



**Voluntary Sector
Reporting Awards 2014**
CPA-QUEEN'S CENTRE FOR GOVERNANCE



Managerial Report – Q1 2016

CENTRE HOURS

Business Hours	Monday to Friday	9:00 AM – 4:00 PM
Staff Base Hours	Monday to Friday	8:30 AM – 4:30 PM
Gallery Hours	Tues, Thurs, Fri & Sat	10:00 AM – 4:00 PM
	Wednesday - <i>and during special events</i>	10:00 AM – <u>8:00</u> PM
Events	7 days per week	as required
Classes	Mon, Tues, Thurs, Sat	and as required
Community Facility Rentals	7 days per week	as required to 11:00PM

STAFF OF AURORA CULTURAL CENTRE

Executive Director	Laura Schembri
Program, Event & Communications Manager	Jane Taylor
Administration & Operational Services Manager	Carol Sharp
Program, Gallery & Volunteer Services Coordinator	Stephanie Nicolo
Gallery Manager	Clare Bolton
Visitor Services & Instructional Program Assistant	Leanne DiMonte
Community Investment Manager	Anuja Varghese, contract
Facility Supervisor	Carlo Vinco, Part Time
Facility Supervisor	Laura Beaton, Part Time
Facility Supervisor	Joey Ferguson, Part Time



March Break Family Time

Board of Directors – at Q1 2016

EXECUTIVE

President	Bonnie Kraft
Vice President	Craig Mather
Treasurer	Heidi Franken

DIRECTORS

Director	Frank Pulumbarit
Director	Carol Mather
Director	Mukhlis Mutlag
Director	Gabriela Dragomir
Director	Eric Acker
Director	John Gallo
Director	Jamie MacDonald



Artists in the Gallery

EX OFFICIO TOWN OF AURORA DIRECTORS*

Director	Councillor Sandra Humfries
Director	Councillor Jeff Thom

COMMITTEES OF THE BOARD OF DIRECTORS

- Executive Committee
- Finance & Audit Committee
- Governance Committee
- Nominating Committee
- Fund Development Committee
- Joint Initiatives Committee



MEETINGS

The Board of Directors meet once per month and committees as required.

*Ex-officio Directors have the full rights & fiduciary responsibilities of Directors of a corporation under the Ontario Corporations Act.



Youth Coffee House MC's

COMPLIANCE & REPORTING CONTROLS

The Centre has strict compliance, oversight and reporting procedures in place; third party bookkeeping, a Finance & Audit Committee, several specialized Board committees, the day to day oversight of the Executive Director and the monthly review by the Board of Directors who each have personal and collective fiduciary responsibilities related to the governance and financial health of the Centre.

MONTHLY

Financial

- Third Party book keeper reconciles financial activity each month and creates financial statements that are reviewed by Treasurer, Finance & Audit Committee and Executive Director (ED).
- Statement of Account for Current Source Deductions (and payment) made to CRA.

Operational

- ED creates monthly operations report and presents to Board of Director; once approved this is posted to the public website.

QUARTERLY

Financial

- Treasurer creates GAAP quarterly financial report based on book keeper's financial statements. This is reviewed by the Finance Committee and presented to the Board. Opportunity for questions from Directors. Once approved, ED provides this report to the Director of Parks & Recreation at the Town of Aurora as per our Agreement (and to the Mayor and CAO as a courtesy).

Operational

- ED creates a Managerial Commentary reporting on activities during the quarter in question.
- This is presented to the Board. Once approved, ED provides this report along with the Quarterly financial Report to the Director of P & R (and Mayor and CAO). This report is posted on public website.

Oversight

- ED provides a compliance statement to the Board stating that all payments have been made and all areas of the Centre's compliance responsibilities have been met.

ANNUALLY

Town of Aurora

- As per Agreement

Canada Revenue Agency (Federal Government)

- Registered Charity Information Return
- Ontario Corporations Information Act Annual Return

Imagine Canada

- Annual report on compliance of the 73 Standards identified by IC as a requirement of our accreditation.

Current Funders (this is variable)

Ontario Trillium Foundation (Provincial Agency)

Ontario Arts Council (Provincial Agency)

Young Canada Works in Heritage Organizations via Canadian Heritage, (Federal Government)

Third Party Audit undertaken annually (not legally required until budget reaches 1Million\$).

Financial standing publicly posted annually on the websites of the CRA, Imagine Canada, and our website.

ONGOING COMPLIANCE

- Service Ontario (Provincial Government)
- Town of Aurora
- Banks
- Insurance
- Canadian Anti-Spam Legislation (CASL)
- SOCAN



St. Patrick's Day crafts



Families in the Galleries



Our Gallery Gift Shop supports local artisans and fills a niche market in Aurora

Shop Hours

Mon, Tues, Thurs & Fri	9 AM - 4PM
Wed	9 AM – 8PM
Saturday	10AM – 4PM

ACTIVITY STATS Q1

	2016	Q1	2015 Q1
1	Instructional Programs	13	16
2	Volunteer hours donated	795	1192
3	Art Exhibitions	6	6
4	Art Receptions & Artist Talks	10	7
5	Concerts	5	6
6	Heritage Displays	1	1
7	Heritage Community Events	1	1
8	Family Activities	3	3
9	Public Meeting	1	1
10	Visits	7093	7376

FINANCIAL STATS Q1

- Funds raised from Private Contributions up 39% over Q1 2015
- Income from programming up 4%
- Total Income up 5% over Q1 2015
- Expenses up over 2015 Q1 by 8% (attributable to programming expenses)
- Further details to be found in the 2016 unaudited Q1 Financial Statements.
- With visits of 7093 for the Quarter, we are down slightly by 4%, but we expect to see an increase in Q2, as this is likely the result of scheduling.



David Celia performs to a sold out audience



Lots of fans after the show!



All ages fill the Centre

COMMUNITY RENTALS – Q1

Making the beautiful spaces within the Centre available to community groups, individuals and businesses, is an important aspect of the services the Centre provides to the community. The Centre is used by a diverse group that rents space.

A selection of community rentals during Q1:

MPP Chris Ballard	New Year's Levée
MP Leona Alleslev	Pre-Budget Community Consultation
Aurora Community Band	Rehearsals
Third Age Learning - York Region	Lecture Series
Aurora Optimists' Club	Wine Tasting Fundraiser
Gran Aurora	Stephen Lewis Foundation fundraiser
Ontario Water Centre	Stakeholder's Meeting
York Region Lifetime Facilitation	Connecting community to support services
Ontario Retired Music Teachers Association	Piano Recitals
York Region Community Health	Training
Canadian Mental Health Association	Training
Aurora Winter Blues Festival	Music Workshops



Youthful Musicians



Hollandview Trail Retirement Home Visits

A Community Hub!

The Aurora Cultural Centre enjoys strong relationships with several community providers. We connect with and welcome, a diverse slate of community groups into the Centre.

We are proud to be the shared *HOME* of:

ORGANIZATION	FOR
Aurora Community Band	<i>weekly rehearsals & marketplace fundraisers</i>
Aurora High School	<i>annual music student testing and recitals</i>
Aurora High Schools	<i>annual student art exhibitions</i>
Canadian Mental Health Association	<i>annual client Holiday Parties</i>
Girl Guides #37	<i>annual Volunteer Appreciation events</i>
Intercultural Dialogue Institute (GTA)	<i>Ramadan community Iftar dinners</i>
Kerry's Place Autism Services	<i>annual client Holiday Parties</i>
L'Association des francophones de la région de York	<i>Fête de la St-Jean</i>
Passke Quartet	<i>recital hall</i>
Pine Tree Potters	<i>annual sales & Empty Bowls community fundraisers</i>
Roger White Academy	<i>annual spring and holiday recitals</i>
SOYRA Society of York Region Artists	<i>association meetings, receptions, classes</i>
Special Olympics	<i>annual Holiday Marketplace fundraisers</i>
Third Age Learning - York Region	<i>lifelong learning lectures</i>
Town of Aurora	<i>Aurora Museum & Archives</i>
Yellow Brick House	<i>annual Volunteer Appreciation events</i>
York Region Children's Chorus	<i>recital hall</i>
York Region Multi-media Film Festival	<i>aurora screenings</i>

IN SUMMARY

Q1 2016 has been promising; we succeeded in increasing revenues gained from programs by 4% over the same period in 2015. Overall, we are on target and look forward to the coming months.

Laura Schembri,
Executive Director
June, 2016

THANK YOU TO OUR SPONSORS



Bonnie & Norbert Kraft



www.auroraculturalcentre.ca

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