



## Retained Earnings Plan - Checklist for development

Retained Earnings are unspent Facility-Generated revenue that is accumulated over time.

Before the end of December 2018, each CCA must develop a plan to spend their Retained Earnings or keep them as an operating contingency.

This template has been developed to aid the Recreation Supervisors and assist their CCA with developing their annual Retained Earnings Plan. This template is not the CCA Retained Earnings Plan.

1) Date: \_\_\_\_\_ December 3, 2018 \_\_\_\_\_

2) CCA Name: \_\_\_\_\_ Strathcona Community Centre Association \_\_\_\_\_

3) Recreation Supervisor \_\_\_\_\_ Linda Koehler \_\_\_\_\_

4) CCA Upcoming Fiscal Year:  
From \_\_\_\_\_ January 1, 2019 \_\_\_\_\_ To December 31, 2019

5) Retained Earnings: \$ 176,556. (retained earnings from 2017 Audited Financial Statements)

6) Supervisors checklist:

Please indicate with check mark where and how this information is available to the public:

- CCA Retained Earnings Plan created
- Information on the Retained Earnings (amount and spending plan) displayed publicly
- Information posted on CCA website *pending upload of website - by Dec. 14/18.*
- Information captured in meeting minutes and distributed through membership
- Information posted on bulletin board at Community Center

Other: \_\_\_\_\_

7) Retained Earnings are to be spent on “physical improvements or capital projects within the Community Centre Network or for the direct provision of Programming or services to the public at or from the Jointly Operated Facilities” (JOA Section 14.3(e)), or as otherwise set out in Appendix C to your CCA’s JOA.

(a) The CCA plans to spend Retained Earnings on the following for the above fiscal year:

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(b) General plan for remaining Retained Earnings:

- *Retain for Operating Contingency*
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8) Uses of Retained Earnings that are not for physical improvements or providing programming must be approved by the Director of Recreation, Park Board and noted in Appendix C of the JOA. If a CCA would like approval for a specific use of Retained Earnings, they are to contact the Director of Recreation for approval.

The following planned Retained Earnings expenditures require the approval of the Director of Recreation, Park Board:

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Completed by:

  
Recreation Supervisor Signature

*Linda Koehler*  
Print Name

*Dec. 3/18.*  
Date