ENNS &
COMPANY
Chartered Professional Accountants

1418 - 4710 Kingsway
Burnaby, BC V5H 4M2

**PRIVATE & CONFIDENTIAL**

September 14, 2023

Board of Directors
**TO'O HOUSING SOCIETY**
PO Box 3563
34110 Lougheed Highway
Mission, BC V2V 4L1

Dear Board of Directors:

We have prepared and enclosed the following for the Society's year ended March 31, 2023:

1. Audit Findings Letter - 1 copy
2. Client Representation Letter - 1 copy
3. Report to Management - 1 copy

**Audit Findings Letter**

The Audit Findings Letter should be reviewed carefully and any comments from the Board of Directors on the audit findings can be emailed back to joe@enns.ca.

**Client Representation Letter**

The Client Representation Letter is for your reference; it states the written representations that we have requested from management in respect to their responsibility for the preparation of the financial statements in accordance with the financial reporting provisions of the AHMA.

**Report to Management**

The Report to Management is for your reference, it states the control deficiencies we identified throughout the audit and reported to management, if applicable.

Yours truly,

**ENNS & COMPANY**

Joe Frank, CPA, CA

Enclosures

ENNS &
COMPANY
Chartered Professional Accountants
1418 - 4710 Kingsway
Burnaby, BC V5H 4M2

September 14, 2023

Board of Directors
**TO'O HOUSING SOCIETY**
PO Box 3563
34110 Lougheed Highway
Mission, BC V2V 4L1

Dear Board of Directors:

**Re: Audit Findings**
This letter has been prepared to assist you with your review of the financial statement of To'o Housing Society for the year ending March 31, 2023. We look forward to meet with you and discuss the matters outlined below.

**Audit Status**
We have completed the audit of the financial statements.

**Significant Matters Arising**
***Changes to Audit Plan***
There were no changes to the audit plan (as previously presented to you in the 'Planning Letter').

**Other Matters**
We have not identified any other significant matters that we wish to bring to your attention at this time.

**Significant Difficulties Encountered**
There were no significant difficulties encountered during our audit.

**Comments on Accounting Practices**
***Accounting Policies***
The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.
- There were no significant changes in accounting policies
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances
- We did not identify any significant accounting policies in controversial or emerging areas

***Significant Accounting Estimates***
The following significant estimates/judgments are contained in the financial statements:
- GST rebate claimable; and
- Measurement of certain accrued liabilities.

Based on audit work performed, we are satisfied with the estimates made by management.

**Significant Financial Statement Disclosures**
We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

**Uncorrected Misstatements**
We accumulated uncorrected misstatements that we identified during our audit and communicated them to management. A list of the immaterial uncorrected misstatements aggregated is attached.

.../2

ENNS & COMPANY
Chartered Professional Accountants

**Significant Deficiencies in Internal Control**
A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of the Board of Directors.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

Please see a copy of the report to management that states the significant deficiencies in internal control found, if applicable.

**Written Representations**
In a separate communication, as attached, we have requested a number of written representations from management in respect to their responsibility for the preparation of the financial statements in accordance with the financial reporting provisions of the AHMA.

**Other Audit Matters of Governance Interest**
We did not identify any other matters to bring to your attention at this time.

We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of the Board of Directors of To'o Housing Society to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,

**ENNS & COMPANY**

Joe Frank, CPA CA

Enclosures

## To'o Housing Society

**Year End: March 31, 2023**
**Unadjusted entries**
*****DO NOT POST*****
**Date: 2022-04-01 To 2023-03-31**

| Number | Date | Name | Account No | Reference | Debit | Credit |
|---|---|---|---|---|---|---|
| UE#01 | 2023-03-31 | Current Portion of Long Term Debt | 25000 | | 9,351.24 | |
| UE#01 | 2023-03-31 | Mortgage | 66000-100 | | | 9,351.24 |
| | | to propose an adjustment for interest accrual | | | | |
| | | | | | **9,351.24** | **9,351.24** |

**Net Income (Loss)** **9,351.24**

**TO'O HOUSING SOCIETY**
PO Box 3563
34110 Lougheed Highway
Mission, BC V2V 4L1

**ENNS & COMPANY**
1418 – 4710 KINGSWAY
Burnaby, BC V5H 4M2

Dear Mr. Joe Frank:

We are providing this letter in connection with your audit of the financial statements of To'o Housing Society for the year ended March 31, 2023, and for the purpose of expressing an opinion as to whether the financial statements, which include the financial position, results of operations, and cash flow of To'o Housing Society in all material respects in accordance with the financial reporting provisions of the AHMA.

We acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal control, and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, as of the date noted above, the following representations made to you during your audit:

**A. Financial statements disclosure and presentation**

1. We acknowledge that we are responsible for the presentation of the financial statements in accordance with the financial reporting provisions of the AHMA. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated March 31, 2023, for the preparation of the financial statements in accordance with the financial reporting provisions of the AHMA.

2. The financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2023, and the results of its operations and its cash flow for the year then ended, in accordance with the financial reporting provisions of the AHMA. All disclosures required of the financial reporting provisions of the AHMA have been made.

3. The significant accounting policies adopted in the preparation of the financial statements are fully and fairly described in the financial statements.

   Significant assumptions used in making estimates, including those measured at fair value, are reasonable.

.../2

In preparing the Financial Statements in accordance with the financial reporting provisions of the AHMA, management makes judgments and assumptions about the future and uses estimates. The completeness and appropriateness of the disclosures related to estimates are in accordance with the financial reporting provisions of the AHMA. The Association has appropriately disclosed in the Financial Statements the nature of measurement uncertainties that are material, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the Financial Statements.

4. The Financial Statements are free of material errors and omissions.

   We believe that the effects of any uncorrected Financial Statement misstatements pertaining to the current period presented, are immaterial, both individually and in the aggregate, to the Financial Statements taken as a whole.

   We believe that the effects of any uncorrected Financial Statement misstatements pertaining to the current period presented, are immaterial, both individually and in the aggregate, to the Financial Statements taken as a whole. A list of the uncorrected misstatements aggregated by you is attached in Appendix A.

5. We have reviewed and approved all journal entries you prepared or changed, account codes you determined or changed, transactions you classified, and accounting records you prepared or changed.

**B. Ownership / Rights and Obligations**

1. The Association has good title to, or lease interest in, all assets reported in the financial statements and these assets are free from liens and encumbrances, except as disclosed in the financial statements.

2. All liabilities reported in the financial statements represent legal debts of the Association at the date of the financial statements.

**C. Valuation / Measurement**

1. The carrying value and classification of the Association's assets and liabilities appropriately reflect management's intent and ability to carry out its plans.

2. Any fair value measurements or disclosures in the financial statements are based on assumptions that appropriately reflect management's intent and ability to carry out its plans.

3. Adequate provisions have been recorded in the accounts for all anticipated material losses.

4. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change would be material to the financial statements.

**D. Completeness**

1. All material assets owned by the Association are reported in the financial statements.

.../3

2. All goods shipped or services rendered prior to the date of the financial statements have been reported as sales in this fiscal period, except that no amount has been included in sales and accounts receivable for goods shipped on consignment, on approval, or subject to repurchase agreements.

3. No abnormal returns have been received since the date of the financial statements (or are expected) in respect to goods shipped prior to that date.

4. Inventory does not include:
   - items not paid for and for which no liability has been reported in the financial statements;
   - goods on consignment from others; or
   - goods invoiced to customers.

5. All charges during the fiscal period to property and equipment and to assets under capital lease represent actual additions. No expenditures of a capital nature have been charged to expense.

6. All items of property and equipment sold or dismantled and all capital lease terminations during the fiscal period have been properly reported in the financial statements.

7. All assets with a limited life are being depreciated, amortized, or otherwise written off as a charge to income over their estimated useful lives in a systematic and rational manner.

8. There are no material liabilities or contingent liabilities arising from environmental matters that have not been disclosed to you. We have considered the effect of environmental matters, and confirm that the relevant assets, liabilities, and commitments are appropriately recognized, measured, and disclosed in the financial statements.

9. All material liabilities of the Association at the date of the financial statements are reported in the financial statements, including provisions for such items as salaries, wages and commissions, royalties, employee benefits (including pension costs and future benefits), warranties, professional services, taxes, long-term debts, and obligations under capital leases.

10. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.

11. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

12. At the date of the financial statements, there were no material contingent liabilities other than any disclosed in the financial statements, and all claims and possible claims have been disclosed to you, whether or not such claims have been discussed with our lawyers.

13. At the date of the financial statements, the Association had no unusual commitments or contractual obligations of any sort which were not in the ordinary course of business or which might have an adverse effect on the Association other than any disclosed in the financial statements.

14. There were no material transactions during the fiscal period that have not been properly reflected in the accounts underlying the financial statements.

.../4

15. We have disclosed to you, and the Association has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

16. The Association is not economically dependent on another entity other than any disclosed in the financial statements.

**E. Existence / Occurrence**

1. No assets or liabilities that do not exist have been recorded in the financial statements.

2. All revenue and expense transactions reported in the financial statements occurred during the fiscal period.

**F. Fraud and Error**

1. We are responsible for the design and implementation of internal controls that are designed to prevent and detect fraud and error. We believe that the Association has a system of internal control adequate to permit the preparation of accurate financial statements in accordance with the financial reporting provisions of the AHMA.

2. We believe that the effects of the uncorrected financial statements misstatements aggregated by you during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

3. No allegations of fraud or suspected fraud affecting the financial statements have been communicated to us by employees, former employees, analysts, regulators, or others.

4. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud. Based on that assessment, we believe that such risk is acceptably low.

5. We are not aware of any fraud or suspected fraud affecting the entity involving:
   - management,
   - employees who have significant roles in internal control, or
   - others, where the fraud could have a non-trivial effect on the financial statements.

6. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

**G. General**

1. We have provided you with:
   - Access to all information of which we are aware that is relevant to the preparation of the Financial Statements, such as records, documentation and other matters. All financial statements and other financial information provided to you accurately reflect the activities and expenses of the Association and do not reflect any activities or expenses of any other person or entity;
   - All relevant information as well as additional information that you have requested from us for the purpose of the audit; and,

.../5

- Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

2. All transactions have been recorded in the accounting records and are reflected in the financial statements.

3. All related party transactions have been measured and disclosed in the financial statements in accordance with the financial reporting provisions of the AHMA. We have disclosed to you:
   - the existence and relationship of all such parties;
   - all transactions and agreements with such parties including guarantees, non-monetary transactions, and transactions for no consideration;
   - all balances due to or from such parties at the date of the financial statements; and
   - details of any indebtedness to the Association at any time during the year of the directors, officers, members or persons related to them.

4. The minutes made available to you contain complete and authentic minutes of members' and directors' meetings held during and after the fiscal period up to the current date.

5. No irregularities have occurred and nothing has come to our attention that might reflect upon the honesty or integrity of any employee, agent, or officer of the Association.

6. We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.

7. The fee billing was reviewed in detail and found to be satisfactory.

8. We hereby acknowledge that you have made us aware of your firm's legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of your legal obligations under this Act and authorize your firm to release and disclose information about the To'o Housing Society if and when required by statute.

**H. Events subsequent to the year-end**

1. There have been no events subsequent to the balance sheet up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the financial statements that would require adjustment of those financial statements and the related notes.

Sincerely,

**TO'O HOUSING SOCIETY**

_____

Janice Silver, Chief Executive Officer

_____

Date of Financial Statements approval

# TO'O HOUSING SOCIETY

## REPORT TO MANAGEMENT

## MARCH 31, 2023

ENNS &
COMPANY
Chartered Professional Accountants

1418 - 4710 Kingsway
Burnaby, BC V5H 4M2

September 14, 2023

Ms. Janice Silver
Chief Executive Officer
**TO'O HOUSING SOCIETY**
PO Box 3563, 34110 Lougheed Hwy
Mission, BC, V2V 4L1

Dear Janice:

**Re: Audit of the 2023 Financial Statements**

During the course of our audit of the financial statements for the year ended March 31, 2023, we did not identify any significant matters, which needed to be formally drawn to management's attention. Minor matters were discussed verbally with management.

The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. In addition, an audit cannot be expected to disclose defalcations and other irregularities and it is not designed to express an opinion as to whether the systems of internal control established by management have been properly designed or have been operating effectively.

We would like to express our appreciation for the co-operation and assistance, which we received during the course of our audit from you and Nadine.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who used this communication.

Yours truly,

**ENNS & COMPANY**

Joe Frank, CPA CA