

MINUTES: BCCA Board Meeting

Date: Tuesday, May 28th, 2024
Time: 6:30pm - Adjournment
Location: Bragg Creek Community Association

Directors Attending: Shaye, Ramonde, Sher, TL, Jordyn, Ann, Calvin, Kaitlin
Not Attending: Lindsey, Vic

Mission: We support the greater Bragg Creek area through programs, events, services and facilities that build community.

Vision: Our community is connected and engaged through our welcoming and vibrant community association.

Areas of focus: Revenue, infrastructure and operations, facilities and grounds, programs and services, events

6:38 Call to Order @ 6:38pm
Motion to approve the April 30th, 2024 minutes made by: Jordyn
2nd by: TL
Motion approved unanimously

6:38 **General Manager's Report – Sher**
Human Resources Report – Sher
Facilities Report – Sher / Calvin
Report was sent to board members

6:45 **Treasurer's Report – Ann**
Motion to approve the treasurer's report made by: TL
2nd by: Ramonde
Motion approved unanimously

Motion to approve the resolution to close the Bragg Creek Ladies Auxiliary bank account made by Ann
2nd by: TL
Motion approved unanimously

Motion to approve the resolution to require the BCCA President to be an additional master card holder and user for the organization made by Ann
2nd by: Kaitlin
Motion approved unanimously

7:08 **Committee updates**
Executive Committee – Sher
No updates this month

Bragg Creek Veteran's Memorial Committee – Sher
June 6th D-day ceremonies

Won't be doing Arts, Eats and Beats this year

Bragg Creek Trails

No updates this month

BC Wild Community Group

No updates this month

Bragg Creek Environmental Coalition (BCEC)

No updates this month

7:50

New business

West Fraser Logging of West Bragg Creek

Adjournment: Motion to Adjourn made at 8:10pm by Sher
Motion Approved Unanimously **YES**

Next meeting date: Tuesday, June 25th @ 6:30pm

Minutes approved by

Minutes approved by





AGENDA: BCCA Board Meeting

Date: Tuesday, May 28th, 2024
Time: 6:30pm - Adjournment
Location: Bragg Creek Community Centre

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- 6:30** **Call to Order**
Agenda Approval- additions?
Minutes Approval- errors or omissions? *Motion*
- 6:35** **General Manager's Report – Sher**
- 6:45** **Treasurer's Report – Ann, *Motion***
Motion to close the Ladies Auxiliary bank account

Motion to grant the BCCA president additional master credit card holder and user for the organization
- 6:55** **Committee updates- include brief committee purpose**

Executive committee – Sher

Human Resources – Sher

Bragg Creek Veterans Memorial Committee – Sher

Facilities and Infrastructure – Calvin

Community Research Committee – Jordyn

Sustainability and Resiliency Committee – Lindsey

Volunteer Management Committee – Ramonde

Bragg Creek Days – Ramonde

Spirit of Christmas – Shaye? TL?
- 7:30** **Liaison updates:**
Bragg Creek Foundation – Sher

Bragg Creek Snowbirds – Sher



Bragg Creek Rink Committee – TL

Bragg Creek Chamber – TL

Bragg Creek Trails – Kaitlin

Bragg Creek Wild – Lindsey

Bragg Creek Environmental Coalition (BCEC) – Lindsey

New Business

West Fraser Logging in West Bragg Creek

8:00

In Camera

Adjournment

Next meeting date: June 25th at **6:30**



Acting General Manager Board Report – May 2024

PROGRAMS:

Programs wrapping up for summer break:

Artsy Afternoon – wrapping up June 20

Pilates – wrapping up June 12.

Yoga -wrap up June 15

Pickleball – Evenings wrapping up May 28, Afternoons wrapping up June 13

Rumble & Roar – Wrap up party June 13

EVENTS:

Rural Mom's Night Out with FCSS & Family Resource Network – Paint Night – sold out

Friday Movie Night – Only 12 attended because it was a PD Day and the Friday of the long weekend.

Staff working on summer camps and Bragg Creek Days.

COMING UP:

June

1st Town of Cochrane Staff appreciation

2nd Music for Young Children concert

5th Artisans Meeting

5th & 12th Pilates

6th D Day Ceremony at the Cenotaph

7th Travel Alberta Meeting

10th Coffee with a Cop

13th Wellness Meeting

14th Movie night and Art Baptie celebration of life

15th Garage Sale in the gym

16th, 23, and 30th Summer Farmers Market

22nd Foundation community cleanup

FACILITIES:

Grinder pump and the control board being installed this week.

No specific date for the Rink resurfacing – we expect it to be in August.

Have begun getting organized for the rink board ad sales. Will need new stickers this year so they will cost more. Looking at charging the same amount for all boards regardless of location or size to streamline the process.

Concrete barriers to protect the EV chargers have been installed.

Fire Suppression system went off twice in one weekend, fire trucks arrived once, and water flowed into the pipes. Was an issue with the a drop in pressure in the tank which requires a new part. Required 14 hours of staff time to bleed off the water in the pipes so it would not flood into the building.

HUMAN RESOURCES:

Executive Director postings had a better response through Indeed, Chamber website and our website. Interviews with 3 candidates Monday May 27. Expect to make an offer by Friday this week.

Sandy Irvine started as the new bookkeeper and has started transitioning with Bonnie. Bonnie will act as backup when Sandy is away on payroll days.

Summer camp staff have been hired.

OTHER:

No news yet on the Rockyview Grants – submitted our PPT (Thank you T-L) which we present on June 19th to the Rockyview Recreational Council. Expect a reply by July 1.

Financial Summary April 2024

Summary:

The budget was set with a \$19,389 deficit. The April YTD budget variance is a deficit of \$12,903. The April budget deficit is smaller than March (\$21,172). The smaller deficit this month is in part due to the salary saving on the Manager's post, April donations/sponsorship of \$3,200 and Centotaph revenue of \$4,000. Total YTD Centotaph revenue \$18,000. Expenditure \$15,445. Should these donations be restricted funds? The actual YTD position of \$10,776 surplus before considering two months payment in advance of the RV grant \$30,333, and EV donation of \$12,797. The true deficit is likely to be greater than budgeted, although there may continue to be some salary and utility cost savings, one area that may continue to challenge the budget is operations, maintenance and repairs.

Statement of Operations (Income Statement)

Revenue	Actuals Apr 2024		Year to Date Actuals - Budget		Year to Date Actuals of Budget	
	Apr Budget	Year to Date Actuals	Year to Date Budget	Variance (Actuals - Budget)	Yearly Budget	Yearly Budget
Donations & Sponsorships (inc. rink fundraising) (Note 1)	\$ 3,201	\$ 38,440	\$ 8,700	\$ 29,740	\$ 158,19%	\$ 24,300
Grants (Note 2)	\$ -	\$ 210,207	\$ 205,000	\$ 5,207	\$ 97,77%	\$ 215,000
Rentals (Note 3)	\$ 5,497	\$ 98,648	\$ 88,100	\$ 10,548	\$ 113,15%	\$ 87,180
General (memberships, interest, network commissions, miscellaneous)	\$ 736	\$ 1,825	\$ 13,660	\$ 4,060	\$ 70,08%	\$ 25,200
Programming (inc co-workspace) (Note 4)	\$ 2,726	\$ 725	\$ 38,721	\$ 53,750	\$ 14,57%	\$ 54,700
Events (Note 5)	\$ 1,040	\$ 2,000	\$ 49,955	\$ 52,100	\$ 2,14%	\$ 52,100
Ladies Auxiliary/Wellness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Committee/Centotaph (Note 6)	\$ 4,000	\$ -	\$ 22,357	\$ 22,357	\$ -	\$ 20,000
Accounting Items (Deferrals etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 17,199	\$ 10,890	\$ 475,388	\$ 420,750	\$ 99,35%	\$ 478,400
YEAR TO DATE						
Expenses	Actuals Apr 2024	Apr Budget	Year to Date Actuals	Year to Date Budget	Year to Date Actuals of Budget	Yearly Budget
General (inc. office, linens, miscellaneous, casino, charging stations) (Note 7)	\$ 3	\$ -	\$ 3,576	\$ 800	\$ 2,776	\$ 800
Property Taxes and Insurance	\$ 1,709	\$ 1,715	\$ 16,761	\$ 17,150	\$ 389	\$ 20,580
Events	\$ 100	\$ 800	\$ 16,471	\$ 20,840	\$ 4,369	\$ 20,840
Programming	\$ 443	\$ 353	\$ 25,550	\$ 35,725	\$ 10,175	\$ 36,430
Utilities (inc. phone, gas, electric, water, septic)	\$ 3,416	\$ 3,325	\$ 29,191	\$ 34,250	\$ 5,059	\$ 40,900
Operations (repairs, janitorial, garbage, snow, lawn, security, the suppression) (Note 8)	\$ 6,089	\$ 7,350	\$ 88,333	\$ 80,100	\$ 8,233	\$ 94,300
Administration (inc. licenses, audit costs, courier, credit card fees, interest, office supplies, photocopier, computer and software costs, rink expenses etc.) (Note 10)	\$ 1,430	\$ 1,765	\$ 45,911	\$ 30,150	\$ 15,761	\$ 48,280
Ladies Auxiliary/AHS Wellness/Centotaph (Note 11)	\$ 360	\$ -	\$ 57,680	\$ -	\$ 57,680	\$ 10,000
Accounting Items (Amortization etc.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Total	\$ 33,883	\$ 33,293	\$ 464,813	\$ 497,971	\$ 67,541	\$ 617,663
Revenue - Expenses (Note 12)	\$ 14,690	\$ 22,407	\$ 10,776	\$ 23,679	\$ 12,903	\$ 19,389

Notes:

Income:

Steve J. Operations and Sponsorship.
YTD actual income \$36,440 includes donations and sponsorship of \$24,769 of which \$12,797 for the EV Chargers, \$13,671 coded to the Ice Rink fund. In April \$3,201 was received in donations and sponsorship, of which \$400 was from Leplante for movie nights, \$900 was from Uk Just Giving and \$1,109 received donations Steve J. Grants.
YTD actual income \$210,207. Small positive budget variance of \$5207, this includes AHS Grant revenue of \$1850 not budgeted.
The RVC Operational grant received August for \$182k (budgeted \$175k) included the Community Events Grant of \$7k. RVC operational funding not profiled in budget (note 12)
FCCS YTD actual \$6,104 (budget February \$10k) Canada Summer Jobs \$20,253 (budgeted \$20k)
RV Capital grant budgeted for \$10k not taken up, applied for \$21k for the Ice Rink in 2024-25
Steve J. Rentals.
Rentals has a positive YTD budget variance of \$10,548. YTD actual revenue of \$98,648 includes auditorium rental of \$32,712, facility leases \$50,917, weddings \$8,888 and meeting rooms \$4,900

Statement of Financial Position (Balance Sheet)

Assets	Liabilities
Cash (Chequing & Savings) \$ 225,339	Accounts Payable \$ 6,618
Cash (Casino) \$ 21,508	Other (Deferrals, GST) \$ 19,415
Inventory and Capital Assets \$ 427,581	ATB Mastercard -\$ 998
Other (Petty Cash, Ladies Aux, Prepays etc.) \$ 39,173	Deferred Revenue \$ 130,739
Total \$ 733,601	Total \$ 156,574
	Retained Earnings/ Equity \$ 557,226.97

Further Information and Items to Note:

- Resolution for the Ladies Auxiliary Bank Account Closure to be presented to the May 28th Board meeting.
- Bank Transfer not actioned in April, now to be actioned in May for \$0k
- A bank/cash graph will provide additional background information on our current position.
- Resolution for the President to be an Additional Cardholder. Letter to ATB requesting new MasterCard issue
- 4 of replacement card to card holders.
- Letter to ATB requesting new bookkeeper set up.
- Current invoiced capital expenditure on EV Chargers as at April \$36,828. Additional \$1,200 paid in May
- Grant funding is expected to cover 50%, donations/ sponsorship \$12,977, with balance from BCCA
- Comparable YTD figures show reduction in revenue and increase in expenditure.
2024 April YTD Total Revenue \$475,388
2023 April YTD Total Expenditure \$394,219

Auditorium rental is expected to decrease during the summer months, for example the nursery will be using the outside space more, booking for 5 hrs in June and 3 hrs in July. There are no booked wedding rentals for June, July or August.

In September there are currently two wedding bookings with revenue of approximately \$2,800 each, this revenue stream will benefit the next financial year (2024-25).

Note 4. Programming:

Programming has a negative YTD variance actual to budget of \$14,529 due to the Nature School budgeted at \$46,000 with an actual income of \$23,540. The deficit in Nature School revenue is partially offset by Adult Programs which has a YTD budget of \$5,000 and revenue YTD is \$11,117 with pickle ball the main contributor.

The Pickle ball programs will stop in mid June and are expected to recommence mid September.

Movie nights/ Teen dances / parties has brought in a YTD revenue of \$3,740. Movie night received Sponsorship of \$400 from Leplant (note 1)

Note 5. Events:

Events have a small negative variance to budget of \$2,745. This area includes the Farmers Market, Faza Creek Day, Spirit of Christmas, Kids Store and Winter in the Woods Market, with a total YTD revenue of \$49,355 (prior year YTD \$48,043). Revenue of \$940 received in April for the Farmers Market is for the June period, with the stalls starting at this time.

Subsequent 2024 months revenue received for the Farmers Market should be assigned to the 2024-25 financial year.

Note 6. Ladies Auxiliary - Genotaph:

No revenue budgets set, hence a positive variance of \$22,357

Ladies Auxiliary in year revenue \$4,357. The Ladies Auxiliary bank balance has now moved to their new organisation after settling their debts. Bank account to be closed. No new income or expenditure to be reported

Genotaph revenue has increased in April to \$18,000 after a transfer in of \$4,000.

Expenses:

Note 7. General Inc. Rates, Casino - miscellaneous:

General expenditure has a YTD negative variance to Budget of \$2,726, this area includes monthly property taxes \$931 and casino expenditure \$ 3,251 in March

Note 8. Facility Operations (repairs, janitorial, carwash, snow, lawn, security, fire, insurance):

Facility and Operations has a YTD variance to budget of \$8,233

Two areas mainly account for the adverse YTD budget variance Repairs and Maintenance YTD budget \$35,000, YTD actual \$40,528

and Fire Suppression YTD budget \$8,250, YTD actual \$11,979

Note 9. Payroll (salaries, maintenance, camp salaries, contract services):

Payroll has a small negative YTD budget variance of \$3,133. Camp wages of \$17,554 were not budgeted for under this line item

Expenditure on Camp wages is in most part mitigated by Office wages with a YTD budget of \$120,000 and actual expenditure of \$104,745

Note 10. Administration (licenses, audit costs, courier, credit card fees, internet, office supplies, photocopier, computer and software costs, rent, expenses etc):

YTD negative variance \$15,761

Expenditure has also included legal advice for LFD, Board table, new office phones and Ice Rink fundraising supplies.

Ice rink fund raising/supplies actual YTD coded expenditure \$15,746 budget \$8,000

Office equipment / supplies YTD coded expenditure \$6,622, YTD budget \$1,250

Computers -> Software YTD coded expenditure \$6,156 YTD budget \$3,250

Note 11. Ladies Auxiliary - Genotaph - AMS:

No expenditure budgets set. The total YTD Expenditure of \$57,680 is made up \$39,813 for the Ladies Auxiliary which is the settling of their debts.

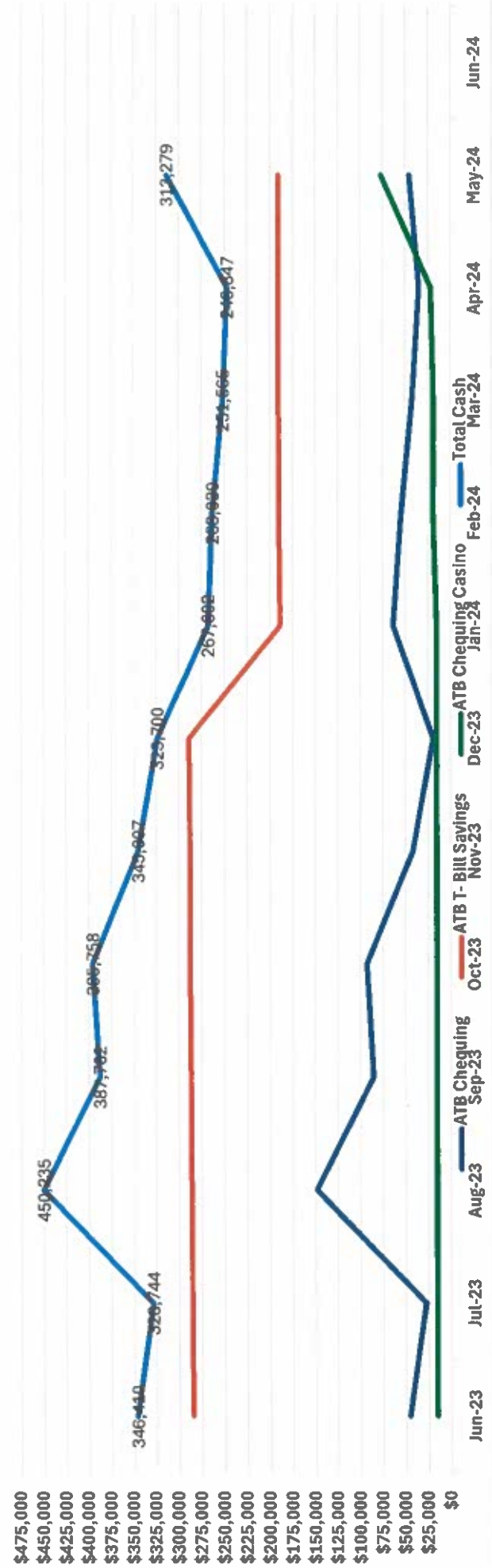
and transfer of their bank balance from the BCCA, banking to their Community Foundation. No future expenditure and reporting

The balance of the YTD expenditure under this line item is the Genotaph \$35,445 and AMS Wellness \$2,422

Note 12. The actual YTD date surplus shows \$10,776 before deducting \$30,333 (two months) of the unprofiled RV grant received in August and EV donations of \$12,797

Year End.	Fiscal Year 2023-24												
	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
ATB Chequing	45,970	27,665	148,496	85,366	92,683	41,932	19,282	63,184	54,170	42,465	34,535	45,589	
ATB T - Bill Savings	284,911	285,549	286,210	286,866	287,545	287,545	288,887	188,887	189,922	190,370	190,804	190,804	
ATB Chequing Casino	15,529	15,529	15,530	15,530	15,530	15,530	15,531	15,531	18,937	18,730	21,508	76,886	
Total Cash	346,410	328,744	450,235	387,762	395,758	345,007	323,700	267,602	263,030	251,565	246,847	313,279	

Monthly Cash 2023 -24 (exc AHS, Petty cash , GIC) at May,26 ,2024



Bragg Creek Community Association Balance Sheet As at Apr 30, 2024

ASSET

Current Assets

ATB Chequing	34,535.06	
ATB - T-Bill Savings	190,803.72	
ATB Chequing - Casino	21,508.24	
Petty Cash	117.30	
ATB Mastercard - Cash HOLD	5,511.98	
AHS - Wellness Committee	1,757.00	
ATB Ladies Auxiliary	0.02	
Total Cash		254,233.32
Grants Receivable	26,116.50	
Total Receivable		26,116.50
Prepaid Expenses - other		5,670.01
Total Current Assets		286,019.83

Capital Assets

Land & Improvements	217,472.29	
Acc Amortization Land & Improvement	-152,104.24	
NBV - Land & Improvements		65,368.05
Civil Engineering Site Services		32,300.00
Buildings & Improvements	2,186,409.59	
Acc Amortization Buildings & Improv	-2,004,684.89	
NBV - Buildings & Improvements		181,724.70
Ice Rink & Skate Shack	174,888.64	
Acc Amortization Ice Rink & Skate S	-168,098.04	
NBV - Ice Rink & Skate Shack		6,790.60
Playground Equipment	169,194.21	
Acc Amortization Playground Equipme	-106,734.22	
NBV - Playground Equipment		62,459.99
Furniture & Fixtures	361,047.00	
Acc Amortization Furniture & Fixtur	-343,001.94	
NBV - Furniture & Fixtures		18,045.06
Artwork	2,000.00	
NBV - Artwork		2,000.00
Equipment	44,062.54	
Acc Amortization Equipment	-28,104.20	
NVB - Equipment		15,958.34
Computer Equipment	19,141.86	
Acc Amortiztion - Computer	-13,035.89	

NBV - Computer		6,105.97
EV Chargers	<u>36,828.00</u>	
NBV - EV Chargers		<u>36,828.00</u>
Total Capital Assets		<u>427,580.71</u>

TOTAL ASSET 713,600.54

LIABILITY

Current Liabilities

Accounts Payable		6,617.83
ATB Financial Mastercard		-398.01
Deferred Cash Contribution - Grants		23,859.66
GST Paid on Purchases	<u>-4,444.88</u>	
GST Owing (Refund)		<u>-4,444.88</u>
Total Current Liabilities		<u>25,634.60</u>

Deferred Revenue

Deferred Revenue- BCDvendor revenue		250.00
Deferred Revenue - Weddings		500.00
Deferred Revenue - Market		2,310.00
Deferred Revenue		5,932.93
Deferred Contributions		106,216.86
Deferred Contribution - Casino		<u>15,529.18</u>
Total Long Term Liabilities		<u>130,738.97</u>

TOTAL LIABILITY 156,373.57

EQUITY

Retained Earnings

Retained Earnings - Previous Year		546,450.80
Current Earnings		<u>10,776.17</u>
Total Retained Earnings		<u>557,226.97</u>

TOTAL EQUITY 557,226.97

LIABILITIES AND EQUITY 713,600.54

Generated On: May 19, 2024



Bragg Creek Centre

Bragg Creek Community Association: Business Number 118816271

Board Resolution for the Bragg Creek Community Association President to be an Additional Master Card Holder and User for the Organization.

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF BRAGG CREEK COMMUNITY ASSOCIATION HELD ON MAY 28TH 2024 BOARD MEETING AT THE BRAGG CREEK COMMUNITY CENTRE.

RESOLVED THAT the President in post for the Bragg Creek Community Association, apply for and obtain a credit card from the issuer ATB Financial at 4 Balsam Avenue, Unit B, Bragg Creek, Alberta, T0L 0K0. The said card will be an additional card for the BCCA Mastercard account with a monthly limit of \$5,000.

RESOLVED FURTHER THAT: The President will be solely responsible for the card, use the card within the credit limits and terms as agreed by the Bragg Creek Community Association and signed by the President. That President be authorised to charge to that account expenditures that are reasonably related to carrying out the business of the organization.

RESOLVED FURTHER THAT this policy and card usage will remain in effect as long as the president is in post or until a new policy has been issued, which clearly states that it is intended to be replacement policy. Prior to departure and ending of the role as President the card will be returned to the BCCA.

RESOLVED FURTHER THAT a copy of the foregoing resolution be forwarded to the Bank for the necessary action at their end.



Terms and Procedures of Bragg Creek Community Association Credit Card

- **An Employee or President of the Bragg Creek Community Association who receives the organizations credit card must sign the Cardholder Agreement acknowledging that they have reviewed the related policy and terms and agree to comply to it.**

The Terms and Conditions for the cardholder:

- The cardholder must take full responsibility for their card and its usage.
- The card is used solely for the business of the organization and can never be used for personnel use. Accidental personnel purchase must be reimbursed within 30 days and should not be a regular occurrence.
- The Card is only for the use of the named cardholder and cannot be used by others.
- The cardholder must ensure the card is securely stored.
- If the Card is lost or stolen or there are suspected fraudulent transactions, this must be reported immediately to the bank and the Card cancelled.
- Cash advances are not allowed on the Card.
- The cardholder is responsible for retaining receipts for each transaction. Receipts are expected to include supplier name, date of purchase, description of what was purchased, unit cost and total cost charged to card. Card holder should attempt to obtain lost receipts directly from the supplier. Missing receipts require written explanation. Regular occurrences of missing receipts are not acceptable.
- Cardholders should monitor card usage ensuring the credit limit is not exceeded.
- Monthly card statements will be reconciled by the card holder and independently approved by two authorized cheque signatories i.e. the treasurer and another authorized cheque signatory.
- Monthly card statements and receipts must be available to the bookkeeper for entry into the account system.

Bragg Creek Community Association Comparative Income Statement

	<u>Actual Jul 01, 2023 to Apr 30, 2024</u>	<u>Actual Jul 01, 2022 to Apr 30, 2023</u>	<u>Percent</u>
REVENUE			
Donations & Grants			
Donations - Received	11,423.40	2,249.40	407.84
Sponsorships	7,675.00	3,750.00	104.67
Donations - Pay Pal	283.50	44.15	542.13
Donations	5,386.83	5,662.24	-4.86
Grants - FCSS	6,104.00	4,510.00	35.34
Grants - Canada Summer Jobs	20,253.00	8,113.00	149.64
Grants - AHS	1,850.00	0.00	0.00
Grants - Rockyview Operational	182,000.00	195,000.00	-6.67
Grants - Total	<u>210,207.00</u>	<u>207,623.00</u>	1.24
Donations & Grants	<u>234,975.73</u>	<u>219,328.79</u>	7.13
Rental Revenue			
Auditorium Rental	32,712.00	37,147.60	-11.94
Lobby Rentals	560.00	0.00	0.00
Facility Leases	50,917.04	42,296.81	20.38
Weddings	8,888.22	2,700.00	229.19
Events	31.50	122.63	-74.31
Kitchen Rental	35.00	140.00	-75.00
Meeting Rooms	4,900.00	2,817.00	73.94
Parking Lot Rental	0.00	2,997.00	-100.00
Equipment Rentals	604.00	1,372.60	-56.00
Ice Rink Fundraising Revenue	13,671.21	28,417.75	-51.89
Ice Rink Rental Revenue	0.00	400.00	-100.00
Rental Revenue	<u>112,318.97</u>	<u>118,411.39</u>	-5.15
Revenue			
Membership Revenue	3,049.00	3,195.00	-4.57
Concession/Coffee Service	0.00	445.00	-100.00
Charging Station Revenue	20.22	0.00	0.00
Casino	2,142.70	0.00	0.00
Interest Income	5,938.21	7,700.19	-22.88
Miscellaneous Revenue	5,910.06	7,296.38	-19.00
Capital - BCESA	600.00	1,200.00	-50.00
Revenue	<u>17,660.19</u>	<u>19,836.57</u>	-10.97
Ladies Auxiliary Revenue			
Ladies Auxiliary - Donations	530.10	300.00	76.70
Ladies Auxiliary - Memberships	180.00	200.00	-10.00
Ladies Auxiliary - Events	2,946.97	5,724.41	-48.52
Ladies Auxiliary - Memorial	700.00	332.75	110.37
Ladies Auxiliary Revenue	<u>4,357.07</u>	<u>6,557.16</u>	-33.55
Cenotaph Revenue			
Cenotaph - Other	18,000.00	0.00	0.00

Cenotaph Revenue	<u>18,000.00</u>	<u>0.00</u>	0.00
Community Service Revenue			
AHS - Wellness Committee - Grants	<u>0.00</u>	<u>800.00</u>	-100.00
Community Service Revenue	<u>0.00</u>	<u>800.00</u>	-100.00
Programming Revenue			
Camps & PD Days	14,060.00	4,400.00	219.55
Co-Workspace Revenue	25.00	175.00	-85.71
Nature School-Rediscover Play	9,480.00	45,333.98	-79.09
Adult Programming	11,116.79	20,797.91	-46.55
Youth Programming	569.00	1,600.00	-64.44
FCSS Rumble & Roar	0.00	171.00	-100.00
Kid's Events - Movies, Halloween	<u>3,469.90</u>	<u>440.95</u>	686.91
Programming Revenue	<u>38,720.69</u>	<u>72,918.84</u>	-46.90
Event Revenue			
Taste of Bragg Creek	0.00	3,425.00	-100.00
BCCA Events	617.71	200.00	208.86
Community Garden	0.00	1,150.00	-100.00
Farmers Market	14,495.00	12,960.00	11.84
A Skuzzy Beach Party	0.00	20,115.10	-100.00
Christmas Market	0.00	22,154.74	-100.00
Christmas - Kids Store & Concession	2,605.50	1,995.00	30.60
Light Up Market	0.00	520.00	-100.00
Spirit of Christmas	23,635.00	5,175.50	356.67
Bragg Creek Days	4,372.00	6,508.00	-32.82
Winter in the Woods Market	<u>3,630.00</u>	<u>430.00</u>	744.19
Total Event Revenue	<u>49,355.21</u>	<u>74,633.34</u>	-33.87
TOTAL REVENUE	<u>475,387.86</u>	<u>512,486.09</u>	-7.24
EXPENSE			
Expenses			
Property & Business Taxes	9,307.50	10,105.50	-7.90
Wedding expense	47.30	0.00	0.00
Linen Supplies	24.50	367.50	-93.33
Concession Expense	0.00	724.62	-100.00
Raffle Expenses	0.00	73.75	-100.00
Charging Station Expenses	3.19	0.00	0.00
Casino	<u>3,250.95</u>	<u>0.00</u>	0.00
Total Expenses	<u>12,633.44</u>	<u>11,271.37</u>	12.08
Payroll Expenses			
Office Wages	104,745.38	95,458.15	9.73
Camp Wages	17,554.00	9,391.20	86.92
Building/Maintenance Wages	34,192.02	26,154.63	30.73
EI Expense	3,660.32	2,992.23	22.33
CPP Expense	8,180.30	6,903.93	18.49
Payroll Fees	941.04	1,121.88	-16.12

WCB Expense	2,202.28	1,256.03	75.34
Casual Labour	2,013.50	587.50	242.72
Total Payroll Expense	173,488.84	143,865.55	20.59
Cenotaph Expenses			
Other Cenotaph Expenses	15,445.00	0.00	0.00
Cenotaph Expenses	15,445.00	0.00	0.00
General & Administrative Expenses			
Accounting & Legal	473.45	0.00	0.00
Advertising & Promotions	2,609.80	2,321.39	12.42
Licenses, Fees & Memberships	1,511.65	2,766.19	-45.35
Board Meetings/AGM Expenses	668.45	191.11	249.77
Staff Promo/Meals	422.85	545.83	-22.53
Insurance	7,453.08	7,012.65	6.28
Courier & KM charges	97.28	301.52	-67.74
Credit Card Charges	779.97	1,575.61	-50.50
Pay Pal Fees	125.78	21.81	476.71
GST Non-claimable	8,921.44	2,865.58	211.33
Interest & Bank Charges	336.60	204.07	64.94
Telephone/Internet	2,179.33	2,636.37	-17.34
Office Supplies	6,622.28	2,818.34	134.97
Computers & Software	6,156.21	4,430.43	38.95
Computer Tech Support	0.00	690.00	-100.00
Contract Services	7,700.00	9,600.00	-19.79
Community Church	200.00	200.00	0.00
Repair & Maintenance	40,528.12	18,412.66	120.11
Hockey Rink - Supplies/Fundraising	15,246.18	15,204.08	0.28
Janitorial Services	16,467.50	16,152.50	1.95
Janitorial Supplies	4,722.12	4,305.85	9.67
Garbage Removal	3,934.62	3,351.25	17.41
Snow Removal	8,826.29	12,670.37	-30.34
Lawn & Garden Maintenance	828.31	712.50	16.25
Fire Suppression System	11,979.48	2,524.91	374.45
Security	1,046.55	705.40	48.36
Ladies Auxiliary - Donations/Gifts	37,307.69	6,069.95	514.63
Ladies Auxillary - Covid Relief	0.00	6,600.00	-100.00
Ladies Auxiliary - Meeting/Supplies	546.77	3,719.54	-85.30
Ladies Auxiliary - BCCA event	1,460.68	0.00	0.00
Ladies Auxiliary - Sponsorship	120.00	0.00	0.00
Ladies Auxiliary - Remembrance Day	284.85	187.24	52.13
Ladies Auxiliary - Events	93.06	5,653.92	-98.35
Gas	11,794.96	15,624.13	-24.51
Electricity	12,770.37	14,420.58	-11.44
Water	2,446.63	2,169.41	12.78
Total Utilities	27,011.96	32,214.12	-16.15
Staff & Volunteer Development	112.95	478.55	-76.40
Lease & Printing Costs	1,825.62	1,916.25	-4.73
Total Advertising Costs	1,825.62	1,916.25	-4.73
Small Tools & Equipment	0.00	85.00	-100.00
Kitchen Supplies	0.00	2,224.26	-100.00

Sports Equipment & Supplies	0.00	318.63	-100.00
Total Equipment	0.00	2,627.89	-100.00
AHS - Wellness Committee	2,422.37	499.10	385.35
General & Administrative Expenses	<u>221,023.29</u>	<u>172,186.98</u>	28.36
Programming Expenses			
Camp Expenses	8,973.00	0.00	0.00
Nature School-Rediscover Play	8,887.83	28,994.87	-69.35
Adult Programming Expenses	3,071.24	11,260.74	-72.73
Children Programming Expenses	70.00	0.00	0.00
Youth Programming Expenses	0.00	737.50	-100.00
Rumble & Roar Expenses	1,587.88	698.88	127.20
Kid's Events- Movies, Halloween	2,959.75	126.25	2,244.36
Total Programming Expenses	<u>25,549.70</u>	<u>41,818.24</u>	-38.90
Event Expenses			
Farmers Market	169.25	0.00	0.00
Christmas Market	0.00	2,293.23	-100.00
BCCA Events	160.03	225.78	-29.12
A Skuzzy Beach Party	0.00	5,765.41	-100.00
Bragg Creek Days	8,507.69	10,039.73	-15.26
Kids Only Christmas Store Expense	1,065.41	1,051.93	1.28
Spirit of Christmas Expense	6,569.04	5,700.62	15.23
Total Event Expenses	<u>16,471.42</u>	<u>25,076.70</u>	-34.32
TOTAL EXPENSE	<u>464,611.69</u>	<u>394,218.84</u>	17.86
NET INCOME	<u>10,776.17</u>	<u>118,267.25</u>	-90.89

Generated On: May 19, 2024



Bragg Creek Centre

Bragg Creek Community Association: Business Number 118816271

Board Resolution for Closing of the Ladies Auxiliary Bank Account

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS OF BRAGG CREEK COMMUNITY ASSOCIATION HELD ON MAY 28TH 2024 BOARD MEETING AT THE BRAGG CREEK COMMUNITY CENTRE.

RESOLVED THAT the Ladies Auxiliary Bank Account: [REDACTED]

[REDACTED] be closed and the amount, if any, lying in the said account be returned to the Bragg Creek Community Association by way of a transfer to Account: [REDACTED]

Account in the name of the Association, and the following Directors of the Bragg Creek Community Association be and are hereby severally authorized to do all such acts, deeds and things and to sign all such documents, papers and writing as may be necessary in this regard.

RESOLVED FURTHER THAT Sher Hayes (President) and Ann Visscher (Treasurer), are hereby authorized to do all such acts, deeds, and things and to sign all such documents as may be required in connection with the closure of the said Account.

RESOLVED FURTHER THAT a certified true copy of the foregoing resolution be forwarded to the Bank for necessary action at their end.

Committee Purpose:

Develop and implement a volunteer plan, including processes and tools, that combines the talents of the BCCA staff to further the mission and objectives of the Community Centre.

Recap (Jan-April):

- We have completed the Volunteer Plan and now focussed on processes and helping staff and/or event committees with implementation.
- SignUp subscription upgraded at the beginning of May.
- Made big strides in our goals to engage community groups and business partners.

Plan Forward:**May/June/July**

- **Market Hosting initiative** (Jordyn, Ramonde)

UPDATE:

- o Tim Bester has volunteered to help with the market!
- o The approved plan from the Board at the outset was to go to the non profits first, then businesses.
- o Non profits have shown interest, however we've not yet received any confirmed bookings.
- o The move to businesses is under consideration by GM as to staff's available time to take on the extra coordination effort.
- o If decision is to not pursue businesses, and we do not see more uptake with the non profits, an alternative action is for the BCCA and VMC to canvas for another volunteer right away.

- **Bragg Creek Days volunteer coordination and fine tuning of our Event Volunteer Process.** (Ramonde, Shaye) - Goal is to have a well polished tool for events to follow.

UPDATE:

- o **Not quite started on this yet.**
- o **Bulk of work in June and July.**

Aug/Sept

- VMC Meeting to regroup and determine action plan for remainder of year heading into Spirit of Christmas.
- Review and update as needed the VMC Annual Action Plan.