

**Bridlewood Community Association**  
**Budget 2015/16**  
**Final Report for Annual General Meeting, Sept. 20, 2016**

BCA Fiscal Year: Sept. 1, 2015 - Aug. 31, 2016

The BCA fiscal year ended August 31, 2016. This report shows budgeted and actual revenues, and budgeted expenses in each category, with actual expenses shown in blue. The balance of the BCA chequing account on August 31 was \$11,281.65, with several cheques not yet cashed (actual balance would be \$10,400.26). This year we added a capital project, that of renewing the TransCanada Trail sign located at the intersection with Shetland Park. This was funded by surpluses from previous years, as well as a contribution by Councillor Allan Hubley. This year, as in the past several years, the BCA had a surplus. Revenues were \$43,250. Expenses were \$41,113.05. However, Revenues included a carry-forward of previous surplus funds of \$8,655, and without this the budget would have had revenues of only \$34,595, and a deficit of \$6,518.05. Surplus funds remain in the BCA bank account, for access if needed for the 2016/17 budget. The BCA may need to evaluate its programs and budget in the next year or two in order to ensure expenditures are in line with revenues.

Category	Delegate	Budget	Actual	Notes
<b>Revenues:</b>				
Corporate Donations	T. Askew	250.00	10.00	Same as budgeted previous year
Corporate Memberships	T. Askew	750.00	75.00	Same as budgeted previous year
Memberships	Vacant	6,000.00	3,340.00	Estimate 600 memberships @ \$10
Rink Grants - City of Ottawa	A. Bursey	15,290.00	15,290.00	Last year's amount (13,900) with 10% increase
Spring Sports	L. Pigeon	21,500.00	15,880.00	Based on amount received in the past few years
Operating Funds Carried Forward	G. Sullivan	8,655.00	8,655.00	Available from surplus from previous years
<b>Total Revenues</b>		<b>52,445.00</b>	<b>43,250.00</b>	(As budgeted and approved at Oct. 2015 meeting)
<b>Capital Item:</b>				
Trans Canada Trail sign design project			800.00	Amount approved at Jan. 19/16 meeting
Councillor Hubley contribution to Trans Canada Trail sign project			350.00	
BCA Executive approval of funds for TCT sign project as per Constitution 24 (d), July 13, 2016			2,881.50	For services of mural artist.
<b>Total Funds for 2015/16 Capital Item Expense</b>			<b>4,031.50</b>	

**Expenses:**

<b>Cleaner Bridlewood Committee:</b>				
Marketing	C. Bouck	1,000.00	0.00	Advertising, shirts/hats -- based on a proposal
<b>Total</b>		<b>1,000.00</b>	<b>0.00</b>	

<b>General Administration:</b>				
Monthly Meeting Expenses	M. Kozlowski	100.00	51.65	Refreshments
Answering Service	M. Kozlowski	100.00	97.80	Average \$8.15/mo.
Bridlewood History Booklet	B. Merkley	500.00	0.00	In progress by B. Merkley based on BCA sources. Costs would include printing and binding.
Communications	M. Kellaway	2,000.00	1,950.12	One newsletter per year "K2M" (7050+ homes)
Donations	M. Kozlowski	3,500.00	3,500.00	Seven elementary-school councils @ \$500
Insurance	G. Sullivan	1,300.00	1,270.08	Directors' liability (new 3-yr policy was arranged in March 2015)
Misc Other Executive Costs	M. Kozlowski	2,000.00	1,110.90	Estimate \$250 President + \$50 other Exec. One-time costs 2015/16: \$700 for Maurice Lapointe school's BCA President's Award [not awarded], laptop for meetings [purchased], ladder for storage bunker [not purchased]
Other Admin	G. Sullivan	200.00	176.28	Bank charges, PO Box rental, new cheques. Placeholder for \$200 City facility damage deposit.
<b>Total</b>		<b>9,700.00</b>	<b>8,156.83</b>	

<b>Membership Committee:</b>				
Corporate Memberships	T. Askew	1,000.00	0.00	Recruitment and acknowledgement costs, bi-annual networking meetings -- based on a proposal
Residential Memberships	Vacant	200.00	0.00	Ads, membership cards, postage, etc.
Online Registrations	G. Sullivan	1,000.00	877.27	Fees for online credit-card payments for memberships and spring sports.
<b>Total</b>		<b>2,200.00</b>	<b>877.27</b>	

<b>Rinks Committee:</b>				
Grant to Scouts (Bluegrass Rink)	A. Bursey	2,750.00	2,750.00	Yearly, per agreement. 10% increase (from 2,500) passed on from City increase
Meetings and Events		250.00	216.28	Kick-off Meeting and Hockey Day in Kanata
Out of Pocket & New Shovels		2,000.00	1,240.73	Volunteer supplies, gift certificates, BCA signage at rinks, BCA-owned snowblower upkeep
Snowblower Honorariums		1,000.00	0.00	As per agreement, \$500 per snowblower purchase to be used for rinks
<b>Total</b>		<b>6,000.00</b>	<b>4,207.01</b>	

<b>Safety Committee:</b>				
Events, posters, etc.	Vacant	300.00	0.00	Events, signs, safety demonstrations etc
<b>Total</b>		<b>300.00</b>	<b>0.00</b>	

Category	Delegate	Budget	Actual	Notes
<b>Social Committee:</b>				
Annual Bridlewood Garage Sale	J. Dione	500.00	139.03	Newspaper ads
December Social		200.00	205.37	Refreshments and prizes for Social
House Decorating Contest		150.00	150.00	December contest, 3 winners @ \$75, \$50 and \$25
Kanata Canada Day Donation		1,130.00	1,130.00	Bronze sponsorship (\$1000 + HST)
March Break Movie Night		800.00	795.39	March break at EJCC; includes showing fee
Miscellaneous		450.00	325.00	Volunteer acknowledgment/recognition
Street Parties		1,000.00	300.00	10 @ \$100
Street Party Kits		100.00	0.00	
Street Rep Expenses	C. Bouck	500.00	0.00	Misc
Volunteer BBQ	Vacant	2,000.00	1,904.15	Honorariums, food, clowns, inflatable, etc
<b>Total</b>		<b>6,830.00</b>	<b>4,948.94</b>	

<b>Sports Committee:</b>				
Family Bike Chase	M. Kellaway	500.00	205.56	Prizes etc
Miscellaneous		100.00	100.00	[balance of room rental for sports]
Paul Van Steen Award		415.00	411.03	Award of \$250, trophies, photocopies, etc.
Room Rentals for Sports		300.00	320.00	E.g., summer yoga and zumba
<b>Total</b>		<b>1,315.00</b>	<b>1,036.59</b>	

<b>Spring Sports Committee:</b>				
Drinks	L. Pigeon	300.00	150.48	For last game
Equipment		1,200.00	702.46	For equipment replacement/ renewals
Field Rentals		2,000.00	1,612.80	City of Ottawa
Coach Incentives and Volunteer Acknowledgement		2,000.00	1,230.99	Coach recruitment incentives (\$45 per coach/child), volunteer gift certificates
Hall Rentals		250.00	220.08	Coach clinic, equipment sorting, year end
Medals		2,500.00	2,695.06	One per child
Newspaper Ads		900.00	1,173.07	Includes new signs [signs not purchased]
Office Supplies		50.00	33.29	Stationery, etc.
Photocopies		300.00	277.34	Registration forms, manuals, team lists, etc.
Pizza		1,500.00	1,090.96	For last day (from Domino's, includes tip)
Player Equipment		5,000.00	5,411.46	End-of-season giveaways, e.g. balls
Police Checks		200.00	0.00	If required, for non-parent volunteers
Team Photos		3,200.00	2,598.00	Based on \$6 per child
Team Shirts		4,200.00	2,910.32	T-shirt for each child and coach
<b>Total</b>		<b>23,600.00</b>	<b>20,106.31</b>	

<b>True Sport Committee:</b>				
Miscellaneous	M. Kellaway	100.00	75.00	Honorariums, e.g.
Play Day		1,200.00	959.17	Play in the park
<b>Total</b>		<b>1,300.00</b>	<b>1,034.17</b>	

<b>Website:</b>				
Miscellaneous	M. Kozlowski	200.00	745.93	Site hosting, site security, programming. Over budget; however, \$725.55 of this amount is a payment once every three years for hosting. The remainder, \$20.35, is an annual fee for site security. Also raising the cost is the Canadian-US dollar exchange rate.
<b>Total</b>		<b>200.00</b>	<b>745.93</b>	

**Total Expenses** **52,445.00** **41,113.05**

<b>Core Park Fund Expenditures</b>				
<b>Total Park Fund Expenditures</b>				

<b>Capital Item Expenses - non core park (as permitted by BCA Constitution Art 24(d))</b>				
Trans Canada Trail sign design contest: budget approved at Jan. 19/16 meeting	L. Pigeon	800.00	356.56	Prizes, sign structure painting.
Contribution by Councillor Hubley to project		350.00		
Resolution to complete painting of murals on sign	BCA Executive	2,881.50	2,881.50	Passed at July 13/16 meeting of Executive as per Constitution 24(d): \$2881.50 to paint winning designs on sign.
<b>Total One-Time Capital Expenditure</b>		<b>4,031.50</b>	<b>3,238.06</b>	