



# 2020 – 2021 Annual Report

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High River, Alberta

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**LITERACY FOR LIFE FOUNDATION**  
**AGENDA FOR THE YEAR August 1<sup>st</sup> 2020 to July 31<sup>st</sup> 2021**  
**GENERAL MEETING**  
**October 26, 2021**  
**6:00 pm - 8:30 pm**  
**Via Zoom**

**Welcome and Introductions:**

**Approval of Agenda:**

**Approval of Minutes:** October 18, 2020 AGM Minutes

**Financial Review: Stephanie Laitre, Treasurer with support from Anna-Marie Plante**

Financial year end review for August 1, 2020 to July 31, 2021

Prepared by Mary Bakaluk

*(Recommended that the report be accepted for Information purposes)*

**Committee Reports:**

Chairperson Report Anna-Marie Plante

Executive Director Report Nicole Levesque,

*(Recommended that the reports be accepted for Information purposes)*

**New Business:**

1) Presentation of Budget for August 1, 2021 to July 31, 2022  
*(Recommended that the report be accepted for Information purposes)*

2) Proposed changes to Bylaw 5.1.4.3

Existing: A term of office shall be one (1) year and board members shall serve a two year term.

Amended: 5.1.4.3a The term for an executive officer shall be one (1) year.

5.1.4.3b Board members shall serve a two (2) year term except in cases where four (4) or more board members are elected within the same fiscal year then 50% will complete a one (1) year term and 50% will complete a two (2) year term as documented in the AGM minutes.

3) Election of Board Members: 5 positions available, 3 x 2 year term, 2 x 1 year term  
Stephanie Laitre 2 years, Lorraine Clark 2 years, Pam Guthrie-Flemming 1 year and Sandra Oleksiw 1 year.

The following people have agreed to let their name stand for the Board of Literacy for Life Foundations:

Anna-Marie Plante - 2 year term

Thank you past board member(s)

Adjournment:

Please note: All board members will stay for a short meeting to assign board executive positions and set the next meeting date

- Literacy for Life Foundation
- Annual General Meeting
- Meeting minutes
- October 18, 2020 via zoom
  
- **Present:** Lindsay Snodgrass, Anna-Marie Plante, Lisa Wakaruk, Heather Gardiner, Christine Pretty, Nicole Levesque, Candace Bergen
- **Regrets:** Sarah Clark
  
- **Call to Order:** Lindsay Snodgrass welcomed everyone and called the meeting to order at 6:10pm.
  
- **Agenda:** Anna-Marie Plante moved to accept the agenda. Seconded by Christine Pretty. CARRIED.
  
- **Past Minutes:** Anna-Marie Plante moved to approve the minutes from the AGM October 23, 2019 as presented. Seconded by Christine Pretty. CARRIED.
- **Financial Review:** Recommended to approve the financial review for July 31, 2019 to August 1, 2020 prepared by Betty Foran for information purposes. Anna-Marie Plante moved to accept the financial review for information purposes. Seconded by Lisa Wakaruk. CARRIED
- **Committee reports:**
  - Chairperson: Lindsay Snodgrass
  - Literacy for Life report: Nicole Levesque, Executive Director
  - Anna-Marie Plante moved to accept the committee reports for information purposes. Seconded by Lisa Wakaruk. CARRIED.
  
- **Presentation of Budget for August 1, 2020 to July 31, 2021:** Anna-Marie Plante moved to accept the budget for information purposes. Seconded by Heather Gardiner. CARRIED
- **Election of Board members:** The following individuals have agreed to let their names stand for a 1 year term. Christine Pretty, Anna-Marie Plante, Heather Gardiner, Lisa Wakaruk, Sarah Clark. ACCLAIMED
- Executive roles tabled.
  
- **Society Bylaws review:** Notice of a special meeting will be sent by the Secretary to amend the bylaws.
- **Adjournment:** Lisa Wakaruk moved to adjourn the Annual General Meeting at 7:47pm. Next regular Board meeting will be November 15, 6:00pm via zoom.



## MESSAGE FROM THE CHAIR

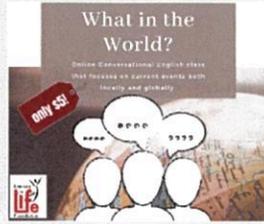
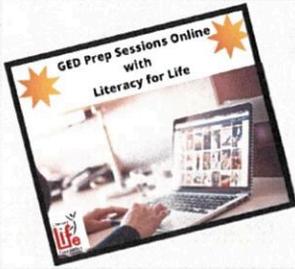
It is my pleasure to serve as your board chair this year.

The last 2 years have been interesting to say the least. Between almost having to close our doors, having next to no board members, totally reinventing Literacy for Life and the COVID-19 pandemic it has been one challenge/obstacle to overcome after another. The best news is that we have persevered. I, for one, look forward to the next year as Literacy for Life continues to evolve. The next big task for the organization is to work on the strategic plan that will set the direction and tone of LFL for the next 1 to 3 years.

I would like to thank our staff (Candace), our contract instructors, our Executive Director Nicole for their continued support and hard work. I would also like to thank our board, Stephanie, Lorraine, Sandra and Pam for bravely stepping forward and joining me on the board of Literacy for Life. Thank you to the staff at Advanced Education and the CALP program for their continued support, both financially and morally.

LFL is essential to the County of Foothills and thanks to all our hard work will continue to serve our communities. The need for our programs and services is more important and relevant as ever for the foundational learners and their families to help them achieve their goals and dreams.

Sincerely  
Anna-Marie Plante  
Board Chair, Literacy for Life Foundation



Literacy for Life continued to move forward despite the challenges we faced!

We not only had the challenge of rebuilding after drastic changes within the organization and the Board but we also got back on our feet during a global pandemic!

We were able to continue to offer the majority of our planned programs by shifting onto online platforms. We were also able to offer new, impromptu programs to replace those that did not run and continued to meet the needs of adult learners in our communities



We would like to acknowledge that this past year would not have been possible without the support from our Board members. We would like to thank them for their time, support, passion, expertise and resources as they contribute to the organization throughout the year and value the work of the organization. With their help we continue to plan to accommodate changes to ensure the long term sustainability of our organization, thank you!

To all our dedicated volunteers that work with adult clients to help them meet their own identified learning goals, we thank you! The difference you are making in the lives of our learners is immense and valued to no end.

Finally, a big thank you to all of our staff, both front line and in the office. The passion you bring to your work carries out the mission of Literacy for Life day to day which leads to our community members having the essential skills to live fully engaged lives. Your time, expertise, passion and dedication are valued and appreciated, thank you!

Nicole Levesque  
Executive Director  
October 2021



Alberta Advanced Education

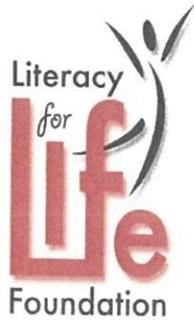


**M B S**

*Mary's Business Solutions*



Donors 2020 - 2021



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**LITERACY FOR LIFE FOUNDATION**  
**FINANCIAL STATEMENTS**  
**July 31, 2021**

**Financial Statement July 31, 2021**

# **M B S**

## **Mary's Business Solutions**

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High River AB T1V 1P8

*Office Address:* #3, 35 – 8 Ave SE  
High River AB T1V 1E8

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### NOTICE TO READER

We have compiled the Balance Sheet of the Literacy for Life Foundation, as at July 31, 2021, and the Statement of Income and Expenses for the year then ended from information provided by management. Readers are cautioned that these statements may not be appropriate for their purposes. No responsibility is accepted, expressly or inadvertently, for the errors or omissions that may arise as a result of inaccurate or misleading records.

Kem-Bak Holdings Ltd.  
o/a Mary's Business Solutions



September 2021

**Financial Statement July 31, 2021**

**Literacy for Life Foundation**  
**Unaudited Balance Sheet**  
As of July 31, 2021

	<u>31-Jul-21</u>	<u>31-Jul-20</u>
<b>ASSETS</b>		
Holding Account	\$ 135.00	\$ 60.00
Servus Rewards	40.00	10.00
Servus Common Shares	1.49	1.45
Literacy for Life Operating	2,827.55	3,676.02
High Yield Savings	17,549.13	151,792.32
Advance Education Business Savings	2,008.69	-
Roots of Empathy Account	5.15	5.15
Accounts Receivable	161.20	-
GST Receivable	382.37	200.43
	<u>382.37</u>	<u>200.43</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 23,110.58</u></u>	<u><u>\$ 155,745.37</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
Accounts Payable	\$ -	\$ 174.99
Prepaid Alberta Government	-	138,937.00
	<u>-</u>	<u>138,937.00</u>
<b>Total Liabilities</b>	-	139,111.99
<b>Equity</b>		
Retained Earnings	16,633.38	36,359.41
Net Income	6,477.20	(19,726.03)
	<u>23,110.58</u>	<u>16,633.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 23,110.58</u></u>	<u><u>\$ 155,745.37</u></u>

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

**Financial Statement - Balance Sheet As of July 31, 2021**

**Literacy for Life Foundation**  
**Statement of Operations and Equity**  
For the period ended July 31, 2021

	31-Jul-21	31-Jul-20
<b>INCOME</b>		
<b>Sales/Workshop Revenue</b>		
Community fees & fees for service	\$ 3,010.00	\$ 1,070.00
<b>Provincial Grants</b>		
Innovation & Advanced Ed CALP	138,937.00	60,000.00
<b>Other</b>		
Interest	315.03	314.83
Donations	303.69	9,457.43
Donations in Kind	500.00	3,632.81
Other Grants	-	50,020.00
Other Revenue	-	16,238.46
Fundraising	140.00	9,877.63
<b>TOTAL INCOME</b>	<b>\$ 143,205.72</b>	<b>\$ 150,611.16</b>
<b>OPERATING &amp; ADMINISTRATIVE EXPENSES</b>		
Instructor & Facilitators Program	\$ 27,679.19	
Advertising & promotion	640.00	1,293.26
Bank charges	130.63	129.58
Communications	2,075.20	946.71
Contracts	-	10,229.14
Eventbrite fees	44.39	-
<b>Wages</b>	<b>14,197.77</b>	
Facility Cleaning	880.00	790.50
Fundraising	-	6,632.81
Furniture, fixtures & equipment	883.16	
GST Non Recovery	382.36	187.59
Health spending	798.16	400.00
Insurance	798.00	763.75
Mileage - education & staff	260.00	118.42
Office Supplies	2,032.01	1,675.64
P.T. ED/Grant Writer	-	6,019.84
Payroll deductions	1,534.71	1,635.34
Photocopy	127.99	284.85
Professional fees	1,377.71	1,127.91
Recognition & appreciation	-	583.37
Rent	6,000.00	1,450.00
Staff Program Support Wages	8,774.08	19,466.30
Technology & computer	6,918.01	2,029.01
Training & professional development	1,659.43	425.00
WCB	434.12	370.92
<b>TOTAL OPERATING &amp; ADMINISTRATIVE EXPENSES</b>	<b>\$ 77,626.92</b>	<b>\$ 56,559.94</b>

**Financial Statement – Expenses 2020 - 2021**

**PROGRAM EXPENSES**

Advertising & promotion	\$ 355.88	\$ 635.24
Communications		1,318.84
Contracts/Services/Programs	-	4,042.40
Coordinator Wages	-	41,075.63
Coordinator Mileage	-	129.53
Evaluation & needs assessment	476.19	-
<b>Wages</b>	<b>42,593.34</b>	<b>-</b>
Facilitator & Education Mileage	420.56	1,835.39
Insurance	750.00	767.25
Membership		532.78
Office Staff Wages	8,774.08	27,069.10
Office Supplies	-	307.86
P.T. ED/Grant Writer	-	7,390.62
Participant supports	211.78	-
Payroll deductions	3,566.99	6,117.03
Photocopy	9.88	243.35
Program/ Builder Staff Wages	-	16,925.05
Program resources & supplies	1,942.90	974.48
Rent	-	3,050.00
Self-Directed Learning	-	250.00
WCB	-	1,112.70
<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 59,101.60</b>	<b>\$ 113,777.25</b>
<b>TOTAL EXPENSES</b>	<b>\$ 136,728.52</b>	<b>\$ 170,337.19</b>
<b>NET INCOME/LOSS FOR THE PERIOD</b>	<b>\$ 6,477.20</b>	<b>\$ (19,726.03)</b>

**Financial Statement – Expenses 2020 -2021**

For information purposes	Budget Year 2021/2022
<b>Revenue</b>	
CALP Grant	138,937.00
Interest on grant & accounts	300
Tuition and related fees (eligible programs only)	2,500.00
Cash Contributions (ie donations)	200
Organizational Contributions	0
Fundraising	0
<b>Total Revenue</b>	<b>141,937.00</b>
<b>Expenses</b>	
<b>Operating &amp; office expenses</b>	
Technology & Computer	2,000
Needs Assessment	0
GST Non-Recoverable	200
Bank Charges	200
Insurance	1,550.00
Photocopy	1,000
Facility Cleaning	800
Security	265
Snow Removal	875.00
Adver/Promotion	
Office Supplies	2,000.00
Furniture, fixtures & equipment	1,500
Communications (Telephone & Internet)	1,000.00
Acct/Audit/legal	700
Workmans Compensation	1,080.00
<b>Total Operating &amp; office expenses</b>	<b>13,170.00</b>
<b>Staff Wages</b>	
Wages	39,461
Training (Professional Development)	3,000.00
Mileage ED	500
Payroll Deductions	5,000.00
Employee Benefits (i.e. Health coverage)	900
Acct/Audit/legal	
<b>Total Salaries &amp; Benefits</b>	<b>48,861.00</b>
<b>Program Delivery</b>	
Advertising	2,000.00
Facility Rental	6,000.00
Communications (telephone & internet)	1,000.00
Instructor/Facilitator Fees & Program Delivery	27,145.00
Wages	39,461
Mileage Facilitator / ED	2,000.00
Program Resources & Supplies	1,000.00
Volunteer/Staff Appreciation	300
Participant Supports	1,000.00
<b>Total Program Delivery</b>	<b>79,906</b>
<b>Total Expenses</b>	<b>141,937.00</b>

Budget 2021 - 2022





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## Board Members – 2020 – 2021

Anna-Marie Plante  
Stephanie Laitre  
Sandra Oleksiw  
Pam Guthrie-Flemming  
Lorraine Clark

Chair  
Treasurer  
Secretary  
Director  
Director



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