



Aug. 16, 2018

Cowichan Valley Regional District
Jon Lefebure, Chair
175 Ingram Street
Duncan BC V9L 1N8

Dear Mr. Jon Lefebure and CVRD Directors:

On behalf of the Board of Directors, of the Chesterfield Sports Society please accept this letter of request for 2019 funding for the Cowichan Sportsplex. I have enclosed our May 1, 2018 to April 30, 2019 budget and our Balance Sheet and Income Statement for the year ended April 30, 2018.

The CVRD estimated contribution comprises approximately 12% of our projected operating costs for the 26-acre Cowichan Sportsplex for the period May 1, 2019 to April 30, 2020. A detailed budget is attached.

The Chesterfield Sports Society is made up of volunteers from the Cowichan Region who are dedicated to better health and vitality in our community. The Cowichan Sportsplex, a place where sports, fitness and recreation happen 365 days of the year, is the result of their dedication and service.

Thank you for your continued support and consideration.

Sincerely,

A handwritten signature in black ink that reads 'Jamie Goodman'.

Jamie Goodman,
Treasurer

Cowichan Sportsplex Projected Operating Budget Actuals	
	FY 2018 2019
REVENUES	
Fundraising (net) 4010	\$ 30,000.00
Advertising Fence Signs (net) (total ad sales 3201, 3204)	\$ 13,000.00
Concession (net) (total)	\$ 9,000.00
Donations to Operating (total donations)	\$ 5,150.00
Membership Fees 3110	\$ 5,000.00
Rental Fees (total rental income)	\$ 68,000.00
Other Operating Grants/Revenue 3141	
Sportsplex Total	\$ 130,150.00
Donations in-kind from local gov. (water from city)	\$ 29,700.00
CVRD (Areas A,C,D,E) 4122	\$ 50,252.00
Municipality of North Cowichan 3111b	\$ 156,384.90
City of Duncan 3111c	\$ 15,450.00
School District 79 3111a	\$ 17,057.83
Government Total	\$ 268,844.73
Total Operating Revenue	\$ 398,994.73
EXPENDITURES	
Administration	
Branding & Profile (previously advertising & promotions) 5	\$ 3,000.00
Office (includes telephone&internet) 5200	\$ 16,700.00
Insurance & Licences 5315	\$ 9,300.00
Accounting & Legal 5345	\$ 12,875.00
HR, Safety & Training 5352	\$ 3,700.00
Security & Safety 5365	\$ -
Wages, CPP, EI, WCB 5371	\$ 130,658.59
Force 2	\$ -
Planning 5376	
Contingency/Referendum 5351	
Total Administration	\$ 176,233.59
Maintenance & Operations	
Capital Repairs & Maintenance (Contingency) 6109	\$ 10,300.00
Capital repairs FY 17-18 added \$20,000 re: Motion on Jan. 8, 2018, That a budget of up to \$15,000 be allocated for the purpose of repairs and replacement of lighting and maintenance equipment; Motion March 12, 2018, for Capital Purchase of Cushman for \$5,000.	
Janitorial Supplies 6110	\$ 3,100.00
Repairs & Maintenance 6112	\$ 4,300.00
Equipment Supplies/Service/Repairs 6113	\$ 9,000.00
Sight Signs 6115	\$ 500.00
Supplies & Tools 6114	\$ 3,000.00
Fuel 6116	\$ 3,600.00
Main. Professional Development 6128	\$ 1,000.00
Wages, CPP, EI, WCB 6127	\$ 162,564.90
Landscape Materials 6129	\$ 12,950.00
Aerating and Topdressing	\$ -
Field Health 6132	\$ 7,200.00
Field Marking 6133	\$ 1,900.00
Irrigation 6134	\$ 2,000.00
Compost Disposal 6135	\$ 800.00
Operating Utilities 6137	\$ 30,540.53
Total Maintenance & Operations	\$ 252,755.43
Total Expenditures	\$ 428,989.02
Transfer to Capital Reserve	
NET Revenue/Deficit from Operating	\$ (29,994.29)
Internally funded from reserves	
Net Revenue/Deficit	\$ (29,994.29)

Cowichan Sportsplex
Profit & Loss
 May 2017 through April 2018

	May '17 - Apr 18
Ordinary Income/Expense	
Income	
Advertising Sales	
3116 · Advertising Sales X	-73.83
3201 · Advertising Sales (Contracts)	11,047.50
3204 · Sign Protection	300.00
Total Advertising Sales	11,273.67
Concession	
3500 · Concession Sales	13,050.80
5500 · Food & Supplies X	-5,228.86
5501 · Miscellaneous X	-86.72
5502 · Permit & Certification X	-150.00
5503 · Propane X	-371.05
Total Concession	7,214.17
Donations Income (Operating)	
3000 · U/R Donations NO POSTS	
3000a · Other Donations U/R	5,745.04
3000 · U/R Donations NO POSTS - Other	10,035.18
Total 3000 · U/R Donations NO POSTS	15,780.22
Donations Income (Operating) - Other	10,613.35
Total Donations Income (Operating)	26,393.57
Donations Inkind (Operating)	19,751.66
Operating Grants	
4122 · CVRD Operating Grant	44,942.00
Total Operating Grants	44,942.00
Rental Income	
3176 · Diamonds	16,119.50
3178 · Infield (Field 1)	3,035.00
3181 · Miscellaneous Fees	132.00
3182 · Lacrosse Box	5,982.00
3183 · Storage	2,260.00
3186 · Track & Field	4,927.00
3187 · Turf	26,204.23
3188 · Vendor Fees	60.00
3189 · House	7,800.00
3197 · Miscellaneous Rental	876.00
Rental Income - Other	0.00
Total Rental Income	67,395.73
3110 · Membership Revenue	
3110b · Club Membership	4,700.00
Total 3110 · Membership Revenue	4,700.00
3111 · Rental Income - Local Govt	
3111a · School District 79	16,561.00
3111b · Municipality of North Cowichan	305,630.00
3111c · City of Duncan	30,000.00
Total 3111 · Rental Income - Local Govt	352,191.00
3141 · Miscellaneous Income	1,292.79
4010 · Fundraising Income	
Medal Podium	
Podium Sponsors	
4011 · Silver Sponsor	1,800.00
4050 · Inkind Medal Sponsor	10,400.83
	12,200.83

Cowichan Sportsplex
Profit & Loss
 May 2017 through April 2018

	May '17 - Apr 18
Total Podium Sponsors	12,200.83
3409 · Podium Plaques X	-181.76
Medal Podium - Other	10,900.00
Total Medal Podium	22,919.07
MyPlex Support Team	
3000b · MyPlex Donations	1,847.00
3000c · MyPlex X	-366.00
Total MyPlex Support Team	1,481.00
Vital Heart	
3414c · VH Donation X	-1,000.00
Total Vital Heart	-1,000.00
Total 4010 · Fundraising Income	23,400.07
Total Income	558,554.66
Gross Profit	558,554.66
Expense	
Administration	
5100 · Branding & Profile	3,119.99
5200 · Office & Miscellaneous	
5201 · Office Rental	5,014.52
5301 · Bank & CC Charges	1,750.43
5302 · PayPal Charges	37.24
5325 · Branding & Profile	0.00
5335 · Supplies & Misc.	3,058.33
5340 · Office equipment & servicing	1,042.03
5344 · Software & Subscriptions	6,398.25
5346 · Fundraising Expenses	59.66
5348 · Training-inactive afterApr30/16	483.34
5350 · Telephone,Internet,Security	3,003.03
5200 · Office & Miscellaneous - Other	178.23
Total 5200 · Office & Miscellaneous	21,025.06
5315 · Insurance & Licences	9,782.00
5345 · Accounting & Legal	12,055.53
5352 · HR, Safety & Training	
5352b · Board Professional Development	250.00
5352c · Admin Professional Development	25.00
5352h · OH&S Training	330.00
5352i · OH&S Working Alone Monitoring	1,151.39
5352j · OH&S Supplies& Equipment	56.31
5352k · Hearing Tests & Record Checks	139.00
5352 · HR, Safety & Training - Other	102.75
Total 5352 · HR, Safety & Training	2,054.45
5371 · Admin Wages & Benefits	
5373 · Admin Gross Wages	97,841.47
5375 · Admin Payroll Expenses	17,177.87
Total 5371 · Admin Wages & Benefits	115,019.34
Total Administration	163,056.37
Maintenance & Operations	
6109 · Capital R& M Contingency	10,593.74
6110 · Janitorial Supplies	3,059.80
6112 · Repairs & Maintenance	3,295.30
6113 · Equipment-Supp/Serv/Rep/Rent	8,443.47
6114 · Supplies/Tools	2,129.53
6116 · Fuel	2,405.13

Cowichan Sportsplex
Profit & Loss
May 2017 through April 2018

	May '17 - Apr 18
6127 · Maint Wages & Benefits	
6130 · Maint Gross Wages	136,528.26
6140 · Maint Payroll Expenses	1,841.70
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Total 6127 · Maint Wages & Benefits	138,369.96
6128 · Maint Prof Development	355.75
6129 · Landscape Materials	8,117.25
6132 · Field Health	8,617.28
6134 · Irrigation	912.38
6135 · Compostable Waste Disposal	420.00
6137 · Operating Utilities-Inkind&Paid	21,075.16
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Total Maintenance & Operations	207,794.75
6560 · Payroll Expenses	1,758.07
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Total Expense	372,609.19
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Net Ordinary Income	185,945.47
Other Income/Expense	
Other Income	
3103 · Capital Restricted Donations	
3103a · Local Gov't - for track replace	290,750.00
3103 · Capital Restricted Donations - Other	37,640.72
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Total 3103 · Capital Restricted Donations	328,390.72
3115 · GST Adjustments	-8,277.79
3600 · Capital Other Income	35.10
3601 · Capital Dividend Income	488.60
3602 · Capital Interest Income	507.47
3999 · Capital Unrealized Gain (Loss)	-11,544.00
7010 · Interest Income	2,948.43
7030 · Other Income	9.12
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Total Other Income	312,557.65
Other Expense	
7040 · Capital Repairs & Maintenance	
5368 · Sign R&M	2,809.00
5392 · Ball Field R&M	2,700.00
7040 · Capital Repairs & Maintenance - Other	6,000.00
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Total 7040 · Capital Repairs & Maintenance	11,509.00
7043 · Commission on Investments	879.00
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Total Other Expense	12,388.00
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Net Other Income	300,169.65
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Net Income	486,115.12
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Cowichan Sportsplex
Balance Sheet
 As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Chequing/Savings	
Inkind Clearing	4,952.85
ISCU Capital	
1110 · Capital Shares	5.36
1111 · Capital Chequing	619.08
1150 · Term 20 Cap Res to Apr 18/18	39,676.79
Total ISCU Capital	40,301.23
ISCU General	
1120 · ISCU General Chequing	39,028.63
1121 · Premium Savings	84,759.41
1150 · General Shares	5.36
Total ISCU General	123,793.40
PAYPAL	60.11
Petty Cash	
1001a · Petty Cash (office)	389.89
Total Petty Cash	389.89
Scotiabank	
Capital Account	
1122 · PBC Chequing (...7816)	17,454.91
1123b · Cap Res, GIC to May23/17, 1.1%	33,756.20
1125 · Cap Res GIC June 20/17	5,049.81
1125a · Tiered Sav. Capital Res(..5310)	143,819.24
1137 · Tiered Sav.Capital(..7514)	680.88
Total Capital Account	200,761.04
General Account	
1136 · Chequing General 6813	39,259.12
1137a · General Business Svgs(..3816)	19,421.81
Total General Account	58,680.93
Restricted Capital Accts*	
1141 · Scoreboard for Turf (...5911)	5,198.26
Total Restricted Capital Accts*	5,198.26
Total Scotiabank	264,640.23
Total Chequing/Savings	434,137.71
Accounts Receivable	
Accounts Receivable	
1210 · Accounts Receivable - Operating	196,298.61
Total Accounts Receivable	196,298.61
Total Accounts Receivable	196,298.61
Other Current Assets	
Prepaid Expenses	
1503 · Prepaid Insurance	5,676.25
Total Prepaid Expenses	5,676.25
1002 · Undeposited Funds	95.55
1009 · Concession Float	500.00
1199 · Restricted Capital	
1184 · National Bank -GIC/Cash Account	35.29
1190 · National,Cenovus Shares	49,211.42
1191 · National, Great West Life	460.32
1192 · - National, NBI Altamira	48,843.77

Cowichan Sportsplex

Balance Sheet

As of April 30, 2018

	Apr 30, 18
Total 1199 · Restricted Capital	98,550.80
1200 · GST Receivable	28,307.20
Total Other Current Assets	133,129.80
Total Current Assets	763,566.12
Fixed Assets	
1600 · Track and fields	4,023,072.75
1605 · Ball Diamonds	1,274,102.00
1606 · Common Area	69,231.65
1607 · Ball Diamonds - Accum amort	-919,652.21
1608 · Common Area - Accum amort	-34,647.23
1609 · Playground - Accum amort	-27,545.44
1610 · Playground	43,630.94
1615 · Fitness Trail	312,583.13
1616 · Field Hockey	989,975.90
1620 · Track and fields - Accum amort	-2,949,041.39
1621 · Field Hockey - Accum amort	-331,852.84
1622 · Fitness Trail - Accum amort	-115,430.22
1628 · Parking lots & roadways	657,735.21
1630 · Buildings	247,480.54
1635 · Buildings - Accum amort	-182,648.86
1640 · Equipment	206,562.52
1645 · Equipment - Accum amort	-192,336.66
1650 · Lacrosse box	336,207.57
1655 · Lacrosse box - Accum amort	-267,024.28
1656 · Parking lots - Accum amort	-405,975.40
1660 · Software	11,706.52
1665 · Software - Accum amort	-7,987.84
Total Fixed Assets	2,738,146.36
TOTAL ASSETS	3,501,712.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable - Operating	23,642.60
Total Accounts Payable	23,642.60
Credit Cards	
Charge Accounts (reimbursement)	
2106A · Scotiabank Visa	1,968.58
Total Charge Accounts (reimbursement)	1,968.58
Total Credit Cards	1,968.58
Other Current Liabilities	
1011 · Event Deposits Payable	200.00
2103 · Payroll Liabilities	4,735.28
2103b · WCB payable	375.00
2104 · GST Payable Operating	24,116.27
2104B · GST paid	-1,232.30
2110 · Unearned income	35,252.00
2116 · Unearned Medal Sponsor Revenue	3,600.00
Total Other Current Liabilities	67,046.25
Total Current Liabilities	92,657.43
Total Liabilities	92,657.43
Equity	
Retained Earnings	-435,979.77
2901 · Opening Blnce Equity	243,116.61

Cowichan Sportsplex
Balance Sheet
As of April 30, 2018

	Apr 30, 18
2910 · Capital Fund Blnce	3,115,803.09
2911 · Equity Transfers - Cap. Fund	124,952.36
2912 · Equity Transfers - Op. Fund	-124,952.36
Net Income	486,115.12
Total Equity	3,409,055.05
TOTAL LIABILITIES & EQUITY	3,501,712.48