

Project: Admin - MCFD ET09379007
 Start: 01-Apr-23
 End: 31-Mar-24
 Report Date:

10
 12 Total Months

% of actual
 83%
 83%

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	to Date	Available	% of actual	
INCOME															
Grant: MCFD ET09379007	57,251	5,148	4,008	3,800	3,696	4,530	5,622	5,776	5,318	6,748	7,807	52,453	4,798	92%	
Grant: MCFD 23/24 Increase to Base Oct 23-Mar 24	5,018	-	-	-	-	-	-	-	-	-	-	-	5,018	0%	
22/23 Retro Apr 22-Mar 23	680	-	-	-	-	-	-	-	-	-	-	-	680	0%	
22/23 Retro Apr 22-Mar 23 Bonus	3,533	-	-	-	-	-	-	-	3,390	-	-	3,390	143	96%	
23/24 Retro Apr 23-Sep 23	500	-	-	-	-	-	-	-	-	-	-	-	500	0%	
23/24 Retro Apr 23-Sep 23 Bonus	3,462	-	-	-	-	-	-	-	3,342	-	-	3,342	120	97%	
Grant: 22/23 MCFD R&R Funding	2,819	-	-	-	-	-	-	-	-	25	1,405	1,430	1,389	51%	
23/24 MCFD R&R Funding Apr23-Sep23	1,056	-	-	-	-	-	-	-	-	-	-	-	1,056	0%	
Grant: RDNO & Village	12,591	1,049	1,049	1,049	1,049	1,049	1,049	1,049	1,049	1,049	1,049	10,492	2,099	83%	
Administrative recovery	77,000	6,730	6,390	6,777	5,393	5,393	6,338	6,338	7,755	6,104	6,648	63,864	13,136	83%	
Bank interest	20,000	2,828	3,095	3,158	3,376	4,030	3,765	3,773	3,696	3,703	3,679	35,102	(15,102)	176%	
Com. Foundation Grant (#2558)	561	148	-	-	-	-	-	195	-	-	95	438	123.23	78%	
Donations	1,500	-	-	-	-	-	-	-	-	-	-	-	1,500	0%	
Fundraising (net)	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	0%	
Misc. (Copying, Fax, Member, Resumes)	1,500	80	150	157	153	160	50	111	188	-	105	1,154	346	77%	
From Reserves														#DIV/0!	
Total revenue	197,472	15,982	14,693	14,942	13,666	15,161	16,823	17,243	24,737	17,629	20,788	171,665	25,807	87%	
EXPENSES															
BUILDING															
Rent	10,423	869	869	869	869	869	869	869	869	872	869	8,689	1,734	83%	
Building maintenance	500	-	-	-	-	-	-	-	-	-	-	-	500	0%	
Janitorial Services (Tracy Mann)	6,000	542	502	462	542	462	462	542	556	562	503	5,132	868	86%	
Total building	16,923	1,410	1,370	1,330	1,410	1,330	1,330	1,410	1,424	1,433	1,372	13,821	3,102	82%	
EQUIPMENT															
Copier use	500	-	-	-	-	-	-	-	-	-	-	-	500	0%	
Tel., fax & internet	500	55	55	55	55	198	55	55	55	55	55	693	(193)	139%	
Equipment lease	500	-	-	-	-	-	-	-	-	-	-	-	500	0%	
Software/Office equip/computers	2,000	-	-	-	664	-	-	-	-	-	-	664	1,336	33%	
Total equipment	3,500	55	55	55	719	198	55	55	55	55	55	1,357	2,143	39%	
INSURANCE															
StaffBoard Liability & Contents	8,500	2,700	-	-	5,530	-	-	-	-	-	-	-	8,230	270	97%
ICBC 3rd party excess	100	-	-	-	-	-	-	-	-	-	-	-	100	0%	
Total insurance	8,600	2,700	-	-	5,530	-	-	-	-	-	-	8,230	370	96%	
OFFICE EXPENSES															
Office Supplies	500	-	-	-	174	13	73	-	16	2	-	279	221	56%	
Postage/Courier	50	-	-	-	-	-	-	-	-	11	-	11	39	22%	
Memberships/Subscriptions	250	-	-	-	-	55	40	-	-	-	51	146	104	58%	
Refreshments	100	-	-	-	-	-	-	-	-	-	-	-	100	0%	
Staff/Volunteer expense	150	-	-	-	-	-	-	-	-	-	-	-	150	0%	
Advertising/Marketing/Promotion/Travel	600	-	-	-	-	-	-	-	224	130	-	354	246	59%	
Strategic Planning/AGM Refresh	1,500	-	-	-	-	-	798	-	-	-	-	798	702	53%	
Total office expenses	3,150	-	-	-	174	68	911	-	241	143	51	1,588	1,562	50%	
SUPERVISION															
Executive Director															
Admin	30,000	998	1,770	3,913	969	2,335	3,259	3,597	3,773	3,732	3,541	27,887	2,113	93%	
CAPC LA		1,603	1,590	1,868	2,054	1,964	-	-	-	-	410	-	-	-	
IH Sr		302	300	353	388	371	375	397	363	373	112	-	-	-	
IH MH		454	450	529	581	556	562	596	544	560	559	-	-	-	
TAPS		272	270	317	355	334	337	358	327	336	361	-	-	-	
Christine Total:		3,628	4,379	6,980	4,347	5,560	4,533	4,948	5,007	5,001	4,983	-	-	-	
Training	200	-	-	-	-	-	200	-	-	-	-	200	-	100%	
Mileage	550	60	90	-	54	30	90	-	240	-	-	564	(14)	103%	
Mileage 2	111	-	-	-	-	-	-	-	-	-	30	30	81	27%	
Wendy/Michele CM	38,139	1,562	2,387	2,454	1,063	2,057	3,512	3,715	4,098	3,708	2,511	27,068	11,071	71%	
Application writing	250	-	-	-	-	-	-	-	-	-	-	-	250	0%	
Training	150	-	-	-	-	-	-	-	-	-	-	-	150	0%	
Total Supervision	69,400	2,619	4,247	6,367	2,086	4,422	7,062	7,312	8,111	7,440	6,082	55,748	13,652	80%	
MCFD Increases:															
Grant: 23/24 Increase to Base Oct 23-Mar 24	3,907	-	-	-	-	-	-	-	-	-	-	-	3,907	0%	
22/23 Retro Apr 22-Mar 23	680	-	-	-	-	-	-	-	-	-	-	-	680	0%	
22/23 Retro Apr 22-Mar 23 Bonus	3,533	-	-	-	-	-	-	-	3,390	-	-	3,390	143	96%	
23/24 Retro Apr 23-Sep 23	445	-	-	-	-	-	-	-	-	-	-	-	445	0%	
23/24 Retro Apr 23-Sep 23 Bonus	3,462	-	-	-	-	-	-	-	3,342	-	-	3,342	120	97%	
22/23 MCFD R&R Funding	2,819	-	-	-	-	-	-	-	-	25	1,405	1,430	1,389	51%	
23/24 MCFD R&R Funding	2,113	-	-	-	-	-	-	-	-	-	-	-	2,113	0%	
Total MCFD Increases:	16,958	-	-	-	-	-	-	-	6,731	25	1,405	8,161	8,796	48%	
RECEPTION															
Marena Legare 7 Hrs/Wk /Kristie/Sarah	8,300	-	-	349	188	629	86	403	931.19	330	601	3,518	4,782	42%	
Office Manager Michele 32 Hrs/Wk	22,000	1,795	2,269	2,200	1,928	1,672	1,793	2,183	1,930	3,147	3,251	22,169	(169)	101%	
Total Front End Wages:	30,300	1,795	2,269	2,549	2,116	2,301	1,879	2,587	2,861	3,477	3,852	25,687	4,613	85%	
FINANCE															
Bookkeeper -Ilicia Horgan 32 Hrs/Wk	35,200	2,484	3,063	1,961	3,190	3,635	2,960	2,725	2,520	2,730	3,658	28,924	6,276	82%	
Bookkeeper 2	8,968	-	-	-	-	-	-	-	-	-	-	-	8,968	0%	
Audit, Charitable Tax Return and legal fees	12,500	-	-	-	-	-	12,813	-	-	-	-	12,813	(313)	103%	
Software (Community Foundation #4290)	561	148	-	-	-	-	-	195	-	-	95	438	123	78%	
Bank charges/paypal fees	125	-	-	30	4	-	-	-	0	-	-	34	91	27%	
Training	300	-	-	-	-	-	-	-	-	-	-	-	300	0%	
Total finance	57,654	2,632	3,063	1,991	3,194	3,635	15,772	2,920	2,520	2,730	3,753	42,209	15,445	73%	
Total expenses	206,484	11,211	11,005	12,293	15,230	11,954	27,010	14,283	21,943	15,303	16,570	156,801	40,887	76%	
Surplus / (deficit)	(9,013)	4,771	3,688	2,649	(1,564)	3,208	(10,187)	2,960	2,793	2,327	4,218	14,864	-	OK	
Surplus / (deficit)	(9,013)	4,771	3,688	2,649	(1,564)	3,208	(10,187)	2,960	2,793	2,327	4,218	14,864	-		