



VICE-PRESIDENT'S REPORT  
FEBRUARY, 2016

Finance Committee

- January Results:
  - Club earned \$3k in December and \$13k YTD (5 months from Sept-Jan).
  - Membership up to 267 + 30 P&P; (297 combined)
  - Expense comments:
    - Tennis BC renewal \$4,692
    - Paid \$500 for security cards
- Ended January with \$14k in General Account + \$177k in Savings Account; influx of cash receipts (late member renewals & guest fees) has not made it necessary to transfer funds yet (in Feb.)
- Term deposit for \$27k matured in January – rolled over into cashable escalating 3 year deposit
- FORECAST:
  - We had a \$13k profit up to January but insurance renewals \$6k + \$2k coming up.
  - Getting a boost from added members and increased rental activity (Wheelchair Tennis, SFU, Tennis BC, QE Club court rentals)
  - We will benefit from lower heating costs and lower office staffing costs
  - Need to replace office computer ~\$1.5k?
  - We should earn at least \$22k for full year but still short of our financial objectives.

Booking System:

- Reached out to Gametime (our initial recommended choice last year) with a contract to sign up
  - Costs will be higher (\$750 setup) + monthly fees ~\$250 TBD similar to last year

Other:

- Attended a meeting between Tennis Canada and Burnaby City with George, Dave, & Graham.
  - Tennis Canada is seeking a location to build a national training centre (western)
  - The meeting was exploratory in nature to better understand everyone's needs
  - This process could either be a tremendous opportunity for BTC or an existential threat so we must be engaged in the process to find common ground and produce an outcome that is best for BTC but also meets the needs of other stakeholders (i.e. Burnaby, Tennis BC/Canada, & public)
- At George's request I will work more closely with David to help improve office operations, namely in areas of procedures & staffing – to address reported instances of shortcomings in staff performance – as well as general administration issues. David is the Club Mgr. and I am just helping. One of the first changes will be to ask David to increase his on-site presence when on duty and this will begin in February. This will also save staffing costs but more importantly should make the Club Mgr a visible figure.
- We should better track (separate) Member Guest fees vs. P&P Rental fees. Right now they are all lumped together. This will require coordination between Club Mgr & Accountant and reprogramming of cash register. Will arrange a planning meeting in summer.
- We should be able to find a way for P&P card holders to book online (next year). They are "members" but often get overlooked – do they receive club newsletters or come to socials?

# Burnaby Tennis Club

## Income Statement 01/01/2016 to 31/01/2016

### REVENUE

<b>Revenue</b>		
Membership Dues	18,992.76	
Initiation/Instalments Fees	<u>119.05</u>	
Dues & Fees Total		19,111.81
Pay and Play - Primw	5,327.86	
Pay and Play - Non Prime	2,286.80	
Contract Booking	285.71	
Court Rental	<u>733.00</u>	
Court Rentals total		8,633.37
Mixed Night	112.38	
Men's League	350.48	
Tournament Fees/Camp/Net	110.47	
Sales-Ball & Equipment	68.54	
Ball Machine Rental	<u>5.71</u>	
Tournament Rev & Misc Sales T...		647.58
Junior Development		605.72
Interest Income		<u>649.01</u>
<b>Total Revenue</b>		<u>29,647.49</u>
<b>TOTAL REVENUE</b>		<u>29,647.49</u>

### EXPENSE

<b>Expenses</b>		
Accounting		350.00
Web Maintenance		450.00
Bank Charges		275.07
Dues-Affiliation		4,692.62
Miscellaneous		1,536.00
Tennis Pro Fees		1,749.05
Repairs - Maintenance	473.52	
Repairs - Janitor & cleaning	1,654.24	
Repair - Security	<u>120.00</u>	
Total Repairs Expense		2,247.76
Wages & Salaries	7,470.16	
Wage EI Expense	196.63	
Wage CPP Expense	250.13	
Wage WCB	<u>78.47</u>	
Total Wage Expense		7,995.39
Utilities-Bubble -Fortis	4,116.01	
Utilities Bubble Hydro	<u>2,671.93</u>	
Total Bubble Utilities		6,787.94
Telephone		199.66
Satellite TV		138.33
Utilities General	272.11	
Utilities City	<u>63.25</u>	
Total Club House Utilites		335.36
<b>Total Expense</b>		<u>26,757.18</u>
<b>TOTAL EXPENSE</b>		<u>26,757.18</u>
<b>NET INCOME</b>		<u><u>2,890.31</u></u>