,966</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 5,379</u>	<u>\$ 12,743</u>





## New Logo & Website

As you've seen on the first page of this report and on the top of each page, with our new name comes a new logo. This is a logo that we hope better speaks to the mission, vision, and values that guide our day-to-day operations and any plans we make to help guide our learners. The bright colours capture that all our spaces are welcoming and that every adult that walks through our doors is given equal opportunity to improve their literacy. The leaf and subsequent change in size from left to right, identifies that we are here for learners at any stage of their journey and the optimism

we hold onto that an increase in the quality of life of every resident in the Durham Region is achievable.



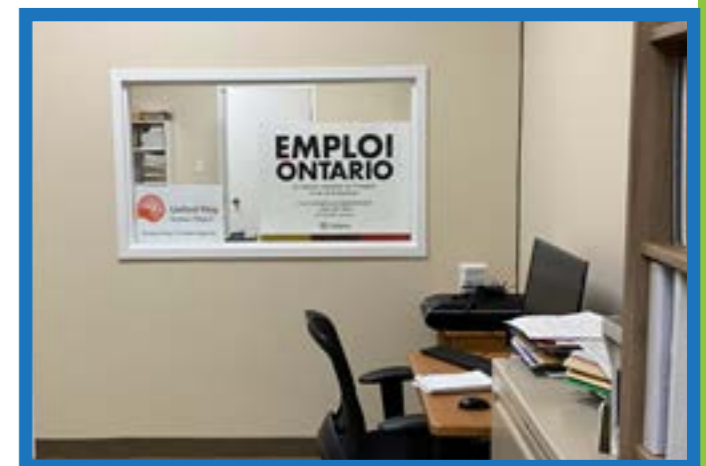
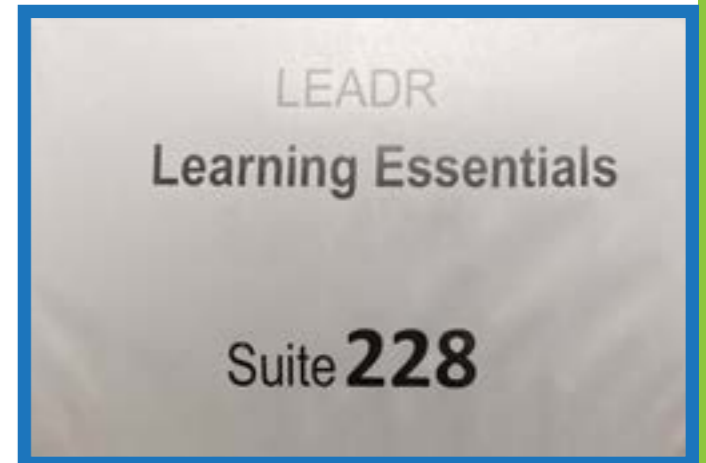
Just as we hope to welcome you into our new office in the coming year, we also welcome you into our new virtual space—[www.learningessentialsdurham.ca](http://www.learningessentialsdurham.ca). We believe this website continues the work of our logo in better representing the organization and resources that we are and will continue to be in our community.



## New Office

We would like to welcome you to LEADR's new office in Pickering. This location is located on one of the most accessible east/west transit corridors, which make it an easy location for learners, volunteers, and community members to access. Situated with several other professional offices, the location provides a clean and modern location that provides an ideal environment to work and learn. It has extensive parking available and is accessible for individuals with mobility issues. The LEADR office

now has a larger boardroom that offers a large space for small groups and tutor teams to learn. The office is also now located in an area of Durham Region that has historically been underrepresented by Literacy and Basic skills programs. We are ideally situated to provide services to members of the local community who otherwise would have difficulty accessing LBS programming.





## Thank You

Learning Essentials for Adults in Durham Region is grateful for the support of our volunteers, funders, and all those who have helped over the past year.



**LITERACY  
NETWORK**  
OF DURHAM REGION



**BLUECANYON**



**United Way**  
**Greater Toronto**

**EMPLOYMENT  
ONTARIO**

Ontario's employment and training network.

This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario and through the Canada- Ontario Job Fund Agreement.