

# KBCA 2022 AGM – Treasurers Report

Thursday, April 21, 2022

## Highlights

COVID-19 impacted 2021 and will continue to impact 2022 in unknown ways.

- **Income** - Income from rental of the KBCA Community Centre was higher than forecast in 2021, and is projected to be similar in 2022, which is 2/3 of pre-pandemic revenue.
- **Renovations** - While we have funding for Community Centre renovations, parts, materials and contractor availability has been difficult, with high demand from home owner renovations, etc. pushing our relatively lower cost work a low priority.
- **Grant** - We have secured a Recreation Major Capital Grant (approved late 2021), which reported as income for the 2022 budget, but it is unknown at this point how much of the grant will be used due to the same renovation factors in 2021. We will be setting up separate tracking and reporting for the grant within our accounting and reporting system.
- **Donation** – we received a one-time donation of \$3,000 from Enbridge for Environmental projects (exact use TBD)
- **Contracted Services expenses** - Contracted cleaning and community centre and renovation management work will be hard to predict due to ongoing pandemic restrictions and uncertainty of community centre user demand,
- **Community projects** - Community in-person projects that require longer term planning and community confidence in in-person events will be largely pushed to 2023

Notes	In KBCA P&L Format	2021 Actual	2021 Variance	2021 Budget	2022 Budget
	<b>Revenues:</b>				
	Community Funding	\$ 28,977	\$ 59	\$ 29,036	\$ 45,657
	Recreation Grant	\$ 26,031	\$ -	\$ 26,031	\$ 26,552
2	Major Capital Grant				\$ 16,100
	Rink Maintenance	\$ 2,946	\$ 59	\$ 3,005	\$ 3,005
10	Facility Rental	\$ 19,132	-\$ 13,132	\$ 6,000	\$ 18,505
	PRSC Risk Pass Through	\$ 13	-\$ 13		
	Interest Income		\$ -		
	Gift		\$ -		
3	Donations (Special projects)	\$ 3,000	-\$ 3,000	\$ -	\$ -
	Memberships	\$ 20	\$ 180	\$ 200	\$ 200
	<b>Total Revenue</b>	<b>\$51,142</b>	<b>(\$15,906)</b>	<b>\$35,236</b>	<b>\$64,361</b>
	<b>Expenses:</b>				
	<b>Community Centre Maintenance</b>	\$ 851	\$ 2,251	\$ 3,102	\$ 1,533
	Cleaning	\$ 851	\$ 1,651	\$ 2,502	\$ 933
	Rug Cleaning (Cintas)	\$ 621	-\$ 153	\$ 468	\$ 633
	Supplies & Materials	\$ 230	\$ 1,804	\$ 2,034	\$ 300
	Building Maintenance	\$ -	\$ 600	\$ 600	\$ 600
	Floor Maintenance (repair)		\$ 500	\$ 500	\$ 500
	Misc		\$ 100	\$ 100	\$ 100
1	Building Leasehold Improvements	\$ 7,616	\$ 19,884	\$ 27,500	\$ 30,000
	<b>Staffing</b>	\$ 15,835	\$ 1,635	\$ 17,470	\$ 24,411
4	Maintenance Services (Contract)	\$ 7,540	-\$ 860	\$ 6,680	\$ 10,000
	Maintenance Services (Contract) - COVID-19	\$ 120	\$ 1,320	\$ 1,440	\$ -
5	Community Centre Management	\$ 8,175	\$ 575	\$ 8,750	\$ 13,657
	Marketing (Contract)	\$ -	\$ -	\$ -	\$ -
	Comm Centre Coordinator (Contract)	\$ 4,520	-\$ 620	\$ 3,900	\$ 5,000
	Renovation Project Management	\$ 945	\$ 3,305	\$ 4,250	\$ 8,000
	Comm Centre Coordinator (Contract) - COVID-19	\$ 1,970	-\$ 1,370	\$ 600	\$ 657
	Bookkeeping (Contract)	\$ 740	-\$ 140	\$ 600	\$ 755
	Construction Relocation Expense	\$ -	\$ -		
	Convention or Meeting Expense	\$ -	\$ -		
	Equipment (purchase, rental, repair)	\$ 3,799	-\$ 2,799	\$ 1,000	\$ 1,000
	<b>Insurance</b>	\$ 661	\$ 304	\$ 965	\$ 863
	Board of Directors Insurance	\$ 661	\$ 193	\$ 854	\$ 674
	Property (fire) insurance	\$ -	\$ 111	\$ 111	\$ 189
	Internet	\$ 1,143	\$ 439	\$ 1,582	\$ 1,166
	Legal Fees	\$ -	\$ -		
6	Donations ( Subsidies for Scouts/Guides )	\$ -	\$ 640	\$ 640	\$ 640
	Other Misc Expenses	\$ 310	-\$ 210	\$ 100	\$ 100
	Professional Services Fees		\$ -		
	Telephone	\$ 22	\$ 278	\$ 300	\$ 22
7	Software Expenses	\$ 169	-\$ 169		\$ 400
	Utilities	\$ 3,872	-\$ 512	\$ 3,360	\$ 3,950
	Hydro	\$ 3,638	-\$ 438	\$ 3,200	\$ 3,711
	Water Heater	\$ 234	-\$ 74	\$ 160	\$ 239
	Outdoor Rink Maintenance	\$ 2,946	\$ 59	\$ 3,005	\$ 3,005
	Board Expenditures (Membership Fee Expenses )	\$ 305	-\$ 5	\$ 300	\$ 300
	Community Events (Seasonal/Other)	\$ 45	-\$ 45	\$ -	\$ 500
8	Community Projects	\$ 55	-\$ 55	\$ -	\$ 3,000
	Bank Expenses	\$ 5	\$ 95	\$ 100	\$ 100
9	Postage & Delivery	\$ 33	\$ 67	\$ 100	\$ 1,100
9	Printing	\$ -	\$ 100	\$ 100	\$ 1,600
	<b>Total Expenses</b>	<b>\$ 37,667</b>	<b>\$ 21,957</b>	<b>\$ 59,624</b>	<b>\$ 73,691</b>
	<b>Profit (Loss)</b>	<b>\$13,475</b>	<b>(\$37,863)</b>	<b>(\$24,388)</b>	<b>(\$9,329)</b>

## Notes

1. Budgeted expenditures in 2021 on renovation did not take place due to difficulty in obtaining quotes, parts, materials and contractors to do the work. Renovation project expenditures are higher than 2021 as we also now have the City Grant on which to proceed. As most of the work will be done by contractors, the only dependency is on our project manager (Community Centre Coordinator), who is expected to spend substantial time in overseeing the project.
2. City requires financial reporting of major and minor capital grants. Use of the grant money needs to be tracked (see document Tracking Recreation Capital Grants). **From a budgeting perspective, we will be reporting the remaining amount of the City Grant available on an annual basis as income. In reality the City Grant is like a bank account - the amount is "off the books" from a P&L perspective until the moneys have been received from the City. This suggests only budgeting for the amount we are budgeting to claim from the city within a fiscal/calendar year. We will also be setting up separate tracking of grant funded projects to manage claims, approvals, etc.**
3. Donation from Endbridge of \$3,000 for eco/sustainability purposes is understood to be a one-off vs annual grant. Will be applied to sustainability projects TBD in 2022.
4. Expectation is lower cleaning costs due to lower rental use (continuing COVID impact) and lower requirement for COVID specific cleaning protocols. Assumptions on cleaning - will be 80% of 2019 + inflation bump. Cleaning will be required with any use of the building, regardless of occupancy, so 4/5 of the amount in a normal year. COVID related cleaning protocols are no longer required as this is airborne vs touch transmission and so with elevating standard cleaning
5. Assumptions on management - costs for renovation management will be higher, for rental use scheduling will be higher (churn, rescheduling due to covid restrictions), but COVID specific will be lower as the measures for COVID are largely in place (from full lock down to partial occupancy).
6. Need to re-contact Scouts, Guides, etc. on availability of donation for their use
7. Software expenses - subscription costs for Esri (tree inventory) software and newsletter application (Mailerlite)
8. Community Projects - currently includes the green/sustain project funds from Endbridge
9. Community outreach in 2022 will be largely printing and postage costs - the remainder will be electronic (costs covered)
10. 2022 budget facility rental - use 2019 actuals (last full year)\*2/3 + 2% inflation. Assumptions: Jan 2022 shut down, Feb will be partial and there may be additional flare ups.

**Kanata Beaverbrook Community Association**

**PROFIT & LOSS**

**December 31 2021**

<b>BUILDING</b>		<b>BINK</b>		<b>MEMBERSHIP</b>		<b>ADMIN</b>		<b>TOTAL</b>
<b>Income</b>		<b>Income</b>		<b>Income</b>		<b>Income</b>		
City Ottawa: Community Recreation grant	26,031.00	City Ottawa: Rink Grant	2,946.00	Memberships	20.00	Gifts (Donation to Street Signs)		
Facility Rental	19,132.00					Lighting Project		
PRSC Risk Pass Through **	13.00					Donations	3,000.00	
Flow Through Income								
Interest Income *								
<b>Total</b>	<b>45,176.00</b>	<b>Total</b>	<b>2,946.00</b>	<b>Total</b>	<b>20.00</b>	<b>Total</b>	<b>3,000.00</b>	<b>51,142.00</b>
<b>Expenses</b>		<b>Expenses</b>		<b>Expenses</b>		<b>Expenses</b>		
Community Centre Maintenance	15,776.64	Rink Maintenance	2,946.00			Bank Fees	5.55	
Community Centre Maintenance COVID 19	120.00							
Community Centre Management	5,630.00					Bookkeeping	740.08	
Community Centre MGMT COVID -	1,805.00							
Community Centre Fit Up						Postage & Delivery	32.61	
Convention or Meeting Expense						Printing	0.00	
Equipment Rental and Maintenance						Supplies & Materials	229.76	
Equipment (Furniture)	3,799.06							
Insurance	660.96					Other Org Membership Fees	305.00	
Internet( Northwind Wireless, Google)	1,143.56							
Other Community Events (Clean UP Day)(Open House)	44.50							
Special Project (Signs) (Neighbourhoods)	54.32							
Flow Through Expense								
Donations ( Subsidies for Scouts/Rangers )								
Other Misc Expenses ( Bad Debt) (Plantings)	310.04							
Professional Services Fees								
Telephone (Bell, VOIP)	22.18							
Software Expense (Esri Canada)	169.50							
Utilities	3,872.32							
<b>Total</b>	<b>33,408.68</b>	<b>Total</b>	<b>2,946.00</b>	<b>Total</b>	<b>0.00</b>	<b>Total</b>	<b>1,313.00</b>	<b>37,667.68</b>
<b>Net Income (Loss)</b>	<b>11,767.32</b>		<b>0.00</b>		<b>20.00</b>		<b>1,687.00</b>	<b>13,474.32</b>
<b>CASH ON HAND</b>								
<b>Scotiabank Account number</b>	<b>Account Type</b>	<b>Balance</b>	<b>Comments</b>					
40576 01618 10	Business Savings	\$2,618.57	Investments					
00786 00008 17	Building	\$61,545.47						
00786 00130 13	General	\$8,796.88						
Actual GIC	GIC	\$5,463.94	Investment - GIC					
	<b>Total</b>	<b>\$78,424.86</b>						