aurora cultural centre

AGENDA

Board of Directors Meeting # 6 A /2016

Library Room

June 8, 2016 | 6:30 – 7:00PM | Bonnie Kraft, Chair

1	**MOTION** to Approve Agenda	All	
2	**MOTION** to Approve Minutes of Previous Meeting (May 11, 2016)	All	
3	Statements of Conflict of Interest	All	
4	Finance Committee Presentation and approval of FINAL 2016 Audit Financial Statements **MOTION** To approve the Aurora Cultural Centre's 2015 Audited Financial Statements as presented. **MOTION** To approve release of approved 2015 Audited Financial Statements to the Town of Aurora by June 30, 2016 deadline as amended by Director Al Downey in the Provision for Cultural Services Agreement, AND to approve the public release of the same, prior to the AGM. **MOTION** To approve 2015 Registered Charity Information Return (and work sheet)	Heidi Franken Carol Mather	
5	Presentation of Q1 2016 Managerial Commentary **MOTION** To approve the Managerial Commentary for 2015 Year in Review, AND that it be sent to Town of Aurora, AND that be made available for public release.	Laura Schembri	
6	Nominating Committee Update **MOTION** – To Receive	Craig Mather	

7	(Directors to move to Red Gallery) **MOTION** To Adjourn Board of Directors' Meeting #6A/2016 to move into 2016 Public Meeting #6B; the Annual General Meeting of Members.	All	

aurora cultural centre

MINUTES Board of Directors

MEETING #6A/2016 June 8, 2016

6:30 PM

Library Room

Present

Bonnie Kraft Carol Mather Gabi Dragomir Craig Mather Jamie MacDonald
Eric Acker Frank Pulumbarit Councillor Jeff Thom

Laura Schembri - Executive Director

Regrets

Mukhlis Mutlag
John Gallo
Councillor Sandra Humfryes
Heidi Franken

BOARD OF DIRECTORS MEETING

1. **Motion** To Approve Agenda of June 8, 2016
   Moved by: Gabi Dragomir
   Seconded : Carol Mather
   Carried

2. **Minutes**
   Motion: To Approve Minutes of Previous Meeting (May 11, 2016) as amended to indicate that Jamie MacDonald was not present for the May 11 meeting.

   Moved by: Eric Acker
   Seconded by: Jeff Thom
   Carried

3. **Statements of Conflict of Interest** No conflicts of interest were identified.

4. **Finance Committee**

a) **Motion:** To approve the Aurora Cultural Centre's 2015 Audited Financial Statements.
Moved by: Carol Mather
Seconded by: Gabi Dragomir
Carried

b) **Motion:** To approve release of approved 2015 Audited Financial Statements to the Town of Aurora by June 30, 2016 deadline as amended by Director Al Downey in the Provision of Cultural Services Agreement, and;
To approve the public release of the same, prior to the Annual General Meeting

Moved by: Carol Mather
Seconded by: Councillor Jeff Thom
Carried

c) **Motion:** To approve the 2015 Director and Officers Work Sheet and the Registered Charity Information Return as required by the Canada Revenue Agency.

Moved by: Carol Mather
Seconded by: Craig Mather
Carried

d) **Motion:** To approve the Managerial Commentary for 2015, and that it be sent to the Town of Aurora for their information and also be made available for public release.

Moved by: Carol Mather
Seconded by: Frank Pulumbarit
Carried

5. **Nominating Committee**
There were no items from the Nominating Committee

6. **Motion:** To Adjourn Board Meeting #6A/2016 to move into the 2016 Public Meeting #6B; the Annual General Meeting of Members

Moved by: Craig Mather
Seconded by: Frank Pulumbarit
Carried

Minutes recorded by Craig Mather, Secretary

Bonnie Kraft, President

Date

Craig Mather, Secretary

Date

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AGENDA # 6B

2016 Annual General Meeting of Members

Meridian Gallery

June 8, 2016 7:00 PM Bonnie Kraft, Chair

	WELCOME	Bonnie Kraft
1	Motion to Approve Agenda	all
2	Motion to Approve Minutes from Previous AGM [June 2015)	all
3	Statements of Conflict of Interest	all
4	Finance and Audit Committee Recommendation That the Members of the Aurora Cultural Centre receive the Audited Financial Statements for the year ended December 31, 2015, which Financial Statements were previously approved by the Board of Directors. **Motion:** **RESOLVED THAT:** The Members of the Aurora Cultural Centre receive the Audited Financial Statements for year ended December 31, 2015, which Financial Statements were previously approved by the Board of Directors.	Heidi
5	Acknowledgement and Thank You to members who have left, or are leaving the Board of Directors by the end of the 2015 – 2016 term: Frank Pulumbarit, Karin Allan	Bonnie Kraft
6	Other Business: Brief Presentation of 2015 Year in Review	Laura Schembri
7	Other Business: Update of Centre Activities	Laura Schembri
8	Other Business: Opportunity for Questions	All

9	Nominating Committee Recommendation Slate of Directors Presented **Motion** **RESOLVED THAT:** 1. The following new Director be approved for a 2 year term, expiring in June 2018: *Maureen Campbell* 2. The following current Director whose 2 year term is ending be approved for a 2 year term, expiring in June 2018: *Eric Acker, Mukhlis Mutlag, Heidi Franken, Craig Mather, Gabi Dragomir* 3. The following current Directors who have 1 year remaining in their 2 year term, expiring June, 2017 be confirmed: *John Gallo, Jamie MacDonald, Carol Mather* 4. The following Director, whose term originally expires at the June 2016, is extended by one more year ending June 2017 based on the revisions to the Terms of the Directors in the recently amended By law: *Bonnie Kraft* 5. The following 2 ex Officio Directors appointed by the Town of Aurora, *Councillor Sandra Humfryes* and *Councillor Jeff Thom* be recognized.	Craig Mather
10	Confirmation of date of Next Public Meeting : Wed September 14, 2016 7PM	all
11	Motion to Terminate Annual General Meeting of Members	

The Board of Directors will re-convene in Library for Board of Directors Meeting # 6C and election of Officers.

COPY

aurora cultural centre
CELEBRATING five years

MINUTES - 2015 Annual General Meeting

June 10, 2015

7:00pm

Meridian Gallery

Present

Bonnie Kraft	Heidi Franken	Councillor Jeff Thom	Councillor Sandra Humfryes
Carol Mather	Craig Mather	Frank Pulumbarit	Eric Acker

Laura Schembri, Executive Director

Regrets

Mukhlis Mutlag Karin Allan

1. **Motion** to Approve the Agenda as Amended
   (items 4, 5 and 6 will be dealt with after item 12)

   Moved by: Eric Acker
   Seconded by: Frank Pulumbarit
   Carried

2. **Motion** to Approve Minutes from Previous AGM June 11, 2014 as Amended

   Moved by: Jeff Thom
   Seconded by: Heidi Franken
   Carried

3. No Conflicts of Interest were identified

4. **Motion** to Move In-Camera

Moved by:	Heidi Franken
Seconded by:	Sandra Humfryes
Carried	

5. **Motion** to Move out of In-Camera and resume Board of Directors' Meeting.

Moved by:	Sandra Humfryes
Seconded by:	Jeff Thom
Carried	

6. **Motion** to approve John Gallo and Jamie MacDonald as new Directors for a 2 year term expiring in June 2017 and further that;
Carol Mather whose 2 year term is ending be approved for an additional 2 year term expiring in June 2017

Moved by:	Eric Acker
Seconded by:	Sandra Humfryes
Carried	

7. **Motion** That the Members of the Aurora Cultural Centre receive the Audited Financial Statements for the year ended December 31, 2014 which Financial Statements were previously approved by the Board of Directors.

Moved by:	Heidi Franken
Seconded by:	Jeff Thom
Carried	

8. **Motion** That the CPA Firm of Millard, Foster, Thibeault, Youell be appointed as Auditors for the year ending December 31, 2015

Moved by:	Heidi Franken
Seconded by:	Craig Mather
Carried	

9. **Motion** That the Directors Mayor Geoff Dawe, Lindsay Ablatt , Levon Yazejian and Councillor John Abel all of whom will not be returning as Directors, be thanked for their contribution to the Centre.

   Moved by: Bonnie Kraft
   Seconded by: Craig Mather
   Carried

10. **Motion** That the 2014 Year in Review as presented by Executive Director, Laura Schembri by received.

    Moved by: Frank Pulumbarit
    Seconded by: Eric Acker
    Carried

11. **Motion** That the Update on the Centre's Activities for the First Quarter be received.

    Moved by: Craig Mather
    Seconded by: Sandra Humfryes
    Carried

12. Other Business – None

13. Next Public Meeting Wednesday September 9, 2015

14. **Motion** to Terminate the Annual General Meeting

    Moved by: John Gallo
    Seconded by: Jamie MacDonald
    Carried

Minutes recorded by Vice President Craig Mather for Secretary Karin Allan.

Bonnie Kraft

June 8, 2016

Bonnie Kraft, President — Date

Craig Mather

June 8, 2016

Craig Mather for Karin Allan, Secretary — Date

CHURCH STREET SCHOOL CULTURAL CENTRE
O/A AURORA CULTURAL CENTRE

FINANCIAL STATEMENTS
DECEMBER 31, 2015

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MF TY | CHARTERED PROFESSIONAL ACCOUNTANTS

MF TY
MILLARD • FOSTER • THIBEAULT • YOUELL
Professional Corporation
Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Directors of Church Street School Cultural Centre o/a Aurora Cultural Centre

We have audited the accompanying financial statements of Church Street School Cultural Centre, o/a Aurora Cultural Centre, which comprises the statement of financial position as at December 31, 2015, the statements of operations, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements:

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility:

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion:

In common with many charitable organizations, the Organization derives revenues from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Organization and we were not able to determine whether any adjustments might be necessary to revenues, excess of revenues over expenditures, statement of changes in net assets, current assets, liabilities, and net assets.

Qualified Opinion:

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2015 and its financial performance and cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Millard Foster Thibeault Youell

CHARTERED PROFESSIONAL ACCOUNTANTS
AUTHORIZED TO PRACTISE PUBLIC ACCOUNTING BY THE CHARTERED PROFESSIONAL ACCOUNTANTS OF ONTARIO
(registered name of The Institute of Chartered Accountants of Ontario)

Aurora, Ontario
June 6, 2016

CHURCH STREET SCHOOL CULTURAL CENTRE
O/A AURORA CULTURAL CENTRE
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
DECEMBER 31, 2015

	2015	2014
	$	$
REVENUES		
Grant - Town of Aurora operating	**377,000**	377,000
Grants - Ontario Trillium	**62,407**	60,225
Grants - other	**12,032**	10,431
Programs	**180,727**	163,520
Fundraising, donations and sponsorships	**57,717**	46,601
	689,883	657,777
EXPENDITURES		
Salaries and benefits	**397,240**	353,819
Programs	**141,619**	139,490
Amortization	**14,135**	22,252
Office, telephone, equipment leases, bank charges	**32,481**	29,780
Professional fees	**32,389**	18,481
Fundraising	**7,492**	10,749
Trillium Grant - Theatre Starts	**-**	17,180
Trillium Grant - Fundraising	**62,407**	43,533
Insurance	**9,115**	7,425
	696,878	642,709
EXCESS/(DEFICIENCY) OF REVENUES OVER EXPENDITURES	**(6,995)**	15,068
NET ASSETS - Beginning of year	**293,823**	278,755
NET ASSETS - End of year	**286,828**	293,823

CHURCH STREET SCHOOL CULTURAL CENTRE
O/A AURORA CULTURAL CENTRE
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2015

	Note Reference	2015	2014
		$	$
ASSETS			
CURRENT ASSETS			
Cash		**439,062**	337,659
Amounts receivable		**7,952**	7,948
Prepaid expenses		**5,342**	2,287
		452,356	347,894
Capital assets	**3**	**32,096**	46,231
		484,452	394,125
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts payable and accruals		**42,150**	42,174
Revenues received in advance		**15,250**	14,400
Deferred grants	**4**	**130,735**	31,867
		188,135	88,441
Deferred contributions	**5**	**9,489**	11,861
		197,624	100,302
NET ASSETS			
Unrestricted		**58,281**	63,231
Internally restricted	**6**	**205,940**	196,222
Invested in capital assets		**22,607**	34,370
		286,828	293,823
		484,452	394,125

The accompanying notes are an integral part of these financial statements.

Approved on behalf of the Board: _____ Director _____ Director

MF TY CHARTERED PROFESSIONAL ACCOUNTANTS

CHURCH STREET SCHOOL CULTURAL CENTRE
O/A AURORA CULTURAL CENTRE
STATEMENT OF CASH FLOWS
DECEMBER 31, 2015

	2015	2014
	$	$
OPERATING ACTIVITIES		
Excess/(deficiency) of revenues over expenditures	**(6,995)**	15,068
Expenditures not requiring cash:		
Amortization	**14,135**	22,252
	7,140	37,320
Non-cash working capital items:		
Amounts receivable	**(4)**	13,059
Prepaid expenses	**(3,055)**	3,955
Accounts payable and accruals	**(24)**	11,388
Revenues received in advance	**850**	(781)
Deferred grants	**98,868**	(23,425)
	103,775	41,516
FINANCING ACTIVITIES		
Deferred contributions	**(2,372)**	(4,289)
INVESTING ACTIVITIES		
Acquisition of capital assets	**-**	(7,286)
INCREASE IN CASH	**101,403**	29,941
CASH - Beginning of year	**337,659**	307,718
CASH - End of year	**439,062**	337,659

1. NATURE OF ORGANIZATION

The Organization has been established in the Town of Aurora to deliver a diverse range of inspiring artistic, music and heritage programs, and to promote Aurora as a dynamic community that values the creative contributions of its citizens. The Organization also works to showcase local, emerging and established talent for the community to enjoy.

The Organization was incorporated, without share capital, in the province of Ontario on April 22, 2009, and qualifies as a charitable organization under the Income Tax Act and is exempt from income tax.

2. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of presentation:

These financial statements have been prepared using Canadian Accounting Standards for Not-for-Profit Organizations.

b) Revenue recognition:

The Organization follows the deferral method of accounting for revenues. Unrestricted revenues are recognized when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

Ticket, program and facility revenues are recognized as revenues when the event has occurred and collection is reasonably assured.

c) Contributed services:

A substantial number of volunteers have made significant contributions of their time to the Organization's operations. While these services benefit the Organization considerably, these contributed services are not recognized in the financial statements.

d) Cash:

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date.

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

e) Amortization:

Capital assets are recorded at cost and are being amortized on the straight-line basis as follows:

Computer equipment	3 years
Furniture and fixtures	3 years
Music instruments	10 years
Leasehold improvements	term of the lease

In the year of acquisition or disposal, amortization is recorded at 50% of the annual rate, with the exception of leasehold improvements.

f) Management's estimates:

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenditures during the reporting period. Significant items subject to such estimates and assumptions include the estimated useful life of capital assets and the time allocation of administrative salaries and benefits for program expenditures. Actual results could differ from those estimates.

g) Financial instruments:

The fair values of cash, amounts receivable, accounts payable and accruals, revenues received in advance, deferred grants, and deferred contributions are approximately equal to their carrying values. It is management's opinion that the Organization is not exposed to significant interest risks arising from the financial instruments.

3. CAPITAL ASSETS

	2015		
	Original Cost	Accumulated Amortization	Net Book Value
	$	$	$
Computer equipment	26,133	22,490	**3,643**
Furniture and fixtures	54,617	54,617	**-**
Music instruments	43,570	23,964	**19,606**
Leasehold improvements	46,075	37,228	**8,847**
	170,395	138,299	**32,096**

3. CAPITAL ASSETS (continued)

	2014		
	Original Cost	Accumulated Amortization	Net Book Value
	$	$	$
Computer equipment	26,133	20,062	**6,071**
Furniture and fixtures	54,617	51,690	**2,927**
Music instruments	43,570	19,607	**23,963**
Leasehold improvements	46,075	32,805	**13,270**
	170,395	124,164	**46,231**

4. DEFERRED GRANTS

	2015	2014
	$	$
Balance - beginning of year	**31,867**	55,292
Funds received - Ontario Trillium Foundation	**55,300**	34,300
Funds received - Town of Aurora	**108,475**	-
Funds received - other	**-**	2,500
Recognized as revenue	**(64,907)**	(60,225)
	130,735	31,867

The amount recognized as revenue during the year includes $62,407 related to the Fund Development Officer grant approved in 2013 by the Ontario Trillium Foundation ("The Foundation") and $2,500 for the 2015 gallery programs. The closing balance consists of $98,475 which represents the first scheduled installment of the Town of Aurora 2016 operating grant, a $10,000 additional advance of the Town of Aurora 2016 operating grant, and $22,260 for the Fund Development Officer program.

The Foundation funds are restricted in that the expenditures incurred must be used to meet certain expected results and performance indicators as outlined by the Foundation. Funds received from the Foundation are recognized as revenues when the related expenditure is incurred.

5. DEFERRED CONTRIBUTIONS

The Organization's deferred contributions consists of the following:

	2015	2014
	$	$
Balance - beginning of year	**11,861**	16,150
Funds received	**-**	250
Amortization of deferred contributions	**(2,372)**	(4,539)
	9,489	11,861

The deferred contributions consist of restricted grants and donations relating to the purchase of capital assets and are recognized as income at the rate of amortization of the capital assets acquired.

6. INTERNALLY RESTRICTED

The Organization's internally restricted net assets consists of the following:

	2015	2014
	$	$
Classical Music Series Fund	**65,940**	56,222
Contingency Fund	**120,000**	120,000
Special Project Fund	**20,000**	20,000
	205,940	196,222

The purpose of the Classical Music Series Fund is to support future classical music programming as specified by the donor, unless otherwise approved by the Board of Directors.

The purpose of the Contingency Fund is to provide the Organization with sufficient working capital should the Organization experience a significant decline in future funding, or to facilitate an orderly wind up of the Organization's operations in the event that the Organization could not continue with its day to day operations. Disbursements made out of this fund must be approved by the Board of Directors.

The purpose of the Special Project Reserve Fund is to provide the Organization with sufficient funds for various projects as determined from time to time by the Board of Directors.

7. CREDIT FACILITY

The Organization has a credit card that bears interest at 16.99% per annum. The authorized limit is $20,000 and available credit at year end is $15,080 (2014 - $13,435).

8. PROGRAM EXPENDITURES

The Organization's Provision of Cultural Service Agreement ("the Agreement") with the Town of Aurora (see Note 9) contains certain clauses regarding Key Performance Indicators ("KPI"). In order to provide information in respect of program expenditures, management has identified all expenditures related to programming which amount to $494,897 (2014 - $478,285). Included in this amount are administrative salaries and benefits of $127,138 (2014 - $116,804) which have been allocated to program expenditures based on the estimated amount of time spent as determined by management.

9. ECONOMIC DEPENDENCE

The Organization's revenues, substantially derived from a grant of $377,000 (2014 - $377,000) is received from the Town of Aurora. A Provision of Cultural Services Agreement with the Town of Aurora dated January 1, 2013 stipulates that the Organization should make an annual request for grant funding to Council in accordance with the Town's current budget guidelines and requirements and shall be subject to Council approval. This agreement is effective until December 31, 2027.

In addition, the annual facility rent payable under the lease with the Town of Aurora is $1 per annum. This agreement is in effect until December 31, 2017.

The Town may at any time terminate these agreements while providing the Organization with six months notice.

The Organization is dependent on this grant and lease for its continued existence and ability to carry out its normal activities.