

KBCA 2024 AGM – Treasurer’s Report

Report for the 2023 Fiscal/Calendar year

Sunday, April 28, 2024

Highlights

2023’s biggest adjustment was changing our cleaning service from an individual contractor to a professional cleaning firm, which, at competitive rates, is more expensive. However, this will give us more reliable cleaning performance and can grow as the use of the Community Centre continues to grow.

- **Income** – exceeded 2019 levels.
- **Rental Rate Increases**—The KBCA is now reviewing and updating rental rates for KBCC facilities, consistent with the City of Ottawa's practice for similar venues. However, costs are kept low to be affordable, with reduced costs for community groups and sponsorship discounts as needed.
- **Community Centre Contract Staff rates** – as noted, we replaced our cleaner and are in discussions with our Community Centre Coordinator
- **Renovations**—The Renovations were completed by June 2023, and the final payment was made at that time. The invoice matched the quote, plus the agreed-upon change order costs.
- **Grant** – Due to time commitments and other projects, the request for the release of funds for the Major Capital Grant for renovations has not been submitted. This will be done no later than July 1, 2024
- **Community projects** – Funding for in-community projects has not figured into the KBCA budgets since 2020/COVID, but will be candidates for future years

In KBCA P&L Format	2023 Actual	2024 Budget
Revenues:		
Community Funding	\$ 30,029	\$ 46,730
Recreation Grant	\$ 27,083	\$ 27,625
Major Capital Grant	\$ -	\$ 16,100
Rink Maintenance	\$ 2,946	\$ 3,005
Facility Rental	\$ 31,399	\$ 35,000
Donations (Special projects)	\$ 3,390	\$ 1,600
Memberships	\$ 320	\$ 200
Discounts	-\$ 9	
Security Deposit	\$ 250	
Total Revenue	\$65,379	\$83,530
Expenses:		
Community Centre Maintenance (not cleaning labor)	\$ 2,573	\$ 2,395
Building Leasehold Improvements (Fit Up)	\$ 32,180	\$ 30,000
Staffing	\$ 40,601	\$ 57,196
Maintenance Services (Contract)	\$ 16,967	\$ 32,883
Community Centre Management	\$ 23,634	\$ 24,313
Construction Relocation Expense	\$ -	
Convention or Meeting Expense		
Equipment (purchase, rental, repair)	\$ 2,271	\$ 1,000
Insurance	\$ 1,273	\$ 1,355
Internet	\$ 1,185	\$ 1,221
Legal Fees	\$ -	
Donations (Subsidies for Scouts/Guides)	\$ -	\$ 640
Other Misc Expenses	\$ 79	\$ 100
Telephone	\$ 87	\$ 25
Software Expenses	\$ 181	\$ 186
Utilities	\$ 3,131	\$ 3,225
Outdoor Rink Maintenance	\$ 2,946	\$ 3,005
Board Expenditures (Membership Fee Expenses)	\$ 405	\$ 300
Community Events (Seasonal/Other)	\$ 270	\$ 500
Community Projects	\$ -	\$ 3,000
Bank Expenses	\$ 8	\$ 100
Postage & Delivery	\$ 88	\$ 91
Printing	\$ 285	\$ 294
Total Expenses	\$ 87,562	\$ 104,631
Profit (Loss)	(\$22,183)	(\$21,102)

Notes (including fixes) for YTD P&L and CASH

- 1) Funds allocated to Other Org Membership fees (\$838) was actually D&O Insurance. The Insurance and Other Org Membership items have been updated.
- 2) \$1180.63 allocated in (supplies and materials) from Laura Hogg's expense invoice of Invoice of 05/29/2023 should have been allocated as a deposit for Furniture & Equipment (tables, chairs, dollies). The two items marked with (2) has been adjusted
- 3) The renovation costs will be broken out as a separate tab for the report to be included so the City can see the breakout for our Major Capital Grant that was defined for the renovations completed in 2023
- 4) Utilities are split out as this information is reported differently for the City of Ottawa Recreation Grant financial report
- 5) The cleaning supplies are split out for verification and also for reporting in the recreation grant report
- 6) Calculations to validate the totals for contract staffing cost totals vs broken out costs
- 7) Travel is a new expense not previously included (added to Actual vs. Budget)

Kanata Beaverbrook Community Association

PROFIT & LOSS

31/12/2023

BUILDING		RINK		MEMBERSHIP		ADMIN		TOTAL
Income		Income		Income		Income		
City Ottawa: Community Recreation grant	27,083.53	City Ottawa: Rink Grant	2,946.00	Memberships	320.32	Contributions and Support (Special Projects Account)	3,390.00	
Facility Rental	31,398.81					Lighting Project		
PRSC Risk Pass Through **	0.00					Donations Special	0.00	
Security Deposit (For Summer)	250.00							
Flow Through Income	0.00							
Discounts	-8.98							
Interest Income *								
Total	58,723.36	Total	2,946.00	Total	320.32	Total	3,390.00	65,379.68
Expenses		Expenses		Expenses		Expenses		
Community Centre Maintenance (7)	16,967.00	Rink Maintenance	2,946.00			Bank Fees	8.17	
Community Centre Management Renovations	4,680.00					Bookkeeping	2,391.96	
Community Centre	16,502.27							
Community Centre MGMT	32.00							
Travel (Associated with CC Management)	29.16							
Community Centre Fit Up (3)	32,180.11					Postage & Delivery	87.77	
Convention or Meeting	0.00					Printing	285.55	
Equipment Rental and Equipment (Furniture) (2)	2,271.22					Supplies & Materials (2)	2,573.19	
Insurance (1)	1,272.58					Other Org Membership Fees (1)	405.00	
Internet(Northwind Wireless, Google Bell)	1,184.88							
Other Community Events (Clean UP Day)(Open House)	269.72							
Special Project (Signs) (Neighbourwoods)	0.00							
Flow Through Expense								
Donations (Subsidies for Scouts/Rangers)								
Other Misc Expenses (Bad Debt) (Plantings) (Xmas Gifts)	79.00							
Professional Services Fees								
Telephone (Bell, VOIP)	87.03							
Software Expense (Esri)	180.80							
Utilities (4)	3,130.81							
Total	78,866.58	Total	2,946.00	Total	0.00	Total	5,751.64	87,564.22
Net Income (Loss)	-20,143.22		0.00		320.32		-2,361.64	-22,184.54

CASH ON HAND - Dec 31 2023

Scotiabank Account number	Account Type	Balance	Comments
40576 01618 10	Business Savings	\$2,608.57	Investments
00786 00008 17	Building	\$52,542.22	
00786 00130 13	General	\$9,117.20	
40576 01738 19		\$40.00	
Actual GIC	GIC	\$5,613.70	Investment - GIC
Total		\$69,921.69	

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