



**SOUTHERN CORTES COMMUNITY ASSOCIATION**

General Meeting of the Members

Saturday January 14, 2023

2:00 pm

Mansons Hall

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**AGENDA**

1. Call meeting to order
2. Motion to accept the agenda
3. Purpose of the meeting
4. Presenting the 5 Year 2023-2027 Budget
5. Q&A
6. Motion to approve the Budget
7. Adjournment

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The Association shall provide a final budget to the Regional District on or before March 1st of the year to which it applies as approved by the members of the Association at a meeting of the Association to which the public shall be invited.

*SRD - SCCA 2020 SERVICE AGREEMENT*

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## **Annual Requisition Limit**

6. The maximum amount that may be requisitioned annually is the greater of \$80,000 or the equivalent of \$0.2405 per 1,000 of the net taxable value of land and improvements in the service area.

*SRD - Bylaw No. 341*

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# SRD Tax Revenue Allocation Process

- SCCA members approve Budget at a General Meeting
- SCCA submits Budget to SRD
- SRD determines the level of tax revenue to allocate to SCCA for 2023 - *which may be a different amount than requested in the Budget*
- SCCA submits actual Financials to SRD in March
- SRD may adjust tax revenue allocation based on financials

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## Tax & Grants Revenue

Operating Revenue	ACTUAL	ACTUAL	BUDGET	BUDGET
	2021	2022	2023	2024
SRD Tax Revenue	40,450	46,280	50,500	51,395
<b>Grants</b>				
Capital Improvements			25,000	25,000
Community Grant			17,500	15,000
BC Gaming Grant	23,500	23,500	23,500	23,500
<b>Total</b>	<b>63,950</b>	<b>69,780</b>	<b>116,500</b>	<b>114,895</b>

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# BUDGET Comparison: Core Expenses to Revenue

	BUDGET Year Ending 31-Dec-22	BUDGET Year Ending 31-Dec-23	BUDGET Year Ending 31-Dec-24	BUDGET Year Ending 31-Dec-25	BUDGET Year Ending 31-Dec-26	BUDGET Year Ending 31-Dec-27
<b>Revenue</b>						
SRD Tax Revenue (Proposed 2023)		50,500	51,395	52,056	52,724	53,397
SRD Tax Revenue (Accepted 2022)	46,280	50,006	50,337	50,773	51,113	

	BUDGET Year Ending 31-Dec-22	BUDGET Year Ending 31-Dec-23	BUDGET Year Ending 31-Dec-24	BUDGET Year Ending 31-Dec-25	BUDGET Year Ending 31-Dec-26	BUDGET Year Ending 31-Dec-27
<b>Expenditures</b>						
Core Expenses (Proposed 2023)		60,500	61,105	61,716	62,333	62,957
Core Expenses (Accepted 2022)	49,500	53,296	53,797	54,308	54,824	

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## Tax Revenue & Core Expenses

Core Expenses	2021	2022	2023
Janitorial	10,856	15,524	14,000
Insurance	19,358	19,187	19,500
Maintenance	14,665	13,185	12,000
Utilities	11,400	14,927	15,000
<i>Total Core Expenses</i>	<b>56,279</b>	<b>62,823</b>	<b>60,500</b>

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## Insurance Costs Booked vs Paid

<b>Insurance Booked 2022</b>	<b>19,187</b>
<b>Insurance Paid 2022</b>	
Building	18,026
Commercial Liability	2,555
Directors Liability	1,485
	<b>22,066</b>

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## Challenge:

The widening gap  
between revenues &  
the cost of Core Expenses,  
Programs, and Services

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# STRATEGY

- i) Cut Core Expenses and Programs & Services costs (reduce duplication of work, outsource, introduce automation etc.)
- ii) Raise more money for Core Expenses and Programs and Services through rents, fees, sales, donations, events, and grants
- iii) While maintaining / increasing accessibility to members

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## Fundraising & Donations

Operating Revenue	ACTUAL	ACTUAL	BUDGET
FUNDRAISING	2021	2022	2023
Donations	4,648	6,781	5,000
Events (Cortes Day, Solstice)	1,870	8,822	5,000
Membership fees	1,520	2,290	2,000
Other	6,173	536	900
Thrift Store	1,165	1,263	1,500
<b>Total</b>	<b>15,376</b>	<b>19,692</b>	<b>14,400</b>

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# Cortes Days & Solstice

	2019	2022
Revenues	3778	8,822
Expenses	1399	4,245
<b>Net</b>	<b>2,379</b>	<b>4,576</b>

Solstice 2022: \$700  
Cortes Days: \$8100

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<b>Long Term Rentals</b>	<b>19,416</b>	<b>24,300</b>	<b>24,300</b>
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	2022	2023	2022
<b>Long Term Rent</b>	<b>Monthly</b>	<b>Monthly</b>	
Canada Post	400	400	▬
FOCI	55	100	↑
Womens Centre	500	500	▬
Pottery Guild	63	63*	▬
Cortes Community Radio	450	550	↑
Reel Youth / Mark Vonesch	150	250	↑
<i>Total Long Term Rent</i>	<b>1,618</b>	<b>1,863</b>	Avg \$35 per tenant

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# Occasional Rentals & Friday Market

	2019	2021	2022	2023
<b>Occasional Rentals</b>	≈7000	7,098	14,163	10,000
<b>Friday Market</b>	5,542	3,843	6,280	6,000

# PROGRAMS

Programs	2021	2022	2023
Summer Youth Program	5,075	7,228	8,500
Kids 0-6 Programming	4,560	22,012	25,000
Play Court (SRD Parks)	6,000	6,000	6,000
Community Resource Program	0	480	3,500
Cemetery	0	100	300



# Operating Expenses

<b>Operating expenses</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Office Expenses	2,957	2,777	4,000
Management	20,288	28,536	29,000
Bookkeeping	3,030	8,464	5,000

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## Members instructions to the Board

Members asked for changes to the budget:

- a) Increase the SRD tax funding request for 2023 from \$50,500 to \$63,500 to reflect increased costs
- b) Investigate if the SRD has built up a surplus of unspent tax revenue

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# Final Budget Adjustments

After a 10 minute break, the Board Chair presented the attached modified budget to the membership for approval.

Motion to Approve SCCA 5 Year Budget 2023-2027:

Motion: Peter H Second: Gary C.

Motion Carried. Unanimous



SOUTHERN CORTES COMMUNITY ASSOCIATION

# MINUTES

## General Meeting of the Members

**Date:** 14-Jan-2023      **Time:** 2:00 pm      **Location:** Mansons Hall

**Directors:**

Bryan McKinnon (Chair), Judy Khemchand, Rebecca Thacker, Samantha Statton

*Regrets:* Cora Moret, Gypsy Mama, Hannah Schwartzentruber,

**Members**

Gary C, Diane D, Andy E, Bruce E, Sue E, John F, Ray G, Carolyn H, Eleanor H, Peter H, Valerie W

**Staff**

Tammy Collingwood (Executive Director), Janice Tomlinson (Finance & Admin)

1. 2:10 pm Meeting called to order
2. Motion to accept Agenda  
Motion: Bruce E Second: Gary C Motion Carried
3. 5 Year 2023-2027 Budget - Bryan McKinnon, Board Chair
  - a. DRAFT Core Expenses and SRD Tax Allocation Revenue Request presented to members

<b>D R A F T</b>	<b>ACTUAL</b>	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	Jan-Dec 22	Year Ending	Year Ending	Year Ending	Year Ending	Year Ending	Year Ending
	<b>D R A F T</b>	31-Dec-22	31-Dec-23	31-Dec-24	31-Dec-25	31-Dec-26	31-Dec-27
<b>Core Expenses</b>							
Janitorial	15,524	14,000	14,000	14,140	14,281	14,424	14,568
Insurance	19,187	19,500	19,500	19,695	19,892	20,091	20,292
Maintenance	13,185	12,000	12,000	12,120	12,241	12,364	12,487
Utilities	14,927	15,000	15,000	15,150	15,302	15,455	15,609
<b>Sub Total Core</b>	<b>62,823</b>	<b>60,500</b>	<b>60,500</b>	<b>61,105</b>	<b>61,716</b>	<b>62,333</b>	<b>62,957</b>

## 4. Discussion

- a. Members voiced concern that projected core expenses should be higher, given inflation rates, and the rising cost of insurance premiums.
- b. Members requested the Board Chair to revise
  - i. Core Expenses
  - ii. SRD Tax Allocation Revenue Request
- c. The meeting broke for 10 minutes while the Board Chair revised Core Expenses by increasing Janitorial, Insurance, and Maintenance costs as presented below.

<b>REVISED</b>	<b>ACTUAL</b>	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	Jan-Dec 22	Year Ending	Year Ending	Year Ending	Year Ending	Year Ending	Year Ending
	<b>DRAFT</b>	31-Dec-22	31-Dec-23	31-Dec-24	31-Dec-25	31-Dec-26	31-Dec-27
<b>Core Expenses</b>							
Janitorial	15,524	14,000	15,000	15,150	15,302	15,455	15,609
Insurance	19,187	19,500	20,500	20,705	20,912	21,121	21,332
Maintenance	13,185	12,000	13,000	13,130	13,261	12,364	12,488
Utilities	14,927	15,000	15,000	15,150	15,302	15,455	15,609
<b>Sub Total Core</b>	<b>62,823</b>	<b>60,500</b>	<b>63,500</b>	<b>64,135</b>	<b>64,776</b>	<b>64,394</b>	<b>65,038</b>

## 5. Motion to Approve SCCA 5 Year Budget 2023-2027

Motion: Peter H Second: Gary C. Motion Carried. Unanimous

## 6. 3:45 pm Adjournment

## ATTACHMENT:

"SCCA Member Approved 5 Year Budget 2023-2027 with Draft 2022 Profit Loss Statement.pdf"

# Southern Cortes Community Association

Financial Plan for the 5 years 2023 thru 2027

## OPERATING BUDGET

<i>Approved by SCCA Members General Meeting 14-Jan-2023</i>					
SUMMARY REVENUE & EXPENSES	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	Year Ending	Year Ending	Year Ending	Year Ending	Year Ending
	31-Dec-23	31-Dec-24	31-Dec-25	31-Dec-26	31-Dec-27
<b>Revenue</b>					
SRD Tax Revenue	63,500	64,135	64,776	65,424	66,078
Misc Grants - Capital Improvements	25,000	25,000	25,000	25,000	25,000
Markets & Fundraising	20,400	22,900	22,900	22,900	22,900
Long Term Rentals	24,300	24,300	24,543	24,788	25,036
Occasional Rentals	10,000	10,000	10,000	10,000	10,000
Programs	42,300	42,300	42,300	42,300	42,300
Community Grant	17,500	15,000	15,000	15,000	15,000
Program Gaming Grant	23,500	23,500	23,500	23,500	23,500
<b>Total Revenue</b>	<b>226,500</b>	<b>227,135</b>	<b>228,019</b>	<b>228,913</b>	<b>229,815</b>
<b>Expenditures</b>					
Programs	74,300	74,300	74,300	74,300	74,300
Core Expenses	63,500	64,135	64,776	65,424	66,078
Operating Expenses	63,700	63,700	63,943	64,188	64,436
Capital Expenditure	25,000	25,000	25,000	25,000	25,000
<b>Total Expenditures</b>	<b>226,500</b>	<b>227,135</b>	<b>228,019</b>	<b>228,912</b>	<b>229,814</b>
<b>Other Funding Sources</b>					
Community Grant	17,500	15,000	15,000	15,000	15,000
Programs Gaming Grant	23,500	23,500	23,500	23,500	23,500
Programs - fees	42,300	42,300	42,300	42,300	42,300
Rentals	34,300	34,300	34,543	34,788	35,036
Markets & Fundraising	20,400	22,900	22,900	22,900	22,900
Grant Revenue allocated to capital expenditures	25,000	25,000	25,000	25,000	25,000
<b>Total Other Funding Sources</b>	<b>163,000</b>	<b>163,000</b>	<b>163,243</b>	<b>163,488</b>	<b>163,736</b>
<b>Net Core Funding Requested from SRD (No Capital Expenditures)</b>	<b>63,500</b>	<b>64,135</b>	<b>64,776</b>	<b>65,424</b>	<b>66,078</b>

# Southern Cortes Community Association

Financial Plan for the 5 years 2023 thru 2027

## OPERATING BUDGET

Operating Revenue	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	Year Ending 31-Dec-23	Year Ending 31-Dec-24	Year Ending 31-Dec-25	Year Ending 31-Dec-26	Year Ending 31-Dec-27
SRD Tax Revenue	63,500	64,135	64,776	65,424	66,078
<b>Grants</b>					
Miscellaneous Grants - Capital Improvements	25,000	25,000	25,000	25,000	25,000
Community Grant	17,500	15,000	15,000	15,000	15,000
BC Gaming Grant	23,500	23,500	23,500	23,500	23,500
<b>Sub Total Tax Revenue &amp; Grants</b>	<b>129,500</b>	<b>127,635</b>	<b>128,276</b>	<b>128,924</b>	<b>129,578</b>
<b>Fundraising</b>					
Donations	5,000	7,000	7,000	7,000	7,000
Cortes Day	5,000	5,000	5,000	5,000	5,000
Membership fees	2,000	2,000	2,000	2,000	2,000
Other	900	1,400	1,400	1,400	1,400
Thrift Store	1,500	1,500	1,500	1,500	1,500
<b>Sub Total Fundraising</b>	<b>14,400</b>	<b>16,900</b>	<b>16,900</b>	<b>16,900</b>	<b>16,900</b>
<b>Long Term Rentals</b>	<b>24,300</b>	<b>24,300</b>	<b>24,543</b>	<b>24,788</b>	<b>25,036</b>
Canada Post, FOCI, Women's Centre, Potters Guild, Radio Society, Reel Youth					
<b>Occasional Rentals</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Friday Market</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>Programs</b>					
Summer Youth Program	7,500	7,500	7,500	7,500	7,500
Play School	25,000	25,000	25,000	25,000	25,000
Play Court (SRD Parks)	6,000	6,000	6,000	6,000	6,000
Community Resource Program	3,500	3,500	3,500	3,500	3,500
Cemetery	300	300	300	300	300
<b>Sub Total Programs</b>	<b>42,300</b>	<b>42,300</b>	<b>42,300</b>	<b>42,300</b>	<b>42,300</b>
<b>Total Revenue</b>	<b>226,500</b>	<b>227,135</b>	<b>228,019</b>	<b>228,913</b>	<b>229,815</b>

# Southern Cortes Community Association

Financial Plan for the 5 years 2023 thru 2027

## OPERATING BUDGET

Operating Expenses	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
	Year Ending 31-Dec-23	Year Ending 31-Dec-24	Year Ending 31-Dec-25	Year Ending 31-Dec-26	Year Ending 31-Dec-27
<b>Programs</b>					
Community Resource Program	10,000	10,000	10,000	10,000	10,000
Kids 0-6 Programming	38,000	38,000	38,000	38,000	38,000
Summer Youth Program	20,000	20,000	20,000	20,000	20,000
Cemetery	300	300	300	300	300
Play Court (SRD Parks)	6,000	6,000	6,000	6,000	6,000
<b>Sub Total Programs</b>	<b>74,300</b>	<b>74,300</b>	<b>74,300</b>	<b>74,300</b>	<b>74,300</b>
<b>Core Expenses</b>					
Janitorial	15,000	15,150	15,302	15,455	15,609
Insurance	20,500	20,705	20,912	21,121	21,332
Maintenance	13,000	13,130	13,261	13,394	13,528
Utilities	15,000	15,150	15,302	15,455	15,609
<b>Sub Total Core</b>	<b>63,500</b>	<b>64,135</b>	<b>64,776</b>	<b>65,424</b>	<b>66,078</b>
<b>Operating expenses</b>					
Office Expenses	4,000	4,000	4,000	4,000	4,000
Management	29,000	29,290	29,583	29,879	30,178
Bookkeeping	5,000	5,000	5,000	5,000	5,000
Fundraising - Cortes Day	3,500	3,500	3,500	3,500	3,500
Miscellaneous	1,000	1,000	1,000	1,000	1,000
Property Tax	200	200	200	200	200
Depreciation	21,000	20,710	20,660	20,609	20,558
<b>Sub Total Operating</b>	<b>63,700</b>	<b>63,700</b>	<b>63,943</b>	<b>64,188</b>	<b>64,436</b>
<b>Capital Expenditures</b>					
Capital Improvements	25,000	25,000	25,000	25,000	25,000
<b>Total Expenditures</b>	<b>226,500</b>	<b>227,135</b>	<b>228,019</b>	<b>228,912</b>	<b>229,814</b>
<b>SRD Operational Grant</b>	<b>63,500</b>	<b>64,135</b>	<b>64,776</b>	<b>65,424</b>	<b>66,078</b>
<b>Other Funding Sources</b>	<b>163,000</b>	<b>163,000</b>	<b>163,243</b>	<b>163,488</b>	<b>163,736</b>
<b>PROFIT / LOSS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>