



LEADR

**Annual Report 2021-2022**

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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



To all our learners I would like to express a special and deep thank you for all your hard work over the past year. Thank you for your patience as we worked with many of you to develop new ways of engaging and learning with you. Again, I have been extremely lucky to share your achievements, which have ranged from personal goals such as generally improved reading to employment related goals, such as getting a SmartServe certificate. No matter what your specific goal, it is always amazing to reflect on our achievements. Our success is only reflected in the success of our learners and volunteers. Thank you to each and everyone of you for your time, effort, and commitment.

I would like to also thank our local United Way communities for the support that they have shown us. The United Way directly supported us during our move last year and invested in LEADR's efforts to increase its ability to help learners through online engagement. LEADR exists as a testament to the United Ways focus on providing local solutions to challenges in our communities. LEADR would also like to recognize and thank the ongoing funding from the Ministry of Labour, Training, and Skills Development (MLTSD).

In closing, I would like to extend my personal thanks to everyone who has helped the organization continue its mission. I would like to thank Christine Jacobs and the staff of LEADR for always being focused on helping our learners succeed. I would also like to thank the Board of Directors for their continued efforts to make the organization the best that is possible. The past two years have been particularly busy for the board. It is wonderful to see the many results of this work.

Thank you all for your hard-work and dedication.

Brad Cook  
Executive Director

It has been an exciting time at LEADR as we have officially been in our new office in Pickering for over one year. Even though the office is in Pickering, the organization has continued to work with learners and tutors throughout Durham Region. It has been a year of continued challenges as Covid continued to disrupt in-person services and limited many individuals' learning. LEADR has worked diligently to face these challenges by continuing to offer online and hybrid training options.

With our communities continuing to move from Covid restrictions, LEADR is developing plans to face our next year with a focus on opportunity and growth. The Board of Directors and staff are working to expand the capacity of the organization and to build on the successes of integrating online training with our traditional one-to-one service. Our location in Pickering is offering new opportunities to further develop strong relations with employment and training in the Pickering and Ajax area. We are working diligently to expand our services in partnership with these organizations by developing on-site workshops and training for potential learners. LEADR is continuing its work on providing excellent learner training while focussing on new and innovative ways to deliver its services.



## President's Report



ident role for four years and I definitely did not expect that during that time we would, rename ourselves, rebrand ourselves, move offices, and continue through a global pandemic, but we did it.

Thank you to Vice-President, Megan Longo, and VP Operations, Nathan Wilson, for being by my side directing our amazing volunteer board. And thank you to that board, Sean Doyle, Vania Gonzales, Vernon Hillier, Gabrianna Jolie, and Adrian Lee for giving your time to help keep LEADR accountable to our learners, community, and funding partners. I would also like to welcome back from leave, our VP Finance, Peta-Gay Anderson, for 2022-23. This Annual General Meeting we also welcome Gabrianna Jolie as our interim President. Thank you for taking on this role while the board looks for a replacement President, Vice-President, and VP Operations.

Finally, thank you to Brad and all our staff and volunteers for all your hard work. I may not be around after this final term, but I look forward to seeing how LEADR continues to adapt to serve in this new world.

This has been a difficult year for LEADR. As Canada, Ontario, and Durham continued to deal with the COVID-19 pandemic, this year also saw the attempted reopening of the province. As we've tried to keep our staff, volunteers, and learners safe but continuing to offer a hybrid solution for our services, we have yet to reach pre-pandemic levels of service capacity. With some strategic hiring, an engaged board, and working with the Ministry of Labour, Training, and Skills Development (MLTSD), I am sure the future is bright for LEADR and operations will not only reach pre-pandemic levels of service but exceed it!

This report marks my last ever as the LEADR Board of Directors President. It has been such a pleasure and privilege to work with the amazing human beings that make up LEADR over the past five years. When I first joined, I never imagined stepping into the Pres-

Matthew Dunleavy  
President, Board of Directors



# VP Finance Report

This year has seen some changes regarding the position of VP Finance, as the current VP Finance is on leave. The staff and board would like to thank Peta-Gay Anderson for her work throughout the year in the position of VP Finance.

This year has also continued to see many similar challenges of the past few years with its contingent ongoing economic uncertainty. In these difficult times it is reassuring to report that the financial health of the organization remains strong with the continued funding of the Ministry of Labour, Training and Skills Development and the support of the United Way. We are deeply appreciative of their support. The continued assistance of these organizations and donations from our local communities allows us to continue to deliver highly supportive one-to-one services.

Financially the 2021-2022 year was a very stable year for LEADR with significant funds coming from fee-for-service contracts that made it possible for LEADR to record a small surplus. These funds will partially be used in the upcoming fiscal year to support an investment in increased capacity at LEADR. The focus of the organization is to increase its services and to continue to reach out to new learners and engage new volunteers.

As a member of the board, the VP of Finance works closely with our

colleagues to help steer the organization's financial well-being. We are extremely thankful for our Board of Directors who spend much of their time to review all the financial reports and recommendations. The collaboration of all members in ensuring the financial health of LEADR ensures excellent oversight and the basis for good decision-making. Thank you all of you for the time and effort over the past year.

Thanks as well to the staff of LEADR for their continued dedication and commitment to the success of the organization. Finally, we would also like to thank our volunteers who continue to dedicate time and passion to improve our services. We express our gratitude to each one of you for your ongoing commitment to helping LEADR achieve its goal of increasing adult literacy, education, and digital skills throughout our communities. To our auditor Debbie Marsh of Smith, Chappell, Marsh, Vilander LLP, who 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.

Sincerely,

Brad Cook  
On Behalf of the VP Finance



# Finances

## LITERACY COUNCIL OF DURHAM REGION

(INCORPORATED WITHOUT SHARE CAPITAL UNDER THE LAWS OF THE PROVINCE OF ONTARIO)

## STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2022

	<u>2022</u>	<u>2021</u>
<b><u>ASSETS</u></b>		
Current		
Cash	\$ 142,231	\$ 120,468
Accounts receivable	9,938	4,049
Prepaid expenses	3,391	4,845
	<u>\$ 155,550</u>	<u>\$ 129,362</u>
<b><u>LIABILITIES AND FUND BALANCES</u></b>		
Current		
Accounts payable and accrued charges	\$ 22,703	\$ 23,566
<b><u>FUND BALANCES (Note 3)</u></b>		
Unrestricted	65,093	55,796
Internally restricted	67,754	50,000
	<u>132,847</u>	<u>105,796</u>
	<u>\$ 155,550</u>	<u>\$ 129,362</u>

Approved by the Board of Directors:



# Finances

## FOR THE YEAR ENDED MARCH 31, 2022

	<u>2022</u>	<u>2021</u>
<b>Revenues</b>		
Ministry of Labour, Training and Skills Development	\$ 129,309	\$ 132,879
United Way	24,000	18,000
Grants	-	14,260
Donations and fundraising	160	1,995
Support services	5,568	4,214
Interest	16	19
Fees for services	27,300	8,152
Subsidies received	-	1,971
	<u>186,353</u>	<u>181,490</u>
<b>Expenses</b>		
Bank charges	1,283	780
Bookkeeping	4,264	6,071
Books	-	40
Insurance	2,789	1,951
ESCF funding COVID expenses	-	12,650
Meetings	484	562
Memberships	-	175
Office and general	14,376	12,786
Professional development	-	638
Professional fees	5,000	4,115
Rent and occupancy	17,514	17,418
Repairs and maintenance	866	2,424
Salaries and benefits	108,571	111,784
Telephone	4,038	3,952
Training support and materials	147	765
	<u>159,302</u>	<u>176,111</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 27,051</u>	<u>\$ 5,379</u>



# 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.

Berenice Sangwin  
Tony Cabral  
Fabio Callegari



# BLUECANYON



## United Way Durham Region

# 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.