

Project: Admin - MCFD ET09379007

Start: 01-Apr-23

End: 31-Mar-24

Report Date:

5
12 Total Months

% of actual

42%

	Budget	Apr	May	Jun	Jul	Aug	to Date	Available	% of actual
INCOME									
Grant: MCFD ET09379007	57,251	5,148	4,008	3,800	3,696	4,530	21,182	36,069	37%
Grant: 22/23 MCFD R&R Funding	2,819	-	-	-	-	-	-	2,819	0%
Grant: RDNO & Village	12,591	1,049	1,049	1,049	1,049	1,049	5,246	7,345	42%
Administrative recovery	77,000	6,730	6,390	6,777	5,393	5,393	30,682	46,318	40%
Bank interest	20,000	2,828	3,095	3,158	3,376	4,030	16,487	3,513	82%
Com. Foundation Grant (#2558)	561	148					148	414	26%
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	700	800	47%
From Reserves							-	-	#DIV/0!
Total revenue	183,222	15,982	14,693	14,942	13,666	15,161	74,444	108,778	41%
EXPENSES									
BUILDING									
Rent	10,423	869	869	869	869	869	4,343	6,080	42%
Building maintenance	500						-	500	0%
Janitorial Services (Tracy Mann)	6,000	542	502	462	542	462	2,508	3,492	42%
Total building	16,923	1,410	1,370	1,330	1,410	1,330	6,851	10,072	40%
EQUIPMENT									
Copier use	500						-	500	0%
Tel., fax & internet	500	55	55	55	55	198	418	82	84%
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	1,082	2,418	31%
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	187	313	37%
Postage/Courier	50						-	50	0%
Memberships/Subscriptions	250					55	55	195	22%
Refreshments	100						-	100	0%
Staff/Volunteer expense	150						-	150	0%
Advertising/Marketing	600						-	600	0%
Strategic Planning/AGM Refresh	1,500						-	1,500	0%
Total office expenses	3,150	-	-	-	174	68	242	2,908	8%
SUPERVISION									
Executive Director									
Admin	30,000	998	1,770	3,913	969	2,335	9,984	20,016	33%
CAPC LA		1,603	1,590	1,868	2,054	1,964			
IH Sr		302	300	353	388	371			
IH MH		454	450	529	581	556			
TAPS		272	270	317	355	334			
Christine Total:		3,628	4,379	6,980	4,347	5,560			
Training	200						-	200	0%
Mileage	550	60	90		54	30	234	316	43%
Wendy CM	38,139	1,562	2,387	2,454	1,063	2,057	9,524	28,615	25%
Application writing	250						-	250	0%
Training MCFD R&R Funding	2,819	-	-	-	-	-	-	2,819	0%
Training	150						-	150	0%
Total Supervision	72,108	2,619	4,247	6,367	2,086	4,422	19,742	52,366	27%
RECEPTION									
Marena Legare 7 Hrs/Wk / Kristie Wadsworth	8,300			349	188	629	1,167	7,133	14%
Office Manager Michele 32 Hrs/Wk	22,000	1,795	2,269	2,200	1,928	1,672	9,865	12,135	45%
Total Front End Wages:	30,300	1,795	2,269	2,549	2,116	2,301	11,032	19,268	36%
FINANCE									
Bookkeeper -Ilicia Horgan 32 Hrs/Wk	35,200	2,484	3,063	1,961	3,190	3,635	14,332	20,868	41%
Bookkeeper 2	8,968						-	8,968	0%
Audit, Charitable Tax Return and legal fees	12,500						-	12,500	0%
Software (Community Foundation #4290)	561	148					148	414	26%
Bank charges/paypal fees	125			30	4		34	91	27%
Bad Debt							-	-	#DIV/0!
Training	300						-	300	0%
Total finance	57,654	2,632	3,063	1,991	3,194	3,635	14,514	43,140	25%
Total expenses	192,235	11,211	11,005	12,293	15,230	11,954	61,692	130,542	32%
Surplus / (deficit)	(9,013)	4,771	3,688	2,649	(1,564)	3,208	12,752		OK
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