

# KBCA 2023 AGM – Treasurer's Report

Tuesday, April 18, 2023

## Highlights

COVID-19 continued to impact in 2022, but was resolved by the end of the calendar year and is expected to grow through 2023, eventually exceeding inflation adjusted revenue from 2019.

- **Income** – rebounded close to 2019 levels. No foreseeable income vs. cost issues, despite inflation.
- **Rental Rate increases** – the KBCA is now reviewing and updating rental rates for KBCC facilities, consistent with City of Ottawa practice for similar venues, but keeping costs lower to be affordable, with reduced costs for community groups and sponsorship discounts as needed.
- **Community Centre Contract Staff rates** – we raised rates for our Cleaner and Community Centre Coordinator by 7% to market competitive rates, from rates previously not reviewed since 2016. A review will now be done annually
- **Renovations** – Renovation construction finally started in Feb 2023 and will be phased annually for the next 3 to 4 years.
- **Grant** - The KBCA is leveraging City of Ottawa grants, but the process is time consuming and slows work due to the lengthy approval process. We will be setting up separate tracking and reporting for the grant within our accounting and reporting system.
- **Community projects** – Funding for in-community projects have not figured into the KBCA budgets since 2020/COVID, but will be candidates for future years

| Notes | In KBCA P&L Format                            | 2022 Actual      | 2022 Variance     | 2022 Budget      | 2023 Budget       |
|-------|---|------------------|-------------------|------------------|-------------------|
|       | <b>Revenues:</b>                              |                  |                   |                  |                   |
|       | Community Funding                             | \$ 29,499        | \$ 16,158         | \$ 45,657        | \$ 46,188         |
|       | Recreation Grant                              | 26,553           | - \$ 1            | \$ 26,552        | \$ 27,083         |
| 2     | Major Capital Grant                           | \$ -             |                   | \$ 16,100        | \$ 16,100         |
| 2     | Minor Capital Grant                           |                  |                   |                  |                   |
|       | Rink Maintenance                              | \$ 2,946         | \$ 59             | \$ 3,005         | \$ 3,005          |
| 10    | Facility Rental                               | 30,043           | - \$ 11,538       | \$ 18,505        | \$ 32,000         |
|       | PRSC Risk Pass Through                        | \$ -             | \$ -              |                  |                   |
|       | Interest Income                               |                  | \$ -              |                  |                   |
|       | Gift  |                  | \$ -              |                  |                   |
| 3     | Donations (Special projects)                  | \$ -             | \$ -              | \$ -             | \$ -              |
|       | Memberships                                   | \$ -             | \$ 200            | \$ 200           | \$ -              |
|       | <b>Total Revenue</b>                          | <b>\$59,542</b>  | <b>\$4,819</b>    | <b>\$64,361</b>  | <b>\$78,188</b>   |
|       | <b>Expenses:</b>                              |                  |                   |                  |                   |
|       | <b>Community Centre Maintenance</b>           | \$ 2,650         | - \$ 1,117        | \$ 1,533         | \$ 900            |
|       | Cleaning                                      | \$ 2,650         | - \$ 1,717        | \$ 933           | \$ 300            |
|       | Rug Cleaning (Cintas)                         | \$ -             | \$ 633            | \$ 633           | \$ -              |
|       | Supplies & Materials                          | \$ -             | \$ 300            | \$ 300           | \$ 300            |
|       | Building Maintenance                          | \$ -             | \$ 600            | \$ 600           | \$ 600            |
|       | Floor Maintenance (repair)                    |                  | \$ 500            | \$ 500           | \$ 500            |
|       | Misc  |                  | \$ 100            | \$ 100           | \$ 100            |
| 1     | Building Leasehold Improvements (Fit Up)      | 3,051            | \$ 26,949         | \$ 30,000        | \$ 50,000         |
|       | Staffing                                      | \$ 30,383        | - \$ 5,972        | \$ 24,411        | \$ 32,500         |
| 4     | Maintenance Services (Contract)               | 14,068           | - \$ 4,068        | \$ 10,000        | \$ 15,000         |
|       | Maintenance Services (Contract) - COVID-19    | \$ -             | \$ -              | \$ -             | \$ -              |
| 5     | Community Centre Management                   | \$ 16,315        | - \$ 2,658        | \$ 13,657        | \$ 15,500         |
|       | Marketing (Contract)                          | \$ -             |                   | \$ -             | \$ -              |
|       | Comm Centre Coordinator (Contract)            | 11,061           | - \$ 6,061        | \$ 5,000         | \$ 12,000         |
|       | Renovation Project Management                 | 2,740            | \$ 5,260          | \$ 8,000         | \$ 3,500          |
|       | Comm Centre Coordinator (Contract) - COVID-19 | 753              | - \$ 96           | \$ 657           | \$ -              |
|       | Bookkeeping (Contract)                        | 1,761            | - \$ 1,006        | \$ 755           | \$ 2,000          |
|       | Construction Relocation Expense               | \$ -             | \$ -              |                  |                   |
|       | Convention or Meeting Expense                 | \$ 36            | \$ 36             |                  |                   |
|       | Equipment (purchase, rental, repair)          | 452              | \$ 548            | \$ 1,000         | \$ 1,000          |
|       | Insurance                                     | \$ 316           | \$ 547            | \$ 863           | \$ 500            |
|       | Board of Directors Insurance                  | \$ -             | \$ 674            | \$ 674           | \$ -              |
|       | Property (fire) insurance                     | \$ 316           | - \$ 127          | \$ 189           | \$ 500            |
|       | Internet                                      | 1,938            | - \$ 772          | \$ 1,166         | \$ 2,300          |
|       | Legal Fees                                    | \$ -             | \$ -              |                  |                   |
| 6     | Donations ( Subsidies for Scouts/Guides )     | \$ -             | \$ 640            | \$ 640           | \$ 640            |
|       | Other Misc Expenses                           | \$ 111           | - \$ 11           | \$ 100           | \$ 100            |
|       | Professional Services Fees                    |                  | \$ -              |                  |                   |
|       | Telephone                                     | \$ -             | \$ 22             | \$ 22            | \$ 25             |
| 7     | Software Expenses                             | \$ 170           | \$ 231            | \$ 400           | \$ 400            |
|       | Utilities                                     | \$ 3,761         | \$ 189            | \$ 3,950         | \$ 4,350          |
|       | Hydro   | \$ 3,539         | \$ 172            | \$ 3,711         | \$ 4,000          |
|       | Water Heater                                  | \$ 222           | \$ 17             | \$ 239           | \$ 350            |
|       | Outdoor Rink Maintenance                      | \$ 2,946         | \$ 59             | \$ 3,005         | \$ 3,005          |
|       | Board Expenditures (Membership Fee Expenses ) | \$ 305           | \$ 5              | \$ 300           | \$ 300            |
|       | Community Events (Seasonal/Other)             | \$ -             | \$ 500            | \$ 500           | \$ 500            |
| 8     | Community Projects                            | \$ -             | \$ 3,000          | \$ 3,000         | \$ 3,000          |
|       | Bank Expenses                                 | \$ 10            | \$ 90             | \$ 100           | \$ 100            |
| 9     | Postage & Delivery                            | \$ 1,229         | - \$ 129          | \$ 1,100         | \$ 1,100          |
| 9     | Printing                                      | 674              | \$ 926            | \$ 1,600         | \$ 1,000          |
|       | <b>Total Expenses</b>                         | <b>\$ 48,031</b> | <b>\$ 25,659</b>  | <b>\$ 73,691</b> | <b>\$ 101,720</b> |
|       | <b>Profit (Loss)</b>                          | <b>\$11,511</b>  | <b>(\$20,840)</b> | <b>(\$9,329)</b> | <b>(\$23,532)</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 (continueing 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 2022**

| <b>BUILDING</b>   |                     | <b>RINK</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                               | 26,552.84           | City Ottawa: Rink Grant | 2,946.00         | Memberships       | 0.00        | Gifts (Donation to Street Signs) |                  |                  |
| Facility Rental   | 30,043.07           |                         |                  |                   |             | Lighting Project                 |                  |                  |
| PRSC Risk Pass Through **   | 0.00                |                         |                  |                   |             | Donations                        | 0.00             |                  |
| Flow Through Income   |                     |                         |                  |                   |             |                                  |                  |                  |
| Interest Income *   |                     |                         |                  |                   |             |                                  |                  |                  |
| <b>Total</b>  | <b>56,595.91</b>    | <b>Total</b>            | <b>2,946.00</b>  | <b>Total</b>      | <b>0.00</b> | <b>Total</b>                     | <b>0.00</b>      | <b>59,541.91</b> |
| <b>Expenses</b>   |                     | <b>Expenses</b>         |                  | <b>Expenses</b>   |             | <b>Expenses</b>                  |                  |                  |
| Community Centre Maintenance  | 14,068.15           | Rink Maintenance        | 2,946.00         |                   |             | Bank Fees                        | 9.65             |                  |
| Community Centre Management Renovations                               | 2,740.00            |                         |                  |                   |             |                                  |                  |                  |
| Community Centre Management   | 11,061.00           |                         |                  |                   |             | Bookkeeping                      | 1,761.50         |                  |
| Community Centre MGMT COVID - Travel ( Associated with CC Management) | 753.00              |                         |                  |                   |             |                                  |                  |                  |
|   |                     |                         |                  |                   |             | Postage & Delivery               | 1,229.12         |                  |
| Community Centre Fit Up   | 3,051.00            |                         |                  |                   |             | Printing                         | 673.93           |                  |
| Convention or Meeting Expense   | 35.60               |                         |                  |                   |             | Supplies & Materials             | 2,650.19         |                  |
| Equipment Rental and Maintenance                                      |                     |                         |                  |                   |             |                                  |                  |                  |
| Equipment (Furniture)   | 452.00              |                         |                  |                   |             | Other Org Membership             | 305.00           |                  |
| Insurance   | 316.44              |                         |                  |                   |             |                                  |                  |                  |
| Internet( Northwind Wireless, Google)                                 | 1,938.34            |                         |                  |                   |             |                                  |                  |                  |
| Other Community Events (Clean UP Day)(Open House)                     | 0.00                |                         |                  |                   |             |                                  |                  |                  |
| Special Project (Signs) (Neighbourhoods)                              | 0.00                |                         |                  |                   |             |                                  |                  |                  |
| Flow Through Expense  |                     |                         |                  |                   |             |                                  |                  |                  |
| Donations ( Subsidies for Scouts/Rangers )                            |                     |                         |                  |                   |             |                                  |                  |                  |
| Other Misc Expenses ( Bad Debt) (Plantings) (Xmas Gifts)              | 110.66              |                         |                  |                   |             |                                  |                  |                  |
| Professional Services Fees  |                     |                         |                  |                   |             |                                  |                  |                  |
| Telephone (Bell, VOIP)  | 0.00                |                         |                  |                   |             |                                  |                  |                  |
| Software Expense (Esri Canada)  | 169.50              |                         |                  |                   |             |                                  |                  |                  |
| Utilities   | 3,760.98            |                         |                  |                   |             |                                  |                  |                  |
| <b>Total</b>  | <b>38,456.67</b>    | <b>Total</b>            | <b>2,946.00</b>  | <b>Total</b>      | <b>0.00</b> | <b>Total</b>                     | <b>6,629.39</b>  | <b>48,032.06</b> |
| <b>Net Income (Loss)</b>  | <b>18,139.24</b>    |                         | <b>0.00</b>      |                   | <b>0.00</b> |                                  | <b>-6,629.39</b> | <b>11,509.85</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 Savir      | \$2,618.57              | Investments      |                   |             |                                  |                  |                  |
| 00786 00008 17  | Building            | \$71,519.60             |                  |                   |             |                                  |                  |                  |
| 00786 00130 13  | General             | \$8,796.88              |                  |                   |             |                                  |                  |                  |
| Actual GIC  | GIC                 | \$5,474.86              | Investment - GIC |                   |             |                                  |                  |                  |
|   | <b>Total</b>        | <b>\$88,409.91</b>      |                  |                   |             |                                  |                  |                  |