

ST JOHN'S COLLEGE COUNCIL
Agenda
For the Meeting of September 27, 2023
Meal served at 5:30 pm, Meeting from 6:00pm Room 108

1. Land Acknowledgement
2. Opening Prayer
3. Approval of the Agenda
4. Approval of the May 17, 2023 Minutes.
5. Business arising from the Minutes
 - a) Honorary Degrees update
5. New Business
 - a) Audited Financial Statements and Auditors Report
 - b) Appoint Auditors Financial/CRA Update
 - c) Financial/CRA Update
 - d) College Building Projects / UM Letter of Intent
 - e) Administration Summer Projects
6. **Reports from Committees, College Officers and Student Council**
 - a) Reports from Committees – Council Executive, Development, Finance & Admin.
 - b) Report from Assembly
 - c) Reports from College Officers and Student Council
 - i) Warden
 - ii) Dean of Studies
 - iii) Development Office
 - iv) Bursar
 - v) Dean of Residence
 - vi) Chaplain
 - vii) Registrar
 - viii) Senior Stick
7. Other Business
8. Adjournment

ST. JOHN'S COLLEGE

Financial Statements

For the year ended March 31, 2023

Draft - Subject to Change

ST. JOHN'S COLLEGE

Financial Statements
For the year ended March 31, 2023

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Independent Auditor's Report

To the Members of St. John's College

Qualified Opinion

We have audited the financial statements of St. John's College (the College), which comprise the statement of financial position as at March 31, 2023, and the statement of changes in fund balances, statement of operations, and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at March 31, 2023 and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

The College follows a policy of recording acquired properties at historical cost without amortization as described in Note 2 e) to the financial statements. This policy is a departure from Canadian accounting standards for not-for-profit organizations which require capital assets to be amortized over their estimated useful life. Management has not quantified the impact of the failure to record amortization of capital assets over their estimated useful lives. Our audit opinion on the financial statements for the year ended March 31, 2021 was modified accordingly because of this departure from Canadian accounting standards for not-for-profit organizations.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance 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.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Winnipeg, Manitoba
September 27, 2023

ST. JOHN'S COLLEGE

Statement of Financial Position

As at March 31 **2023** 2022

Assets

Current Assets

Accounts and subsidy receivable (Note 3)	\$ 1,179,268	\$ 983,701
Due from Operating Fund to Trust Fund (Note 4)	1,361,494	787,920
Inventories	30,947	29,985
Prepays	12,895	10,771
	<u>2,584,604</u>	<u>1,812,377</u>

Properties (Note 5)

1,244,374 1,244,374

Restricted Cash and Investments

Cash and bank	46,785	366,822
Accrued income	37,590	33,727
Investments (Note 6)	8,472,830	8,758,535
	<u>8,557,205</u>	<u>9,159,084</u>

\$ 12,386,183 \$ 12,215,835

Liabilities and Fund Balances

Current Liabilities

Bank indebtedness (Note 7)	\$ 109,500	\$ 110,584
Accounts payable and accrued liabilities	204,354	186,380
Deferred revenue	56,412	59,898
Canada Emergency Business Account loan payable (Note 8)	40,000	-
Due to Trust Fund from Operating Fund (Note 4)	1,361,494	787,920
	<u>1,771,760</u>	<u>1,144,782</u>

Canada Emergency Business Account loan payable (Note 8)

- 40,000

1,771,760 1,184,782

Fund Balances

Unrestricted		
Theology	126,834	105,844
General operations	(675,484)	(266,169)
Externally and internally restricted	2,628,587	2,361,825
Endowment	7,290,112	7,585,179
Internally restricted invested in capital assets	1,244,374	1,244,374
	<u>10,614,423</u>	<u>11,031,053</u>

\$ 12,386,183 \$ 12,215,835

Approved on behalf of Council:

ST. JOHN'S COLLEGE
Statement of Changes in Fund Balances

For the year ended March 31, 2023

	Operating Fund			Trust Fund				
	Theology	General Operations	Non- Endowment	Endowment	Properties Fund	2023 Total	2022 Total	
Balances, beginning of year	\$ 105,844	\$ (266,169)	\$ 2,361,825	\$ 7,585,179	\$ 1,244,374	\$ 11,031,053	\$ 10,914,914	
Excess (deficiency) of revenue over expenses for the year	20,990	(409,315)	266,762	(295,067)	-	(416,630)	116,139	
Balances, end of year	\$ 126,834	\$ (675,484)	\$ 2,628,587	\$ 7,290,112	\$ 1,244,374	\$ 10,614,423	\$ 11,031,053	

ST. JOHN'S COLLEGE

Statement of Operations

For the year ended March 31, 2023

	Operating Fund			Trust Fund	Properties Fund	Total
	Theology	General Operations	Total			
Revenue						
Administration and clerical	\$ -	\$ 810,386	\$ 810,386	\$ -	\$ -	\$ 810,386
Chapel	-	4,037	4,037	-	-	4,037
Courses	9,307	-	9,307	-	-	9,307
Donations	-	100	100	411,769	-	411,869
Food services and café	-	962,731	962,731	-	-	962,731
Hobson Bequest Trust Fund (Note 10)	6,764	9,449	16,213	-	-	16,213
Investment income (loss) (Note 6)	20,950	265,028	285,978	(409,352)	-	(123,374)
Other	250	37,850	38,100	-	-	38,100
Residence fees	-	388,921	388,921	-	-	388,921
Student fees	-	2,335	2,335	-	-	2,335
The Winnipeg Foundation distribution (Note 11)	-	3,565	3,565	-	-	3,565
	37,271	2,484,402	2,521,673	2,417	-	2,524,090
Expenses						
Academic programs	-	17,369	17,369	-	-	17,369
Administration and clerical	-	855,543	855,543	-	-	855,543
Capital campaign	-	8,522	8,522	-	-	8,522
Chapel	-	37,139	37,139	-	-	37,139
Development Office	-	194,263	194,263	-	-	194,263
Food services and café	-	1,107,652	1,107,652	-	-	1,107,652
Residence	-	492,651	492,651	-	-	492,651
Scholarships	-	180,578	180,578	-	-	180,578
Special projects and other	-	-	-	30,722	-	30,722
Theology	16,281	-	16,281	-	-	16,281
	16,281	2,893,717	2,909,998	30,722	-	2,940,720
Excess (deficiency) of revenue over expenses for the year	\$ 20,990	\$ (409,315)	\$ (388,325)	\$ (28,305)	\$ -	\$ (416,630)

The accompanying notes are an integral part of these financial statements.

ST. JOHN'S COLLEGE

Statement of Operations

For the year ended March 31, 2022

	Operating Fund			Trust Fund	Properties Fund	Total
	Theology	General Operations	Total			
Revenue						
Administration and clerical	\$ -	\$ 739,426	\$ 739,426	\$ -	\$ -	\$ 739,426
Canada Emergency Wage Subsidy and Temporary Wage Subsidy (Note 3)	-	255,136	255,136	-	-	255,136
Chapel	-	2,667	2,667	-	-	2,667
Courses	5,016	-	5,016	-	-	5,016
Donations	-	395	395	262,908	-	263,303
Food services and café	-	337,002	337,002	-	-	337,002
Hobson Bequest Trust Fund (Note 10)	8,592	12,000	20,592	-	-	20,592
Investment income (Note 6)	20,550	260,213	280,763	510,289	-	791,052
Other	1,259	5,664	6,923	-	-	6,923
Residence fees	-	196,739	196,739	-	-	196,739
Student fees	-	2,205	2,205	-	-	2,205
The Winnipeg Foundation distribution (Note 11)	-	3,642	3,642	-	-	3,642
	35,417	1,815,089	1,850,506	773,197	-	2,623,703
Expenses						
Academic programs	-	2,934	2,934	-	-	2,934
Administration and clerical	-	744,640	744,640	-	-	744,640
Capital campaign	-	11,961	11,961	-	-	11,961
Chapel	-	35,181	35,181	-	-	35,181
Development Office	-	187,539	187,539	-	-	187,539
Food services and café	-	796,746	796,746	-	-	796,746
Residence	-	484,522	484,522	-	-	484,522
Scholarships	-	180,213	180,213	-	-	180,213
Special projects	-	-	-	57,893	-	57,893
Theology	5,935	-	5,935	-	-	5,935
	5,935	2,443,736	2,449,671	57,893	-	2,507,564
Excess (deficiency) of revenue over expenses for the year	\$ 29,482	\$ (628,647)	\$ (599,165)	\$ 715,304	\$ -	\$ 116,139

The accompanying notes are an integral part of these financial statements.

ST. JOHN'S COLLEGE

Statement of Cash Flows

For the year ended March 31	2023	2022
Cash Flows from Operating Activities		
Deficiency of revenue over expenses for Operating Fund	\$ (388,325)	\$ (599,165)
Changes in non-cash working capital		
Accounts and subsidy receivable	(195,567)	(418,224)
Inventories	(962)	6,820
Prepays	(2,124)	(1,752)
Accounts payable and accrued liabilities	17,974	11,622
Deferred revenue	(3,486)	(23,975)
	<u>(572,490)</u>	<u>(1,024,674)</u>
Cash Flows from Investing and Financing Activities		
Interfund loan proceeds	-	450,000
Interfund transfer proceeds	200,000	200,000
Interfund advances, net	373,574	171,518
	<u>573,574</u>	<u>821,518</u>
Net increase (decrease) in cash and bank for the year	1,084	(203,156)
Cash and bank (bank indebtedness), beginning of year	(110,584)	92,572
Bank indebtedness, end of year	\$ (109,500)	\$ (110,584)

ST. JOHN'S COLLEGE

Notes to Financial Statements

For the year ended March 31, 2023

1. Nature of the Organization

St. John's College (the College) is an independent constituent college of the University of Manitoba, governed under the terms of the act of its incorporation as Chapter 39 of the Statutes of the Province of Manitoba, 1871 and re-enacted in 1990 Chapter 171. The statutes of the College are amended, repealed or replaced by the Synod of the Diocese of Rupert's Land, most recently in 1992 and 2002.

The College is governed by a bicameral system with a Council and an Assembly. Assembly is made up of all the Fellows of the College plus student and Council representatives and is responsible for academic matters and setting the budget. College Council has the Bishop, the Metropolitan of the Province of Rupert's Land, the Chancellor of the Diocese and six members appointed by Diocesan Council among its membership. Council sets the parameters for the budget and oversees the financial decisions made by the College and its overall direction.

The College has as its purpose to provide a rich and well rounded educational experience for its members and to promote excellence in theological and secular learning. In addition, the College operates a residence, food services and room and event bookings.

The College is a charitable organization exempt from tax under the Income Tax Act.

2. Summary of Significant Accounting Policies

a) Basis of Accounting

The financial statements have been prepared by management using Canadian accounting standards for not-for-profit organizations.

b) Fund Accounting

The Operating Fund accounts for the College's program delivery and administrative activities. This fund reports unrestricted resources from externally generated revenue and restricted operating grants from the University of Manitoba.

The Trust Fund reports contributions for endowment for bursaries, scholarships, awards and other purposes restricted by the contributor, as well as non-endowment contributions restricted by the contributor and by Council.

The Properties Fund reports the assets, liabilities, fund balance, revenue and expenses related to College's capital assets.

ST. JOHN'S COLLEGE

Notes to Financial Statements

For the year ended March 31, 2023

2. Summary of Significant Accounting Policies (continued)

c) Revenue Recognition

The College follows the restricted fund method of accounting for contributions.

Administration and clerical revenue is recognized as revenue in the year in which the related expenses are incurred and when receivable and collection is reasonably assured.

Residence fees revenue are recognized on a monthly basis as they are earned. Food services and café revenue are recognized when the sale occurs. Conference, courses and chapel revenue is recognized as revenue when the event occurs.

Investment income earned on investments of the Trust Fund is reported in the Operating Fund depending on the nature of the restrictions imposed by the contributor of funds, and in the Trust Fund if it is to be held in perpetuity.

Unrestricted contributions including grants and donations are recognized as revenue of the Operating Fund when receivable and collection is reasonably assured. Contributions for endowment or restricted by the contributor are recognized as revenue of the Trust Fund when received.

d) Inventories

Inventories are recorded at the lower of cost and net realizable value, cost being determined on a first-in, first-out basis.

e) Properties

The academic building and residence, chapel, and furniture, fixtures and equipment are recorded at historical cost. All repairs and replacements are treated as operating expenses in the year incurred.

Library books are recorded at a nominal value of \$10,000. All purchases are treated as operating expenses in the year incurred.

No amortization is recorded on properties.

ST. JOHN'S COLLEGE

Notes to Financial Statements

For the year ended March 31, 2023

2. Summary of Significant Accounting Policies (continued)

f) Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets in actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. In addition, all fixed income portfolio investments, and funds held on behalf of the College have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

g) Use of Estimates

Financial statements prepared in conformity with Canadian accounting standards for not-for-profit organizations require management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the reporting period. Actual results could differ from these estimates.

3. Contingency Related to the Canada Emergency Wage Subsidy

During the current and prior years, the College applied for the Canada Emergency Wage Subsidy (CEWS). While the College received CEWS payments in the amount of \$301,132 from the Canada Revenue Agency during a prior year, an amount of \$515,899 (\$514,705 in 2022) remains receivable at March 31, 2023 since Canada Revenue Agency concluded that the College is ineligible for the CEWS. The College had filed a Notice of Objection to Canada Revenue Agency which has been rejected. The College had filed an appeal to the Tax Court of Canada on the eligibility of CEWS for the College. While a trial date was scheduled, the matter was resolved favorably for the College outside of the Tax Court of Canada in July 2023 whereby the College expects to collect the amount recorded as receivable at March 31, 2023. Any additional costs for which the College will be compensated will be recorded as a recovery when received or receivable.

4. Interfund Balances Due

During the prior year, Council approved an interfund loan of \$450,000 to provide for cash flow to the Operating Fund. This loan will be repaid upon collection of the CEWS. The interfund balances due are unsecured, non-interest bearing and have no specific terms of repayment except for \$450,000 loan balance. Balances arose in the normal course of operations.

ST. JOHN'S COLLEGE

Notes to Financial Statements

For the year ended March 31, 2023

5. Properties

	2023	2022
Academic building and residence	\$ 815,587	\$ 815,587
Chapel	216,964	216,964
Furniture, fixtures and equipment	201,823	201,823
Library	10,000	10,000
	\$ 1,244,374	\$ 1,244,374

The College buildings are located on land leased to the College for its use until the year 2056 by the University of Manitoba.

6. Investments

	2023	2022
Managed by St. John's College		
Common stocks and equities	\$ 4,633,737	\$ 4,929,440
Fixed income securities	3,196,342	3,137,369
	7,830,079	8,066,809
Funds held on behalf of the College		
The Anglican Church of Canada - Consolidated Trust Fund	607,322	650,456
Diocese of Rupert's Land	35,429	41,270
	\$ 8,472,830	\$ 8,758,535

The fair value of investments held outside of Canada is \$2,328,928 as at March 31, 2023 (\$1,902,626 in 2022).

7. Credit Facility

The College has access to an operating line of credit with a maximum of \$150,000 bearing interest at prime plus 1.00% with effective rate of 7.70% at March 31, 2023. As at March 31, 2023, a total of \$42,500 has been drawn from the operating line of credit.

ST. JOHN'S COLLEGE

Notes to Financial Statements

For the year ended March 31, 2023

8. Canada Emergency Business Account (CEBA) Loan Payable

The College received a \$60,000 loan from the Royal Bank of Canada in association with the Government of Canada. The loan was received to finance qualifying non-deferrable expenses during the COVID-19 pandemic. The loan is unsecured and is non-interest bearing with no scheduled payments until January 18, 2024, after which time it is converted to a term loan with interest at 5% with monthly repayment to its maturity on December 31, 2026. As part of the agreement, \$20,000 is forgiven providing \$40,000 is repaid by January 18, 2024. As at March 31, 2023, the College intends to repay the loan by January 18, 2024.

In accordance with ASNPO, the forgivable portion of the loan has been recognized as revenue for the year ended March 31, 2021 and is included in Other Revenue. The loan has been presented at its face amount since the benefit of the interest-free loan is insignificant.

9. Funds Held Outside of St. John's College

Details of award amounts for the year ended March 31, 2023 on funds held by third parties for the benefit of the College are as follows:

Kathleen Burrows Lightcap	\$ 6,000	Funds annually donated by donor
Margaret Waterman Memorial Scholarship	849	Funds annually donated by donor
Dr. June Marion James	2,125	Donor directed through The Winnipeg Foundation
SJC Students Association Bursary	<u>1,415</u>	Funds donated by Student Council
	<u>\$ 10,389</u>	

10. Hobson Bequest Trust Fund

The College is the beneficiary of the Hobson Bequest Trust Fund, which is not recorded in these financial statements. The College received \$16,213 in revenue from this Trust during the year ended March 31, 2023 (\$20,592 in 2022), which is presented as revenue in the Statement of Operations.

ST. JOHN'S COLLEGE

Notes to Financial Statements

For the year ended March 31, 2023

11. The Winnipeg Foundation

The St. John's College Fund ("Fund") is an endowment fund held by The Winnipeg Foundation. The Fund was established with the contribution of \$15,000 over a two year period by St. John's College, which was matched by The Winnipeg Foundation under the agreement that the Fund remain with The Winnipeg Foundation in perpetuity with the College receiving annual income distributions. The fair value of the Fund is \$73,145 at March 31, 2023 (\$76,717 at March 31, 2022) and is not presented on the Statement of Financial Position of the College. The Fund distributed income of \$3,565 to the College during the year ended March 31, 2023 (\$3,642 in 2022) that is presented as revenue in the Statement of Operations under General Operations.

12. Pension Plan

The College participates in a defined contribution pension plan whereby all College employees are eligible to participate in the pension plan after one year of continuous employment. The College matches employee contributions at a rate of 4% of the employees' salary. The expense for the year ended March 31, 2023 was \$27,552 (\$30,683 in 2022). The contributions are held in trust by Canada Life and are not recorded in these financial statements. The College has no further liability or obligation for future contributions to fund benefits earned by its members.

13. Financial Instrument Risk Management

The College, through its financial assets and liabilities, is exposed to various types of risk in the normal course of operations. The College's objective in risk management is to optimize the risk return trade-off, within set limits, by applying integrated risk management and control strategies, policies and procedures throughout the College's activities. The financial instrument risks have not changed from the prior year. The following analysis provides a measurement of those risks at year end.

Credit Risk

Credit risk is the risk that the College will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the College to significant concentrations of credit risk consist primarily of accounts and subsidy receivable and investments. The College is not exposed to significant credit risk through its accounts receivable and investments since the accounts receivable have typically been paid when due, and investments are diversified. The College's exposure to credit risk related to collection of the Canada Emergency Wage Subsidy has been eliminated when compared to the prior year as disclosed at note 3.

ST. JOHN'S COLLEGE

Notes to Financial Statements

For the year ended March 31, 2023

13. Financial Instrument Risk Management (continued)

Liquidity Risk

Liquidity risk is the risk that the College will encounter difficulty in meeting financial obligations as they become due and arises from the College's management of working capital. Financial instruments that potentially subject the College to significant concentrations of liquidity risk include accounts payable and the Canada Emergency Wage Subsidy. The College's policy is to ensure that it will have sufficient cash to allow it to meet its liabilities when they become due, and it has access to a line of credit as disclosed at note 7. In addition, the College has approved an interfund loan in the prior year to provide for cash flow to the Operating Fund as disclosed at note 4.

Market and Interest Rate

Market risk and interest rate risk are the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market conditions and interest rates. The College is not exposed to significant interest rate risk as cash is held in short-term products and government and high quality corporate bonds, and investments are diversified. The College is exposed to market risk and follows its investment policy to monitor the investments in an effort to safeguard against market fluctuations.

Foreign Exchange Risk

Foreign exchange risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The College is exposed to foreign exchange risk since it holds a portion of its investments in U.S. and international equities. The College follows its investment policy to monitor the investments in an effort to minimize its exposure to foreign exchange risk.



St. John's College

Final report to the Finance and
Administration Committee

For the year ended March 31, 2023

Issued on September 14, 2023

START



To the Finance and Administration Committee of St. John's College

We are pleased to provide you with the results of our audit of St. John's College (the "College") financial statements for the year ended March 31, 2023.

The enclosed final report includes our approach to your audit, including: significant risks identified and the nature, extent, and results of our audit work. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.

During the course of our audit, management made certain representations to us—in discussions and in writing. We documented these representations in the audit working papers.

The business environment has changed for us all during the time of COVID-19. Cash flow, strategy, operations: each has received a rethink. As your auditors, we have relied on our digital audit suite to stay connected—among ourselves, with management, and with you.

We look forward to discussing our audit conclusions with you. In the meantime, please feel free to contact us if you have any questions or concerns.

Yours truly,

Pamela Dupuis, CPA, CA

Pamela Dupuis, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants



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For the year ended March 31, 2023



BDO'S DIGITAL AUDIT SUITE

APT Next Gen

We use our APT Next Gen software and documentation tool to save time, streamline processes, and go paperless with your audit.

[LEARN MORE](#)

DISCOVER THE
DIGITAL DIFFERENCE





Audit at a glance

Preliminary materiality was \$75,000. Final materiality remained unchanged from our preliminary assessment.

We are not aware of any fraud affecting the College. If you have become aware of changes to processes or are aware of any instances of actual, suspected, or alleged fraud since our discussions held at planning, please let us know.

We have complied with relevant ethical requirements and are not aware of any relationships between St. John's College and our Firm that may reasonably be thought to bear on our independence.

LEAD
PARTNER
ON YOUR
AUDIT

Pamela Dupuis, CPA, CA
Partner through a
corporation and Manitoba
Office Service Line Leader
for Assurance

Email: pdupuis@bdo.ca

Direct: 204 926 7240

START
DATE

February 2023

END DATE

September 2023



Status of the audit

We have substantially completed our audit of the year ended March 31, 2023 financial statements, pending completion of the following items:

- Receipt of signed representation letter
- Enquiry related to subsequent event to the date of our report
- Approval of draft financial statements by Council

We conducted our audit in accordance with Canadian generally accepted auditing standards. The objective of our audit was to obtain reasonable, not absolute, assurance about whether the financial statements are free from material misstatement. We propose to issue a modified independent auditor's report on the financial statements of the College which is attached to the draft financial statements.

The scope of the work performed was substantially the same as that described in our Audit Planning Report to the Finance and Administration Committee dated April 18, 2023.



Audit findings

As part of our ongoing communications with you, we are required to have a discussion on our views about significant qualitative aspects of the College's accounting practices, including accounting policies, accounting estimates and financial statements disclosures. We look forward to exploring these topics in depth and answering your questions. A summary of the key discussion points are below:

Financial statement areas	Risks noted	Audit findings
Revenue recognition	Fraud risk	<p>We reviewed the revenue recognition policy as disclosed in the financial statements to ensure compliance with Canadian accounting standards for not-for-profit organizations (“ASNPO”).</p> <p>We have reviewed all revenue streams to obtain an understanding of the manner and timing in which management recognized revenue.</p> <p>Our audit testing was performed satisfactorily.</p>
Revenue recognition	Fraud risk	<p>We have reviewed and tested journal entries at year end and throughout the year, reviewed accounting estimates for biases, and evaluation the business rationale of transactions outside the normal course of operations, if applicable.</p> <p>Our audit testing was performed satisfactorily.</p>
Management expenses and use of credit cards	Fraud risk	<p>We reviewed controls over authorization of management expenses and credit cards used by staff. We also tested a sample of management expenses reimbursements and credit card statements throughout the year.</p> <p>Our audit testing was performed satisfactorily.</p>



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Internal control matters

During the audit, we performed the following procedures regarding the College's internal control environment:

- ▶ Documented operating systems to assess the design and implementation of control activities that were relevant to the audit.
- ▶ Discussed and considered potential audit risks with management.
- ▶ We considered the results of these procedures in determining the extent and nature of audit testing required.



We are required to report to you in writing about any significant deficiencies in internal control that we have identified during the audit.

A significant deficiency is defined as a deficiency or combination of deficiencies in internal control that merits the attention of those charged with governance.

The audit expresses an opinion on the College's financial statements. As a result, it does not cover every aspect of internal controls—only those relevant to preparing the financial statements and designing appropriate audit procedures. This work was not for the purpose of expressing an opinion on the effectiveness of internal control.

No control deficiencies were noted that, in our opinion, are of significant importance to discuss. The draft management letter is attached at [Appendix A](#).



Adjusted and unadjusted differences

Summary of adjusted differences

The following entries were recorded during the audit in discussion with College management:

- ▶ Several late entries were proposed by management after the commencement of the audit execution.
- ▶ Three adjusting entries were proposed during the audit which were entries proposed in the prior year that had not been posted to the general ledger at March 31, 2023.

Summary of unadjusted differences

The following unadjusted error was identified at the conclusion of our audit and discussed with management:

- ▶ Error related to unrecorded distribution on January 1, 2023 and unrecorded change in fair value of investment since December 31, 2022 in General Synod of the Anglican Church of Canada resulting in understatement of investments of \$33,983 at March 31, 2023 and understatement of investment revenue of \$33,983 for the year ended March 31, 2023.

We have concluded that the above-noted unadjusted errors are immaterial individually and taken as a whole. Should the Finance and Administration Committee agree with our conclusions, we have no further adjustments to propose.



Other required communications

Professional standards require independent auditors to communicate with those charged with governance certain matters in relation to an audit. In addition to the points communicated within this letter, the attached table summarizes these additional required communications.

Issue	BDO response
Potential effect on the financial statements of any material risks and exposures, such as pending litigation, that are required to be disclosed in the financial statements.	We reviewed professional fees recorded in the general ledger, reviewed minutes and discussed legal matters with management. We reviewed the judgment made by the Tax Court of Canada in July 2023 related to the College's eligibility for Canada Emergency Wage Subsidy ("CEWS") which was resolved in the favor of the College. As a result, the College is in the process of collecting the CEWS balance due. No other legal matters were identified during our audit.
Material uncertainties related to events and conditions that may cast significant doubt on the College's ability to continue as a going concern.	The College has experienced cash flow shortfall from operations in the current and prior years. The College has accessed the line of credit at year end, has formalized a loan from the Trust Funds to the Operating Funds, and has redesignated certain Trust Funds based on the donor's requests in order to fund the Operating Fund for the current year. Operating Fund cash flow difficulties are directly related to the downturn in economic activity and that no in-person classes were offered for a significant pandemic during the pandemic, coupled with the balance due for CEWS. During the current year, the College has experienced an increase in activity for residence and food services. Subsequent to year end, the judgment made by the Tax Court of Canada will result in collection of the CEWS in full in the coming months. The College has undertaken means to recover from the deficit and cash flow difficulties experienced over the last two years. We judge that the College has the ability to continue as a going concern.
Disagreements with management about matters that, individually or in the aggregate, could be significant to the College's financial statements or our audit report.	There were no disagreements with management.
Matters involving non-compliance with laws and regulations.	We did not identify any matters involving non-compliance with laws and regulations.
Significant related party transactions that are not in the normal course of operations and which involve significant judgments made by management concerning measurement or disclosure.	No related party transactions were noted that are not in the normal course of operations and which involve significant judgement other than that which has been disclosed in the financial statements.
The management representation letter.	We will obtain a signed representation letter from management once the draft financial statements have been approved by Council. The representation letter is attached at Appendix B .
Modification in opinion.	As was raised in prior years, the College follows a policy of recording acquired properties at historical cost without amortization as described in the notes to financial statements. This policy is a departure from Canadian accounting standards for not-for-profit organizations which require capital assets to be amortized over their estimated useful life. Management has not quantified the impact of the failure to record amortization of capital assets over their estimated useful lives. Our audit opinion on the financial statements for the year ended March 31, 2023 was modified accordingly because of this departure from Canadian accounting standards for not-for-profit organizations.



How we audit financial statements: Our audit process

IDENTIFY AND ASSESS RISK

Focus on those areas of financial statements that contain potential material misstatements as a consequence of the risks you face

OBTAIN AUDIT EVIDENCE

Perform audit procedures while maintaining appropriate degree of professional skepticism, to conclude whether or not the financial statements are presented fairly

REPORT

Communicate our opinion and details of matters on which we are required to report



New Standard for Audit Quality



ISQM 1

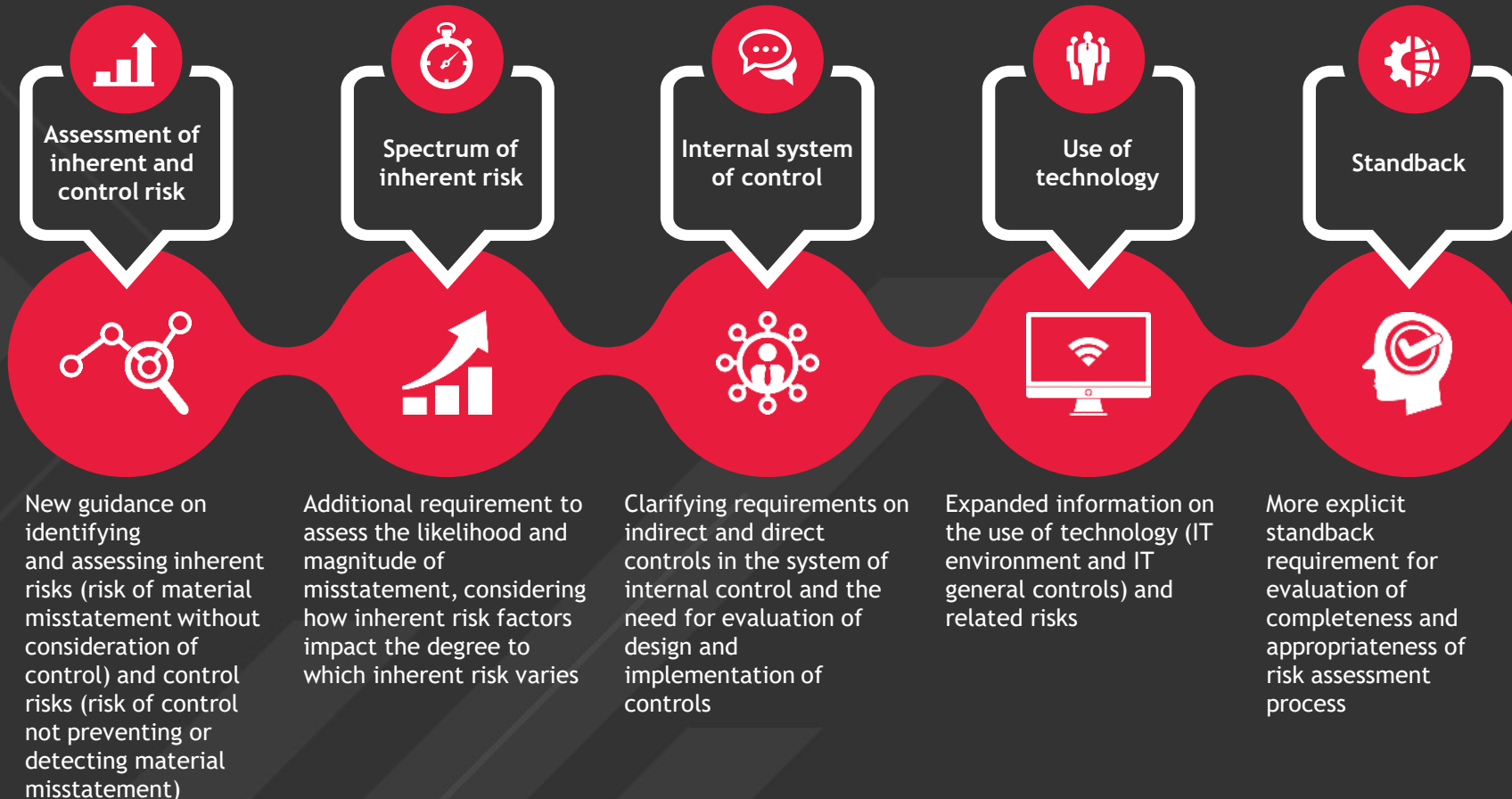
The quality of an audit depends not only on the people conducting it—but also on the systems underpinning it. These new rules up the ante for your audit quality.

[SEE THE STANDARD](#)



Updates to our audit process

Canadian Auditing Standard 315, *Identifying and Assessing the Risks of Material Misstatement*, was significantly revised with a greater focus on more robust risk identification, assessment and response procedures. The standard is effective for periods beginning on or after December 15, 2021. Key enhancements include:



What's the impact to you?

More inquiry, observation, and inspection procedures, especially for risks related to the use of technology

No change to communicating significant risks

Audit procedures focused on addressing risks identified

More consistent and effective audits with improved responses to identified risks improving audit quality for all stakeholders



Our audit approach: Responsiveness in action

Our firm is deliberately structured to allow one partner to every six staff members. This means easy access to senior staff and the lead partner throughout your audit. It also helps our team gain a better understanding of your organization. Our audit process differs from the typical audit in our use of in-field reviews, subject to COVID-19 safety protocols. The benefit of these in-field reviews is that final decision-makers are on site ensuring issues are resolved and files closed quickly. We offer clients the full-service expertise of a national firm. Yet we maintain a local community focus. The comprehensive range of services we deliver is complemented by a deep industry knowledge gained from over 100 years of working within local communities.



Discover how we're accelerating audit quality



Audit Quality Report

We collected our core beliefs around audit quality, the very practical steps we take to sustain it, and the progress we have made to accelerate its quest.

[Follow our progress](#)

BDO’s digital audit suite

Our digital audit suite of technologies enables our engagement teams to conduct consistent risk-based audits, both domestically and internationally, with maximum efficiency and minimal disruption to our clients’ operations and people.



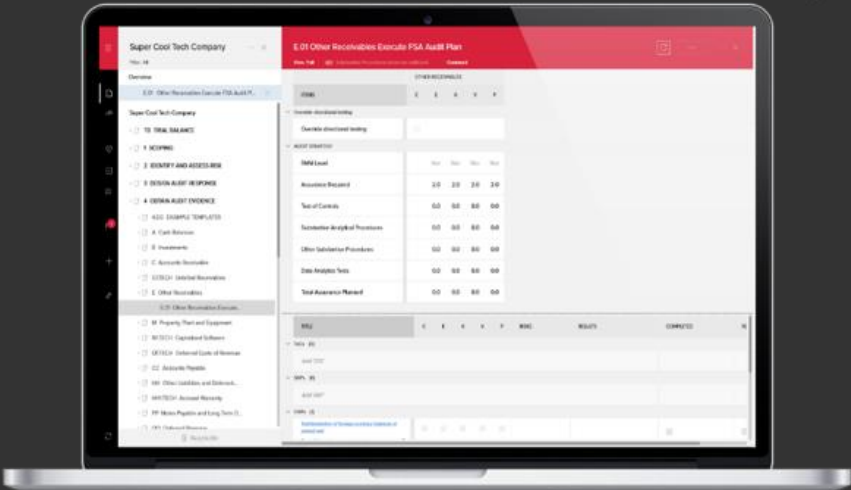
APT Next Gen

Our audit software and documentation tool, APT, is an integral part of our audit methodology. Our professionals engage APT to devise and perform appropriate, risk-based audit procedures and testing based on applicable Canadian Auditing Standards (CASs), as well as to factor in engagement and industry-specific objectives and circumstances.

APT enables us to deliver an audit that fits your organization—whether large or small; complex or basic.

This sophisticated tool also amplifies two key attributes of our audits: consistency and quality. The quality framework that we developed measures our audit performance with hard quality indicators and reflects our indispensable culture for quality. To see our audit quality and consistency in action, look no further than how our teams share best audit practices for continuous improvement.

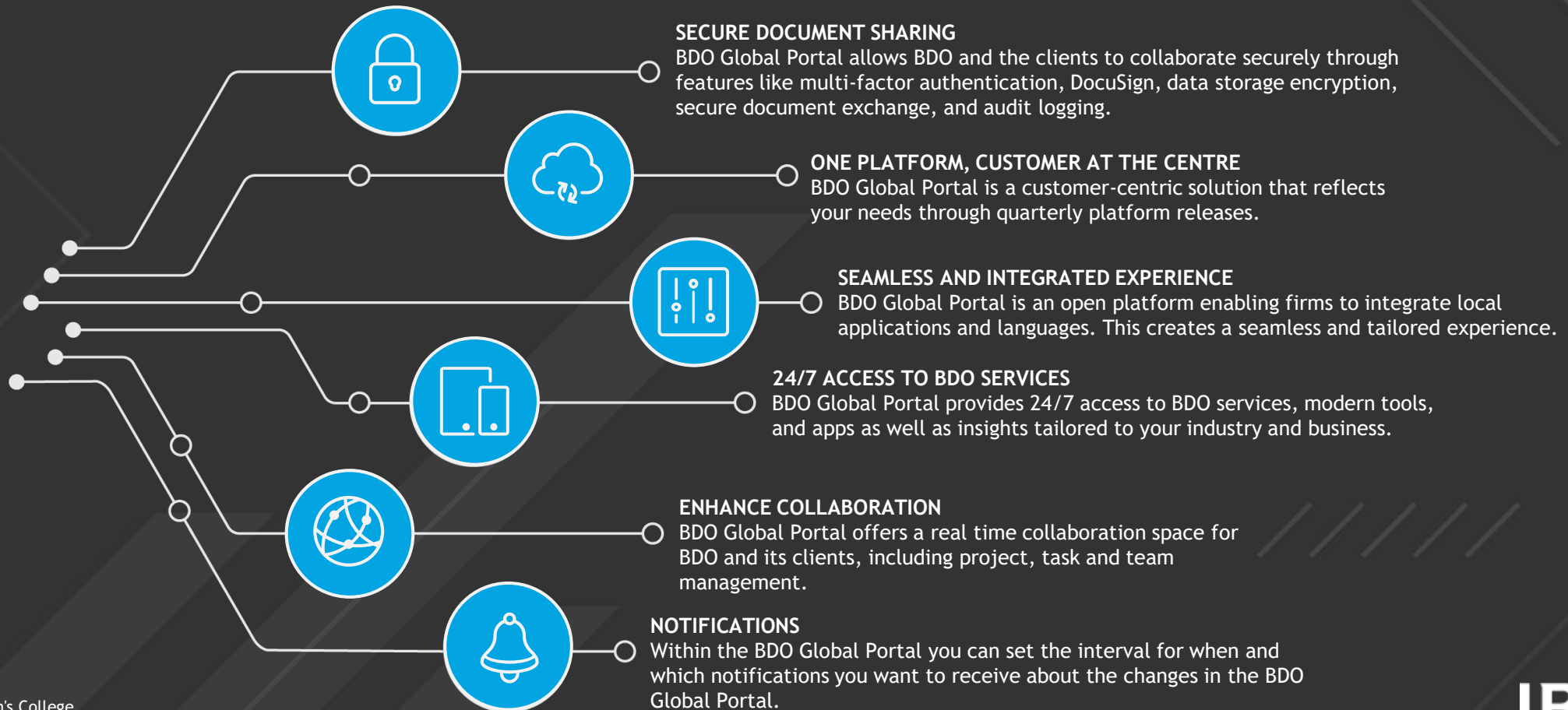
Through a strategic alliance with Microsoft and the introduction of new technology, this global, cloud-based application can now streamline and focus the audit process in even more ways for BDO professionals and their clients.





BDO Global Portal

BDO Global Portal transforms and enhances your digital experience with your BDO advisors. Available at any time, Portal enables you to access all services, tools, apps, and information and to collaborate with your advisors in a seamless way through a flexible, appealing, and secure environment.





Recommended resources

Key changes to financial reporting



When the rules of reporting change, you may need to fine-tune how to present financial statements and govern the organization.

**ACCESS OUR
KNOWLEDGE CENTRE**

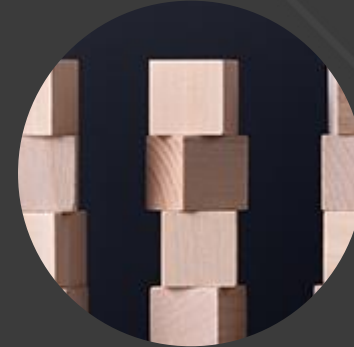
2023 Federal Budget



Understand the key elements of the 2023 Federal Budget and how it will impact you and your business

STAY ON TOP OF TAXES

7 powerful steps to financial audit readiness



Getting and staying prepared for an audit simplifies the process, cuts turnaround time, and improves your chances of overall success. Learn how you can be audit ready.

7 STEPS



Spotlight on ASPNO

AcSB Exposure Draft “Contributions – Revenue Recognition and Related Matters



OBJECTIVE OF CHANGE

- ▶ Improve financial reporting by not-for-profit organizations (NPOs) by creating guidance that will result in financial statements that are less complex and more comparable.



MAIN IMPACT ON CURRENT ACCOUNTING

- ▶ NPOs would be required to defer recognition of revenue for a restricted contribution until the external restriction(s) associated with the contribution are met, provided the contribution is measurable and collection is reasonably assured.
- ▶ Elimination of the existing accounting policy choice for restricted contributions (restricted fund method vs deferral method) will result in a change in practice for many NPOs.



PROPOSED STANDARD

- ▶ One single approach for recognizing revenue from restricted contributions.
- ▶ Specific guidance on special types of contributions including endowments, capital asset contributions and contributed materials and services.
- ▶ Includes amendments to current guidance in Section 4400 Financial Statement Presentation by NPOs.



FEEDBACK TO ACSB

- ▶ Comments deadline: September 30, 2023
- ▶ Response options:
 - Response letter via [online form](#).
 - Round table attendance - details on the [Contributions](#) project page.
 - Complete the [Connect.FRASCanada.ca](#) survey.



PROPOSED EFFECTIVE DATE

- ▶ Fiscal years beginning on or after January 1, 2026 with earlier application permitted.
- ▶ Retrospective application with transitional relief provisions.



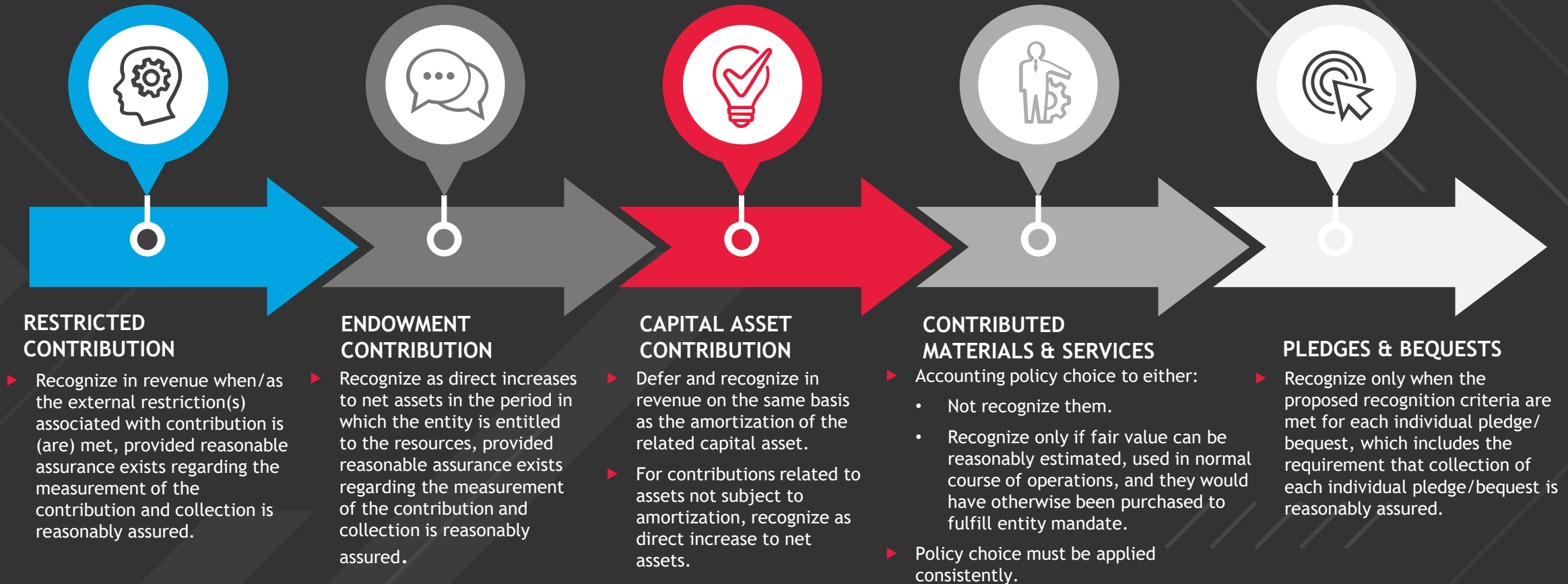
RESOURCES

- ▶ [Exposure Draft & In Brief](#) documents
- ▶ [Webinar](#)



Spotlight on ASPNO

In Depth: Proposed Accounting



Spotlight on sustainability

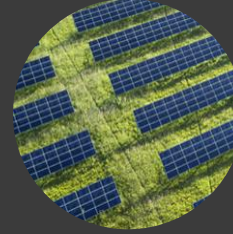
Fast-moving world events are pushing sustainability up the agenda of Canadian organizations. Now organizational leaders, investors, and customers are responding on three fronts: environmental, social, and governance (ESG).

Regulators and issuers of standards are doing their part by supporting sustainability in the reporting ecosystem. Increasingly, organizations will need to go beyond the financials—and demonstrate sustainability with non-financial metrics.

5 reasons why businesses should care about ESG

[SEE 5 REASONS](#)

How climate change became a business issue worth reporting

[READ ARTICLE](#)

10 Questions about sustainability reporting

[EXPLORE QUESTIONS](#)

Accounting for going green

[LEARN MORE](#)

Why CFOs should make sustainability a part of their financial reporting today

[BUILD BACK SUSTAINABLY](#)

Rethinking sustainability: the ESG roadmap

[SEE ROADMAP](#)



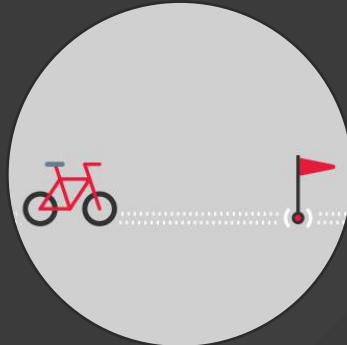
Spotlight on not-for-profit

Sector insights to shape your organization

Our not-for-profit leaders are thinking about the big questions facing the sector—from fulfilling your mission with limited resources to staying compliant with regulation. Our team combines sector-leading assurance, advisory, and tax expertise to bring you key insights.

For more on these and other key issues facing your business, please reach out to your engagement partner. They will be happy to put you in touch with the BDO professional who can best help you.

Navigating your non-profit



Your strategic roadmap to success

[READ REPORT](#)

Board guide to strategic planning



Building a roadmap for your non-profit

[READ REPORT](#)

The BDO Not-for-Profit Resource Centre



Sector insights at your convenience

[EXPLORE NOW](#)



Appendices

- ▶ Appendix A: Draft management letter
- ▶ Appendix B: Representation letter



Appendix A: Draft management letter

St. John's College
92 Dysart Road
Winnipeg, Manitoba
R3T 2M5

September 27, 2023

Attention: Ivan Froese, Bursar

Dear Ivan Froese

Re: Management Letter

The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

During the course of our audit of the financial statements of St. John's College for the year ended March 31, 2023, we did not encounter any significant matters that we believe should be brought to your attention.

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

We would like to express our appreciation for the cooperation and assistance that we received during the course of our audit from you and your team.

Yours truly,

Pamela Dupuis, CPA, CA
Partner through a corporation
BDO Canada LLP
Chartered Professional Accountants



Appendix B: Representation letter

St. John's College
92 Dysart Road
Winnipeg, Manitoba
R3T 2M5

September 27, 2023

BDO Canada LLP
Chartered Professional Accountants
201 Portage Avenue, 26th Floor
Winnipeg Manitoba
R3B 3K6

This representation letter is provided in connection with your audit of the financial statements of St. John's College for the year ended March 31, 2023, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated March 31, 2022, for the preparation of the financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations; in particular, the financial statements are fairly presented in accordance therewith.

- The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement and/or disclosure that are reasonable in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian Accounting Standards for Not-for-Profit Organizations.
- All events subsequent to the date of the financial statements and for which Canadian Accounting Standards for Not-for-Profit Organizations require adjustment or disclosure have been adjusted or disclosed.
- The financial statements of the entity use appropriate accounting policies that have been properly disclosed and consistently applied.
- The effects of uncorrected misstatements related to the understatement of Trust Fund investments and related fund balances of \$33,983 as at March 31, 2023, and the understatement of Trust Funds investment revenue of \$33,983 are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- We have reviewed and approved all journal entries recommended by the auditors during the audit.

Information Provided

- 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;
- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- We are responsible for the design, implementation and maintenance of internal controls to prevent, detect and correct fraud and error, and have communicated to you all deficiencies in internal control of which we are aware.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- 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 the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Fraud and Error

- 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.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements.
- 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.

General Representations

- There were no direct contingencies or provisions (including those associated with guarantees or indemnification provisions), unusual contractual obligations nor any substantial commitments, whether oral or written, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the entity, except as disclosed in the financial statements.

Other Representations

- We have informed you of all known actual or possible litigation and claims, whether or not they have been discussed with legal counsel. Since there are no actual, outstanding or possible litigation and claims, no disclosure is required in the financial statements.

- We confirm that we intend to have the capacity to repay \$40,000 of the Canada Emergency Business Account loan no later than December 31, 2023 and that \$20,000 of the total loan payable will be forgiven by the Government of Canada.

Yours truly,

Ivan Froese, Bursar & Executive Assistant to the Warden

NOTE – INSERT LETTERHEAD

June 15, 2023

St John's College
92 Dysart Road
University of Manitoba
Winnipeg, MB R3T 2M5 Canada
Attention: Dr. Allison Abra

Re: Student Residence Buildings on University Campus

As discussed in March of this year, the University has identified that several current residences need to be replaced and there is a need for additional residence spaces on the University campus. ~~St-St~~ John's identified that its current facility needs redevelopment or replacement.

I am writing this letter to express the mutual intent and willingness of the University and ~~St-St~~ John's College to discuss ~~whether there is an~~ opportunity to work together to address the shortage of student housing on the University campus.

Both parties recognize the need for additional student housing and replacing some existing facilities that have reached the end of their useful life. With this letter of intent, we aim to establish the framework for our discussions and highlight the interests and responsibilities of each party at this stage of the process.

1. Purpose and scope

The parties agree that there is a need for additional student housing on the University campus. They further agree to work together to identify opportunities to address the shortage of student housing in a way that will benefit both parties.

It's possible that there will be an opportunity for ~~St-St~~ John's to contribute financially to the new residence facility, ~~and that a~~ Also, a portion of the building ~~to be branded~~ could be identified as ~~St-St~~ John's College residence, and potentially operated by St John's.

In addition, ~~St-St~~ John's has expressed that it would like the University to consider building a new residence on the east and south edges of the ~~St-St~~ John's College campus on land leased by St John's. This is advantageous to ~~St-St~~ John's and the University because the student experience for their residents can be more closely integrated with the rest of ~~St-St~~ John's College and the University campus. This may will also enable St John's to integrate the new residence into other College operations, such as food service.

2. Interests of Each Party

The University's main interests are:

- Supporting student success with well-run, reasonably priced and attractive student residences;
- Diversity in housing options (type, price, culture) for students on campus; and

- Financial sustainability of any residence project

~~St.~~ St John's main interests are:

- Maintaining the College ethos and culture of providing a supportive and personal academic ~~and residence~~ experience;
- Maintaining its existing residence, food service and housekeeping staff that are currently in place; and
- Ensuring that St John's existing financial structure (or an updated form of it) remains in place so that ongoing College funded services and operations can be maintained. Also that any financial contribution made by the University towards a new residence building will not reduce the amount of existing funding provided to College operations in the University budget.
- Exploring the possibility of integrating St John's food service operations into the new residence, since those are a key aspect of that existing financial structure.
- Developing an agreement concerning the joint residence project that is aligned with the longstanding relationships and legal agreements (including the 1957 lease agreement, 1970 Agreement, and the 2007 Robert B. Schultz Lecture Theatre Agreement) between St John's and the University, which ensure effective partnership and collaboration in many areas, but also acknowledge and sustain St John's long-term position on the University of Manitoba campus.

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3. Responsibilities

The University has already commissioned a demand study, the result of which indicated a shortage of student residence spaces on campus. The University is developing the business case to construct a new residence facility. The University will pursue funding (which could be in the form of debt and/or a partner) to fund the buildings. The University will oversee construction of the new facility.

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~~St. John's will participate in conversations around~~ The University, in partnership with St John's, will work to establish the governance and financial structures of the project. ~~St John's and~~ will work to contribute to the financing of the facility.

Both parties are responsible for keeping each other informed throughout the process.

4. Timeline

In line with previous discussions, St John's and the University agree that a 3-5 year timeline to complete the new residence is preferred. The parties will work together to establish a detailed project timeline, encompassing the funding, design, permitting, construction, and completion phases. The timeline shall be subject to periodic review and adjustment, as necessary, based on the project's progress and unforeseen circumstances.

Please note that this letter of intent is not legally binding and does not create any enforceable rights or obligations. It serves as a preliminary step to establish our intent to work together and initiate further discussions and negotiations.


Once the project moves further along, we anticipate that we will develop a detailed agreement that incorporates the terms outlined in this letter of intent and further expands on the roles and responsibilities of each party.

If you are in agreement with the items in this letter, please sign the letter and return a signed copy to me via email (mike.emslie@umanitoba.ca).

We look forward to working with you to develop a new residence to fit the needs of our students.

Sincerely,

Mike Emslie
CFO & Comptroller

 St. John's College

Dr. Allison Abra

St John's College

Warden's Report to College Council, September 2023

It was a very productive summer for the Admin team, as we resolved or made significant progress on a wide variety of issues and projects. The successful legal resolution of our appeal to CRA over the Covid-era Canada Emergency Wage Subsidy (CEWS) was a major victory that will go a long way towards reestablishing the financial security of the College after the upheavals of the pandemic. We also made headway determining the future direction of the college building projects, reconnected with alumni, advanced our communications and student recruitment strategies, and launched an ambitious campaign to learn more about our College community.

College Building Projects

Over the summer, the University presented us with a letter of intent to outline some preliminary terms for what a collaboration on a new residence might look like. We have been consulting with the College Solicitor on the letter, and hope to have a signed version very soon. We have also been consulting with Architectural and Engineering Services and the architectural firm FT3 about the third floor redevelopment and food service expansion. In terms of fundraising, the Development Officer and I have connected with a number of alumni and donors this summer, around Winnipeg and during trips to Kenora, Selkirk, and Carman, and there continues to be great enthusiasm for the projects.

Communications/Student Recruitment

I am so pleased to welcome Marissa Naylor to the College as our first Marketing and Communications Officer. Marissa began work in mid-August and has already done tremendous work redeveloping the College communications strategy. Marissa will be working with all College departments to streamline and modernize how we communicate with students, fellows, alumni, and the community. Another big focus of her position is student recruitment, a project the whole Admin staff have been working on over the summer starting with a brainstorming staff retreat in June. Led by the Registrar and Marketing and Communications Officer, the recruitment campaign is now well underway and already proving very effective in bringing our numbers back up towards pre-pandemic norms (and hopefully beyond!) It's wonderful to see so many new students finding and getting involved in the SJC community.

College Data Analysis

As part of our student recruitment efforts and to get a better sense of the interests and needs of our overall community we have hired David Plett in a term position as Data Analyst. He is analyzing raw data provided by the UM Office of Institutional Analysis and creating, circulating, and analyzing our own surveys of our students (and potential students), residents,

and alumni. The resulting information has already been very illuminating, and has helped us target our efforts around objectives like recruitment and fundraising more effectively.

Teaching/Scholarship

During the fall term I will be teaching another course for the History Department, which is a class new to UM of my own creation called “Between Victoria and Elizabeth, Britain 1901-1952.” Over the summer, I also continued work on a journal article based on my current book project on British secret agents which I will be shortly submitting to the *Journal of British Studies*, and completed the copyediting and proof stages for the chapter I wrote for *A Cultural History of Leisure in the Modern Age*, soon to be published by Bloomsbury press.

Highlights of Other Recent Activities

- On May 10, I attended the Isbister Legacy Luncheon with some of our alumni and donors.
- On May 12, along with fellow Lori Wilkinson, I met with World University Service of Canada (WUSC) about possible collaborations with SJC.
- On May 18, I attended the Convocation ceremony at the Rady Faculty of Health Sciences.
- On May 23, I attended the ordination of new priests in the Diocese, including our Dean of Residence, Matthew Bowman. Congratulations, Matthew!
- During the week of June 4, I represented the College at several UM Convocation ceremonies.
- On June 7 and 8, I virtually attended the annual Anglican Heads of School meeting.
- On June 23, I attended the SJR Convocation to present a scholarship to an incoming Johnian.
- On June 25, I joined a number of fellows and staff and their families at a fellowship event where we attended a Valour FC football match.
- On June 26, I hosted the UM President and Rector of St. Paul’s College for the second meeting of the newly reconstituted Inter-College Council.
- On June 27, I attended the second annual Johnian Circle Luncheon.
- On Sept. 7, I offered greetings at Jumpstart, the welcome back event organized by the SJCSA which was very well attended.
- Along with the Chancellor, I served on the search committee for the new Diocesan Discipleship Developer, who will be named in the near future.
- I served on the search committee for the College’s first Marketing and Communications Officer, which resulted in the hiring of Marissa Naylor.
- I continue to serve on the Advisory Circle for the Emmanuel Mission Learning Centre at Holy Trinity Church.
- I continue to represent the College at meetings of Dean’s Council, Provost’s Council, University Senate, Faculty of Arts Council, and Diocesan Council.

Dean of Studies Report to Council September 2023

Welcome to the Fall 2023 Term!

Soup & Bread Lecture Series

The planning committee is currently sorting out our speaker schedule and the dates/times/topics/speakers should be available in the coming weeks. We look forward to a great line-up in the fall term! This is a great opportunity to get to know other fellows at the college and learn more about their research.

Lunch & Lively

The development office has organized the first Lunch and Lively event of the academic year. I am giving the lecture and I will be speaking on women and singing in the early church as it relates to issues of women's autonomy, religious identity, and the emerging patriarchal structures of the first 3-5 centuries. The talk is scheduled for Wednesday, September 20 (from 12-2pm).

Marketing & Communications

As you already know, the college has hired Marissa Naylor in the marketing and communications position. If any of you receive awards or grants, publish books or articles, or receive any other form of recognition this year, please send her an email with the details (and picture if possible) for our social media channels and other college publications. We want to promote our fellows and their accomplishments and Marissa is standardizing this process, which makes things more streamlined.

Fellowship Roles and Responsibilities

The Warden and the Dean of Studies are currently updating the SJC Fellow's handbook, which is nearly complete (and will be ready by our Assembly on September 19). This document has been revised to provide a written document to all fellows on the specific roles and responsibilities of college membership. The updated guidebook clarifies the obligations of fellowship and outlines the specific duties associated with each committee. We recognize the fellows already have many responsibilities within their respective faculties, but we the sense of community at the college is one of our strengths and our success as a college depends on the participation of our fellows!

Scholarship Committee

The scholarship committee meets at the end of September to review applications and award the many scholarships and bursaries that SJC has to offer. This is a labour-intensive process but certainly one of the more fun aspects of committee work! The scholarships and bursaries are awarded in November at the convocation ceremony.

New Fellows

We are delighted to welcome some of our more recent fellows including Kathy Block, Julia Smith, and Niigaan Sinclair, who have all moved into their offices over the past few months!

Welcome to SJC Orientation!

Allison and I will host the "Welcome to SJC" orientation for new staff and fellows on Monday, September 25 at 12pm. More details to follow but please email me if you wish to attend.

Matriculation

This event is scheduled for Tuesday, September 19 at 1pm. Reminder emails have been sent on several occasions and we strongly encourage all fellows to participate. This is a great opportunity to welcome new fellows, staff, and students to the college and it is a lovely community event!

Start of Term Reception

The start of term reception will take place following the Assembly meeting on Tuesday, September 19.

Membership Committee

We have received three more applications for fellowship since our last assembly meeting and the Membership Committee has voted to admit the following applicants:

Visiting Fellow positions (1-year term)

Dr. Joerg Stedefeld is a Professor of Chemistry at the University of Manitoba, who holds a Tier-1 CRC in Structural Biology and Biophysics. His research examines the structure-property relationship of protein-protein interaction networks. His laboratory conducts experiments on cell surface receptors and their interactions with various ligand molecules, including netrins and CCN family members.

Annette Riziki is a PhD candidate and Rhodes scholar. Her work focuses on socioemotional learning in emergency contexts, particularly between teacher and student. She examines the role that teacher's play in a child's well-being.

Dr. Sean Carleton is an historian and Indigenous Studies scholar at the University of Manitoba. His research examines the history of settler colonialism, capitalism, and education and contributes to Truth and Reconciliation in Canada.

Development Officer Report to Council
September, 2023

Fundraising

- Fundraising is off to a very slow start. This is the case for most charitable organizations as interest rates rise.
- Working on the Annual Appeal to go out early October with a follow-up early December.

Alumni/Stewardship

- Trips to Selkirk and Carman to meet with alumni with Allison and Marissa joined us for the Carman trip. Lots of good connections and ideas.
- Planning a trip to Toronto in mid-October. Will use that time to meet individuals and host a group alum luncheon.

Special Events

- Lunch and Lunch and Lively will be held during Homecoming. Dr. Jade Weimer will be presenting on "Autonomy, Unity, and Patriarchy in the Early Church: Framing Discourse on Women Singing in the First Five Centuries" So far, we have 20 people registered to attend.

Marketing/Communications

- We are delighted to be working with Marissa on our communications. Marissa has increased our profile on social media and we find that more alum are connecting with us.
- An e-newsletter will be out sometime early in October.
- Please send any content to Edmund in the Development Office.

Staffing

- Sharaina Cottick our Development Assistant is now working in the Assistant Bursar's office but Elnora Wiebe continues with inputting donations, generating tax receipts and reports.
- We will be working with Sherry and Matthew to encourage students to volunteer in the Development Office.

Capital Campaign

- Allison and I continue to meet with donors who have the potential to make larger gifts.

Respectfully submitted by:
Jackie Markstrom
11th September, 2023

Bursars' Report to Council September 27th, 2023

College Operations/Financial update

Some key metrics from our summer months indicates a strong start to the fiscal year, with all three areas performing better than 2022:

	2022	2023
Summer Residence (room and board)	\$266,794	\$300,212
Catering	\$58,951	\$146,026
Daily Bread Café	\$42,807	\$51,543

Our fall term Residence occupancy rate is quite low, despite the broader narrative that exists supporting a significant demand for student housing, particularly for International Students. St Andrews Residence finds themselves in the same situation. We have contacted MCO to alert them to this and they are working with us to amplify our message internally and externally so that we can serve the student population looking for safe, affordable, on campus housing. This highlights the ongoing challenge the College has of being able to have our profile elevated to a level equal to that of University Housing, and highlights the critical importance of us working more closely with UM in a collaborative way, as was stressed by the recently updated SCION Housing Report.

CRA Appeal

As has been reported widely, CRA agreed to a Consent to Judgement that allowed our appeals and affirms our eligibility for the CEWS program. This came about just days before we were scheduled to go to trial. We are grateful for all the support we as administration received from Assembly, Council, the Diocese, and the University of Manitoba. We are still jumping through hoops and navigating the bureaucratic process so that we can receive payment (approximately \$517,000).

Audit

BDO Canada performed an in-person audit for the 2022-23 fiscal year in June. Our last two audits have been complicated by the effects of the pandemic and the necessary financial transfers and reallocations resulting from the harsh financial impact brought on by the shutdowns, and these challenges have been exacerbated by the ongoing legal battle with CRA. Hopefully next year's audit will more closely resemble our pre-COVID operations. Finance & Administration met on September 18th to receive the draft statements and hear a report from Pam Dupuis of BDO Canada. Finance & Admin recommended their approval to Council.

Building Projects

During the summer, communications continued with UM to discuss the proposed joint Residence Project. This included working through a draft Letter of Intent between the College and the University to lay out some broad parameters within which to continue discussions that satisfies the needs of both parties. We have had this LOI reviewed and altered by our College Solicitor. We have sent that copy back to the University and hope to meet soon.

We also met with ft3 (College Architects), to discuss the potential Food Service Expansion Project in the event that the new Residence Project does not move forward. They presented a very attractive and exciting concept of what that might look like and how it would greatly improve our facilities and capabilities in the areas of Residence meals, catering, conferences, and an enhanced meeting space that could accommodate up to 300 people.

Staffing

There have been significant changes to the Administrative staff, with more to come in the next few months:

We are very pleased to have been able to hire David Plett on a short term basis to conduct some wide ranging data analysis through the use of surveys, targeting our Residence students and soon the entire University of Manitoba student cohort to determine what it is we are doing well, and what are some things we could be improving on or shifting our focus towards – all with the goal of better serving the needs of students and contributing to their overall academic success and personal growth.

We are also very excited to have been able to hire Marissa Naylor as our first Marketing & Communications Officer. Marissa has instantly accelerated and enhanced the marketing of the College and is working closely with MCO and other stakeholders to raise our profile and ensure that students know what St John's has to offer them. Our membership has already increased significantly and we anticipate that will soon translate to more Residents as well.

Congratulations are in order for two of our staff:

Beatriz Martins will be going on maternity leave at the end of December. We are going to miss her but wish her all the best while she is away. In her absence, I'm very happy that Sharaina Cottick, a 4th year Asper Student majoring in accounting and long time College member and member of SJCSA, has agreed to fill in for Beatriz while she is on leave. I'm equally grateful that former longtime Assistant Bursar Elnora Wiebe has agreed to fill in whatever gaps remain while Sharaina finishes her degree. Her knowledge and expertise will be invaluable during this time.

Hong Nguyen, who has so ably filled in for Amy Backhouse while away on maternity leave, has managed to find a permanent full time position with the Rady Faculty at the Bannatyne Campus. We will miss Hong, but also celebrate this new opportunity for her. David Plett has graciously agreed to assume her position and fill in for the last few months of her term until Amy returns in January.

As you can see, there have been lots of changes and there are more moving parts ahead, which would all be much more challenging if we didn't have such a supportive team willing to step in where needed and assist in helping to keep our College Operations moving forward.

Dean of Residence – Report to Council (September 2023)

It was a busy summer in the Residence with an average of fifty student residents each month, along with group bookings from the Centre for Earth Observation Science, Centre for Healthcare Innovation, Wawatay (Faculty of Science), and Math Camp. From July 2 to 19 Residents were invited to participate in a Residence survey administered by David Plett, to whom thanks are owed for his guidance and skill in developing the survey questions and analyzing the data.

Residence Maintenance

Several maintenance/state of good repair projects were completed over the summer:

- Two of our washing machines gave out (after a stellar twenty years in service!) and were replaced with equivalent current models from Midland Appliance.
- Accurate Dorwin conducted routine window maintenance in 36 rooms.
- MJ Chauhan Wood Works repaired/replaced the flooring in 20 rooms, combining pieces between rooms where possible and completely replacing the floor when necessary.
- Dreamcoat Painting painted the basement level common rooms, the Buttery, and the Food Service and Housekeeping offices.
- A bank of two urinals (which had been leaking into a basement maintenance room) were replaced on the first floor, requiring demolition of the existing concrete platform.

We are currently awaiting work on a crack in the foundation discovered outside the Dining Room.

Regular Session

We learned the first week of August that University Student Housing enrollment numbers were down, and while the University's residences were mostly full they would not be advising students on their waitlist to apply to St John's or St. Andrew's – because they had no waitlist.

As a result, Residence enrollment for Fall/Winter remains below what has been budgeted for with 40 students currently in residence. I have worked with Marissa Naylor, the College's new Marketing and Communications Officer to advertise the Residence to community groups focused on aid to newcomers, and we have both continued to build relationships with University department contacts in hopes they might have students looking for housing who could be sent our way. The Residence community is comprised of 77.5% international students (up from 62% last academic year and an average proportion of 52.19% for available data from 2015-2022)

Province/Nation	Students	Province/Nation	Students	Province/Nation	Students
China	2	Kenya	2	Sri Lanka	1
Colombia	1	Kuwait	1	Uganda	1
Ecuador	1	Malaysia	1	Wasagamack First Nation	6
The Gambia	1	Nigeria	7	Zambia	4
Ghana	4	Pakistan	1	Zimbabwe	1
Japan	1	Singapore	1		

Residence Activity

For the Fall Session the Dons are:

- Tawananyasha Matizanadzo (Senior Don)
- Cherno Hamidou Diallo
- Raihanah Rahim
- Jasmine Wood

Residence Council Co-Presidents

- Bryan Oforikuma
- Neil Oforikuma

The Residence Council is hoping to get off the ground in the coming weeks and is hosting a trip to Activate in East Kildonan on Saturday.

Respectfully submitted,

Matthew Bowman
Dean of Residence

Summer 2023 Residence Survey

Demographic Data

Time in Residence	Percentage
Four months or fewer	64.5%
One year	16.13%
Between two and four years	19.35%

ICM vs U of M student	Percentage
ICM	48.39%
U of M students or MITACS interns	51.61%

Gender Identity	Percentage
Woman	32.26%
Man	61.29%
Intersex	3.23%

Sexuality	Percentage
Heterosexual (Straight)	68.97%
Gay	6.90%
Bisexual or Pansexual	10.34%

Belong to a wellness practice, spirituality, religion, or faith tradition, or being non-religious	Percentage
Religious or Spiritual	20.8%
Christian	37.5%
Non-Religious or Non-Spiritual	41.6%

Respect for Diversity, Differences, and Religious Beliefs

	Proportion		
If you have a wellness and/or religious practice, do you feel you can practice it in Residence?	Religious (n=15)	Non-Religious (n=9)	Non-Responsive (n=7)
Yes	0.40	0.09	0.29
No	0.20	0.09	0.00
Non-Response	0.40	0.82	0.71

Residents indicating "no" made suggestions for gym equipment and Sunday chapel services.

	Weighted Averages		
To what extend do you feel ... respect people of differing religious beliefs?	Religious (n=15)	Non-Religious (n=9)	Non-Responsive (n=7)
Your fellow residents	3.80	4.44	4.00
St John's College	3.80	4.56	4.00
St John's College staff (Food Services, Residence, General Office)	3.87	4.78	4.00

How satisfied are you with the St John's College Dons in terms of...	Religious (n=15)	Non-Religious (n=9)	Non-Responsive (n=7)
Treating everyone fairly	3.36	4.67	4.67
Promotion of tolerance of others	2.77	3.89	4.67
Respecting ethnic, racial, and sexual/gender diversity	3.54	4.56	4.50

Residence Environment and Community

How important to you is...	Weighted Average	To what extent are other residents...	Weighted Average (n=29)
Sufficient study time	4.45 (n=29)	Respectful of your study time	4.24
Sufficient sleep time	4.65 (n=29)	Respectful of your sleep time	4.38
Respect of our privacy	4.72 (n=29)	Respectful of your privacy	4.55
Respect of your property	4.89 (n=28)	Respectful of your property	4.69
Hygienic environment	4.79 (n=29)	Maintaining cleanliness	3.83
Academic success	4.66 (n=29)	Concerned about your academic success	3.90
Social community	3.90 (n=29)	Concerned with building social community	3.48
Personal friendship	4.00 (n=29)	Concerned with forming friendships	3.28

To what extent do you...	Weighted Average (n=29)
Trust other students living in the Residence	3.52
Respect other students living in the Residence	4.41
Feel accepted by other students living in the Residence	3.97
Have close relationships with other students living in the Residence	3.17

How satisfied are you with safety and security at the College in terms of...	Weighted Average
Security of possessions in your room	4.30 (n=27)
How safe you feel in your room	4.30 (n=27)
How safe you feel in the Residence building	4.43 (n=28)

Residence Dons

How satisfied are you with the St John's College Dons in terms of...	Weighted Average (n=29)
Availability	3.97
Efforts to get to know you	3.38
Gaining your respect	3.79
Helping with a problem	4.10
Treating everyone fairly	4.03
Enforcing policies	3.93
Organizing programs/activities	3.32
Promotion of tolerance of others	3.54
Respecting ethnic, racial, and sexual/gender diversity	4.07
Communicating rules and regulations	4.11

Residence Rooms

How satisfied are you with residence rooms in terms of...	Weighted Average
Your ability to study in your room	3.96 (n=28)
Your ability to sleep in your room	3.78 (n=27)
Your degree of privacy	3.96 (n=28)
Noise level of your floor	3.74 (n=27)

Residence Facilities

How satisfied are you with the College facilities in terms of...	Weighted Average
Cleanliness of common areas	3.93 (n=28)
Interactions with housekeeping staff	4.14 (n=28)
Timeliness of repairs	3.52 (n=27)
Cleanliness of bathroom facilities	3.93 (n=28)

How satisfied are you with the services provided by the College in terms of...	Weighted Average
Internet Connectivity	4.18 (n=28)
Laundry facilities	4.43 (n=28)
Common areas	4.19 (n=27)
Mail and parcel delivery	4.30 (n=27)
Application process	4.27 (n=26)
Fee payment process	4.33 (n=27)

Meal Plan

How would you rate the quality of our food for...	Weighted Average (n=28)	How would you rate the quantity of our food for...	Weighted Average (n=28)
Breakfast	3.46	Breakfast	3.96
Lunch	3.50	Lunch	4.11
Dinner	3.21	Dinner	4.07
Brunch	3.64	Brunch	4.18

Do you have any dietary needs that we do not currently accommodate?	Weighted Average (n=26)
Yes	3
No	17
I choose not to answer	6

Residents indicating “no” described their needs as “white rice and tomato stew” and “Halal option.”

How welcoming and helpful are the kitchen staff?	Weighted Average
	4.36 (n=28)

Satisfaction with Residence Experience

To what degree has living in St John’s Residence...	Weighted Average
Enhanced your learning experience	3.70 (n=27)
Enhanced your overall university experience	4.04 (n=27)
Provided you with a sense of community	3.79 (n=28)
Fulfilled your expectations	3.71 (n=28)

To what degree would you recommend living in St John’s Residence to friends or family?	Weighted Average
	3.82 (n=28)

How would you rate the value for money...	Weighted Average (n=28)
Of the meal plan...	3.14
Of the room accommodation	3.71
Overall	3.61

September 2023 Report to St. John's College Council

Student Council

I have met with the new senior stick, will attend the first meeting and the council will decide on a retreat date.

Summer programing

Consisted of visits, and gardening.

I had one service on August 23rd, Evan Chan (student) who is taking his doctorate in Toronto (Edgar French attended). After the service others joined us in the Daily Bread for Lunch.

August 25th : Gardening and ice cream, with elder Amanda Wallin (funded by the Anglican fund). Three students helped prepare packages of samples from the garden on August 24th. 12-14 attended.

Planning for the Fall

Individual meetings

Continue to visit with students and residents.

Programing for the Fall

Weekly meditation on Fridays at 11:00 am starting Sept 15th

Weekly Communion Services Thursdays at 1:00pm starting Sept 14th

Weekly Wellness Group Wednesdays at 10:30 am in the Spiritual and multicultural center starting Sept 27th

Thursday September 14th 10:30 am to 12 noon, De confusion Centre

Living Room Communion 2:30 pm (once a month) Spiritual and multicultural centre.

Taize prayer with St Paul's chaplaincy (twice a term) September 27th at 3:30 pm in St John's College Chapel

Friday September 30th 11 am to 12 noon , hour of silence Truth and Reconciliation Day in the Chapel

Queer Evensong – October 5th – details to come.

In process – Ben Girgis will do a placement at St John's for his theology degree.
Details to come.

Food for the Journey – To be confirmed – November – Inter culturalism – Living it!

Submitted by Rev. Helen Holbrook SJC Chaplain



ST JOHN'S COLLEGE

ESTABLISHED 1866

Registrar's Report September 2023

114 Students applied for scholarships and bursaries for the April 1 deadline, 120 students applied for the July 31 deadline. Overall, this is triple the number of applicants for each deadline. In total, there were 210 unique applicants. The Scholarship Committee has meetings scheduled the last two weeks of September to discuss the applications and decide the awards. Given the large number of applicants, it a lot of work for the committee. However, with the newer, online format of the applications which has streamlined the amount of repetition involved, I am hopeful the workload somewhat balances out. Still, I thank the Scholarship Committee in advance, for their hard work and dedication.

Matriculation was held on September 19. Thank you to all of you who attended and made it such a wonderful event for the students. Thank you also to Miriam, Marissa, Hong, David, Matthew, and Beatriz for all your help. And thank you to Victoria, Kezia, Sabrina, Haylyn, and Mariam, my student volunteers.

A reminder that Convocation is on Sunday, November 5. You will have received the invitation and so I remind you to go to the link and submit your RSVP. I would love to have a full platform party at the front of the chapel. Brian Bowman and Patricia Bovey will receive an Honorary Doctor of Canon Laws (honoris causa), and Vincent Solomon will receive an Honorary Fellowship. Helen Kennedy is not able to attend this year and so she will receive her Honorary Doctor of Divinity at the 2024 convocation. We will also be presenting our own Brenda Cantelo with the Fellows Recognition Award this year.

Sherry Peters
Registrar