



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
AGENDA
THURSDAY, JULY 11, 2019 - 7:00 - 9:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



- 1. Call to order by Chair**
- 2. Additions/Deletions/Approval of the Agenda**
- 3. Declaration of Pecuniary Interest or Conflict of Interest**
- 4. Approval of Draft Minutes - June 13, 2019**
- 5. Business Arising from the Minutes**
- 6. Facility Manager's Report**
 1. Unfinished Business
 1. Quotes for hot water tank
 2. Harness Inspection
- 7. General Business**
 1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. Outstanding Accounts Receivables
 2. Strawberry Supper Update
 3. Beef BBQ Update
 4. Other
 5. Unfinished Business
 1. Part-time position
 2. NDCC Financial Statements Year Ended 2018 for approval
 3. Vendors having tables at fundraising events
 4. Feasibility Plan - Township Support Update and Community Development and Planning Committee Update
 5. Possible Activities Available at the Arena
- 8. Information**
 1. NDCC 2019 Budget Passed by Melancthon Council
- 9. Notice of Motion**
- 10. Confirmation Motion**
- 11. Adjournment and Date of Next Meeting - Thursday August 8, 2019 - 7:00 - 9:00 p.m. - North Dufferin Community Centre**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF
MANAGEMENT
MINUTES**

**THURSDAY, JUNE 13, 2019 – 7:00 P.M.
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 13th day of June, 2019 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

Those present:

Chester Tupling, Chair, Mulmur
Bert Tupling, Vice-Chair, Melancthon
Nancy Noble, Mulmur
Keith Lowry, Mulmur
Clayton Rowbotham, Melancthon
Patricia Clark, Councillor, Mulmur
Debbie Fawcett, Melancthon
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Dave Besley, Deputy Mayor, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:08 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Rowbotham, Seconded by Fawcett the Agenda be approved as amended. Carried.

Addition: General Business Financial 1.3 Approval of December 2018 Financials

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Tupling, Seconded by Rowbotham, that the minutes of the North Dufferin Community Centre Board of Management held on May 9, 2019 be approved as circulated. Carried.

#5 Business Arising from the Minutes

None

#6 Facility Manager's Report

James Woods was in attendance for this portion of the meeting.

A health & safety report came to James which showed the harnesses on the skyjack are outdated. They are dated 2008 and 2009, five years is the inspection cycle on these harnesses which means they should have been inspected in 2013 and 2014 and these dates are previous to the Board of Management.

Board directed Donna to ask Heather who owns the skyjack.

James also mentions he needs to be re-trained to use this device.

Currently James has one quote for hot water tank which includes removal of old tank, supply and install the new system. James will work on getting two more quotes.

James was directed to change the sign after Muimur Day to advertise for the Strawberry Supper.

James also mentions he will get quotes for replacing the caulking around the floors.

#7 General Business

1. Financial
 1. Accounts
 2. YTD vs. Budget comparison
 3. Approval of December 2018 Financials
2. Strawberry Supper Update
3. Beef BBQ Update
4. Other
5. Unfinished Business
 1. Snow Removal and Booth Tender
 2. Heather Boston, Treasurer response from May 9 meeting
 3. Feasibility Plan – Township Support Update and Community Development and Planning Committee Update
 4. Possible Activities Available at the Arena

#1.1 -Moved by Fawcett, Seconded by Tupling, be it resolved that the accounts in the amount of \$8,816.35 be approved to be paid. Carried.

#1.2 Discussed the YTD figures.

#1.3 -Moved by Lowry, Seconded by Noble, be it resolved that the NDCC B of M receive the 2018 financials and defer decision until members have had an opportunity to review the data, and bring the item forward for decision at the next meeting or at the call of the Chair. Carried.

#2. Food has all been ordered and arrangements made with James to enter the Arena to prepare prior to the Supper. Member Fawcett reports that Crystal Lucas will now be in charge of the Strawberry Supper Event.

#3. Janice Aldcorn will be organizing the Beef BBQ again this year. The meat and some other foods have been ordered.

-Moved by Lowry, Seconded by Noble, be it resolved that the NDCC B of M approve and thank Tupling Farms offer to provide men, equipment, and materials to remediate the BBQ pit area adjacent to the Arena. Carried.

#4 Discussion around hiring a part-time employee and hoping to have that person start in October to help with the start up this year – to be discussed further at the next meeting.

Donna is directed to ask Heather to send a copy of the survey to Member Rowbotham.

Discussion around vendors setting up tables at fundraising events being held at the Arena – to be discussed further at next meeting.

#5.1 One tender was received and accepted from Lori Go Round for the booth 2019/2020 season:

-Moved by Fawcett, Seconded by Rowbotham, be it resolved that the tender for the booth rental for the 2019-2020 season for the amount of \$100 per month plus the \$250 utility cost per month for a total of \$350 per month be accepted by the Board. Carried.

One tender was received and accepted from 2239198 Ont Inc for the snow removal 2019/2020 season:

-Moved by Noble, Seconded by Clark, be it resolved that NDCC approve the quote from Company 2239198 Ont Inc. for snow removal at a cost of \$99/hr flat rate and salt supplied and applied at \$.092/kg for the 2019-2020 season. Carried.

#5.2 No questions regarding Heather Boston, Treasurer response.

#5.3 Defer to July meeting

#5.4 Discussion around a list of events submitted by Member Lowry – to be discussed further at next meeting.

#8 Information

-Moved by Clark, Seconded by Lowry Items 8.1 and 8.2 be received as information. Carried.

#9 Delegation

-None

#10 Notice of Motion

-None

#11 Confirmation Motion

-Moved by Lowry, Seconded by Clark be it resolved that: all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

#12 Adjournment

-Moved by Clark, Seconded by Lowry that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:34 p.m. to meet again on Thursday July 11, 2019 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

CHAIR

SECRETARY

Accounts Payable

Arena A/P June 1st - 31st, 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 07/02/2019 Paid Invoices Cheque Date 06/01/2019 to 06/30/2019

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
INCOME STATEMENT					
01-2000-7110	000037 HERALD NEWSPAPER CORP.	17421 AD FOR CONCESSION BOOTH	05/15/2019	06/11/2019	67.80
01-2000-7110	000037 HERALD NEWSPAPER CORP.	17421 AD FOR SNOW REMOVAL	05/15/2019	06/11/2019	67.80
01-2000-7110	000036 SHELBURNE FREE PRESS	A6266 AD FOR CONCESSION BOOTH	05/16/2019	06/11/2019	45.20
01-2000-7110	000036 SHELBURNE FREE PRESS	A6267 AD FOR SNOW REMOVAL	05/16/2019	06/11/2019	45.20
		Account Total			226.00
01-2000-7220	000004 MCDONALD HOME HARDWARE	76077 AUGER	02/16/2019	02/19/2019	15.81
01-2000-7220	000062 GFL ENVIRONMENTAL INC.	SD-0000275217 2 LIFTS MAY 8 & MAY 22, 2019	05/31/2019	06/11/2019	106.79
		Account Total			122.60
01-2000-7240	000009 J.L. WILSON AND SONS LIMITED	JL-1646116 SEASONAL SHUTDOWN REFR.EQUIP	05/31/2019	06/11/2019	613.82
		Account Total			613.82
		Department Total			962.42
		Total Paid Invoices			962.42
		Total Unpaid Invoices			0.00
		Total Invoices			962.42

GB# 1.1
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Accounts Payable

Arena A/P June 1st - 31st, 2019

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2019 to 07/02/2019 Paid Invoices Cheque Date 06/01/2019 to 06/30/2019

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
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Department Summary

01-2000	INCOME STATEMENT	962.42
Report Total		962.42

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 6 Ending JUN 30,2019

Account	Description	Previous Year Total		Current Year To Date		---Unknown--- Total Budget	
		Actual	Budget	Actual	Budget		
Fund: 01 OPERATING FUND							
Category: 27???							
2000 INCOME STATEMENT							
Revenue							
01-2000-4000	MULMUR GRANT	25,276.51	25,276.50	27,864.20	28,278.09	27,439.24	55,303.44
01-2000-4010	MELANCTHON GRANT	25,276.51	25,276.50	25,364.20	28,278.09	29,939.24	55,303.44
01-2000-4015	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
01-2000-4020	DONATION REVENUE	100.00	0.00	0.00	0.00	0.00	0.00
01-2000-4030	FUNDRAISING REVENUE	20,272.50	20,000.00	0.00	0.00	20,000.00	20,000.00
01-2000-4100	MINOR RATE ICE RENTAL REVEN	45,901.31	45,000.00	26,078.87	22,500.00	18,921.13	45,000.00
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663.05	52,000.00	25,342.39	26,000.01	26,657.61	52,000.00
01-2000-4115	ICE RENTAL REVENUE (NON-PRIM	696.90	500.00	185.84	249.99	314.16	500.00
01-2000-4120	NON-RESIDENT USER FEES	3,578.13	3,000.00	2,616.52	1,625.01	633.48	3,250.00
01-2000-4200	BOOTH RENTAL REVENUE	3,561.30	4,300.00	1,119.96	2,499.99	3,880.04	5,000.00
01-2000-4210	HALL RENTAL REVENUE	2,230.07	2,600.00	3,035.40	1,500.00	(435.40)	2,600.00
01-2000-4220	FLOOR RENTAL REVENUE	463.35	0.00	0.00	0.00	0.00	0.00
01-2000-4230	SIGN RENTAL REVENUE	3,980.00	4,160.00	3,800.00	4,160.00	360.00	4,160.00
01-2000-4240	VENDING MACHINE REVENUE	237.92	250.00	109.39	0.00	(109.39)	0.00
01-2000-4300	PENALTIES & INTEREST	773.32	525.00	308.67	262.50	216.33	525.00
01-2000-4500	PR YR SURPLUS/DEFICIT	0.00	0.00	0.00	(15,070.96)	(30,141.88)	(30,141.88)
Total Revenue		180,010.87	182,888.00	115,825.44	100,278.72	97,674.56	213,500.00
Expense							
01-2000-7000	WAGES	52,760.48	45,000.00	33,896.41	25,000.00	21,103.59	55,000.00
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,066.02	5,600.00	3,265.94	2,799.99	2,334.06	5,600.00
01-2000-7010	BENEFITS-OMERS	1,740.40	3,000.00	0.00	0.00	0.00	0.00
01-2000-7015	STAFF TRAINING/DUES, FEES, SL	1,555.76	300.00	337.97	150.00	(37.97)	300.00
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901.41	1,200.00	1,822.61	849.99	(122.61)	1,700.00
01-2000-7110	COMMUNICATION	2,511.70	3,000.00	883.99	1,500.00	2,116.01	3,000.00
01-2000-7115	INSURANCE	11,763.24	12,200.00	0.00	6,100.00	12,200.00	12,200.00
01-2000-7120	HEALTH & SAFETY	2,086.80	2,800.00	0.00	0.00	2,800.00	2,800.00
01-2000-7125	PROF FEES - AUDIT	1,403.12	1,188.00	0.00	0.00	1,400.00	1,400.00
01-2000-7130	PROF FEES - WATER TESTING	231.99	300.00	167.81	100.00	132.19	300.00
01-2000-7150	BANK CHARGES	387.71	500.00	231.33	200.02	168.67	400.00
01-2000-7200	HYDRO	55,360.14	60,000.00	19,978.89	26,600.00	40,021.11	60,000.00
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067.35	12,000.00	7,501.36	7,999.98	4,498.64	12,000.00
01-2000-7220	BLDG & GROUNDS MAINTENANCI	23,665.01	15,000.00	6,018.20	9,999.98	13,981.80	20,000.00
01-2000-7230	BOOTH MAINTENANCE	4,462.00	1,300.00	404.36	722.20	895.64	1,300.00
01-2000-7240	ICE PLANT/MACH MAINTENANCE	18,770.67	9,000.00	3,334.19	6,000.00	8,665.81	12,000.00
01-2000-7300	FUNDRAISING EXPENSE	10,859.36	10,500.00	0.00	0.00	10,500.00	10,500.00
01-2000-7400	BAD DEBT	0.00	0.00	203.40	0.00	(203.40)	0.00
01-2000-7500	CAPITAL PURCHASES	0.00	0.00	0.00	7,500.00	15,000.00	15,000.00
Total Expense		209,593.16	182,888.00	78,046.46	95,522.16	135,453.54	213,500.00
Dept Excess Revenue Over (Under) Expenditures		(29,582.29)	0.00	37,778.98	4,756.56	(37,778.98)	0.00
Category Excess Revenue Over (Under) Expenditures		(29,582.29)	0.00	37,778.98	4,756.56	(37,778.98)	0.00

GB# 1-2
 JUL 11 2019

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2019 - From Period 1 To Period 6 Ending JUN 30,2019

Account	Description	Previous Year Total		Current Year To Date		—Unknown—	Total Budget
		Actual	Budget	Actual	Budget		
REPORT SUMMARY							
01-2000	INCOME STATEMENT	180,010.87	182,888.00	115,825.44	100,278.72	97,674.56	213,500.00
	Fund 01 Total Revenue	180,010.87	182,888.00	115,825.44	100,278.72	97,674.56	213,500.00
01-2000	INCOME STATEMENT	209,593.16	182,888.00	78,046.46	95,522.16	135,453.54	213,500.00
	Fund 01 Total Expenditure	209,593.16	182,888.00	78,046.46	95,522.16	135,453.54	213,500.00
	Fund 01 Excess Revenue Over (Under) Expenditures	(29,582.29)	0.00	37,778.98	4,756.56	(37,778.98)	0.00
	Report Total Revenue	180,010.87	182,888.00	115,825.44	100,278.72	97,674.56	213,500.00
	Report Total Expenditure	209,593.16	182,888.00	78,046.46	95,522.16	135,453.54	213,500.00
	Report Excess Revenue Over (Under) Expenditures	(29,582.29)	0.00	37,778.98	4,756.56	(37,778.98)	0.00

NORTH DUFFERIN COMMUNITY CENTRE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(Unaudited - See Notice to Reader)

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NORTH DUFFERIN COMMUNITY CENTRE
INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Unaudited - See Notice to Reader)

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Chartered
Professional
Accountants

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of North Dufferin Community Centre as at December 31, 2018 and the statement of operations for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Guelph, Ontario
May 29, 2019

Chartered Professional Accountants
Licensed Public Accountants

NORTH DUFFERIN COMMUNITY CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2018
(Unaudited - See Notice to Reader)

	2018
FINANCIAL ASSETS	
Cash	\$ 16,996
Accounts receivable	<u>28,113</u>
	<u>45,109</u>
LIABILITIES	
Accounts payable and accrued liabilities	<u>36,268</u>
NET FINANCIAL ASSETS	<u>8,841</u>
NON-FINANCIAL ASSETS	
Prepaid expenses	<u>6,082</u>
ACCUMULATED SURPLUS	<u>\$ 14,923</u>

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**NORTH DUFFERIN COMMUNITY CENTRE
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2018**

(Unaudited - See Notice to Reader)

	2018
REVENUE	
Ice rental	\$ 94,261
Grant- Township of Mulmur	45,277
Grant- Township of Melancthon	45,277
Barbecue	24,778
Miscellaneous	8,569
Booth receipts	3,561
Hall rental	2,693
Donations	<u>100</u>
	<u>224,516</u>
EXPENSES	
Staffing costs	59,567
Hydro	55,360
Repairs and maintenance	42,436
Fuel	15,067
Insurance	11,763
Barbecue	10,859
Booth Supplies	4,462
Office	3,988
Telephone	2,512
Licences and fees	1,556
Professional fees	1,403
Interest and bank charges	388
Water testing	<u>232</u>
	<u>209,593</u>
ACCUMULATED SURPLUS, end of year	<u><u>\$ 14,923</u></u>

**NORTH DUFFERIN COMMUNITY CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

(Unaudited - See Notice to Reader)

1. NATURE OF ORGANIZATION

On September 7, 2017 the Townships of Mulmur and Melancthon signed an agreement to officially form a joint municipal service board. The service board is managed by an eight member board known as the North Dufferin Community Centre Joint Board of Management. Four members have been appointed from each participating municipality to the joint municipal service board.

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**NORTH DUFFERIN COMMUNITY CENTRE
SCHEDULE OF ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2018**

(Unaudited - See Notice to Reader)

	2018
DEFICIT	
Deficit from general fund operations	\$ <u>(29,582)</u>
RESERVES	
Operating reserve	40,000
Facility development reserve	<u>4,505</u>
	<u>44,505</u>
ACCUMULATED SURPLUS	<u>\$ 14,923</u>

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Passed by Melancthon Council June 20/2019

**NDCC Board of Management
2019 FINAL BUDGET**

Account	Description	2,018.00 Actuals	2018 Budget	Budget to Actual Variance	Final 2019 Budget	Budget Variance	
REVENUES							
01-2000-4000	MULMUR GRANT	(25,276.51)	(25,277)	0	(55,023.65)	(29,747)	
01-2000-4010	MELANCTHON GRANT	(25,276.51)	(25,277)	0	(55,023.65)	(29,747)	
01-2000-4015	GRANT REVENUE	0.00	-	0	-	0	
01-2000-4020	DONATION REVENUE	(100.00)	-	100	-	0	
01-2000-4030	FUNDRAISING REVENUE	(20,272.50)	(20,000)	273	(20,000.00)	0	
01-2000-4100	MINOR RATE RENTAL REVENUE	(45,901.31)	(45,000)	901	(45,000.00)	0	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	(47,663.05)	(52,000)	(4,337)	(52,000.00)	0	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	(696.90)	(500)	197	(500.00)	0	
01-2000-4120	NON-RESIDENT USER FEES	(3,578.13)	(3,000)	578	(3,250.00)	(250)	
01-2000-4200	BOOTH RENTAL REVENUE	(3,561.30)	(4,300)	(739)	(5,000.00)	(700)	
01-2000-4210	HALL RENTAL REVENUE	(2,230.07)	(2,600)	(370)	(2,600.00)	0	
01-2000-4220	FLOOR RENTAL REVENUE	(463.35)	-	463	-	0	
01-2000-4230	SIGN RENTAL REVENUE	(3,980.00)	(4,160)	(180)	(4,160.00)	0	
01-2000-4240	VENDING MACHINE REVENUE	(237.92)	(250)	(12)	-	250	
01-2000-4300	PENALTIES & INTEREST	(773.32)	(525)	248	(525.00)	0	
TOTAL REVENUE					(180,010.87)	(182,888)	(213,500.00)
EXPENSES							
01-2000-7000	WAGES	52,760.48	45,000	(7,760)	55,000.00	(10,000)	
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,066.02	5,600	534	5,600.00	0	
01-2000-7010	BENEFITS-OMERS	1,740.40	3,000	1,260	-	3,000	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,555.76	300	(1,256)	300.00	0	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901.41	1,200	(701)	1,700.00	(500)	
01-2000-7110	COMMUNICATION	2,511.70	3,000	488	3,000.00	0	
01-2000-7115	INSURANCE	11,763.24	12,200	437	12,200.00	0	
01-2000-7120	HEALTH & SAFETY	2,086.80	2,800	713	2,800.00	0	
01-2000-7125	PROF FEES - AUDIT	1,403.12	1,188	(215)	1,400.00	(212)	
01-2000-7130	PROF FEES - WATER TESTING	231.99	300	68	300.00	0	
01-2000-7150	BANK CHARGES	387.71	500	112	400.00	100	
01-2000-7200	HYDRO	55,360.14	60,000	4,640	60,000.00	0	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067.35	12,000	(3,067)	12,000.00	0	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665.01	15,000	(8,665)	20,000.00	(5,000)	
01-2000-7230	BOOTH MAINTENANCE	4,462.00	1,300	(3,162)	1,300.00	0	
01-2000-7240	ICE PLANT/MACH MAINT	18,770.67	9,000	(9,771)	12,000.00	(3,000)	
01-2000-7300	FUNDRAISING EXPENSE	10,859.36	10,500	(359)	10,500.00	0	
01-2000-7400	BAD DEBT	0.00	-	0	-	0	
01-2000-7500	CAPITAL PURCHASES	0.00	-	0	15,000.00	(15,000)	
TOTAL EXPENSES		209,593.16	182,888		213,500.00		
Net Income/(Deficit)		(29,582.29)	0		0		
Operating Reserve Continuity			2018		2019		
Opening Reserve Balance			-		40,000.00		
Operating Levy Mulmur			20,000		-		
Operating Levy Melancthon			20,000		-		
Ending Reserve Balance			40,000		40,000.00		

INFO # 1
JUL 11 2019