



Executive Director - Summary Report

Use of CVRD Funds (2021/22)

August 2nd, 2022

Dear Cowichan Valley Regional District,

The Cowichan Sportsplex offers facilities for a variety of groups and programs. As a multi-purpose facility, over the past 12 months the Cowichan Sportsplex has delivered: Cowichan Valley Slo-Pitch, Cowichan Valley Ultimate League, Field Hockey BC, Six School District 79 Track Meets, CVAC Track Meets, Masters World Cup Field Hockey Practice (Olympic team), Beverly Corners Show & Shine, Duncan Christian School's annual soccer tournament, Central Vancouver Island Athletics Association, George Bonner Elementary track meet, and many more. The Sportsplex welcomes over 200,000 visitors, annually.

One of the mandates of the Cowichan Sportsplex is to welcome people of all ability and skill levels to enjoy the facility. From training Olympians to small children and their parents. From seniors to those who have mobility issues. By offering first class facilities, the Sportsplex has a way of inspiring people of all ages and abilities to "give it their all" no matter if they are walking, running or playing a sport.

The annual operating grant of \$58k from the Cowichan Valley Regional District (2022) was essential in keeping our doors open and maintaining a world class facility. The CVRD funds and support is key to our operations in maintaining and innovating at the Sportsplex. Thanks to you, we've made steady improvements as well as keeping a clean and safe area for people in the community of all ages and abilities to enjoy recreation and sport.

Best Wishes,
Chris Jaycox

Executive Director
Cowichan Sportsplex
Chesterfield Sport Society



Chesterfield Sport Society - Projected Operating Budget (2023)

INCOME - GOV / GRANTS	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
North Cowichan Operating Grant	\$ 154,676.19	\$ -	\$ (154,676.19)	PENDING	
CVRD Operating Grant	\$ 59,014.00	\$ 59,014.00	\$ -	DEPOSITED	
City of Duncan Operating Grant	\$ 15,750.00	\$ 15,750.00	\$ -	DEPOSITED	
City of Duncan New Building Grant	\$ 5,000.00	\$ 5,000.00	\$ -	CONFIRMED	
MITACS Master Student Grant	\$ 7,500.00	\$ -	\$ (7,500.00)	TBD	
CVRD Sport & Recreation Fair Contribution	\$ 1,500.00	\$ 1,500.00	\$ -	DEPOSITED	
TOTAL GOV / GRANT INCOME	\$ 243,440.19	\$ 81,264.00	\$ (162,176.19)		

INCOME - DONATIONS	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Ferreira Fund Donation	\$ 70,000.00	\$ 70,000.00	\$ -	DEPOSITED	
Individual Public Donations	\$ 2,000.00	\$ -	\$ (2,000.00)	PENDING	
CEEVACS Running Clinic Donation	\$ 5,000.00	\$ -	\$ (5,000.00)	PENDING	
Memorial Donations	\$ 2,500.00	\$ -	\$ (2,500.00)	TBD	
Show & Shine Car Show Donation	\$ 3,000.00	\$ -	\$ (3,000.00)	PENDING	
Island Environmental Health & Safety	\$ 750.00	\$ -	\$ (750.00)	TBD	
Rotary Donation - Field House	\$ 75,000.00	\$ -	\$ (75,000.00)	PENDING	
TOTAL DONATION INCOME	\$ 158,250.00	\$ 70,000.00	\$ (88,250.00)		

INCOME - IN KIND DONATIONS	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
North Cowichan Garbage Donation	\$ 3,500.00	\$ -	\$ (3,500.00)	CONFIRMED	
City of Duncan Water Donation	\$ 18,000.00	\$ -	\$ (18,000.00)	CONFIRMED	
Citizen Newspaper Advertising	\$ 14,000.00	\$ 14,000.00	\$ -	CONFIRMED	
Duncan Paving Company	\$ 2,400.00	\$ -	\$ (2,400.00)	PENDING	
Cowichan Petroleum	\$ 1,200.00	\$ -	\$ (1,200.00)	PENDING	
Juice FM Advertising Agreement	\$ 4,000.00	\$ -	\$ (4,000.00)	PENDING	
North Cowichan Utilities Donation	\$ 24,000.00	\$ -	\$ (24,000.00)	CONFIRMED	
TOTAL IN KIND INCOME	\$ 67,100.00	\$ 14,000.00	\$ (23,900.00)		

INCOME - OTHER	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
NBF Investment Income	\$ -	\$ -	\$ -	TBD	
Recycling Program - Island Return It	\$ 6,000.00	\$ -	\$ (6,000.00)	TBD	
Advertising (Signage)	\$ 6,000.00	\$ -	\$ (6,000.00)	TBD	
Storage Fee's	\$ 3,500.00	\$ -	\$ -	TBD	
Admin Building - Upstairs office rental	\$ 5,000.00	\$ -	\$ (5,000.00)	PENDING	
Food Trucks / Food Operators	\$ 2,000.00	\$ -	\$ (2,000.00)	PENDING	
TOTAL OTHER INCOME	\$ 22,500.00	\$ -	\$ (19,000.00)		

INCOME - RENTALS / USER FEES	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Baseball Fields	\$ 18,000.00	\$ -	\$ (18,000.00)	TBD	
Infield & Track	\$ 6,000.00	\$ -	\$ (6,000.00)	TBD	
Lacrosse Box	\$ 4,500.00	\$ -	\$ (4,500.00)	TBD	
Field Hockey Turf (Small & Large)	\$ 22,000.00	\$ -	\$ (22,000.00)	TBD	
Vendor Fee's	\$ 500.00	\$ -	\$ (500.00)	TBD	
School District #79	\$ 16,891.00	\$ -	\$ (16,891.00)	PENDING	
Club Membership Fee's	\$ 2,500.00	\$ -	\$ (2,500.00)	TBD	
Front Lawn	\$ 250.00	\$ -	\$ (250.00)	TBD	
Fitness Classes	\$ 1,700.00	\$ -	\$ (1,700.00)	TBD	
TOTAL RENTAL INCOME	\$ 72,341.00	\$ -	\$ (72,341.00)		

EXPENSES - OFFICE	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Dues & Subscriptions	\$ 2,000.00	\$ -	\$ (2,000.00)	CONFIRMED	
Courier / Postage / Freight	\$ 1,000.00	\$ -	\$ (1,000.00)	CONFIRMED	
Business Fee's & Licenses	\$ 500.00	\$ -	\$ (500.00)	CONFIRMED	
Office Supplies & Materials	\$ 1,500.00	\$ -	\$ (1,500.00)	CONFIRMED	
Bank Charges & Interest	\$ 1,000.00	\$ -	\$ (1,000.00)	CONFIRMED	
Computer & Software Expenses	\$ 5,000.00	\$ -	\$ (5,000.00)	CONFIRMED	
Meetings	\$ 2,500.00	\$ -	\$ (2,500.00)	CONFIRMED	
Telephone / Internet / Data	\$ 2,800.00	\$ -	\$ (2,800.00)	CONFIRMED	
TOTAL OFFICE EXPENSES	\$ 16,300.00	\$ -	\$ (16,300.00)		

EXPENSES - MAINTENANCE	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Equipment Repairs & Maintenance	\$ 10,000.00		\$ (10,000.00)	CONFIRMED	
Safety & Training	\$ 400.00		\$ (400.00)	CONFIRMED	
Tools & Supplies	\$ 5,000.00		\$ (5,000.00)	CONFIRMED	
Fuel	\$ 3,500.00		\$ (3,500.00)	CONFIRMED	
Composting & Dump	\$ 2,500.00		\$ (2,500.00)	CONFIRMED	
Field Marking & Paint	\$ 1,800.00		\$ (1,800.00)	CONFIRMED	
Field Health & Fertilizer	\$ 4,000.00		\$ (4,000.00)	CONFIRMED	
Janitorial Supplies	\$ 1,500.00		\$ (1,500.00)	CONFIRMED	
Ice & Snow Melter	\$ 1,200.00		\$ (1,200.00)	CONFIRMED	
Irrigation	\$ 2,000.00		\$ (2,000.00)	CONFIRMED	
Arborist - Tree Removal	\$ 2,500.00		\$ (2,500.00)	CONFIRMED	
Landscaping Materials	\$ 6,500.00		\$ (6,500.00)	CONFIRMED	
Lighting - Repair & Replacement	\$ 3,000.00		\$ (3,000.00)	CONFIRMED	
Paving & Concrete	\$ 2,400.00		\$ (2,400.00)	CONFIRMED	
Utilities / Electricity	\$ 24,000.00		\$ (24,000.00)	CONFIRMED	
Water (City of Duncan)	\$ 18,000.00		\$ (18,000.00)	CONFIRMED	
Garbage Collection	\$ 3,500.00		\$ (3,500.00)	CONFIRMED	
Emergency Congingancy Fund	\$ 20,000.00		\$ (20,000.00)	CONFIRMED	
TOTAL MAINTENANCE EXPENSES	\$ 111,800.00	\$ -	\$ (111,800.00)		

EXPENSES - ADMIN	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Insurance (Hartford Insurance)	\$ 14,000.00	\$ -	\$ (14,000.00)	CONFIRMED	
Accounting & Legal (MNP)	\$ 7,500.00	\$ -	\$ (7,500.00)	TBD	
Misc. Admin Expenses	\$ 1,000.00	\$ -	\$ (1,000.00)	TBD	
Conferences & Education	\$ 3,000.00	\$ -	\$ (3,000.00)	TBD	
Travel	\$ 2,500.00	\$ -	\$ (2,500.00)	TBD	
Marketing & Advertising	\$ 19,500.00	\$ 19,500.00	\$ -	CONFIRMED	Offset with Citizen In Kind Donation
Alarm System Service	\$ 1,000.00	\$ -	\$ (1,000.00)	CONFIRMED	
TOTAL ADMIN EXPENSES	\$ 48,500.00	\$ 19,500.00	\$ (29,000.00)		

EXPENSES - SALARY / STAFF	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Executive Director (FT) - Chris J.	\$ 62,000.00	\$ -	\$ (62,000.00)	CONFIRMED	
Maintenance Manager (FT) - Ahmed	\$ 55,000.00	\$ -	\$ (55,000.00)	CONFIRMED	
Office Administrator (FT) - Tammy	\$ 44,000.00	\$ -	\$ (44,000.00)	CONFIRMED	
Maintenance Worker (FT) - Adrian	\$ 42,000.00	\$ -	\$ (42,000.00)	CONFIRMED	
Maintenance Worker Seasonal (FT/S) - Blair	\$ 32,000.00	\$ -	\$ (32,000.00)	CONFIRMED	
Maintenance Worker (PT) - Mitch	\$ 4,500.00	\$ -	\$ (4,500.00)	CONFIRMED	
Maintenance Worker (PT) - Roy	\$ 9,400.00	\$ -	\$ (9,400.00)	CONFIRMED	
Digital Marketing Student (PT) - TBD	\$ 2,500.00	\$ -	\$ (2,500.00)	TBD	
Health / Dental - Benefits Package	\$ 21,000.00	\$ -	\$ (21,000.00)	PENDING	
Worksafe BC Expenses	\$ 2,500.00	\$ -	\$ (2,500.00)	TBD	
CPP & EI Expenses	\$ 20,000.00	\$ -	\$ (20,000.00)	TBD	
TOTAL SALARY / STAFF EXPENSES	\$ 294,900.00	\$ -	\$ (294,900.00)		

EXPENSES - FIELD HOUSE	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Miscellaneous Costs	\$ 5,000.00	\$ -	\$ (5,000.00)	TBD	
Ryzuk Geotech Firm	\$ 4,000.00	\$ -	\$ (4,000.00)	TBD	
TOTAL FIELD HOUSE EXPENSES	\$ 9,000.00	\$ -	\$ (4,000.00)		

EXPENSES - ADMIN BUILDING RENO	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Upstairs Lighting Upgrade	\$ 1,000.00	\$ -	\$ (1,000.00)	PENDING	
Upstairs Flooring Replacement	\$ 3,000.00	\$ -	\$ (3,000.00)	PENDING	
360 Comfort Solutions - Heat Pump	\$ 13,453.41	\$ 13,453.41	\$ -	CONFIRMED	
TOTAL ADMIN BUILDING RENO EXPENSES	\$ 17,453.41	\$ 13,453.41	\$ (4,000.00)		

EXPENSES - CAPITAL IMPROVEMENT	BUDGET	ACTUALS	VARIANCE	STATUS	DATES / NOTES
Gas to Electric Equipment (2022)	\$ 4,000.00		\$ (4,000.00)	PENDING	
Rough Cedar Fencing - Nature Trail (2022)	\$ 8,000.00		\$ (8,000.00)	PENDING	
Infield Lighting Upgrade (2023)	\$ 23,000.00		\$ (23,000.00)	PENDING	
TOTAL ADMIN BUILDING RENO EXPENSES	\$ 35,000.00	\$ -	\$ (35,000.00)		

TOTAL (BUDGET) INCOME	\$ 563,631.19
TOTAL (BUDGET) EXPENSES	\$ 532,953.41
CURRENT (ACTUAL) EXPENSES	\$ 32,953.41
TOTAL	\$ 30,677.78

PLANNED CAPITAL IMPROVEMENT PROJECTS	BUDGET	ESTIMATED FUNDS AVAILABLE	VARIANCE	STATUS	DATES / NOTES
Gas to Electric Equipment (2022)	\$ 4,000.00	\$ 4,000.00	\$ -	PENDING	2022 - Moving from gas equipment to electric
Rough Cedar Fencing - Nature Trail (2022)	\$ 8,000.00	\$ 8,000.00	\$ -	PENDING	2022 - Install rough cedar fencing to keep people on nature trail
Infield Lighting Upgrade (2023)	\$ 23,000.00	\$ 3,000.00	\$ (20,000.00)	PENDING	2023 - Seeking grant funds and donation to increase infield lighting
Lacrosse Box Resurfacing / Upgrade (2023)	\$ 50,000.00	\$ 5,000.00	\$ (45,000.00)	PENDING	2023 - Lacrosse Box needs resurfacing / paint next year
Maintenance Shed Replacement (2025)	\$ 240,000.00	\$ -	\$ (240,000.00)	PENDING	2024 - Maintenance shed replacement, aging and moldy
Baseball Field Netting Upgrade (2024)	\$ 60,000.00	\$ -	\$ (60,000.00)	PENDING	2024 - Increase netting height around baseball field to prevent balls from leaving park
Track & Field - Track Resurfacing (2025)	\$ 400,000.00	\$ -	\$ (400,000.00)	PENDING	2025 - Track and field resurfacing. Estimate from previous quotes + 10%
Field Hockey - Turf Replacement (2026)	\$ 700,000.00	\$ 507,875.10	\$ (192,124.90)	PENDING	2026 - Field hockey turf replacement. Estimate from previous quotes + 10%
TOTAL CAPITAL REPLACEMENT EXPENSES	\$ 1,473,000.00	\$ 515,875.10	\$ (957,124.90)		

LEGEND	LEGEND
DEPOSITED	CONFIRMED
INVOICED	PENDING
NEED APPROVAL	POSTPONED
TBD	UNDEFINED
CLARIFICATION	CHECK

(FT) Full Time (S) Seasonal
(PT) Part Time (C) Contract

Cowichan Chesterfield Sports Society

Profit and Loss
May 2021 - April 2022

	TOTAL
INCOME	
3001 Grants & Funding -Gov't/Corporate	23,500.00
3012 Municipality of North Cowichan	154,676.19
3013 City of Duncan	15,750.00
3020 School District	16,891.00
Total 3001 Grants & Funding -Gov't/Corporate	210,817.19
3100 Donation Income	12,517.65
3103 Capital Restricted donations	115,000.00
3105 Donation of stock - unrestricted portion	10,000.00
Total 3100 Donation Income	137,517.65
3104 In Kind Donation	13,600.00
3200 User fees	58,324.38
3500 Advertising Sales	4,485.71
3900 Miscellaneous	2,458.35
3960 Uncategorized Income	158.96
Total Income	\$427,362.24
GROSS PROFIT	\$427,362.24
EXPENSES	
4100 ADVERTISING	37.57
4102 Marketing & Communications	1,266.66
Total 4100 ADVERTISING	1,304.23
4400 Insurance	6,466.81
4501 Accounting & Legal	7,087.50
4600 Office Expenses	632.24
4602 Rent Expense	1,980.77
4604 Dues & Subscriptions	1,571.73
4606 Courier/Postage/Freight	588.96
4615 Business Fees & License	40.00
4637 Office supplies and materials	1,220.77
4640 Bank Charges & Interest	1,303.69
4644 Computer & Software Expenses	4,537.65
4647 Education & Training	374.00
4655 Meetings	2,018.76
4670 Telephone, internet, security	2,625.62
4681 GST Adjstments	-3,470.98
4686 Uncategorized Expense	737.30
Total 4600 Office Expenses	14,160.51
4684 Pacificsport Contracts	13,932.46
4700 REPAIRS AND MAINTENANCE	9,466.82
4674 Safety & Training	830.11
4701 Supplies and small tools	3,276.62
4703 Janitorial	1,257.64
4704 Irrigation	1,054.69
4705 Landscape Materials	8,539.24
4706 Fuel	4,190.12

	TOTAL
4707 Composting & Dump	913.50
4708 Field Marking & Paint	3,180.04
4709 Field Health & Fertilizer	3,394.87
4710 Ice & Snow Melt	1,198.40
4712 Lighting & Repair Replacement	1,508.53
4713 Arborist -Tree Removal	5,990.00
Total 4700 REPAIRS AND MAINTENANCE	44,800.58
4800 Security	2,455.62
4850 Sport & Recreation Fair	460.10
5165 Payroll Expenses	115.13
4667 Worksafe BC Expense	2,111.19
5166 CPP & EI Expense	18,734.81
5169 Salaries & Wages	272,713.31
Total 5165 Payroll Expenses	293,674.44
5200 Contractor Expenses	13,000.00
Total Expenses	\$397,342.25
OTHER INCOME	
3802 Interest Income	350.60
3965 COVID Gov't Funding	30,663.87
3966 GST Rebate Income	187.13
3986 CF Unrealized gain/loss on investments	-13,002.16
Total Other Income	\$18,199.44
PROFIT	\$48,219.43

Cowichan Chesterfield Sports Society

Balance Sheet As of April 30, 2022

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1001 Chequing - 683 Scotia	111,179.74
1099 PayPal Account	0.00
1105 Petty Cash	0.00
1123 GIC - Scotia	35,108.96
1126 Capital Savings - 5310 Scotia	60,687.47
1180 Payroll Clearing	0.00
1002 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$206,976.17
Accounts Receivable (A/R)	
1201 Accrued receivable	0.00
1210 Accounts Receivable (A/R)	7,722.97
Total Accounts Receivable (A/R)	\$7,722.97
1120 CF Non-externally restricted	0.00
1300 Due to/from capital account	0.00
1500 Prepaid Expenses	3,990.00
1503 Prepaid insurance	13,129.87
Total Current Assets	\$231,819.01

	TOTAL
Non-current Assets	
Property, plant and equipment	
1600 Track and fields	4,023,072.75
1605 Ball Diamonds	1,274,102.00
1606 Common Area	69,231.65
1610 Playground	43,630.94
1612 Fencing	20,628.53
1615 Fitness Trail	312,583.13
1616 Field Hockey	521,906.88
1617 Hammer Discus training cage	8,803.19
1618 Field House	7,151.66
1628 Parking lots & Raodways	657,735.21
1630 Buildings	247,480.54
1631 New Building Prep (2021)	120,541.22
1632 House Renovations / Office Prep	24,119.59
Total 1630 Buildings	392,141.35
1640 Equipment	222,731.29
1650 Lacrosse Box	336,286.34
1660 Software	15,626.52
1665 Capital office equipment	1,111.73
1695 Accumulated Amortization	-6,869,961.91
Total Property, plant and equipment	\$1,036,781.26
1182 NATIONAL BANK INVESTMENTS	
1183 National Bank - Money Market Account	423,467.46
1184 National bank - cash account	54,165.25
1185 Investments - non restricted	53,035.36
1186 Investments un restricted	-53,035.36
Total 1182 NATIONAL BANK INVESTMENTS	477,632.71
Total Non Current Assets	\$1,514,413.97
Total Assets	\$1,746,232.98

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2100 Accounts Payable (A/P)	6,826.03
Total Accounts Payable (A/P)	\$6,826.03
Credit Card	
2200 VISA~	-38,006.66
2215 Visa #027 Drew	2,033.19
2217 Visa #100 Kara	28,343.77
2416 Visa #068 Christopher	12,864.63
Total 2200 VISA~	5,234.93
Total Credit Card	\$5,234.93
1301 Due to/From Operating	0.00
2102 Payroll Liabilities	0.00
2103 WCB Payable	0.00
2105 Vacation Payable	8,034.53
2110 Unearned income	0.00
2151 PST Payable (BC)	49.92
2210 GST/HST Payable	-4,627.12
2220 GST/HST Suspense	0.00
Total Current Liabilities	\$15,518.29
Total Liabilities	\$15,518.29
Equity	
2901 Opening Balance Equity	0.00
2905 Unrestricted income	205,502.32
2910 Capital fund - restricted	339,415.55
2920 Capital fund - internally restricted	256,288.99
2950 Invested in property plant and equipemnt	881,265.48
Retained Earnings	22.92
Profit for the year	48,219.43
Total Equity	\$1,730,714.69
Total Liabilities and Equity	\$1,746,232.98