



AGENDA
GRANTS ADVISORY COMMITTEE
TO BE HELD ON WEDNESDAY, 2016-SEP-21 AT 2:00 P.M.
BOARD ROOM, 411 DUNSMUIR STREET

1. **CALL TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

4. **ADOPTION OF MINUTES:**

- (a) Minutes of the Grants Advisory Committee Meeting held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC, on Wednesday, 2016-AUG-24 at 2:00 p.m. *Pg. 3-6*

5. **INFORMATION ITEMS:**

- (a) 2016 Grants Committee Budget *Pg. 7*
- (b) 2016 Synopsis of Grants Awarded/Denied *Pg. 8-9*

6. **DELEGATIONS:**

7. **NEW APPLICATIONS:**

- (a) **PTE-01 Nanaimo Disability Resource Centre Society** *Pg. 10-30*

Nanaimo Disability Resource Centre Society requesting a cash grant for the 2016 taxes, which have already be paid in the amount of \$4,856, for properties leased at #1 & #2 – 4166 Departure Bay Road.

[Note: This item was deferred from the 2016-AUG-24 Grants Advisory Committee meeting.]

- (b) **PTE-03 Boys & Girls Club of Central Vancouver Island** *Pg. 31-64*

Boys & Girls Club of Central Vancouver Island requesting a cash grant for the 2016 taxes, which have already be paid in the amount of \$4,362.20, for property leased at 2290 Bowen Road.

[Note: This item was deferred from the 2016-AUG-24 Grants Advisory Committee meeting.]

8. **NEXT MEETING:**

The next meeting is scheduled for 2016-OCT-19 at 2:00 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

9. **ADJOURNMENT:**



MINUTES
GRANTS ADVISORY COMMITTEE
MEETING HELD WEDNESDAY, 2016-AUG-24, 2:00 P.M.
BOARD ROOM, 411 DUNSMUIR STREET

MEMBERS PRESENT:

Councillor I. Thorpe, Chair
Councillor W. Pratt
V. Alcock-Carter
B. Anderson

D. Appell
S. Pachkowsky
B. Sparkes

STAFF PRESENT:

V. Mema, Chief Financial Officer

T. Samra, Chief Administrative Officer (arrived at
2:15 p.m., vacated at 2:32 p.m.)

D. Hiscock, Manager of Revenue Services

T. Wilkinson, Recording Secretary

1. CALL TO ORDER:

The meeting was called to order at 2:00 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Grants Advisory Committee Meeting held in the Board Room, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2016-FEB-17 at 2:00 p.m. be adopted as circulated. The motion carried unanimously.

4. PRESENTATIONS:

- (a) Ms. Tracy Samra, Chief Administrative Officer, advised the Grants Advisory Committee members that the Committee's Terms of Reference remain unchanged.

5. NEW APPLICATIONS:

(a) Nanaimo Disability Resource Centre Society (PTE-01)

Committee members noted:

- the Nanaimo Disability Resource Centre Society are also requesting a cash grant for the 2016 taxes, which have already be paid, in the amount of \$4,856.

It was moved and seconded that the Nanaimo Disability Resource Centre Society be granted a Permissive Tax Exemption for the 2017 tax year for properties it leases at #1 & #2 – 4166 Departure Bay Road. The motion carried unanimously.

It was moved and seconded that the cash grant request by the Nanaimo Disability Resource Centre Society in the amount of \$4,856 be deferred to a future meeting. The motion carried.

Opposed: B. Anderson

(b) BC SPCA (PTE-02)

It was moved and seconded that the BC SPCA be granted a Permissive Tax Exemption for the 2017 tax year for property at 154 Westwood Road. The motion carried unanimously.

(c) Boys & Girls Club of Central Vancouver Island (PTE-03)

Committee members noted:

- the Boys & Girls Club of Central Vancouver Island are also requesting a cash grant for the 2016 taxes, which have already be paid, in the amount of \$4,362.20.

It was moved and seconded that the Boys & Girls Club of Central Vancouver Island be granted a Permissive Tax Exemption for the 2017 tax year for property it leases at 2290 Bowen Road. The motion carried unanimously.

It was moved and seconded that the cash grant request by the Boys & Girls Club of Central Vancouver Island in the amount of \$4,362.20 be deferred to a future meeting. The motion carried.

Opposed: B. Anderson

(d) Nanaimo Auxiliary to Nanaimo Regional General Hospital (PTE-04)

Committee members noted:

- this organization supports the Nanaimo Regional General Hospital which in turn supports the community.

It was moved and seconded that the Nanaimo Auxiliary to Nanaimo Regional General Hospital be granted a Permissive Tax Exemption, for a one-year period, for the 2017 tax year for property it leases at 5800 Turner Road. The motion carried unanimously.

(e) Community Futures Central Island (PTE-05)

Committee members noted:

- this application does not fit the criteria for a Permissive Tax Exemption as it primarily helps businesses, which is outside of the mandate of the Committee.

It was moved and seconded that the Community Futures Central Island be denied a Permissive Tax Exemption for the 2017 tax year for property it leases at #14 - 327 Prideaux Street. The motion carried unanimously.

(f) Enchanted Woodland Children's Society (PTE-06)

Committee members noted:

- the Enchanted Woodland Children's Society is a daycare centre which is a business and doesn't fall into the criteria to apply for a Permissive Tax Exemption.

It was moved and seconded that the Enchanted Woodland Children's Society be denied a Permissive Tax Exemption for the 2017 tax year for property it leases at 1243 Nelson Street. The motion carried unanimously.

(g) Nanaimo Recycling Exchange Society (PTE-07)

Committee members noted:

- the Nanaimo Recycling Exchange Society's lease with Nanaimo Toyota expires on 2018-MAR-31 at which time they would have a better understanding of which location they will be using.

It was moved and seconded that the Nanaimo Recycling Exchange Society be denied a Permissive Tax Exemption, for a one-year period, for the 2017 tax year for property it leases at 2491 Kenworth Road. The motion was defeated.

Opposed: Councillors Thorpe, Pratt, V. Alcock-Carter, D. Appell and S. Pachkowsky

It was moved and seconded that the Nanaimo Recycling Exchange Society be granted a Permissive Tax Exemption, for a one-year period, for the 2017 tax year for property it leases at 2491 Kenworth Road. The motion carried.

Opposed: B. Anderson and B. Sparkes

(h) Basic Christian Community Association (Bethlehem Centre) (PTE-08)

It was moved and seconded that the Basic Christian Community Association (Bethlehem Centre) be granted a Permissive Tax Exemption for the 2017 tax year for properties it leases at 2371 & 2393 Arbot Road. The motion carried unanimously.

(i) Vancouver Island University Foundation (OG-02)

Committee members noted:

- this request would be better suited towards the Culture and Heritage Committee and/or various social clubs within the community.

It was moved and seconded that the Vancouver Island University Foundation's Other Grant request in the amount of \$5,000 towards their Malaspina Theatre seat renewal campaign be denied. The motion carried unanimously.

6. NEXT MEETING:

The next meeting of the Grants Advisory Committee is scheduled for Wednesday, 2016-SEP-21 at 2:00 p.m. in the Board Room, Service and Resource Centre, 411 Dunsmuir Street.

7. ADJOURNMENT:

It was moved and seconded at 4:15 p.m. that the meeting terminate. The motion carried unanimously.

Chair

Date

GRANTS ADVISORY COMMITTEE
2016 Grant Applications

		2010 Grant	2011 Grant	2012 Grant	2013 Grant	2014 Grant	2015 Grant	2016 Request	2016 Recommend	2016 Awarded	Remaining Budget
Other Grants 275000 - 1334											7,000.00
OG-01	Nanaimo Volunteer & Information Centre Society *	1,293.80	1,408.06	1,397.42	1,443.62	1501.47	1,526.23	1,551.46	1,551.46	1,551.46	7,000.00
OG-02	Vancouver Island University Foundation							5,000.00	0.00	0.00	5,448.54
											5,448.54
											5,448.54
											5,448.54
Subtotal: Other Grants 275000 - 1334											5,448.54
		1,293.80	1,408.06	1,397.42	1,443.62	1,501.47	1,526.23	6,551.46	1,551.46	1,551.46	5,448.54
Permissive Tax Exemptions Cash Grant 275000 - 1332											5,000.00
PTE-01	Nanaimo Disability Resource Centre							4,856.00			5,000.00
PTE-03	Boys & Girls Club of Central Vancouver Island							4,362.20			5,000.00
											5,000.00
											5,000.00
											5,000.00
Subtotal: Permissive Tax Exemptions 27500 - 1332											5,000.00
		0.00	0.00	0.00	0.00	0.00	0.00	9,218.20	0.00	0.00	5,000.00
Security Check Grants 275000 - 1329											2,000.00
											2,000.00
Subtotal: Security Check Grants 275000 - 1329											2,000.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
Totals											

*At the 2016-FEB-22 Committee of the Whole Meeting, Council approved this grant in advance until the end of their term (October 2018). The Society will continue to send a letter of request to the Grants Advisory Committee each year prior to the event. A new application must be submitted in 2019.

2016 Budget	14,000.00
Add: Transfer from Council Contingency	
Add: Transfer from Council Contingency	
Add: Transfer from Prior Year	
Less: Grants Awarded	-1,551.46
Remaining Budget	<u>12,448.54</u>

Synopsis of Grants Awarded/Denied 2016

Organization	Grant Approved by Grants Committee & Council		Letter Sent		Cheque Sent		Amount Granted \$	Reason Grant Awarded/Denied
	Y	N	Y	N	Y	N		

OTHER GRANTS

Nanaimo Volunteer & Information Centre Society (OG-01)	✓		✓		✓		\$1,551.46	'In Kind' grant for Beban Park Auditorium rental. Funds paid out from Grants cost centre.
Vancouver Island University Foundation (OG-02)							\$5,000.00	Cash grant request towards their Malaspina Theatre seat renewal campaign was <u>denied</u> at the 2016-AUG-24 GAC Meeting. This request would be better suited towards the Culture & Heritage Committee and/or various social clubs.

SECURITY CHECK GRANTS

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PERMISSIVE TAX EXEMPTION GRANTS

Nanaimo Disability Resource Centre (PTE-01)								Recommended to be placed on 2017 PTE Bylaw. The Centre's request for a refund of their 2016 property taxes in the amount of \$4,856 was deferred to the 2016-SEP-21 GAC Meeting.
BC SPCA (PTE-02)								Recommended to be placed on 2017 PTE Bylaw.
Boys & Girls Club of Central Vancouver Island (PTE-03)								Recommended to be placed on 2017 PTE Bylaw. The Club's request for a refund of their 2016 property taxes in the amount of \$4,362.20 was deferred to the 2016-SEP-21 GAC Meeting.
Nanaimo Auxiliary to Nanaimo Regional General Hospital (PTE-04)								Recommended to be placed on 2017 PTE Bylaw for a one-year period.

Synopsis of Grants Awarded/Denied 2016

Organization	Grant Approved by Grants Committee & Council		Letter Sent		Cheque Sent		Amount Granted \$	Reason Grant Awarded/Denied
	Y	N	Y	N	Y	N		

Community Futures Central Island (PTE-05)								Recommended to <u>not</u> be placed on 2017 PTE Bylaw, as this application does not fit the criteria for a Permissive Tax Exemption as it primarily helps businesses, which is outside of the mandate of the Committee.
Enchanted Woodland Children's Society (PTE-06)								Recommended to <u>not</u> be placed on 2017 PTE Bylaw, as this is a daycare centre which is a business and doesn't fall into the criteria to apply for a PTE.
Nanaimo Recycling Exchange Society (PTE-07)								Recommended to be placed on 2017 PTE Bylaw for a one-year period.
Basic Christian Community Association (Bethlehem Centre) (PTE-08)								Recommended to be placed on 2017 PTE Bylaw.

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTIONS (PTE)**

Name of Organization: Nanaimo Disability Resource Centre Society

Request to be placed on 2016 Permissive Tax Exemption Bylaw for property leased at #1 & #2 – 4166 Departure Bay Road.

Grant No. 2016 PTE-01

Criteria:	Meets Criteria:		Statement of Purpose:
	Yes	No	
➤ the property <u>must</u> be recommended for a Permissive Tax Exemption in the following year; and			<p>An organization may only be added to the Permissive Tax Exemption roll for the following year. In some cases, it may be appropriate to give an organization a cash grant during the current year.</p> <p>These exemptions must be adopted by bylaws, by the 31st of October of the year preceding exemption, and passed with a two-third's majority.</p> <p>All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.</p>
➤ the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, or Private School or			
➤ the organization can demonstrate a financial need			
➤ must adhere to all of the City of Nanaimo's bylaws and policies			
	\$		
	Yes	No	
Grant Awarded:			Amount Recommended: \$

Discussion:

Notes:



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

PTE-01

ORGANIZATION: Nanaimo Disability Resource Centre Society		DATE: May 27th, 2016	
ADDRESS: #2 - 4166 Departure Bay Road		PRESIDENT: Sharon Thompson	
Nanaimo, BC, V9T 4B7		SENIOR STAFF MEMBER: Ken Kaminski	
		POSITION: Executive Director	
		CONTACT: ken@ndrc.info	
TELEPHONE: (250) 758-5547		TELEPHONE: (250) 758-5547	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: Accessible Parking Permits, free computer training, information and referral and special projects			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Duncan through North Island. Nanaimo area for Computer Training			
NO. OF FULL TIME STAFF: 1		NO. OF PART TIME STAFF: 3	
NO. OF COMMUNITY VOLUNTEERS: 45		NO. OF VOLUNTEER HOURS PER YEAR: 2500	
NO. OF MEMBERS: 45		MEMBERSHIP FEE: \$5.00 per year	
CLIENTS SERVED, LAST YEAR: 5600 permits plus 250 computer students		CLIENTS SERVED, THIS YEAR (PROJECTED): 5600 plus 200	
B.C. SOCIETY ACT REG. NO.: S-0025958		REVENUE CANADA CHARITABLE REG. NO.: 128031721-RR 0001	
CURRENT BUDGET: 2015-2016		LEGAL DESCRIPTION OF PROPERTY: Strata Lot 1, Section 5, Wellington Land District, Strata Plan V1S2524	
INCOME \$163,891			
EXPENSES: \$180,984		TAX FOLIO NUMBER: 07498,216 & 07498,217 (Strata)	
NEXT YEAR PROJECTED: 2016-2017		NDRC pays 41.47% of total both folios (see attached)	
INCOME: \$179,900		CURRENT YEAR TAXES (IF KNOWN): 41.47% of \$12,618 = approx \$5232.	
EXPENSES: \$184,550			
SIGNATURE: <i>R. Kaminski</i>		TITLE/POSITION: Executive Director	
		DATE: May 27, 2016	
NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).			

Please describe the work of your organization in this community.

Nanaimo Disability Resource Centre (NDRC) is a registered charity serving people with disabilities in Nanaimo and mid-island since 1990. We provide many services including FREE computer training, information and referral services and destigmatizing disabilities projects. We coordinate the New Accessible Icon project in Nanaimo and BC and participate in community planning sessions and other disability related projects as they arise. An example is updating and distributing the "Surviving in Nanaimo" handbook in cooperation with the City of Nanaimo. We also issue accessible parking permits from mid- Vancouver Island to North Island.

What are your organizations specific priorities for the coming year?

We will provide a resource directory to the public and other organizations and assist persons with disabilities find information they require as regards their disability. Continuation of our FREE computer classes is a priority and we will examine ways to expand to provide life skills and employment related skills. We hope to restore funding for continuation of our free training for Blind and Low Vision and hard of hearing persons and our one on one free training for persons not able to learn in a small class environment. We will continue to issue Accessible Parking Permits and hope to rejuvenate our "Destigmatizing Disabilities" project.

How does your organization ensure that its services address continuing and emerging community needs?

Our computer programs are continually adapting based on feedback from participants and the public. We meet with individuals or organizations in our community to discuss needs and gaps in services and new project ideas. We work with community partners such as Decoda, VIRL, Nanaimo Citizen Advocacy Association, Neil Squire Society, Volunteer Nanaimo and Clay Tree to establish new programs. We also maintain a website and Facebook accounts to keep persons current with events in our community and to put them in touch with persons wishing to donate or sell used disability equipment.

Please describe the role of volunteers in your organization.

NDRC is volunteer driven. We have approximately 35 active volunteers at any given time. They provide all of our reception duties and issue accessible parking permits. Volunteers also assist in our computer classes so that students with higher needs can have more individual sessions whether at our classrooms or at outreach locations. Our board of directors, resource coordinator and people involved with special projects are also volunteers.

Please list grants applied for/received from other governments or service clubs.

BC Government Community Gaming Grants
City of Nanaimo
Hub City Lions
Women of the Moose

Please provide details of fees for service in your organization, and how cost and fees are determined.

All of our computer classes are free to participants. Our referral and resource directory are free. The fee for issuing parking permits is \$23.00 per permit which covers the costs of staff, database maintenance, office supplies, copying, postage, credit card fees and handling. All surplus is used to fund our free computer training programs. Our fees are consistent with other provincial issuing offices.

If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

We are not a part of a larger organization.

If you lease or rent out part of your premises: please note the amount of space rented (sq. ft.), total square feet of the premises, name of organization renting the space, and the annual rent received.

We do not lease or rent out part of our premises.

Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.

We have no capital. Our goal is to have enough funds to sustain a six-month operation. Throughout the year we draw down our bank balance and carry no surplus. We do have a \$25,000. GIC at present to also be used for this purpose.

Please describe current or planned approaches to self-generated income.

Our parking permit program generates some income as do donations. Occasionally we provide other organizations (e.g. Claytree, Work Safe BC) with services to assist with their programs and charge a small fee for those services. We anticipate community fund-raising events and have created donation and planned giving opportunities.

What will the effect be if you do not receive a Grant in Aid from the city of Nanaimo?

If we do not receive the Permissive Tax Exemption we will not be able to offer training to many clients in both our Intermediate and our Blind and Low Vision training programs and our annual budget may not be adequate to cover operating costs. Staff hours may be reduced.

Does your organization require funding to cover the current years taxes? If so, what amount?

Yes we do. Taxes for #2 – 4166 Departure Bay Road are 41.47% of the total taxes for 4166 Departure Bay Road. Taxes budgeted by our landlord for 2014/2015 are \$12,618 of which \$5232 are apportioned to NDRC. We request this amount of exemption for the current year's taxes. A letter from the property manager indicating NDRC will receive the benefits of this exemption is attached.



Ken Kaminski <ndrconly@gmail.com>

75: Tax Exemption

1 message

Lisa Martin <lmartin@naicommercial.ca>
To: "ken@ndrc.info" <ken@ndrc.info>

Thu, May 26, 2016 at 1:57 PM

Hi Ken,

This property is a strata so there are actually two tax bills. The main floor folio is 07498.216 and the upper floor is 07498.217.

In 2015 the tax bill on the main floor was 8,575.07 and upper floor was 3,492.23.

Regards,

Lisa

From: Ken Kaminski [mailto:ndrconly@gmail.com]
Sent: Thursday, May 26, 2016 1:49 PM
To: Lisa Martin
Subject: Re: Tax Exemption

Hi Lisa,

I do need the Tax Folio Number. Thanks.

Ken

On Tue, May 24, 2016 at 9:58 AM, Lisa Martin <lmartin@naicommercial.ca> wrote:

Hi Ken,

Please accept this email to confirm that the exemption will benefit NDRC. If you need anything further please let me know.

Thanks,

Lisa

Sent from my BlackBerry - the most secure mobile device - via the TELUS Network

From: ndrconly@gmail.com

Sent: May 20, 2016 11:05 AM

To: lmartin@naicommercial.ca

Reply-to: ken@ndrc.info

Subject: Tax Exemption

Hi Lisa,

We are ready to submit our application for a Permissive Tax Exemption to the City of Nanaimo and require verification that any benefit from such an exemption will transfer to NDRC. Can you arrange for a letter or email confirming this?

Thank you

Ken

Have a wonderful long weekend

--
R. K. Kaminski, P.Eng.

Executive Director

Nanaimo Disability Resource Centre

#2 - 4166 Departure Bay Road

Nanaimo, BC V9T 4B7

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What our students say...

"The instructors found my skills to be far greater than I ever imagined. The instructor helped me come farther than I ever thought myself capable; I am indebted to them for that." - David

"I am thrilled by the services offered there at the Centre. I have learned so much and I love all the trainers."
- Wendy & Jayla (dog guide)

"With a little time and effort, I believe that I will soon be back in the work force, thanks to the accessibility of the computer and the other electronic devices that were introduced to me."

- Dave

"NDRC has played a major role in helping me to maintain my independence. For this I am very grateful." - Helen

Thank you to our generous sponsors:



BC Ferries

CITY OF NANAIMO

Who are we?

Nanaimo Disability Resource Centre is a registered charity offering free programs and services to promote greater independence and community participation for persons with disabilities.

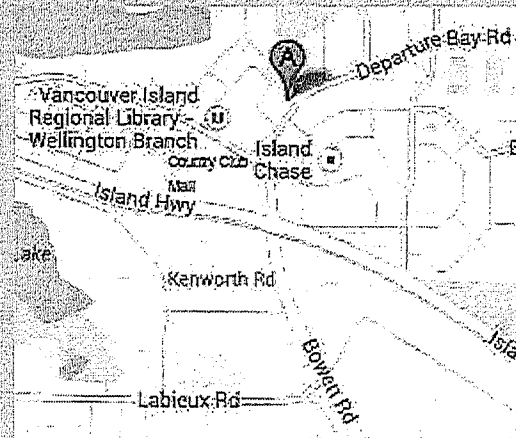
Business hours:

Monday - Friday 8:30 am - 4:00 pm

#2 - 4166 Departure Bay Rd
Nanaimo, BC, V9T 4B7

Tele: 250-758-5547

Fax: 250-758-5504

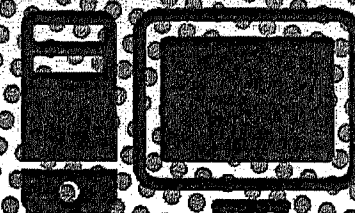


Website: www.ndrc.info
Email: christina@ndrc.info

NDRC

PATHWAYS TO INDEPENDENCE

FREE COMPUTER TRAINING



FREE COMPUTER TRAINING

General Information

Our free classes are open to all adults with a disability.

Benefits of classes at NDRC:

- ✓ Classes are free
- ✓ Small class sizes are dynamic and interactive, offering outstanding training in a non-threatening environment
- ✓ Wheelchair accessible facility
- ✓ Students focus on skills that are important to them

Employment Skills

Our students may gain necessary skills to secure a job, volunteer in the community, or return to school for more education.

Basic Computer Instruction

The purpose of the Basic Computer program is to enhance the independent living and vocational skills for individuals with disabilities. Students learn from each other as well as from the instructor and from our volunteers. Students can focus on the skills that are important to them.

- Each student receives 20 weekly ninety minute sessions.
- Small classes of four students
- Personalized Curriculum

Life Skills

Internet skills open up many avenues of communication such as staying in contact with family and friends, shopping for groceries on-line, banking from home, researching information, including community events, personal interests, and local, provincial and world news.

Blind and Low Vision

Our trainers, most blind or partially-sighted themselves, have expertise in PC and Apple computers, tablets, screen readers, talking GPS, cell phones, document scanners and readers, braille note takers, talking book players and magnification software or devices.

- Each student receives as many weekly two-hour sessions as necessary to give them the skills they need.

We are seeking funding to continue the Blind and Low Vision Program

All classes are free!

Questions?

Contact NDRC at (250) 758-5547 or Christina Young at christina@ndrc.info

What our customers say...

"Thank you for your program. It is a great service to all of us who have gone from hale and hearty to limping and lagging!" - Nanaimo, BC

"Thank you for fast service on John's permit". - Bowser, BC

"Thank you so much. This program has helped make my life for independence a lot easier." - Keremeos, BC

"Wow, are you people fast!" - Campbell River, BC

Thank you to our generous sponsors:



BC Ferries

CITY OF NANAIMO

Last revised 07/01/2014

Who are we?

Nanaimo Disability Resource Centre is a registered charity offering free programs and services to promote greater independence and community participation for persons with disabilities.

Business hours:
Monday – Friday
8:30 am – 4:00 pm

#2 - 4166 Departure Bay Rd
Nanaimo, BC V9T 4B7
Tele: 250-758-5547
Fax: 250-758-5504

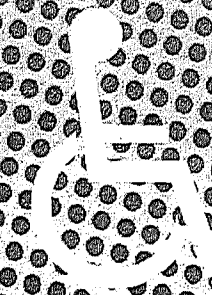


Website: www.ndrc.info
Email: parking@ndrc.info

NDRC

PATHWAYS TO INDEPENDENCE

PARKING PERMITS



PARKING PERMITS

General Information



Parking Permits allow persons living with a disability, or people who have difficulty walking more than 100 meters, to use designated "Disabled

Parking Only" or "Handicapped Parking" sites.

What type of permits are there?

Permit for a Permanent Disability: Valid for three years.

Permit for a Temporary Disability: Valid for six months or one year based on your doctor's assessment.

Your doctor determines which type of Parking Permit you are issued; NDRC cannot change this designation.

What is the cost for a Permit?

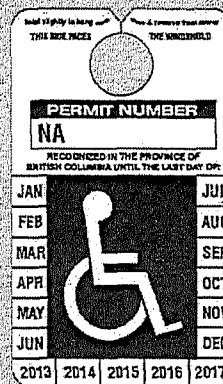
There is a \$23.00 processing fee for both permanent disability and temporary disability Parking Permits. Payments can be made by cash, cheque, money order, debit, or credit card. Payments by credit card can be processed by telephone. Any fee incurred in obtaining doctor signatures is the sole responsibility of the applicant and is not included in our processing fee.

How do I apply?

Application forms for Parking Permits are available at NDRC and at many doctor's offices. They are also available online at www.ndrc.info. Complete Side A with your contact information and have your doctor complete Side B authorizing the application. Business and organization applications are available.

You may then choose to either:

- Bring the completed application together with the fee to NDRC or have someone bring them in for you. The permit will be issued within 10-15 minutes.
- Mail the completed application to NDRC. We will process it and mail it out within 2 business days.



How do I renew my Parking Permit?

All permits have an expiry date. NDRC will mail you a renewal notice approximately one month before your permit expires.

Renewing a Permanent Disability Permit

Please sign the renewal letter and return to us with a \$23.00 renewal fee. A doctor's authorization is not required for renewal.

Renewing a Temporary Disability Permit

If you require the use of the Parking Permit beyond the expiry date, you must take the renewal letter to your doctor for a new authorization. Return the renewal letter with the doctor's signature and a \$23.00 renewal fee to NDRC.

Change of address: It is the responsibility of the Parking Permit holder to advise NDRC of any changes to your address and/or phone number.

Having a Parking Permit is a privilege and not a right. And please remember ... not all disabilities are visible.

If you have any questions, please do not hesitate to contact NDRC at (250) 758-5547 or email: parking@ndrc.info



Annual Report

1. Registration Number

S-0025958

2. Name of Society

Nanaimo Disability Resource Centre Society

FILE ONLINE



To file your BC Society Annual Report online, contact BC Registry Services at 1 877 526-1526 to have an access code mailed to the Registered Office of the society. Once the access code has been received, go to www.bcregistryservices.gov.bc.ca to file online.

PLEASE PRINT CLEARLY

3. Annual General Meeting Date

Date your Annual General Meeting was held: 2015/06/23
(YYYY/MM/DD)

The date of the Annual General Meeting must be during the same calendar year of the Annual Report. If no Annual General Meeting was held, write "NO MEETING HELD" in the date field above. NO MEETING HELD cannot be submitted for the current year until the year is over. Directors cannot be changed if no Annual General Meeting held.

4. Registered Office Address (Location of Records) – Additional \$15.00 for Address Updates

Is this a change to your registered address from the previous year? ☐ Yes ☒ No

Physical Address Required.

(Post Office Box alone will not be accepted.)

Mailing Address

(If different from physical address.)

#2-4166 Departure Bay Road

Nanaimo, BC V9T 4B7

5. Society Email Address

admin@ndrc.info

Enter one email address. Email address may be used as a contact for this form.

OFFICE USE ONLY

COPY

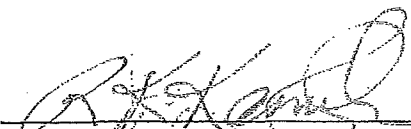


6. Society Directors

- One director must be a B.C. resident. This requirement does not apply to extraprovincial societies.
- Director addresses must be a physical address. Post Office Box alone is not accepted.
- Full names of directors are required, initials only are not accepted.

Last Name	First Name	Residential Address (Must be a physical address)	Postal Code
Thomson	Sharon	1742 Wilkinson Road, Nanaimo, BC	V9X 1V6
Bedford	Thomas	Box 67, 2124 Point Gray Road, Nanaimo	V0R 1M0
Dafoe	Chris	337C-3250 Rock City Road, BC	V9T 4R2
Milliser	Kathryn	795 Franklyn Street, Nanaimo, BC	V9R 2Y3
Hicks	Hermine	216 View Street, Nanaimo, BC	V9R 4N7
Parsons	Cory	2164 Jinglepot Road, Nanaimo, BC	V9R 6H9
Jarl	Kari	3460 Country Club Road, Nanaimo, BC	V9T 3B7
Shuttleworth	Carole	2805 Staffordshire Terrace, Nanaimo, BC	V9S 3R2
Harlow	Richard	425 Girvin Avenue, Nanaimo, BC	V9S 4W7

7. Signature

 Exec Director
Sign here: I certify that this information is accurate and complete.

2015/07/02
Date Signed (YYYY/MM/DD)



8. Return Form and Fee to BC Registry Society

Mailing Address:

PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3

Physical Address:

200 - 940 Blanshard Street, Victoria BC V8W 3E6

Questions? Call 1 877 526-1526

Need help completing this form? Go to www.bcregistryservices.gov.bc.ca for further instructions.

Please make cheque payable to Minister of Finance. Write your incorporation/registration number on the cheque.

☒ **Checklist if Submitting by Mail:**

☒ \$25.00 Annual Report filing fee included.

☐ \$15.00 An additional fee is required if address updated within section 4, for a total fee of \$40.00

☐ All data provided: Annual General Meeting date. Registered office address and director updates made if required.

☐ Form signed.

FILE ONLINE AT www.bcregistryservices.gov.bc.ca

If you wish to file your Annual Report online, please contact BC Registry Services at 1 877 526-1526 to have an access code mailed to the Registered Office of the society. Once the access code has been received, go to www.bcregistryservices.gov.bc.ca to file your Annual Report over the Internet. Payment is by credit card or BC OnLine deposit account. There is online information you can access to help you through the process. The fee to submit online is \$25. If you are also changing your registered office address in British Columbia, there is an additional fee of \$15.

If you need assistance to submit the Annual Report filing, either electronically or on paper, you can use the services of BC Registry Services' Preferred Service Provider Dye & Durham who will submit the filing on your behalf for an additional service fee. Complete and sign the form and mail it with a cheque payable to Dye & Durham for \$41.64 (or \$64.78 if you are also changing your registered office address). Your cancelled cheque will be your receipt. For more information, call toll free 1 800 665-6211 or visit www.dyedurhambc.com.

IMPORTANT INFORMATION ABOUT THE *SOCIETY ACT*

- A society does not file their financial statements with the Registrar of Companies. However, a society is required to keep copies of financial statements at the society's address and make them available to the public upon request.
- BC Registry Services staff do not examine changes to bylaws; instead, the registry is the repository of the bylaws for public access. A society that changes its bylaws must ensure their changes comply with section 6 of the *Society Act*, before filing them with the Registrar's office. If the society requires assistance with their bylaws, they may wish to seek legal advice.

INSTRUCTIONS FOR SOCIETIES IN BRITISH COLUMBIA

If you wish to file a paper Annual Report, please follow these instructions.

- A Section 68 of the *Society Act* requires every society to file an Annual Report (Form 11) within 30 days after the annual general meeting was held. **Information you enter in this report must be current as at the close of the annual general meeting.**
- B Please read the section below titled **Important Information About the Annual Report** and then update this form if required by:
- entering the date of the Annual General Meeting in Item 3;
 - entering the Address of the society in Item 4;
 - providing your email address in Item 5;
 - listing the names and residential addresses of all of the directors of the society in Item 6 (attach an additional sheet if more space is required for directors); and
 - signing this form in Item 7.
- C If a society has FAILED TO FILE its annual report with this office for two years, the Registrar may strike the society from the register and dissolve it.
- D Society forms are available from this office or your local Service BC Centre.
- E Please take a photocopy of this document if you require a copy for your records.
- F Fees must be submitted with any documents you are filing. You may pay by cheque or money order payable to the Minister of Finance. Your cancelled cheque is your receipt.
- G Please return the original Annual Report with any additional forms and fees to (Item 8):
- | | |
|--|---|
| Mailing Address | Physical Address |
| PO Box 9431 Stn Prov Govt
Victoria BC V8W 9V3 | 200 - 940 Blanshard Street
Victoria BC V8W 3E6 |

Freedom of Information and Protection of Privacy Act (FOIPPA) – Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the *Society Act* for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Executive Coordinator of the BC Registry Services at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3.

IMPORTANT INFORMATION ABOUT THE ANNUAL REPORT

- 1. Name of Society**
This is the full legal name of the society as shown on the Certificate of Incorporation or Change of Name.
- 2. Incorporation/Registration Number**
This number is assigned at the time of incorporation/registration and is located at the top right-hand corner of the Certificate of Incorporation.
- 3. Annual General Meeting**
Show the date the annual general meeting was held. Section 56 of the *Society Act* requires every society to hold its first annual general meeting not more than 15 months after the date of incorporation. After that, an annual general meeting must be held at least once every calendar year and not more than 15 months after the adjournment of the previous annual meeting.
- 4. Address of Society**
A society must have an address in the Province to receive notices and communications, to be served documents and a location where the financial statements are kept. This address must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but BC Registry Services cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.

If the address of the society has changed, you must include an additional filing fee of \$15. The change is NOT effective until the day after the form is filed by the Registrar of Companies.
- 5. Email Address**
Provide an email address that we may use for future communications.
- 6. Directors' Names and Residential Addresses**
These are the full names and residential addresses of all directors. The full name of a director must include a last name, a first name and initial(s) if any.

The *Society Act* defines a **director** to include a trustee, officer, member of an executive committee and a person occupying any such position by whatever name.

The residential address of a director must be a complete physical address. You may include general delivery, post office box, rural route, site or comp. number as part of the address, but BC Registry Services cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names or numbers, please provide a description that will readily allow a person to locate the office.

Attach an additional sheet if more space is required for directors.
- 7. Signature**
This report must be originally signed.

Nanaimo Disability Resource Centre
Income Statement Apr 01, 2015 to Mar 31, 2016

REVENUE

Grants	
Nanaimo Volunteer & Info Training	6,000.00
Total Grants	6,000.00
Total	6,000.00

General Revenue	
Sales of Parking Permits	128,375.00
Laminating	50.00
Donations	6,861.78
Membership Fees	125.00
Hiring Credit	816.12
Interest Revenue - General Account	164.25
Interest Revenue - Gaming Account	-3.75
Total General Revenue	136,388.40

Gaming Revenue	
Gaming Revenue	21,500.00
Total Gaming Revenue	21,500.00

TOTAL REVENUE 163,888.40

EXPENSE

Payroll Expenses	
Wages & Salaries	107,393.17
EI Expense	2,809.40
CPP Expense	2,959.83
WCB Expense	1,398.18
Total Payroll Expense	114,560.58

General & Administrative Expenses	
Accounting & Legal	2,382.50
Advertising & Promotions	339.26
Contract Labour	2,466.00
Computer expense	1,375.65
Courier & postage	7,047.50
Credit Card fees	-5.14
Dues, fees, licences	270.29
Equipment Rental	2,822.29
Insurance	2,110.75
Interest & Bank Charges	1,966.14
Bank Charges Gaming Account	30.00
Janitorial	1,454.33
Meetings	152.93
Office Supplies	3,489.13
Photocopying	1,891.22
Software & Media expense	519.26
Rent	30,782.80
Telephone & Communications	2,673.81
Travel	809.87
Utilities	2,564.39
Volunteer Expenses/Appreciation	1,195.93
Repairs & Maintenance	88.81
Administration Costs	1.00
Total General & Admin. Expenses	66,428.72

TOTAL EXPENSE 180,989.30

NET INCOME -17,100.90

Nanaimo Disability Resource Centre
Balance Sheet As at May 13, 2016

ASSET

Current Assets

PayPal Holding	3.74	
Royal Bank - General Account	13,296.74	
Royal Bank - Gaming Account	14,195.63	
Island Savings - General Account	0.00	
Island Savings - Gaming Account	0.00	
Parking Permit Float	70.00	
Petty Cash	100.00	
Credit Union Shares	0.00	
Royal Bank GIC (general)	25,434.00	
Royal Bank GIC (gaming)	0.00	
Island Savings - GIC's (general)	0.00	
Island Savings-GIC's (gaming)	0.00	
Total Cash		53,100.11
Accounts Receivable		0.00
Accounts Receivable G/L	0.00	
GIC - Interest Receivable - Gaming	0.00	
Total Receivable		0.00
Prepaid Insurance		1,229.65
Prepaid Legal Fees		0.00
Inventory: Parking Placards		4,507.55
Total Current Assets		58,837.31

Capital Assets

Furniture & Equipment	15,533.80	
Accum Amortization Furn.& Equipment	-15,533.80	
Net Furniture/Equipment		0.00
Computers	12,205.23	
Accum. Amort. -Computers	-10,955.90	
Net - Computers		1,249.33
Leasehold improvements	4,100.00	
Accum Amort - Leasehold improvement	-410.00	
Net Leasehold improvements		3,690.00
Total Capital Assets		4,939.33

TOTAL ASSET 63,776.64

LIABILITY

Current Liabilities

Accounts Payable	-389.66	
Year End Adjustments	0.00	
Accounts Payable G/L	3,000.00	
AMEX	0.00	
Vacation payable	1,815.56	
Vacation Pay - G/L	0.00	
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		453.82
Deferred Revenue		0.00
HST-50% amount paid on purchases		-1,504.39
GST Refund Receivable		0.00
2014 Tax Refund CANADA		0.00
Total Current Liabilities		3,375.33

TOTAL LIABILITY 3,375.33

EQUITY

Members Equity

**Nanaimo Disability Resource Centre
Balance Sheet As at May 13, 2016**

Equity In Capital Assets	3,380.00
Revenue Over Expense Previous Year	-26,054.04
Unrestricted Net Assets	53,373.07
Restricted Gaming Account	25,240.00
Current Earnings	4,462.28
Total Members Equity	<u>60,401.31</u>
TOTAL EQUITY	<u>60,401.31</u>
LIABILITIES AND EQUITY	<u><u>63,776.64</u></u>

**Nanaimo Disability Resource Centre
Income Statement Apr 01, 2016 to May 13, 2016**

REVENUE

General Revenue	
Board Room Rental	150.00
Sales of Parking Permits	16,129.00
Donations	1,123.00
Membership Fees	85.00
Total General Revenue	<u>17,487.00</u>

TOTAL REVENUE 17,487.00

EXPENSE

Payroll Expenses	
Wages & Salaries	7,719.20
EI Expense	198.95
CPP Expense	216.69
WCB Expense	110.97
Total Payroll Expense	<u>8,245.81</u>

General & Administrative Expenses	
Contract Labour	307.00
Courier & postage	609.87
Equipment Rental	235.16
Interest & Bank Charges	106.82
Janitorial	107.63
Office Supplies	243.68
Rent	2,669.77
Telephone & Communications	510.89
Utilities	80.23
Volunteer Expenses/Appreciation	-92.14
Total General & Admin. Expenses	<u>4,778.91</u>

TOTAL EXPENSE 13,024.72

NET INCOME 4,462.28

NDRC BUDGETS

	ACTUAL	PROPOSED	ACTUAL	Prelim
	Expenses	Budget	Expenses	Budget
	2014-15	2015-16	2015-16	2016-17
REVENUE				
NDRC Funding				\$ 3,000
Grants				
First West Foundation				\$ 2,200
Volunteer Nanaimo		\$ 6,000	\$ 6,000	
Neil Squire Society	\$ 6,329	\$ -		
Other Grants	\$ -	\$ 10,000	\$ -	\$ 8,000
Sub-Total	\$ 6,329	\$ 16,000	\$ 6,000	\$ 13,200
General Revenue				
Recoverable Costs	\$ -	\$ -		
Sales of Parking Permits	\$ 119,631	\$ 126,000	\$ 128,375	\$ 128,000
Hiring Credit		\$ -	\$ 816	
Laminating	\$ 614	\$ 40	\$ 50	
Donations	\$ 7,987	\$ 6,500	\$ 6,861	\$ 6,000
Fundraisers	\$ 125	\$ -		
Membership Fees	\$ 211	\$ 150	\$ 125	\$ 100
Miscellaneous Revenues	\$ 82	\$ -		
EATI	\$ 2,718	\$ -		
Interest Revenue - Gen Account	\$ 269	\$ -	\$ 164	
Interest Revenue - Gaming Acct			\$ -	
Sub-Total	\$ 131,637	\$ 132,690	\$ 136,391	\$ 134,100
Gaming Revenue				
Gaming Revenue	\$ 40,000	\$ 62,500	\$ 21,500	\$ 35,000
Sub-Total	\$ 40,000	\$ 62,500	\$ 21,500	\$ 35,000
TOTAL REVENUE	\$ 177,966	\$ 211,190	\$ 163,891	\$ 182,300
EXPENSES				
Payroll Expenses				
Wages & Salaries	\$ 105,159	\$ 124,000	\$ 107,393	
EI Expense	\$ 2,741		\$ 2,809	
CPP Expense	\$ 2,896		\$ 2,960	
WCB Expense	\$ 1,323		\$ 1,398	
Sub-Total	\$ 112,119	\$ 124,000	\$ 114,560	\$ 114,000
General & Administrative Exp				
Accounting & Legal	\$ 2,771	\$ 2,800	\$ 2,382	\$ 2,500

Advertising & Promotions	\$ 2,515	\$ 2,000	\$ 339	\$ 2,000
Bookkeeping	\$ 966	\$ -	\$ -	
Contract Labour	\$ 4,526	\$ 4,600	\$ 2,466	\$ 3,500
Computer expense	\$ 879	\$ 1,700	\$ 1,375	\$ 1,500
Courier & postage	\$ 6,783	\$ 7,000	\$ 7,047	\$ 7,000
Dues,fees,licences	\$ 39	\$ 480	\$ 270	\$ 350
Equipment Rental	\$ 2,816	\$ 2,900	\$ 2,822	\$ 2,900
Furniture & Equipment	\$ 459	\$ 700	\$ -	\$ 500
Insurance	\$ 2,054	\$ 2,300	\$ 2,110	\$ 2,300
Interest & Bank Charges	\$ 2,135	\$ 2,200	\$ 1,966	\$ 2,200
Bank Charges Gaming Account	\$ 22	\$ 200	\$ 30	\$ 200
Janitorial	\$ 55	\$ 1,500	\$ 1,454	\$ 1,500
Meetings	\$ 461	\$ 500	\$ 152	\$ 400
Office Supplies	\$ 3,279	\$ 3,500	\$ 3,489	\$ 3,500
Photocopying	\$ 1,633	\$ 1,800	\$ 1,891	\$ 1,800
Parking Placards	\$ 740	\$ -		\$ 2,500
Software & Media expense	\$ 184	\$ 300	\$ 519	\$ 300
Rent	\$ 31,517	\$ 33,000	\$ 30,782	\$ 33,000
Permissive Tax Exemption				
Telephone & Communications	\$ 2,682	\$ 2,800	\$ 2,673	\$ 2,800
Training/Seminars	\$ 900	\$ 1,000	\$ -	\$ 200
Travel	\$ 233	\$ 700	\$ 809	\$ 500
Misc.Expense		\$ 100		\$ 100
Utilities	\$ 2,361	\$ 2,600	\$ 2,564	\$ 2,600
Volunteer Exp/Appreciation	\$ 1,072	\$ 1,200	\$ 1,195	\$ 1,200
Office Renovations (As required)	\$ 4,100	\$ 200	\$ -	\$ 200
Repairs & Maintenance	\$ 46	\$ 500	\$ 88	\$ 200
Administration Costs			\$ 1	
Criminal Checks		\$ 100	\$ -	
Sub-Total	\$ 75,228	\$ 76,680	\$ 66,424	\$ 75,750
Total Revenue	\$ 177,966	\$ 211,190	\$ 163,891	\$ 182,300
Total Expenses	\$ 187,347	\$ 200,680	\$ 180,984	\$ 189,750
Net Income	-\$ 9,381	\$ 10,510	-\$ 17,093	-\$ 7,450

5/30/2016

BOARD OF DIRECTORS LIST 2015-2016

Director	Position
Sharon Thomson PO Box 1116, Station A Nanaimo, BC V9R 6E7	President
Tom Bedford Box 67 Coombs, BC V0R 1M0	Vice President
Chris Dafoe 337C-3250 Rock City Road Nanaimo, BC V9T 4R2	Treasurer
Carol Shuttleworth 1388 Discovery Avenue Nanaimo, BC V9S 4B4	Secretary
Kathryn Milliser 795 Franklyn Street Nanaimo, BC V9R 2Y3	Director
Hermine Hicks 216 View Street Nanaimo, BC V9R 4N7	Director
Richard Harlow 425 Girvin Avenue Nanaimo, BC V9S 4W7	Director
Kari Jarl 3460 Country Club Drive Nanaimo, BC V9T 3B4	Director
Cory Parsons 2164 Jinglepot Road Nanaimo, BC V9R 6H9	Director

**CITY OF NANAIMO
EVALUATION
PERMISSIVE TAX EXEMPTIONS (PTE)**

Name of Organization: Boys & Girls Club of Central Vancouver Island

Request to be placed on 2016 Permissive Tax Exemption Bylaw for property leased at 2290 Bowen Road.

Grant No. 2016 PTE-03

Criteria:

**Meets
Criteria:**

Yes No

- the property must be recommended for a Permissive Tax Exemption in the following year; and
- the property qualifies for a PTE as a Church, Public Hospital, Community Care Facility, or Private School or
- the organization can demonstrate a financial need
- must adhere to all of the City of Nanaimo's bylaws and policies

Statement of Purpose:

An organization may only be added to the Permissive Tax Exemption roll for the following year. In some cases, it may be appropriate to give an organization a cash grant during the current year.

These exemptions must be adopted by bylaws, by the 31st of October of the year preceding exemption, and passed with a two-third's majority.

All buildings and properties that receive a PTE must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category.

\$

Yes No

Grant Awarded:

Amount Recommended:

\$

Discussion:

Notes:



CITY OF NANAIMO
APPLICATION FOR PERMISSIVE
TAX EXEMPTION

Office Use

PTE-03

ORGANIZATION: Boys & Girls Clubs of Central Vancouver Island		DATE: June 21, 2016	
ADDRESS: 20 Fifth Street		PRESIDENT: Anita Vallee	
Nanaimo, BC		SENIOR STAFF MEMBER: Ian Kalina	
VQR 1M7		POSITION: Executive Director	
		CONTACT: Kim Wilson	
TELEPHONE: (250) 754-3215		TELEPHONE: (250) 754-3215	
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: Before & After School Care, Daycare, Summer Camps, Drop In Family Resource Programming, Preschool, Parents Together, Child, Youth & Family Services, Teen Programming			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Central Vancouver Island			
NO. OF FULL TIME STAFF: 40		NO. OF PART TIME STAFF: 63	
NO. OF COMMUNITY VOLUNTEERS: 50		NO. OF VOLUNTEER HOURS PER YEAR: 2690	
NO. OF MEMBERS: 500		MEMBERSHIP FEE: \$24 /year	
CLIENTS SERVED, LAST YEAR: 916 families		CLIENTS SERVED, THIS YEAR (PROJECTED): 1000 families	
B.C. SOCIETY ACT REG. NO.: S-0009561		REVENUE CANADA CHARITABLE REG. NO.: 10680 4016 RR0001	
CURRENT BUDGET:		2290 Bowen Rd. LEASED FROM CITY	
INCOME \$3581010.00		LEGAL DESCRIPTION OF PROPERTY: LT 1, SEC 18-20, RGE 7, PLN 27441, LD 31 - Beban House	
EXPENSES: \$373939.00		TAX FOLIO NUMBER: 0.5549.101	
NEXT YEAR PROJECTED:			
INCOME: 3723058 **		CURRENT YEAR TAXES (IF KNOWN): \$4362.20	
EXPENSES: 38016781 **			
SIGNATURE: 		TITLE/POSITION: Executive Director	
		DATE: June 21/16	
NOTE: YOUR ORGANIZATION'S MOST RECENT AUDITED FINANCIAL STATEMENTS AND CURRENT FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).			

**CITY OF NANAIMO
GRANT QUESTIONNAIRE**

1. Please describe the work of your organization in this community.

Clubs provide families with regularly available, structured, supervised services. Programs are offered primarily during the after-school hours when studies have shown that young people are most vulnerable to victimization and being drawn into anti-social behaviours. Each club provides daily snacks, and connection to other supports for children, youth and families in need. Club fees are affordable and are subsidized for qualifying families.

Beban House offers After School Care and Summer Camps.

Clubs are open to all regardless of race, religion, social or economic status. Wherever possible, Clubs offer accessible buildings for those who are disabled.

2. What are your organization's specific priorities for the coming year?

BGCCVI Strategic Plan Goals

- Deliver High Quality, Consistent Services with a focus on Out of School Care
- Build Communications/Marketing & Business Intelligence Capacity by gaining a better knowledge of what our clients & communities want/need and improve our communication with them
- Increase Strategic Partnerships that support our vision
- Grow our services by expanding Out of School Care in our communities with the highest need. Address poverty throughout our programs via improved infrastructure.

3. How does your organization ensure that its services address continuing and emerging community needs.

BGCCVI focuses on being proactive to the needs of the communities in which we serve. We utilize demographic information from our clients as well as information gathered from community members, stakeholders and partners to plan and develop programs and services. We try to identify trends that indicate a need for new or expanded programming. In addition, we partner with other community agencies to ensure that we are meeting community needs in the most efficient way possible and closing any gaps in service that may exist.

4. Please describe the role of volunteers in your organization.

Volunteers are an important component of our organization. We are governed by a volunteer Board. Our After School and Early Learning Programs accept practicum students that work with our staff to provide enhanced programming as they train to become the next generation of leaders. We have both individual volunteers and teams that come in from community groups and corporations that assist in Club maintenance and improvement. Often, program participants will return and volunteer when they have aged out of a program.

5. Please list grants applied for/received from other governments or service clubs.

- \$500 from Rotary

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

All families that use our services pay a \$24 annual membership fee that is waived in cases of financial hardship. At our Fifth Street location, only the Out of School Care and Daycare charge a fee for service. Fees are billed on a monthly or daily basis depending on the level of care required by the

**CITY OF NANAIMO
GRANT QUESTIONNAIRE**

parents/caregivers. When determining what our fees are, we compare the amount of time children are in our care versus when they are in school (according to the current year's School District calendar) and average it across the year. We also poll other care providers in the city to determine what they charge for similar programs.

7. **If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.**

We have provided consolidated financial statements for the organization and included a program specific year-to-date income statement.

8. **If you lease or rent out part of your premises: please note the amount of space rented (sq ft), total square feet of the premises, name of organization renting the space and the annual rent received.**

Not applicable

9. **Please describe your policy and treatment of: capital, reserve or special purpose funds, and year-end surpluses or deficits.**

Capital funds are used directly towards expenditures associated with physical plants, vehicles and equipment. Special purpose funds are applied directly towards the purpose for which they were intended (events, special items, etc.). As a non-profit we typically do not have surplus funds at the end of our fiscal year, but when we do they are funneled directly back into our program areas. Reserve funds are kept primarily to be used for emergency purposes but will also be applied to any deficit that occurs at the end of our fiscal year.

10. **Please describe current or planned approaches to self-generated income.**

Our agency holds fundraising events each year to supplement the revenue generated through the program fees we charge the families of program participants.

11. **What will the effect be if you do not receive a Grant in Aid from the City of Nanaimo.**

Money allocated to program expenditures would be redirected and would directly affect our ability to continue supporting our community, programs and services.

12. **Does your organization require funding to cover the current year's taxes? If so, what amount?**

No

Boys and Girls Clubs of Central Vancouver Island
Financial Statements
March 31, 2016

Boys and Girls Clubs of Central Vancouver Island

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For the year ended March 31, 2016

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Management's Responsibility

To the Members of Boys and Girls Clubs of Central Vancouver Island:

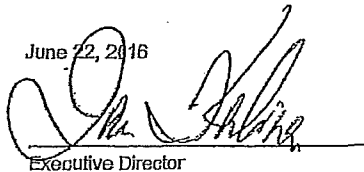
Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

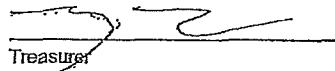
The Board of Directors is composed entirely of Directors who are neither management nor employees of the Society. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfills these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Society's external auditors.

MNP LLP is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

June 22, 2016



Executive Director



Treasurer

Independent Auditors' Report

To the Members of Boys and Girls Clubs of Central Vancouver Island:

Report on the Financial Statements

We have audited the accompanying financial statements of Boys and Girls Clubs of Central Vancouver Island, which comprise the statement of financial position as at March 31, 2016 and the statements of operations, changes in net assets and cash flows and the related schedules of revenues and deferred contributions for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many charitable organizations, the Society derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records and we were not able to determine whether adjustments might be necessary to donation revenues, excess of revenues over expenses, assets and net assets.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly in all material respects the financial position of Boys and Girls Clubs of Central Vancouver Island as at March 31, 2016 and the results of its operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Other Matters

The financial statements for the year ended March 31, 2015 were audited by another auditor who expressed a qualified opinion on those statements on June 15, 2015.

Report on Other Legal and Regulatory Requirements

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Nanaimo, British Columbia

June 22, 2016

MNP LLP

Chartered Professional Accountants

Boys and Girls Clubs of Central Vancouver Island
Statement of Financial Position
As at March 31, 2016

	2016	2015
Assets		
Current		
Cash (Note 3)	801,840	649,158
Accounts receivable	36,217	50,320
Prepaid expenses and deposits	44,605	11,041
Parent fees receivable	26,055	24,156
GST receivable	12,182	9,499
Short-term deposit (Note 4)	56,226	55,448
Current portion of prepaid Ladysmith rent (Note 5)	11,675	11,675
	988,800	811,297
Capital assets (Note 6)	404,416	470,463
Long-term deposit (Note 4)	152,261	150,000
Prepaid Ladysmith rent (Note 5)	390,140	401,815
	1,935,617	1,833,575
Liabilities		
Current		
Accounts payable and accruals	66,752	66,543
Deferred contributions (Note 7)	268,751	275,137
Vacation payable	46,960	71,474
Wages payable (Note 8)	76,913	54,515
Current portion of deferred contribution related to Ladysmith lease (Note 5)	11,675	11,675
Callable debt (Note 9)	269,081	281,786
	740,132	761,130
Capital lease obligations	-	1,259
Deferred contribution related to Ladysmith lease (Note 5)	390,140	401,815
Deferred capital contribution (Note 10)	92,112	91,514
	1,222,384	1,255,718
Net Assets	713,233	577,857
	1,935,617	1,833,575

Approved on behalf of the Board of Directors


Director


Director

The accompanying notes are an integral part of these financial statements

Boys and Girls Clubs of Central Vancouver Island

Statement of Operations

For the year ended March 31, 2016

	2016	2015
Revenue		
Program income	1,720,812	1,618,630
Ministry of Children and Family Development	780,271	703,993
Donations and fundraising	220,614	199,976
Community gaming grant	175,541	190,290
Municipal and regional grants	45,472	34,020
Other income	43,857	35,657
Capital contributions recognized	17,487	18,371
Non-capital contributions recognized	11,675	11,675
	3,015,729	2,812,612
Expenses		
Salaries and benefits	2,268,969	1,958,284
Program costs	139,334	109,750
Rent	92,429	80,762
Automotive	80,705	60,906
Amortization	70,505	78,743
Office supplies	52,828	52,563
Repairs and maintenance	47,653	57,385
Utilities	44,668	49,433
Travel	34,588	28,143
Telephone	33,810	32,632
Professional fees	29,532	18,450
Insurance	24,068	19,423
Property taxes	23,936	15,350
Bank charges and interest	14,542	10,749
Bad debts	14,318	10,161
Advertising and promotion	10,848	5,581
Interest on demand loan	10,144	12,145
Licences and fees	9,342	10,511
Training and education	6,337	7,238
Honoraria	120	720
Total expenses	3,008,676	2,618,929
Excess of revenue over expenses before other items	7,053	193,683
Other items		
Gain (loss) on disposal of capital assets	130,823	(1,368)
Contribution to Victoria Foundation endowment (Note 13)	(2,500)	(2,500)
	128,323	(3,868)
Excess of revenue over expenses	135,376	189,815

The accompanying notes are an integral part of these financial statements

Boys and Girls Clubs of Central Vancouver Island
Statement of Changes in Net Assets

For the year ended March 31, 2016

	<i>Unrestricted</i>	<i>Internally Restricted (note 11)</i>	<i>Investment in capital assets</i>	<i>2016</i>	<i>2015</i>
Net assets beginning of year	331,793	40,083	205,981	577,857	388,042
Excess of revenue over expenses	57,571	-	77,805	135,376	189,815
	389,364	40,083	283,786	713,233	577,857
Principal payment on demand loan	(12,705)	-	12,705	-	-
Additions of capital assets	(123,634)	-	123,634	-	-
Internal transfers	99,967	9,682	(109,649)	-	-
Principal payment on capital lease	(1,259)	-	1,259	-	-
Deferred capital contributions used for purchase of capital assets	18,085	-	(18,085)	-	-
Proceeds on disposal of capital assets	250,429	-	(250,429)	-	-
Net assets, end of year	620,247	49,765	43,221	713,233	577,857

The accompanying notes are an integral part of these financial statements

Boys and Girls Clubs of Central Vancouver Island
Statement of Cash Flows
For the year ended March 31, 2016

	2016	2015
Cash provided by (used for) the following activities		
Operating		
Excess of revenue over expenses	135,376	189,815
Amortization	70,505	78,743
Bad debts	14,318	10,161
Loss (gain) on disposal of capital assets	(130,823)	1,368
Deferred capital contributions recognized as revenue	(17,487)	(18,371)
	71,889	261,716
Changes in working capital accounts		
Accounts receivable	14,103	(36,576)
Parent fees receivable	(1,899)	(18,815)
GST receivable	(2,683)	-
Short term deposits	(778)	-
Prepaid Ladysmith rent	-	11,675
Prepaid expenses and deposits	(33,564)	(2,191)
Accounts payable and accruals	17,651	(5,832)
Deferred revenue and contributions	(6,386)	21,903
Vacation payable	(24,293)	1,253
Wages payable	4,610	1,760
Long term deposit	(2,260)	-
	36,390	234,893
Financing		
Callable debt repayment	(12,705)	(11,950)
Principal payments on obligations under capital lease	(1,259)	(2,362)
	(13,964)	(14,312)
Investing		
Purchase of capital assets	(123,634)	(54,915)
Proceeds on disposal of capital assets	250,429	1,000
Purchase of short-term investments	-	(55,448)
Purchase of long-term investments	-	(150,000)
Deferred capital contributions	-	5,640
	126,795	(253,723)
Net effect of translation on foreign currency cash resources	3,461	-
Increase (decrease) in cash resources	152,682	(33,142)
Cash resources, beginning of year	649,158	682,300
Cash resources, end of year	801,840	649,158

The accompanying notes are an integral part of these financial statements

Boys and Girls Clubs of Central Vancouver Island Notes to the Financial Statements

For the year ended March 31, 2016

1. Incorporation and nature of the organization

Boys and Girls Clubs of Central Vancouver Island (the "Society") was incorporated under the authority of the British Columbia Society Act and is exempt from income taxes under the Income Tax Act ("the Act") as a not-for-profit organization. The Society operates throughout Central Vancouver Island from Ladysmith to the Comox Valley.

The Society's purpose is to:

- a) support the development of the children and youth of Central Vancouver Island by providing them with programs and activities designed to provide for the development of life skills and a sense of well-being.
- b) promote the social, recreational, educational, and vocational development of children, youth and families in Central Vancouver Island.
- c) encourage public participation in the delivery of the Society's programs and activities.
- d) develop and administer programs to train staff and volunteers to participate in the Society's programs and services.
- e) make the Society's training programs and personnel available to groups, organizations and individuals who are engaged in similar programs and activities.
- f) facilitate the exchange of information and the ideas on matters relating to programs and activities for children and youth.
- g) do all such other things as may further the purposes of the Society, including, without limitation, the ownership of lands and buildings.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Donations are recorded as revenue when received.

Restricted contributions for capital purposes are recorded as deferred capital contributions when received and recorded as revenue over the estimated useful life of the related capital asset.

Contributed assets and materials

Donated materials and capital assets are recorded at their fair market value on the date received.

Contributed services

Contributions of services are recognized in the statement of operations when a fair value can be reasonably determined and when they are used in the normal course of the Society's operations and would otherwise have been purchased.

Financial instruments

The Society recognizes its financial instruments when the Society becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management.

Boys and Girls Clubs of Central Vancouver Island
Notes to the Financial Statements
For the year ended March 31, 2016

2. Significant accounting policies *(Continued from previous page)*

At initial recognition, the Society may irrevocably elect to subsequently measure any financial instrument at fair value. No election has been made in the current year.

All financial assets and liabilities are subsequently measured at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess (deficiency) of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Financial asset impairment:

The Society assesses impairment of all of its financial assets measured at cost or amortized cost. The Society groups assets for impairment testing when there are numerous assets affected by the same factors. When there is an indication of impairment, the Society determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Society reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenues over expenses.

The Society reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of revenues over expenses in the year the reversal occurs.

Capital assets

Purchased capital assets are recorded at cost.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives.

	Method	Rate
Buildings	declining balance	5 %
Automotive	declining balance	30 %
Computer equipment	declining balance	30-55 %
Equipment	declining balance	20 %
Furniture and fixtures	declining balance	20 %
Leasehold improvements	straight-line	5 years
Paved surfaces	declining balance	8 %
Website	declining balance	15 %

Measurement uncertainty (use of estimates)

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

Boys and Girls Clubs of Central Vancouver Island
Notes to the Financial Statements
For the year ended March 31, 2016

3. Cash

As at March 31, 2016, the Society's cash balance is composed of the following:

	2016	2015
Cash	668,138	509,763
Restricted cash - gaming funds	133,702	139,395
	<u>801,840</u>	<u>649,158</u>

Line of Credit:

The Society has a \$100,000 (2015 - \$100,000) line of credit with Coastal Community Credit Union that bears interest at 4.85%. The line of credit balance as at March 31, 2016 was \$0 (2015 - \$0).

4. Term Deposits

The Society holds two term deposits with Coastal Community Credit Union. The terms are as follows:

	2016	2015
Short-term deposit		
Term deposit with fixed interest at .9%; maturing March 24, 2017	56,226	55,448
Long-term deposit		
Term deposit with tiered interest over five years at 1.5%-2.65%; maturing March 24, 2020	152,261	150,000
	<u>208,487</u>	<u>205,448</u>

Boys and Girls Clubs of Central Vancouver Island
Notes to the Financial Statements
For the year ended March 31, 2016

5. Ladysmith lease

In 2011, the Society entered into an agreement with the Town of Ladysmith for the lease of a building. In accordance with the terms of the lease, the Society contributed \$467,000 to fund the development. The lease is renewable up to a maximum of eight, five-year terms for a total of 40 years. The first term of the lease expired August 31, 2015. Subsequent to the expiration date, the lease is on a month to month basis. A new lease is in the process of being finalized as of the date of these financial statements. The lease requires annual rent of \$10 per annum as well as the payment of a proportionate share of operating costs and required contributions to a capital replacement plan as defined in the lease agreement. As the Society does not have an ownership interest in the building, the \$467,000 contribution has been treated as prepaid rent and is being amortized as an expense over the maximum length of the lease. If the lease is terminated prior to the maximum 40 years, the remaining prepaid rent will be recognized as an expense in the period in which the termination occurs. It is the intent of management for the lease to be renewed for the maximum period allowed.

	2016	2015
Prepaid Ladysmith rent		
Balance, beginning of the year	413,490	425,165
Less: rent expensed	<u>(11,675)</u>	<u>(11,675)</u>
	401,815	413,490
Less: current portion	<u>(11,675)</u>	<u>(11,675)</u>
	<u>390,140</u>	<u>401,815</u>
Balance, end of year		
Deferred contribution related to Ladysmith lease		
Balance, beginning of the year	413,490	425,165
Less: contributions recognized as revenue	<u>(11,675)</u>	<u>(11,675)</u>
	401,815	413,490
Less: current portion	<u>(11,675)</u>	<u>(11,675)</u>
	<u>390,140</u>	<u>401,815</u>
Balance, end of year		

Based upon existing terms of the lease agreement with the Town of Ladysmith, the rent payments and required replacement fund contributions due to the Town of Ladysmith in each of the next five years are as follows:

2017	\$ 5,074
2018	5,074
2019	5,074
2020	5,074
2021	<u>5,074</u>
	\$ <u>25,370</u>

Boys and Girls Clubs of Central Vancouver Island

Notes to the Financial Statements

For the year ended March 31, 2016

6. Capital assets

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Land	34,000	-	34,000	84,000
Buildings	353,043	226,567	126,476	186,343
Automotive	221,615	158,121	63,494	34,805
Computer equipment	84,097	74,037	10,060	11,020
Equipment	89,250	52,997	36,253	36,708
Furniture and fixtures	225,714	151,154	74,560	37,745
Leasehold improvements	268,881	216,850	52,031	78,389
Paved surfaces	2,495	1,159	1,336	1,453
Website	6,709	503	6,206	-
	1,285,804	881,388	404,416	470,463

7. Deferred contributions

Contributions are received from contributors who have restricted their use for specific projects and operating purposes. Other amounts are received in advance of the year that they relate to. Recognition of these amounts as revenue is deferred to periods when the specified expenditures are made. See Schedule 2 for continuity of deferred contributions.

	2016	2015
Deferred child care revenue	13,919	17,467
Deferred government contracts	91,198	74,584
Deferred operational funds	29,932	43,691
Deferred gaming funds	133,702	139,395
	268,751	275,137

8. Wages and deductions payable

Included in wages and deductions payable are government remittances of \$17,192 (2014 - \$12,686).

Boys and Girls Clubs of Central Vancouver Island

Notes to the Financial Statements

For the year ended March 31, 2016

9. Callable debt

	2016	2015
Coastal Community Credit Union - callable debt - repayable in monthly instalments of \$1,983 per month including fixed interest of 4%; the interest rate in effect until April 1, 2016	269,081	281,786

Callable debt is secured by an Assignment of Rents registered in first position in an unlimited amount over land and buildings located at 20 Fifth Street, a commercial security agreement creating a first ranking security interest in all present and after-acquired property presently held, a commercial promissory note in the amount of \$321,825, and title insurance over the land presently held in the amount of \$411,350. For 2016 the total net book value of the land and buildings located at 20 Fifth Street is \$123,699 (2015 - \$120,389). The loan was renewed subsequent to the year-end on April 1, 2016 for a one-year term with a fixed interest rate of 3.55% per annum and monthly payments of \$1,925.

Although the callable debt is of a demand nature; management does not believe that this feature will be exercised. Assuming the callable debt is renewed after the due date under existing terms, principal payments due in each of the next five years are expected to be as follows:

2017	\$ 12,600
2018	14,200
2019	14,700
2020	15,200
2021	15,800
	<u>\$ 72,500</u>

10. Deferred capital contributions

Deferred capital contributions consist of the unamortized amount of contributions received for the purchase of capital assets. Recognition of these amounts as revenue is deferred to periods when the related capital assets are amortized. Changes in deferred capital contributions are as follows:

	2016	2015
Balance, beginning of year	91,514	104,245
Capital asset contributions	18,085	5,640
Less: Amortization for the year	(17,487)	(18,371)
Balance, end of year	92,112	91,514

Boys and Girls Clubs of Central Vancouver Island

Notes to the Financial Statements

For the year ended March 31, 2016

11. Internally restricted net assets

Internally restricted funds represent funds to be utilized in a future period. As at March 31, 2016, internally restricted funds are composed of the following:

	2016	2015
Fundraising events	15,463	20,873
Solicited contributions	32,829	6,600
Employee recognition	1,473	12,610
	<u>49,765</u>	<u>40,083</u>

12. Financial instruments

All significant financial assets and financial liabilities of the Society are either recognized or disclosed in the financial statements together with other information relevant for making a reasonable assessment of future cash flows, interest rate risk and credit risk.

It is management's opinion that the Society is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

13. Victoria Foundation endowment fund

On July 23, 2012, the Society entered into an agreement with the Victoria Foundation to create an endowment known as the Boys and Girls Clubs of Central Vancouver Island Learning and Innovation Fund, which will be used to support ongoing innovative learning environments for children and youth. The endowment was established with a \$7,500 contribution from the Society and a matching \$7,500 contribution from the Victoria Foundation, for a total of \$15,000.

The Victoria Foundation will host the endowment. The principal is to be retained in perpetuity, and the income will be distributed to the Society from time to time according to the terms of the agreement. The Society is entitled to the annual earnings from the endowment held by the Victoria Foundation. The capital of the funds is not available to the Society, and is held into perpetuity. The Victoria Foundation is a not-for-profit organization that receives and invests funds, and from these funds provide investment income to other not-for-profit organizations under the terms of agreement with them.

During the year the Society contributed \$2,500 (2015 - \$2,500) to the endowment.

14. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.

Boys and Girls Clubs of Central Vancouver Island
Schedule 1 - Schedule of Revenues

For the year ended March 31, 2016

	2016	2015
Non-Operational revenue		
Community gaming grant	175,541	190,290
Capital contributions recognized	17,487	18,371
Non-capital contributions recognized	11,675	15,505
Donations and fundraising	220,614	196,146
Ministry of Children and Family Development		
Child Care Operating Fund Program	258,250	242,472
Child, Youth and Family Services	450,006	392,627
Parents Together	72,015	68,894
Municipal and regional grants		
United Way	25,313	19,784
City of Nanaimo	15,772	9,760
City of Courtenay	4,387	4,476
Operational revenue		
Program income	1,720,812	1,618,630
Rental income	17,429	8,165
Memberships	12,016	13,394
Other income	14,412	14,098
Total revenue	3,015,729	2,812,612

Boys and Girls Clubs of Central Vancouver Island
Schedule 2 - Schedule of Deferred Contributions

For the year ended March 31, 2016

	Opening March 31, 2105	Receipts	Transfer to Revenue	Ending March 31, 2016
Deferred child care revenue	17,467	13,919	17,467	13,919
Deferred government contracts	74,584	466,720	450,106	91,198
Deferred operational funds	43,691	105,201	118,960	29,932
Deferred gaming funds	139,395	170,548	176,241	133,702
	275,137	756,388	762,774	268,751

Boys and Girls Clubs of Central Vancouver Island

Balance Sheet As at 05/31/16

ASSET

CASH

US Funds	3,774.63
CU - Chequing Acct	593,068.29
Payroll Distribution	-66,527.34
CU - Gaming Acct	135,107.21
Cash Floats	5,200.00
Cash Advances	500.00
CU - Shares	5.15
TOTAL CASH	<u>671,127.94</u>

PREPAID ASSETS

Prepays - General	10,866.74
Prepays - Medical Benefits	172.98
Prepays - Rent	6,094.32
Curr Por Prepaid Rent DR	11,675.00
Curr Por Prepaid Rent CR	-11,675.00
Prepaid Ladysmith Rent	401,814.58
TOTAL PREPAID ASSETS	<u>418,948.62</u>

RECEIVABLES

Accounts Receivable (Subsidy/CCOFP)	92.75
Other Receivables	12,678.73
GST Receivable	14,291.08
TOTAL RECEIVABLES	<u>27,062.56</u>

PARENT FEES RECEIVABLE

Parent Fees AR - Aspen OSC	1,257.00
Parent Fees AR- BR OSC	12.00
Parent Fees AR - Lantzville OSC	709.00
Parent Fees AR - FP OSC	1,870.50
Parent Fees AR - 5th Street OSC	6,922.85
Parent Fees AR - 5th Street DC	3,159.55
Parent Fees AR- CR OSC	1,586.70
Parent Fees AR - CR DC	1,805.75
Parent Fees AR - Ladysmith OSC	2,245.73
Parent Fees AR - Ladysmith DC	4,560.75
Parent Fees AR - Chemainus OSC	797.50
Parent Fees AR - Coal Tyee OSC	309.22
Parent Fees AR - Bowen Church	125.50
TOTAL PARENT FEES RECEIVABLE	<u>25,362.05</u>

CAPITAL ASSETS

Land		34,000.00
Building	353,043.38	
AA - Building	<u>-226,172.75</u>	
Building - Net		126,870.63
Leasehold Improvements	268,881.01	
AA - Leasehold Improvements	<u>-227,851.54</u>	
Leasehold - Net		41,029.47
Parking Lot	2,495.00	
AA Parking Lot	<u>-1,158.53</u>	
Parking Lot - Net		1,336.47
Fences	12,515.54	
AA-Fences	<u>-4,162.49</u>	
Fences-Net		8,353.05
Vehicles	277,671.18	
AA-Vehicles	<u>-182,359.48</u>	
Vehicles - Net		95,311.70
Furniture and Equipment	217,013.67	
AA - Furniture and Equipment	<u>-137,116.74</u>	
Furniture and Equipment - Net		79,896.93
Signs	1,132.90	
AA- Signs	<u>-610.72</u>	
Signs - Net		522.18
Playground Equipment	75,602.05	
AA - Playground Equipment	<u>-48,224.01</u>	
Playground Equipment - Net		27,378.04
Equipment Under Capital Lease	8,700.00	
AA- Equip Under Cap Lease	<u>-8,266.52</u>	
Equipment Under Cap Lease		433.48
Computers	85,149.20	
AA-Computers	<u>-69,085.03</u>	
Computers - Net		16,064.17
Website	6,708.62	
AA - Website	<u>-503.15</u>	
Website		<u>6,205.47</u>
TOTAL CAPITAL ASSETS		<u><u>437,401.59</u></u>

LONG TERM INVESTMENTS

Long Term Investments (GIC's)	<u>208,486.75</u>
TOTAL LONG TERM INVESTMENTS	<u><u>208,486.75</u></u>

TOTAL ASSET	<u><u>1,788,389.51</u></u>
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LIABILITY

PAYABLES

Accounts Payable		24,843.88
Accrued Expenses		56,157.13
CPP Payable	11,205.80	
E.I. Payable	5,936.42	
Federal Withholding Taxes Payable	<u>13,598.13</u>	
Receiver General Payable		30,740.35
WCB Payable		5,987.18
Credit Balances in AR (Deposits)		8,361.46
Wage Garnishee Payable		191.93
Group RRSP		305.00
Vacation Payable		<u>54,951.45</u>
TOTAL PAYABLES		<u>181,538.38</u>

DEFERRED REVENUE AND CAP CONT

Deferred Revenue - All Programs	16,092.29	
Deferred Revenue - SD84	4,317.16	
Deferred Revenue - CYFS	91,197.75	
Deferred Revenue- PT (MCFD)	910.01	
Deferred Revenue - Gaming	122,253.03	
Deferred Revenue - Comox Valley	10,236.93	
Deferred Revenue - Nanaimo South	11,705.03	
Deferred Revenue- Nanaimo North	13,000.00	
Summer Prepayments	<u>7,583.00</u>	
Deferred Revenue		277,295.20
Deferred CC - Playground Equip	59,032.12	
A/A Deferred CC - Playground Equip	-38,746.50	
Deferred CC- Parking Lot	1,000.00	
A/A Deferred CC - Parking Lot	-464.48	
Deferred CC - Furniture & Equipment	29,302.04	
A/A Deferred CC - Furniture & Equip	-18,101.13	
Deferred CC - Vehicles	83,561.75	
A/A Deferred CC - Vehicles	-69,490.32	
Deferred CC - Computers	18,088.74	
A/A Deferred CC - Computers	-14,471.16	
Deferred CC - Buildings	69,683.65	
A/A Deferred CC - Buildings	-28,667.57	
Deferred CC - Leasehold Imp.	105,819.67	
A/A Deferred CC - Leasehold Imp.	-105,819.67	
Deferred CC - Fences	2,000.00	
A/A - Deferred CC Fences	-614.90	
Def Rev LS Building	467,000.00	
Curr Por Def Rev LS Building CR	11,675.00	
Curr Por Def Rev LS Building DR	-11,675.00	
A/A-Def Rev LS Building	<u>-65,185.42</u>	
Total Deferred Cap. Contrib		<u>493,926.82</u>
TOTAL DEF REV AND CAP CONT		<u>771,222.02</u>

LONG TERM LIABILITIES

CU Demand Loan (2010)	<u>266,864.83</u>
TOTAL LONG TERM LIABILITIES	<u>266,864.83</u>

TOTAL LIABILITY	<u>1,219,625.23</u>
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EQUITY**CAPITAL**

Contributed Capital	185,512.02
Contributed Capital - BGC Ladysmith	101,799.28
Contributed Capital CV 2011	42,680.93
Internally Restricted Net Assets	<u>49,764.98</u>
TOTAL CAPITAL	<u>379,757.21</u>

EARNINGS

Retained Earnings	271,031.17
Current Net Income	<u>-82,024.10</u>
TOTAL EARNINGS	<u>189,007.07</u>

TOTAL EQUITY	<u>568,764.28</u>
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LIABILITIES AND EQUITY	<u><u>1,788,389.51</u></u>
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Generated On: 06/17/16

BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND
Consolidated Org

FISCAL YEAR Nov 1, 2015 - Aug 31, 2016
REVENUES

Account Gr	Account Nl	Account Name	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Total	0
Non-Capita	4258	LS Building Capital Con	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Con	4242	Leasehold Imp. Cap Co	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4243	Furniture/Equipment C	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4245	Playground Capital Cor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4246	Building Cap Contrib	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4247	Parking Lot Cap Contrib	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4248	Vehicle Capital Contrib	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4249	Computer Capital Cont	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4250	Fences Cap Contrib	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4252	Signs Cap Contrib	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4254	Donated Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4256	(DNU)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4257	(DNU)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4258	LS Building Cap Contrib	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	4030	Golf Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4040	Gingerbread Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4075	Donations - Solicited	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00	\$ 1,417.00
	4080	Donations - Unsolicited	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
	4085	Donations - Foundation	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00	\$ 8,875.00
	4165	Miscellaneous Revenue	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00
	4277	HRDC Summer Student	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4631	Prog Fundraising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4700	Other Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Boys and G	4655	BGC National	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emergency	4270	ERRR Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Child, Yout	4220	CYFS Contract	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00	\$ 38,405.00
Child Care	4240	CCOFP	\$ 22,918.00	\$ 23,056.00	\$ 22,503.00	\$ 21,836.00	\$ 20,403.00	\$ 21,330.00	\$ 22,268.00	\$ 20,444.00	\$ 20,574.00	\$ 22,186.00	\$ 19,854.00	\$ 22,263.00	\$ 259,635.00	\$ 259,635.00
Parents To	4230	P.T. Contract	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,917.00	\$ 5,913.00	\$ 71,000.00	\$ 71,000.00
United Wa	4280	United Way Grant	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00	\$ 2,032.00
Permissive	4406	Permissive Tax Excepti	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	4407	Permissive Tax Excepti	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BC Gaming	4010	Gaming Revenue	\$ 11,448.90	\$ 11,448.90	\$ 11,448.90	\$ 8,205.50	\$ 8,204.50	\$ 11,448.90	\$ 11,448.90	\$ 11,449.90	\$ 11,448.90	\$ 11,448.90	\$ 11,447.90	\$ 11,549.90	\$ 131,000.00	\$ 131,000.00
Program In	4601	Parent Fees Billed-LZ C	\$ 12,918.00	\$ 12,721.00	\$ 12,621.00	\$ 16,897.00	\$ 15,066.00	\$ 11,315.00	\$ 13,619.00	\$ 12,706.00	\$ 11,299.00	\$ 14,361.00	\$ 12,772.00	\$ 12,958.00	\$ 159,253.00	\$ 159,253.00
	4602	Parent Fees Billed-FPk	\$ 6,735.00	\$ 6,574.00	\$ 6,559.00	\$ 14,449.00	\$ 13,174.00	\$ 7,645.00	\$ 7,613.00	\$ 7,548.00	\$ 7,673.00	\$ 7,326.00	\$ 7,394.00	\$ 7,278.00	\$ 99,968.00	\$ 99,968.00
	4603	Parent Fees Billed-5th	\$ 13,740.00	\$ 14,554.00	\$ 15,581.00	\$ 28,776.00	\$ 24,546.00	\$ 14,005.00	\$ 14,995.00	\$ 15,373.00	\$ 16,284.00	\$ 16,140.00	\$ 15,541.00	\$ 14,689.00	\$ 204,224.00	\$ 204,224.00
	4604	Parent Fees Billed-5th	\$ 3,050.00	\$ 4,107.00	\$ 3,169.00	\$ 4,143.00	\$ 3,150.00	\$ 5,756.00	\$ 5,112.00	\$ 3,707.00	\$ 5,555.00	\$ 3,341.00	\$ 2,985.00	\$ 3,927.00	\$ 48,002.00	\$ 48,002.00
	4605	Parent Fees Billed-CR C	\$ 17,414.00	\$ 18,305.00	\$ 18,396.00	\$ 26,332.00	\$ 26,223.00	\$ 19,549.00	\$ 19,692.00	\$ 19,378.00	\$ 20,311.00	\$ 19,821.00	\$ 20,091.00	\$ 20,713.00	\$ 246,165.00	\$ 246,165.00
	4606	Parent Fees Billed-CR I	\$ 7,661.00	\$ 8,261.00	\$ 7,239.00	\$ 10,040.00	\$ 9,215.00	\$ 11,137.00	\$ 10,371.00	\$ 10,701.00	\$ 9,463.00	\$ 10,910.00	\$ 10,307.00	\$ 11,356.00	\$ 116,661.00	\$ 116,661.00

Account Gr	Account Nr	Account Name
1000	1000	1000
1001	1001	1001
1002	1002	1002
1003	1003	1003
1004	1004	1004
1005	1005	1005
1006	1006	1006
1007	1007	1007
1008	1008	1008
1009	1009	1009
1010	1010	1010
1011	1011	1011
1012	1012	1012
1013	1013	1013
1014	1014	1014
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1016	1016	1016
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1020	1020	1020
1021	1021	1021
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1097	1097	1097
1098	1098	1098
1099	1099	1099

[illegible]

Account Gr	Account No.	Account Name
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[illegible]

Net Income Covered by Short Term Investment Cash

TOTAL SURPLUS/ (DEFICIT)

\$ -

\$ (162,990.02)



2015 Annual Report BC SOCIETY

FORM 11
SOCIETY ACT
Section 68

Filed Date and Time: October 9, 2015 03:50 PM Pacific Time

ANNUAL REPORT DETAILS

NAME OF SOCIETY

BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND
#20 5TH STREET
NANAIMO BC
CANADA V9R 1M7

SOCIETY INCORPORATION NUMBER
S-0009551

DATE OF INCORPORATION
January 26, 1972

DATE OF ANNUAL GENERAL MEETING (AGM)
June 23, 2015

DIRECTOR INFORMATION as of June 23, 2015

Last Name, First Name, Middle Name:

ARIMARE, TONY

Physical Address:

3527 13TH AVE W
VANCOUVER BC V6R 2S4

Mailing Address:

3527 13TH AVE W
VANCOUVER BC V6R 2S4

Last Name, First Name, Middle Name:

GAGNE, LOU

Physical Address:

751 LOCKINVAR LANE
POST OFFICE BOX 124
GABRIOLA BC V0R 1X0

Mailing Address:

751 LOCKINVAR LANE
POST OFFICE BOX 124
GABRIOLA BC V0R 1X0

Last Name, First Name, Middle Name:

HELFRICH, WARREN

Physical Address:

154 UPLANDS PLACE
PENTICTON BC V2A 7Y1

Mailing Address:

154 UPLANDS PLACE
PENTICTON BC V2A 7Y1

Last Name, First Name, Middle Name:

MCCULLOCH, MURRAY

Physical Address:

1678 SHERWOOD DRIVE
NANAIMO BC V9T 1H3

Mailing Address:

1678 SHERWOOD DRIVE
NANAIMO BC V9T 1H3

Last Name, First Name, Middle Name:

PANGBORNE LAHUE, ANITA

Physical Address:

2521 MYLES LAKE RD
NANAIMO BC V9X 1E7

Mailing Address:

2521 MYLES LAKE RD
NANAIMO BC V9X 1E7

Last Name, First Name, Middle Name:

TODD, DAVE

Physical Address:

4082 GULFVIEW DR
NANAIMO BC V9T 6B4

Mailing Address:

4082 GULFVIEW DR
NANAIMO BC V9T 6B4

Last Name, First Name, Middle Name:

VALLEE, ANITA

Physical Address:

1464 FRONTIER PL
NANAIMO BC V9X 1P5

Mailing Address:

1464 FRONTIER PL
NANAIMO BC V9X 1P5

Boys and Girls Clubs of Central Vancouver Island			
2017- 2018 Draft Projected Budget			
REVENUE			
	ADMIN / RESOURCE DEV		
	4010 -Gaming Revenue	\$	131,000.00
	4030 - Golf Event	\$	45,097.50
	4040 - Gingerbread Event	\$	3,500.00
	4075 - Donations - Solicited	\$	17,850.00
	4080 - Donations - Unsolicited	\$	8,190.00
	4085 - Donations - Foundations & Serv Club	\$	57,750.00
	4140 - Rental Income	\$	6,600.00
	4141 - Program Rent Internal	\$	74,028.00
	4150 - Interest Income	\$	3,000.00
	4165 - Other Revenue	\$	83,508.00
	4172 - SD84 Revenue	\$	-
	4173 - SD84 Rent	\$	24,885.00
	4175 - Internal Admin Fee	\$	294,665.50
	CONTRACT & GRANTS		
	4220 - CYFS Contract	\$	462,507.00
	4230 - P.T. Contract	\$	71,000.00
	4240 - CCOFP	\$	270,887.40
	4242 - Leasehold Imp Cap Contrib	\$	5,679.94
	4243 - Furn & Equip Cap Cont	\$	2,656.00
	4245 - Playground Cap Contrib	\$	2,504.00
	4246 - Building Cap Contrib	\$	2,410.00
	4247 - Parking Lot Cap Contrib	\$	50.00
	4248 - Vehicle Cap Contrib	\$	1,738.00
	4249 - Computer Cap Contrib	\$	61.00
	4250 - Fences Cap Contrib	\$	171.00
	4254 - Donated Contributions (non-capital)	\$	-
	4258 - LS Building Capital Contribution	\$	11,675.00
	4277 - HRDC Summer Student Grant	\$	99,082.00
	4280 - United Way Grant	\$	24,384.00
	UN-BUDGETED REVENUE		
	4406 - Permissive Tax Exemption - Courtenay	\$	-
	4407 - Permissive Tax Exemption - Nanaimo	\$	11,760.00
	PROGRAM INCOMES		
	4601 - Parent Fees Billed - LZ OSC	\$	167,215.65
	4602 - Parent Fees Billed - FPK OSC	\$	104,966.40
	4603 - Parent Fees Billed - 5th OSC	\$	214,435.20
	4604 - Parent Fees Billed - 5th St DC	\$	50,402.10
	4605 - Parent Fees Billed - CR OSC	\$	258,473.25
	4606 - Parent Fees Billed - CR DC	\$	122,494.05

REVENUE			
		4607 - Parent Fees Billed - LS OSC	\$ 135,421.65
		4608 - Parent Fees Billed - LS DC	\$ 91,158.90
		4609 - Parent Fees Billed - CH OSC	\$ 38,587.33
		4610 - Parent Fees Billed - CT OSC	\$ 71,248.80
		4611 - Parent Fees Billed - Aspen OSC	\$ 141,677.55
		4612 - Parent Fees Billed - Brooklyn OSC	\$ 73,107.30
		4613 - Parent Fees Billed - CR Preschool	\$ 25,615.80
		4614 - Parent Fees Billed - LS IT	\$ 40,242.30
		4615 - Parent Fees Billed - Beban House	\$ 89,039.16
		4620 - Subsidy	\$ 302,355.90
		4720 - Memberships	\$ 15,225.00
		4740 - Supported Child Care Fees	\$ 64,752.00
TOTAL REVENUE			\$ 3,723,057.68
EXPENSE			
	ADMIN/BOARD EXP		
		5005 - Professional Fees	\$ 20,996.00
		5007 - Admin Fee - Internal	\$ 294,665.50
		5010 - Payroll Serv Charges & Staff Benefits	\$ 5,878.20
		5030 - Bank Charges	\$ 13,623.12
		5040 - Board Expenses	\$ 9,000.00
		5050 - Memberships, Dues & Licences	\$ 8,784.00
		5060 - Employee Recognition	\$ 19,195.00
		5080 - Honoraria	\$ 2,700.00
		5095 - Insurance	\$ 20,232.00
		5100 - Property Taxes	\$ 18,785.00
		5114 - Gingerbread Expenses	\$ 500.00
		5115 - Resource Development Expense	\$ -
		5120 - Travel, Meals & Accom	\$ 6,150.00
		5145 - Endowment Exp	\$ -
		5150 - Misc Exp	\$ 1,608.00
	OFFICE EXPENSE		
		5210 - Office Supplies	\$ 15,114.65
		5230 - Postage / Courier	\$ 1,162.80
		5240 - Telephones & Internet	\$ 18,296.76
		5250 - Cell Phones	\$ 22,368.60
		5270 - Computer & Website	\$ 27,346.00
	FACILITY EXPENSE		
		5412 - Interest on Demand Loan	\$ 11,280.00
		5420 - Janitorial Services & Supplies	\$ 17,503.20
		5430 - Repairs & Maintenance	\$ 19,584.00
		5434 - Contractors - NAC	\$ 38,809.00

REVENUE			
		5435 - Contractors	\$ -
		5440 - Security	\$ 4,766.00
		5442 - Program Rent Internal	\$ 74,028.00
		5465 - Rent (All Depts)	\$ 66,469.00
		5485 - Ladysmith Capital Grant Recognition	\$ 11,675.00
		5490 - Ladysmith Operating Costs	\$ 6,960.00
		5498 - SD84 Expenses	\$ -
		5500 - Hydro, Water, Heat	\$ 34,259.40
		5530 - Waste Management	\$ 7,757.00
		5560 - Amortization / Depreciation Exp	\$ 78,750.00
		5596 - Loss on Fx	\$ -
		5597 - Donated Contributions (non cap)	\$ -
	PROGRAM EXPENSES		
		5610 - Advertising	\$ 8,589.00
		5640 - Program Expenses	\$ 127,802.00
		5645 - Program Extra fm Doantions	\$ 73,164.00
		5660 - Program Travel	\$ 38,280.00
		5675 - Photocopier Exp	\$ 11,598.00
		5690 - Staff Training	\$ 40,008.00
		5700 - Criminal Record Checks	\$ 240.00
		5710 - Vehicle Gas	\$ 23,888.40
		5720 - Vehicle Insurance	\$ 19,718.00
		5730 - Vehicle Maintenance	\$ 21,753.54
		5740 - Vehicle Lease	\$ -
		5752 - Bad Debt Expense	\$ 15,153.74
	WAGES & BENEFITS		
		5770 - Wages	\$ 2,289,162.54
		5790 - CPP Expense	\$ 113,306.70
		5800 - EI Expense	\$ 54,200.76
		5810 - WCB Expense	\$ 26,494.50
		5840 - Medical Expense	\$ 60,075.96
	OTHER		
		9998 - Indirect Wages	\$ -
		9999 - Admin Recovery	\$ -
TOTAL EXPENSES			\$ 3,801,681.37
NET INCOME			\$ (78,623.69)