

CORRIDOR COMMUNITY OPTIONS FOR ADULTS
OPERATIONAL OVERVIEW
March 31, 2023

CCOA continues to recover from the effects of COVID-19. The Social Enterprises, such as the Thrift Store and the Café, as well as some of the programs that CCOA provides are still not back to pre-pandemic levels. This situation has an impact on client services and creates a loss of revenue for the organization. One of the major goals of the coming year is to get everything back on track.

Due to the Pandemic restrictions, there were times over the past three years when CCOA has not been able to operate or not able to operate at 100%. These times served as a reminder of how important the organization is to so many people. The loss and reduction of serves had a significant effect on the lives of the Participants, families, staff and the public who are our customers. We will be very grateful when we have fully recovered and return to full services.

In this past year, we have begun to address the detrimental effects of the pandemic and have been able to welcome a number of new people into the programs. Many have been anxiously waiting to be part of the CCOA team.

The following are some of the highlights of the past year:

- During the past year, CCOA continued to operate under the COVID-19 plan that was approved by the Health Authority and the Department of Community Services. This plan included strict procedures for staff, participants and customers. These restrictions were finally eased and then lifted earlier this year.
- With the lifting of the restrictions, CCOA once again able to start offering services to people on the wait list.
- The number of Participants is back up to pre-pandemic levels and CCOA provides support to approximately 40 Participants.
- Staffing levels are back to pre-pandemic levels, employing approximately 17 full time staff.
- The Thrift Store is operating full time but is not yet back to pre-pandemic hours and income.
- The Wood Products Departments is almost back to full production.
- The Café and Catering services are greatly reduced at the moment
- The Day Program for people with high and complex needs is operating at full hours.
- The Youth Program is providing services but not quite back to full capacity.
- Homes Services for seniors is slowly getting back on track.

NEW BUILDING EXPANSION

- The CCOA Expansion Project continues. Even though the cost of the new building has increased due to the pandemic and economic pressures, funding has been secured from all levels of government and the project is now moving forward.
- Design work with the Architect was completed and construction of the new building began in the spring of this year.
- The Capital Campaign Committee has been active and is working on raising the remainder of the funds needed for the construction.

Proposed Operational Goals and Objectives for the coming year:

- Rick's Riches Thrift Store will re-establish pre-pandemic performance.
- Expand the Youth Program
- Continue to address the wait list and accept new Participants
- Re-open the Café and Catering services.
- Expand the Homes Services for Seniors program
- Revitalize the recreation program
- Address the delivery issues in the Wood Products Department
- Implement the Summer Employment Program.
- Accept training placements from NSCC.

Corridor Community Options for Adults Balance Sheet As at 03-31-2023

ASSET

Current Assets

Cash to be deposited	360.00	
Petty Cash - Transactions	5,379.09	
Petty Cash - Cafe Float	25.00	
Petty Cash - Thrift Shop Float	150.00	
ACCT# 67500-11-1	120,462.75	
ACCT# 67500-10-1 Chequing Bank	-38,542.21	
Savings Account	22.20	
1070**	345.00	
ACCT# 08-1 & 07-1 - Equity Shares	120.71	
ACCT# 67500-20-1- Capital Campaign	3,581.65	
ACCT# 67500-024-1 Capital Lotto	652.26	
ACCT# 67500-12-1 NEW Capital Acct	<u>253,391.46</u>	
Total Cash		345,947.91
Investments		1,186,213.78
Ability Wood Products Investment		1,000.00
Accounts Receivable	67,713.75	
Accounts Receivable - Bad Debts	-30,552.32	
AR Clearing	<u>445.82</u>	
Total Receivable		37,607.25
Prepaid Expenses		<u>63.35</u>
Total Current Assets		<u>1,570,832.29</u>

Capital Assets

Building Capital Campaign	<u>1,258,349.89</u>	
Building Capital Campaign: Net		1,258,349.89
Leasehold Improvements	34,450.73	
Accum. Amort. Leasehold Improvement	<u>-34,450.73</u>	
Net - Leasehold Improvements		0.00
Computer Equipment	11,638.80	
Accum. Amort. Computer Equipment	<u>-8,019.38</u>	
Net - Computer Equipment		3,619.42
Heating System	20,445.14	
Accum. Amort. Heating System	<u>-14,877.02</u>	
Net - Heating System		5,568.12
Office Furniture & Equipment	194,787.67	
Accum. Amort. -Furn. & Equip.	<u>-161,269.44</u>	
Net - Furniture & Equipment		33,518.23
Vehicle	95,010.07	
Accum. Amort. -Vehicle	<u>-72,206.43</u>	

Net - Vehicle		22,803.64
Building	583,000.00	
Accum. Amort. -Building	<u>-90,871.16</u>	
Net - Building		492,128.84
Snoezelen Room	36,990.19	
Accum. Amort. - Snoezelen Room	<u>-27,260.08</u>	
Net - Snoezelen Room		9,730.11
Land		<u>100,000.00</u>
Total Capital Assets		<u>1,925,718.25</u>
TOTAL ASSET		<u><u>3,496,550.54</u></u>

LIABILITY

Current Liabilities

Accounts Payable		2,645.81
Lantz Residential Programs		4,408.60
Accrued Liabilities		44,031.67
Visa ...4603	444.23	
Visa ...1864	709.41	
Visa ... 7077	<u>1,830.69</u>	
Total Credit Card Payables		2,984.33
Pension Payable		1,829.43
GST/HST Charged on Sales	73,873.46	
GST/HST Paid on Purchases	-21,154.17	
HST Paid Capital Campaign	-40,446.51	
GST/HST Adjustments	<u>-30,554.45</u>	
GST/HST Owing (Refund)		-18,281.67
Deferred Funds - Home Services		18,483.47
Deferred Grants		131,711.18
Deferred Capital Asset Contribution		651,441.45
Accum Dep - Deferred Grants		-20,352.96
Deferred Grant - Capital Campaign		501.21
Deferred Capital Campaign Contribu		1,627,576.58
Deferred Grants for new building		<u>924,322.55</u>
Total Current Liabilities		<u>3,371,301.65</u>

Long Term Liabilities

Kindling Machine Loan		10,547.08
Bank Loans		<u>30,000.00</u>
Total Long Term Liabilities		<u>40,547.08</u>

TOTAL LIABILITY		<u><u>3,411,848.73</u></u>
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EQUITY

Owners Equity

Snoozelan Reserve	256.87
Vehicle Replacement Euity	50,000.00
Accum Dep - Deferred Vehicle Grant	-35,422.50
Retained Earnings - Previous Year	-95,222.94
Internally Restricted	757.00
Investment in Capital Asset	149,390.00
Current Earnings	<u>17,106.40</u>
Total Owners Equity	<u>86,864.83</u>

TOTAL EQUITY86,864.83**LIABILITIES AND EQUITY**3,498,713.56**Generated On: 09-20-2023**

Corridor Community Options for Adults Income Statement 04-01-2022 to 03-31-2023

REVENUE

Sales Revenue

Sales Inventory A	0.00
Sales Inventory B	0.00
Sales Inventory C	0.00
Telephone Donations	0.00
Door-to-door Donations	39,043.26
Buy a Leaf Donation	0.00
Operating Revenue from Fund Raising	25,536.54
Sales	7,136.83
Catering	11,925.48
Thrift Store Sales	156,549.69
Washer Toss	6,444.15
Kindling	106,928.62
Survey Stakes	48,334.33
Home Services	2,999.79
Thrift Store Sales - Clothing	0.00
Auction	26,891.85
Sales Returns	0.00
Early Payment Sales Discounts	0.00
Net Sales	<u>431,790.54</u>

Client Revenue

Client Revenue	<u>61,357.78</u>
Total Client Revenue	<u>61,357.78</u>

Grant Revenue

Grant Revenue	588,445.07
APTEC - Grant Revenue	12,862.50
Canada Summer Jobs - Federal Grant	6,380.00
Student Summer Skills - Provincial	8,758.75
START Grant - New Emp Pos.	0.00
Youth Grant Revenue	0.00
Seniors Grant Revenue	0.00
Total Other Grant Revenue	<u>28,001.25</u>
Total Grant Revenue	<u>616,446.32</u>

Fundraising Revenue

Fundraising Revenue	0.00
Miscellaneous	0.00
Total Fundraising Revenue	<u>0.00</u>

Capital Campaign Reveune

Capital Campaign Reveune	0.00
Total Capital Campaign Reveune	<u>0.00</u>

Other Revenue

Freight Revenue	0.00
Gain/Loss when Invoiced: DO	0.00
Gain/Loss when Invoiced: GRN	0.00
Interest Revenue	356.20
Miscellaneous Revenue	0.00
Government Subsidies	0.00
Total Other Revenue	<u>356.20</u>

TOTAL REVENUE	<u>1,109,950.84</u>
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EXPENSE**Cost of Goods Sold**

Inventory A Cost	0.00
Inventory B Cost	0.00
Catering Costs	14,468.25
Day Program	2,814.59
Thrift Store Supplies	6,564.23
Kindling Supplies	24,232.08
Washer Toss Expense	0.00
Auction	0.00
Survey Stakes	843.56
Home Services	619.20
Amazon Pallets	7,783.25
Pallet Project Shaw	2,055.53
Fundraising Expenses	0.00
Item Assembly Costs	0.00
Adjustment Write-off	0.00
Transfer Costs	0.00
Subcontracts	0.00
Stipends	41,537.47
Purchases	2,709.97
Purchase Returns	0.00
Early Payment Purchase Discounts	0.00
Net Purchases	<u>2,709.97</u>
Freight Expense	675.00
Total Cost of Goods Sold	<u>104,303.13</u>

Payroll Expenses

Wages & Salaries	795,501.52
EI Expense	16,532.02

CPP Expense	40,951.60
WCB Expense	9,739.69
Pension Expense	54,638.98
Group Insurance Expense	34,421.54
Wage Recovery	-159,526.20
Ceridian Processing Fee	3,078.55
User-Defined Expense 5 Expense	0.00
Employee Benefits	0.00
Total Payroll Expense	<u>795,337.70</u>

General & Administrative Expenses

Board	2,024.36
Capital Campaign	1,529.48
Accounting & Legal	29,555.82
Advertising & Promotions	416.00
Bad Debts	0.00
Business Fees & Licenses	3,887.20
Cash Short/Over	-9.99
Courier & Postage	0.00
Credit Card Charges	2,313.31
Staff/Volunteer Recognition	3,601.47
Amortization Expense	0.00
Recreation	2,833.60
Insurance	27,031.94
Interest & Bank Charges	5,612.03
Office Supplies	5,872.41
Kitchen	48.47
IT Services	4,753.59
Operational Supplies	13,946.41
Small equipment	604.27
Property Taxes	0.00
Vehicle - Gas	6,232.04
Vehicle - Maintenance	6,563.15
Miscellaneous Expenses	0.00
Occupational Health & Safety	2,716.73
Realized Exchange Gain/Loss	0.00
Storage	2,893.76
Security	216.00
R&M - Pest Control	0.00
R&M - Building	3,268.19
R&M - Snow Removal	0.00
R&M - Grounds	1,726.21
R&M - Equipment	1,631.68
R&M - Fire Safety	0.00
COVID-19 - PPE	2,221.93
R&M - Janitor Supplies	1,584.39
Garbage Disposal	7,178.07

Staff Training		5,857.82
Client Program		109.06
Students		0.00
Telephone		3,132.34
Events		9,324.79
Craft Market		0.00
Travel & Ent:Non-Reimbursable		643.07
Heat		18,924.49
Power		13,229.37
Water		1,583.37
Architecture Expense		0.00
Project Management Expense		0.00
Fundraising Expenses		146.78
Visa Commissions	0.00	
MasterCard Commissions	0.00	
American Express Commissions	0.00	
Other Credit Card Commissions	0.00	
Online Payment Fees	0.00	
Total Payment Processing Fees	<u>0.00</u>	0.00
Suspense		<u>0.00</u>
Total General & Admin. Expenses		<u><u>193,203.61</u></u>
TOTAL EXPENSE		<u><u>1,092,844.44</u></u>
NET INCOME		<u><u>17,106.40</u></u>

Generated On: 09-20-2023

**Corridor Community Options for Adults
2023-24 Operations Budget
Does not include Expansion Budget**

Projected

REVENUE

2023/24

Fundraising Income	10,000
Other Contributions	1,600
Miscellaneous revenue	3,000
DCS contributions	565,065
Day Programs	58,000
Home Services	
Catering and Café	5,000
Thrift Store	255,000
Wood Products Manufacturing	122,000
Per Diems	37,000
Grants	105,000

TOTAL REVENUE

1,161,665

EXPENSES

COST OF GOODS SOLD

Catering Supplies	4,000
Thrift Shop Supplies	9,000
Wood Products	30,000
Fundraising Expense	2,000

TOTAL COST OF GOODS SOLD

45,000

OPERATING EXPENSES

Accounting	9,600
Legal	500
Program	9,000
Advertising	1,000
Promotion	3,000
Bank Charges & Interest	8,200
Board	200
Covid PPE	3,000
Dues & Fees	4,350
Events	5,000
Executive	300
Fire Safety	2,200
Garbage Disposal	7,000
Insurance D & O	1,300
Insurance Liability Environmental	20,000
Insurance Auto	1,500

IT	2,200
Janitor Supplies	6,200
Contract Cleaning	0
Kitchen	500
General Expense	0
Occ H&S	1,000
Office Supplies	3,500
Operation Supplies	1,900
Pest Control	300
Repair & Maint - Bldg	10,000
Recreation	2,500
Repair & Maint - Equip	2,000
Repair & Maint - Grounds	3,500
Security	566
Small Equipment	900
Snoezelen	0
Snow Removal	5,000
Staff Recognition	3,500
Staff Training	2,000
Stipends	35,000
Storage	2,000
Student Support	200
Other Costs	0
Telephone	5,700
Vehicle - Maint	5,000
Vehicle - Fuel	5,700
Vehicle - Staff	1,500
Volunteer Recog	200
Utilities heat	18,550
Utilites power	14,000
Utilities water	2,600
Wages	851,000
Replacement Wages	
TOTAL OPERATING EXPENSES	<u>1,108,166.00</u>
 GRANT EXPENSES	
Specific Purpose Grants	5,501
 TOTAL GRANT EXPENSES	<u>5,501</u>
 TOTAL EXPENSE	<u>1,158,667</u>
 NET INCOME	<u><u>2,998</u></u>