



VICE-PRESIDENT'S REPORT  
MARCH, 2016

Finance Committee

- February Results:
  - Club earned \$13k in February and \$25k YTD (6 months from Sept-Feb).
  - Revenues expected \$30k but were actually \$35k:
    - Still have late members joining ! adding +\$1500 more than expected
    - P&P court rental fees were +\$1500 more than expected
    - Contract Booking (Tennis BC, SFU, Wheelchair) was +\$1000 more than expected
  - Expenses expected \$30k but were only \$23k - comments:
    - Insurance renewal for \$6k expense didn't happen yet; will happen later
    - New PC for office \$1.5k not billed yet; will happen later
    - Maintenance was \$2k less than budgeted
    - Utilities were \$2k higher (probably incl. late billing from Jan)
    - Staff expenses were in line with Budget
- Ended month with \$13k in Operating Account + \$150k in Savings Account; transferred \$21k
- FORECAST:
  - We had a \$25k profit up to February (incl. interest) but big bills for insurance renewals \$6k + \$2k, bubble down \$9k, and bubble storage \$5k coming up in next few months.
  - Excl. interest income (goes to bubble fund) we should earn ~\$27k for full year (cash basis before depreciation). With some luck if we save on expenses we have a good chance to reach \$30k.
- Should have preliminary budget planning meeting for next year, some early thoughts:
  - Won't have mold-cleaning costs but make allowances for repair costs as bubble is aging
  - Reinstate \$5k clubhouse improvement expenditure that we cut this year to save money
  - Modify Play'n'Play fee structure to add \$5/pp fee to non-cardholders who play
  - New membership class for Early Bird with no booking privileges

Booking System:

- We will leave Sporty when this season ends; although the rules work much better than Giga the user interface & admin/reporting have not lived up to promises & expectations.
- Have not followed up with Gametime yet and with spring break will hold off until after vacation
- A Member Max P. has offered to build a custom system on his own time. Although I am skeptical about lone programmers (and their good intentions) I did not want to dismiss the idea so we met with Max to explain our requirements as he builds a demonstration system. There are pros & cons – rewards & risks – of using a custom program vs. an off-the-shelf solution by an established provider that will have to be weighed.

Other:

- David developed a staff checklist of tasks/duties to perform during their shift. It is a start - will see if this reduces lapses in staff performance but will add to & improve over time. Existing staff will complete remainder of bubble season but plan for next season is to have fewer staff working more hours each – ideally a full-time day-shift person but seasonal nature & low pay of that position will make it challenging to fill. Search will start seriously in summer.
- Communicating more with accountant to get more timely information directly and coordinating various issues with David. Will have a planning meeting in summer.

# Burnaby Tennis Club

## Income Statement 01/02/2016 to 29/02/2016

### REVENUE

<b>Revenue</b>		
Membership Dues	19,713.77	
Dues & Fees Total		19,713.77
Pay and Play - Primw	6,425.53	
Pay and Play - Non Prime	2,286.30	
Contract Booking	3,909.52	
Court Rental	1,025.00	
Court Rentals total		13,646.35
Mixed Night	102.86	
Men's League	511.90	
Social	580.94	
Sales-Ball & Equipment	97.10	
Ball Machine Rental	23.80	
Access Cards (FOB)	19.05	
Tournament Rev & Misc Sales T...		1,335.65
Junior Development		240.00
Interest Income		88.77
<b>Total Revenue</b>		<b>35,024.54</b>
<b>TOTAL REVENUE</b>		<b>35,024.54</b>

### EXPENSE

<b>Expenses</b>		
Accounting		300.00
Web Maintenance		10.00
Bank Charges		326.78
Miscellaneous		58.67
Tennis Pro Fees		1,749.05
Repairs - Maintenance	820.00	
Repairs - Janitor & cleaning	2,274.50	
Total Repairs Expense		3,094.50
Wages & Salaries	7,674.74	
Wage EI Expense	202.00	
Wage CPP Expense	257.95	
Wage WCB	80.64	
Total Wage Expense		8,215.33
Social Events		538.20
Board Meeting Expense		54.07
Utilities-Bubble -Fortis	6,808.67	
Total Bubble Utilities		6,808.67
Satellite TV		141.85
Utilities General	464.10	
Utilities City	1,335.78	
Total Club House Utilites		1,799.88
<b>Total Expense</b>		<b>23,097.00</b>
<b>TOTAL EXPENSE</b>		<b>23,097.00</b>
<b>NET INCOME</b>		<b>11,927.54</b>