

# Treasurers Report

18 June 2020

## Cash On Hand

<b>Kanata Beaverbrook Community Association</b>		
<b>CASH ON HAND</b>		
<b>As at Dec 31, 2020</b>		
<b>Bank:</b>		
General/Membership Account (130-13)	\$ 8,700	
Building Account (008-17)	\$ 54,243	
Business Savings Account	\$ 2,619	
		65,562
<b>Investments:</b>		
GIC - #15P4J5	\$5,431	
		5,431
<b>TOTAL</b>		<b>70,993</b>

## 2019 P&L Actuals 2019 and Budget 2020 (Pre-COVID-19)

Notes	In KBCA P&L Format	2019 Budget	2019 Actual	2019 Variance	2020 Budget
	<b>Revenues:</b>				
	Community Funding	28,303	27,968	(335)	28,527
1	Recreation Grant	25,268	25,022	(246)	25,522
2	Rink Maintenance	3,035	2,946	(89)	3,005
	Facility Rental	20,000	27,213	7,213	28,574
	PRSC Risk Pass Through	0		-	
	Interest Income	0		-	
	Gift		1,500	1,500	
13	Donations (Special projects)	5,000	97	(4,903)	-
	Memberships	1,000	134	(866)	200
	<b>Total Revenue</b>	<b>54,303</b>	<b>56,912</b>	<b>2,609</b>	<b>57,301</b>
	<b>Expenses:</b>				
7	Community Centre Maintenance	3,050	2,817	(233)	3,439
	Cleaning	2,300	2,756	456	2,839
	Rug Cleaning (Cintas)	1,000	1,037	37	1,068
	Cleaning Supplies & Materials (Sanisol)	1,300	1,719	419	1,771
	Building Maintenance	750	61	(689)	600
	Floor Maintenance (repair)	250	-	(250)	500
	Misc	500	61	(439)	100
6	Building Leasehold Improvements	10,000	1,185	(8,815)	25,000
	Staffing	19,500	22,726	3,226	21,684
	Maintenance Services (Contract)	13,000	12,606	(394)	12,984
5	Community Centre Management	5,500	8,570	3,070	7,000
	Marketing (Contract)	1,500		(1,500)	
3	Community Centre Coordinator (Contract)	4,000	7,840	3,840	5,000
4	Renovation Project Management		730	730	2,000
	Bookkeeping (Contract)	1,000	1,550	550	1,700
	Construction Relocation Expense	0	-	-	
	Convention or Meeting Expense	350	-	(350)	
	Equipment (purchase, rental, repair)	150	449	299	463
	Insurance	900	825	(75)	850
	Board of Directors Insurance	700	654	(46)	674
	Property (fire) insurance	200	171	(29)	176
	Internet	1,200	1,521	321	1,566
	Legal Fees	0	-	-	
	Donations ( Subsidies for Scouts/Guides )	640	-	(640)	640
	Other Misc Expenses		41	41	100
	Professional Services Fees	0		-	
	Telephone	1,400	1,492	92	300
	Utilities	3,450	1,566	(1,884)	3,413
10	Hydro	3,200	1,359	(1,841)	3,200
	Water Heater	250	206	(44)	213
	Outdoor Rink Maintenance	3,052	2,946	(106)	3,005
	Board Expenditures (Membership Fee Expenses )	300	280	(20)	300
	Community Events (Seasonal/Other)	2,000	326	(1,674)	2,000
9	Community Projects	5,000	407	(4,593)	8,000
	Bank Expenses	200	102	(98)	105
	Postage & Delivery	150	74	(76)	76
	Printing	250	173	(77)	178
11	Supplies & Materials			-	
	<b>Total Expenses</b>	<b>51,592.00</b>	<b>36,929</b>	<b>(14,663)</b>	<b>71,118</b>
12	<b>Profit (Loss)</b>	<b>2,711</b>	<b>19,982</b>	<b>17,271</b>	<b>-13,817</b>

## Notes

1. Actual recreation grant was less than guestimate (City did not provide guidance on 2019 recreation or rink grants). \$25,022 vs. 25268. Increase from 2018 was 2%
2. Rink grant was the same - guestimate was 3035, actual was 2946. Guessing at 2% for 2020
3. Community centre coordinator costs were higher due to having to terminate our Coordinator from Jan 2019 to May 2019 for cause (Patricial Lussier) with severance of 1 month, plus additional costs for a new Coordinator to learn the position, re-establish contacts with clients and repair relationship issues (Laura Hogg). With the increased client usage (and difficulty in scheduling as open time periods become rarer), the clear trend is that that Coordinator labour is tied to the occupancy level. While 2020 Coordinator costs are projected to be down from 2019, they will increase compared to 2018 as occupancy in 2020 is projected to be 54% higher than 2018
4. Added a separate line item for Renovation Project Management to file those costs under renovation. The Community Centre Coordinator is currently filling that role and being paid at the same rate as for the Community Centre Coordinator (\$20/hr)
5. Director group unable to find time to define marketing role or to find a suitable candidate. Will roll over into 2020 budget
6. Asbestos testing and smoke detectors
7. Community Centre Maintenance for the purposes of the City Grant removes the Staff/Cleaning Contract/Labour from the information and adds the Supplies and Materials
8. Membership fees and Donations (e.g. for lighting project) are in the "General" bank account/QuickBooks file
9. Includes events (Mayfair, Winter Carnival) and project types such as sustainability (e.g. community gardens) and the street light project
10. Hydro issued a large refund in 2019 (for reasons unknown). 2020 forecast in line with 2018 costs
11. Supplies and Materials (QuickBooks P&L) line item folded into Community Centre Maintenance as a sub-item
12. The projected budget loss of represents budgeted renovations for leasehold improvements to the facility that will be covered from unreserved funds and transfer (with approval at the AGM) of Building Account surplus to unreserved funds
13. The window for asking for donations wrt the Corner Street Sign project completion has passed, so the 2019 budget of \$5,000 for Donations (Special Projects) has been removed for 2020. We should plan on a community request for renovations in 2020+ on a special project basis. This will need some clarification on the renovation "end product" and it's target cost, plus multi-year project by project breakdown

## COVID-19 – projecting potential financial impact

### Treasurers Report – COVID-19 Impact

Current understanding (moving target): impact of re-opening the Community Centre:

- 200% or 300% of current cleaning costs
- 50% of rental revenue

#### Impact of operating expenses under COVID-19 rules Cleaning & Revenue on an Annual basis

Item	Pre-COVID	COVID Rules	
	Current Costs	2 times	3 times
<b>Expenses (cleaning)</b>			
Materials	\$ 3,439	\$ 6,878	\$ 10,317
Contract	\$ 13,000	\$ 26,000	\$ 39,000
Total	\$ 16,439	\$ 32,878	\$ 49,317
<b>Income</b>			
Net Income (1)	\$ 18,000	\$ 1,561	-\$ 14,878
Net Income (2)	\$ 18,000	-\$ 12,439	-\$ 28,878

Notes:

(1) - Rental Client revenue resumes @ 100%

(2) - Rental Client revenue drops to 50% due to COVID issues or fears

## Treasurers Report – COVID-19 Impact

Current projection (moving target) for 2020, 2021: re-opening the Community Centre Sept 1:

- 200% or 300% of current cleaning costs
- 50% of rental revenue
- City continues to pay the (Comm. Ctr.) Lease and provide annual Recreation (operating) grant

COVID-19 Rules (cleaning, etc.) impact analysis	2020 (1)	2020 (2)		2021(3)	
<Cleaning Assumption>		2X	3X	2X	3X
Starting Cash Position (4)	\$ 70,336	\$ 65,336	\$ 65,336	\$ 69,369	\$ 65,259
Income					
Recreation Grant		\$ 12,510	\$ 12,510	\$ 25,400	\$ 25,400
Rental income	\$ -	\$ 4,667	\$ 4,667	\$ 14,000	\$ 14,000
Total		\$ 17,177	\$ 17,177	\$ 39,400	\$ 39,400
Expenses					
Shutdown Operating Costs	\$ 5,000				
COVID Operating Costs					
2 X Cleaning		\$ 8,220		\$ 32,878	
3 X Cleaning			\$ 12,329		\$ 49,317
Other		\$ 4,924	\$ 4,924	\$ 19,696	\$ 19,696
Total	\$ 5,000	\$ 13,144	\$ 17,253	\$ 52,574	\$ 69,013
Net Income	-\$ 5,000	\$ 4,033	-\$ 77	-\$ 13,174	-\$ 29,613
Ending Cash Position	\$ 65,336	\$ 69,369	\$ 65,259	\$ 56,195	\$ 35,646

### Notes:

(1) period of April 6 to Aug 31

- CC closed, no rental income
- no recognition of grant revenue to Sept 1

(2) open under covid 19 rules, Sep 1 - Dec 31

- 50% rental income
- recognize remaining Recreation Grant balance
- 2, 3 times cost of cleaning

(3) continued operation in 2021 using same assumptions as (2)

(4) The KBCA cash reserves based on past KBCA contributions, positive net income from managing the Community Centre

This is consistent with being no net income @ end of 2022 with no renovations or 2021 with renovations.

At that point the City or some other agency has to invest in an additional \$30,000/year in grant or we close the Community Centre until COVID is tamed sufficiently to have revenue rebound and extreme clean be scaled back

We have \$35,000 earmarked for renovations for 2019 (Capital project + chairs and tables).

This suggests we postpone tables and chairs to do other renovations of equivalent value (\$15,000) on other priorities.

