

TREASURER'S MONTHLY REPORT
31 December 2018

GENERAL

- Branch account reconciled with Bank to the end of Dec 2018.
- Corps and Branch accounts are current for submitted activity to 9 Jan 2019.
- This is the monthly report for Dec 2018. While they will be similar, The 4th Qtr Financial Statement summarizes the year and provides more detail.

HIGHLIGHTS

Significant Activity of Note:

- Significant deposits - 2 DND DFTs (\$820), 3 returns from advances (\$738), NLCC registrations (\$696), RONA (\$270).
- Significant expenses - Corps XMAS Dinners (net \$\$2177), HOWARD winterization & Storage (\$1763), NLC 4th qtr assessment (\$1050), and two Bus services (\$1039).
- CO FALKLAND and Treasurer met at start of new year to vet all 2018 items that might be eligible for LSA claim. Items totaling \$12,678 were claimed and should include enough material to qualify for the \$6135 in LSA already allocated to FALKLAND. DND 2018 LSA allocation will be recorded as FALKLAND revenue in NLOB 2019 budget when received.

Not yet done:

- Invoice for Logistik Unicorps parka order (\$5726 with invoice expected in Mar 2019)) and 4 scholarships (\$2000) - will be made commitments under Accounts Payable.

Still Pending:

- Update of Branch inventory. Review not yet started. Will ultimately require input from all holders.

Issues/Problems to be addressed:

- Previous concerns for pending significant amounts of Directed Donations in 2018 unfolded as forecast. In particular the Cuddie and Nickle Family donations (total of \$7976). A sum of \$633 on record for a Band Donation will be transferred from Accounts Payable and included with these to be addressed in the 2019 budget.
- Planning for work needed on HOWARD and for a renewed safety boat capability needs to be continued..
- 2019 Budget (Ont Div) - Approval of a broad budget plan (framework) needed for annual report to Ont Div by end Jan
- 2019 Budget (Branch) - That will be the basis of an interim plan for current Branch ops . Will be refined as details are further decided upon over the next month

Financial End-of-Year (2018)

- Requirements to fully "close" the Branch accounts were largely completed. One invoice is recorded as paid on 31 Dec, but paperwork submission still pending. To my knowledge, only one invoice for a service completed has not yet been received.
- Many thanks to all involved for their patience, efforts and last minute work to meet those deadlines on end of year activity

Action/Issues to follow-up:

- Need to dispose of old photocopier.
- Am still developing options on way ahead for Branch websites - consolidation not yet complete.

BRANCH ACCOUNT STATUS (at end December 2018)				at end Dec 2017
CASH				Adjusted
Cash (end-month bank Statement balance)		\$33,108		for comparison
Cash (end-month Branch book balance)		\$29,877	See the Reconciliation Report	\$22,880
PLUS				
			See the Balance Sheet (Financial Statement)	
Accounts Receivable - Branch	\$125	\$447		\$125
Accounts Receivable - from DND	\$322			
LESS				
Accounts Payable - Cadet Accounts	\$1,194	\$16,542	Band Donation moved	\$1,036
Accounts Payable - Committed Expenses	\$7,727		NLC Parkas, 4*scholarships	\$9,349
Deferred Revenue	\$0			\$0
Committed Equity (currently held in CASH account)	\$7,622		Funds breakdown in Balance Sheet	\$8,984
EQUALS				
Cash (available - not committed)	At end Dec	\$13,782	\$8429 of this is directed (eg - Cuddie, Nickle)	\$3,637
INVESTMENTS				
Branch Funds	\$70,490		\$20K transferred in from excess cash in Oct	\$50,315
Hal Gillis Fund (Summer Program)	\$102,454		Incl \$5K added, \$4.7K went directly to Fund	\$97,923
Wilson Memorial	\$10,215			\$10,000
Total Investments	at end Dec	\$183,159		\$158,238
Total of Available in CASH & INVESTMENTS				\$161,875
2018 BRANCH CASH FLOW				
Revenues to date	\$83,173			
Expenses to date	\$52,026			
Cash Flow	\$31,147			
		Dec 2018	Cadet Accounts Dec (for info only)	Dec 2017
		\$403.92	KINGSMILL canteen	\$341
		\$700.44	FALKLAND canteen	\$623
		\$89.59	FALKLAND C&POs Mess	\$72

Not Known
NLC Uniforms
& HOWARD

CONCLUDING REMARKS

With stronger than expected revenues and significant underspending on program, the Branch ended 2018 financially with a surplus rather than the small deficit originally anticipated. Principal outstanding items will be advanced to the 2019 budget as committed expenses (orders submitted or expenditures approved) and therefore as Accounts Payable.

That leaves the Branch with available uncommitted cash of \$13,782 going into 2019. On the plus side, this is about \$10.1K more than at the start the year (2017 was cut close). While \$7.8K of that is directed (Cuddie and Nickle Family donations), it leaves the Branch in a strong position for its 2019 budget prior to the Spring TAG DAYS.

Additionally, \$20K of excess cash in the Branch account had transferred to equity (see the Branch Fund totals) in Oct 2018 using small short term deposits. These can be called upon to meet budget objectives for 2019 - and beyond.

**NLOB ACCOUNT BOOK ("Trial Balance")
and
BANK RECONCILIATION**

Date	Name	Activity	Amount	Debits	CHQ Date	CHQ #	Name	Activity	Amount	Cheque Total	Credits	Balance	Cash Date
30-Nov-18					30-Nov-18		Total					\$35,696.66	
DECEMBER					DECEMBER								
7-Dec-18	DND DFT	171/19 & 172/19 Sail Wknds Sep 2017		\$552.36	5-Dec-18	0166	Roland Vaillancourt	Registered Postage - Security Clearances	\$12.20				12-Dec-18
7-Dec-18	RONA	Discount Card proceeds	\$270.10		5-Dec-18	0167	Melissa Jaques	FLKLND - meals for Marksmanship Trg	\$321.91				7-Dec-18
7-Dec-18	John Gruber	Donation	\$80.00		5-Dec-18	0169	Melissa Jaques	Advance - FLKND C&POs activity	\$500.00				18-Dec-18
7-Dec-18	Hongyu You	Membership & Donation	\$20.00	\$370.10	6-Dec-18	0170	Joe Drouin Enterprises	2 Court Mountings	\$29.38				17-Dec-18
13-Dec-18	Bruce Brown	KINGSMILL Canteen deposit	\$376.00		6-Dec-18	0171	Familiar Faces	Inv #84654 - FALKLAND mug	\$21.47				27-Dec-18
13-Dec-18	Bruce Brown	KINGSMILL Registrations	\$320.00	\$696.00	10-Dec-18	0172	Gerry Powell	Jiffy Photo&Print to Fed Ex pymnt (of Chq 153)		VOID - done with Chq 180			VOIDED
20-Sep-18	Melissa Jaques	Cash from Adv at Chq #169 - C&F	\$215.00		10-Dec-18	0173	Gerry Powell	Business Cards for Exec Ctte, Parking NLC NCGD		VOID - done with Chq 180			VOIDED
20-Sep-18	Jeremy Marchand	Cash from Adv at Chq #174 - mess	\$488.30		10-Dec-18	0174	Jeremy Marchand	ADVANCE - Annual Naval Mess Dinner	\$1,700.00				13-Dec-18
20-Sep-18	Bruce Brown	Cash from Adv at Chq #175 - XM	\$35.00	\$738.30	10-Dec-18	0175	Bruce Brown	ADVANCE - Annual XMAS Dinner	\$1,000.00				18-Dec-18
24-Dec-18	DND DFT	66719/19 - Sail Wknd 17 Sep		\$267.17	13-Dec-18	0176	Shelly Kett	Kingsmill Canteen - storage & Stock Sep - Dec	\$623.15				19-Dec-18
31-Dec-18	Alterna	Interest		\$3.01	13-Dec-18	0177	Port of Call Marina	HOWARD Hull clean, Winterization & storage	\$1,762.80				3-Jan-19
					13-Dec-18	0178	Vegas Limousine	Kingsmill Bus service 11 Nov	\$621.50				27-Dec-18
					19-Dec-18	0179	Navy League of Canada	2018 4th qtr assessment - 125 SC, 25 cr, 75 NL	\$1,050.00				2-Jan-19
					21-Dec-18	180	Gerry Powell	Jiffy Photo&Print to Fed Ex pymnt (of C	22.85				24-Dec-18
					21-Dec-18	180	Gerry Powell	Business Cards for Exec Ctte, Parking NL	\$104.70				24-Dec-18
					21-Dec-18	180	Gerry Powell	Stamps for 2019 & Printer ink	\$258.75	\$386.30			24-Dec-18
et to be Done	Tina Stone	Cash from Adv at Chq #163 - canteen stock			31-Dec-18	181	Stock Transport ltd	Bus Tpt - rtn for KML CoC	\$179.35				
et to be Done	Tina Stone	FALKLAND canteen deposit (end 2018)			31-Dec-18	181	Stock Transport ltd	Bus - Prescott XMAS parade	\$238.43	\$417.78			
					<i>Ch #181 not yet mailed</i>								
31-Dec-18		Total		\$2,626.94	31-Dec-18		Total				\$8,446.49	\$29,877.11	

BANK RECOILATION			
12	\$33,107.69	Amount from Bank Statement - 31 Dec 18	
	\$29,877.11	Amount in book balance	
	(\$3,230.58)	Reconciled	6-Jan-19 (against online record)
			10-Jan-19 (verified against statement)
<i>O/S Cheques as of 31 Dec 18</i>			
	\$1,762.80	0177	13-Dec-18 Port of Call Marina
	\$1,050.00	0179	19-Dec-18 Navy League of Canada - Ont Div
	\$417.78	181	31-Dec-18 Stock Transport ltd
	<i>Sub - Total</i>	\$3,230.58	
<i>O/S Deposits end June 2018</i>			
	<i>Sub - Total</i>	\$0.00	
	<i>Net Outstanding</i>	\$3,230.58	

NAVY LEAGUE OF CANADA - OTTAWA BRANCH
STATEMENT of POSITION
FOR THE PERIOD 01 JANUARY TO 31 DECEMBER 2018

	Actual January 2018	Actual February 2018	Actual March 2018	Actual April 2018	Actual May 2018	Actual June 2018	Actual July 2018	Actual August 2018	Actual September 2018	Actual October 2018	Actual November 2018	Actual December 2018
ASSETS												
	<i>Note: Jan cash included \$9348 in outstanding 2017 expenses</i>											
Cash (all holdings)	\$32,728	\$28,081	\$22,989	\$35,282	\$39,920	\$38,367	\$109,529	\$34,297	\$33,321	\$32,529	\$35,697	\$29,877
Investments (Branch Funds)	\$40,200	\$40,375	\$40,375	\$40,475	\$40,475	\$40,475	\$40,679	\$50,679	\$50,894	\$50,946	\$70,490	\$70,490
Investments (H. Gillis Fund)	\$99,147	\$99,147	\$99,147	\$99,147	\$99,147	\$99,147	\$36,720	\$101,720	\$101,720	\$101,720	\$102,454	\$102,454
Investment (B Wilson Scholarship Fund)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,215	\$10,215	\$10,215	\$10,215
Accounts Receivable - Cadets & Invoices (Note 1)	\$125	\$125	\$125	\$259	\$215	\$170	\$125	\$125	\$125	\$125	\$125	\$125
Accounts Receivable (DND DFTs for FALKLAND)									\$857	\$1,124	\$820	\$322
Total Assets	\$182,200.84	\$177,728	\$172,637	\$185,163	\$189,757	\$188,159	\$197,053	\$196,821	\$197,132	\$196,660	\$219,801	\$213,483
LIABILITIES												
Account Payable (Note 2)												
Cadet Accounts held	\$457	\$762	\$1,037	\$1,462	\$1,749	\$1,800	\$1,800	\$1,800	\$1,500	\$1,601	\$2,141	\$1,194
Expenses Committed/Owed	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	\$1	\$1	\$1	\$7,727
Sub-Total Accounts Payable	\$457	\$762	\$1,037	\$1,462	\$1,749	\$1,800	\$1,800	\$1,801	\$1,501	\$1,602	\$2,142	\$8,921
Deferred Revenue (Note 3)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funds (Maintained in CASH account)												
Summer Program	\$3,777	\$2,036	\$4,736	\$0	\$0	\$0	\$7,600	\$2,084	\$1,943	\$1,943	\$1,547	\$1,784
Cdr G.H. Dawson Memorial Scholarship Fund	\$5,381	\$5,381	\$5,381	\$5,381	\$5,381	\$5,381	\$5,381	\$5,381	\$5,381	\$5,381	\$5,381	\$5,381
Bill Wilson Memorial Scholarship Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$456	\$456	\$456
Sub-Total Committed Expenditures	\$9,157	\$7,417	\$10,117	\$5,381	\$5,381	\$5,381	\$12,981	\$7,465	\$7,323	\$7,780	\$7,384	\$7,622
Total Liabilities	\$9,614.25	\$8,179.05	\$11,153.95	\$6,842.70	\$7,129.35	\$7,181.16	\$14,781.06	\$9,266.07	\$8,824.83	\$9,381.68	\$9,526.46	\$16,542.32
EQUITY												
Revenue / (Loss)	(\$194)	(\$4,647)	\$720	\$7,166	\$5,356	(\$2,047)	\$11,326	(\$232)	(\$2,027)	\$18,748	\$3,480	(\$5,790)
Retained Earnings	\$172,587	\$169,549	\$161,483	\$178,321	\$182,628	\$180,977	\$182,272	\$187,555	\$188,307	\$187,278	\$210,274	\$196,941
Net Assets	\$172,586.59	\$169,549.37	\$161,482.75	\$178,320.70	\$182,627.79	\$180,977.49	\$182,271.74	\$187,555.00	\$188,307.03	\$187,277.85	\$210,274.13	\$196,941.10
LIABILITY and EQUITY	\$182,200.84	\$177,728	\$172,637	\$185,163	\$189,757	\$188,159	\$197,053	\$196,821	\$197,132	\$196,660	\$219,801	\$213,483

**NAVY LEAGUE OF CANADA - OTTAWA BRANCH
CONSOLIDATED MONTHLY REVENUES & EXPENSES STATEMENT
FOR THE PERIOD ENDING 31 DECEMBER 2018**

	ACTUAL Jan-18	ACTUAL Feb-18	ACTUAL Mar-18	ACTUAL Apr-18	ACTUAL May-18	ACTUAL Jun-18	ACTUAL Jul-18	ACTUAL Aug-18	ACTUAL Sep-18	ACTUAL Oct-18	ACTUAL Nov-18	ACTUAL Dec-18	ACTUALS to end Dec	Budgeted Mod 5A
INCOME														
Membership dues	\$0.00	\$0.00	\$60.00	\$40.00	\$0.00	\$20.00	\$40.00	\$0.00	\$50.00	\$0.00	\$20.00	\$10.00	\$240.00	\$250
Donations - Individuals	\$0.00	\$0.00	\$260.00	\$1,630.00	\$0.00	\$115.00	\$375.00	\$0.00	\$50.00	\$300.00	\$0.00	\$149.28	\$2,879.28	\$2,500
Donations - Legions, Charitable Org, Bus.	\$2,000.00	\$0.00	\$622.78	\$2,000.00	\$1,100.00	\$4,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$270.10	\$0.00	\$10,992.88	\$11,000
Donations - Directed (Branch Level)	\$0.00	\$5,296.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$6,986.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,982.86	\$14,983
Fundraising	\$0.00	\$0.00	\$0.00	\$10,963.66	\$9,050.05	\$0.00	\$0.00	\$0.00	\$0.00	\$11,464.83	\$0.00	\$0.00	\$31,478.54	\$31,470
Branch Revenue (account interest)	\$175.99	\$2.73	\$2.41	\$2.76	\$3.49	\$3.57	\$3,089.53	\$4.60	\$2.98	\$460.96	\$2.92	\$2.50	\$3,754.44	\$3,750
Falkland Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00	\$2,500.00	\$400.00	\$3,425.00	\$1,750
DND Reimbursements (LSA & GSA)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,183.60	\$304.93	\$819.53	\$7,308.06	\$7,895
Kingsmill Revenue	\$60.00	\$60.00	\$0.00	\$0.00	\$652.00	\$3,600.00	\$0.00	\$300.00	\$0.00	\$1,820.00	\$1,000.00	\$620.00	\$8,112.00	\$8,150
Sub-Total	\$2,235.99	\$5,358.73	\$3,645.19	\$14,636.42	\$10,805.54	\$7,738.57	\$11,491.39	\$304.60	\$102.98	\$20,754.39	\$4,097.95	\$2,001.31	\$83,173.06	\$81,748
													102%	100%
Others Revenues deposited in Branch account														
Kingsmill canteen	\$105.00	\$305.00	\$0.00	\$589.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$392.00	\$376.00	\$2,117.00	
Falkland Canteen	\$211.25	\$0.00	\$574.90	\$335.95	\$202.35	\$432.00	\$0.00	\$0.00	\$0.00	\$0.40	\$512.00	\$0.00	\$2,268.85	
Falkland C&POs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00	
Sub-Total	\$316.25	\$305.00	\$574.90	\$924.95	\$452.35	\$432.00	\$0.00	\$0.00	\$0.00	\$100.40	\$944.00	\$376.00	\$4,425.85	
Total Income	\$2,552.24	\$5,663.73	\$4,220.09	\$15,561.37	\$11,257.89	\$8,170.57	\$11,491.39	\$304.60	\$102.98	\$20,854.79	\$5,041.95	\$2,377.31	\$87,598.91	\$81,748
EXPENSES														
Old Year (Items allocated in 2017 Budget)	\$253.61	\$7,608.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,862.09	
NLC Natl & Ont Div Admin expenses	\$0.00	\$0.00	\$1,080.00	\$0.00	\$0.00	\$1,110.00	\$0.00	\$0.00	\$1,050.00	\$0.00	\$0.00	\$1,050.00	\$4,290.00	\$4,400
Branch Administration Expenses	\$0.00	\$53.20	\$733.77	\$349.94	\$1,185.53	\$26.93	\$0.00	\$20.34	\$236.40	\$880.08	\$753.81	\$457.78	\$4,697.78	\$4,700
Fundraising Expenses	\$74.86	\$0.00	\$0.00	\$825.00	\$1,782.38	\$0.00	\$0.00	\$0.00	\$1,016.84	\$0.00	(\$153.45)	\$0.00	\$3,545.63	\$3,700
Summer Program	\$0.00	\$1,740.20	\$0.00	\$5,983.35	\$1,012.92	\$150.56	\$23.00	\$515.99	\$141.24	\$0.00	\$395.50	\$1,762.80	\$11,725.56	\$11,750
Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500
Falkland's Expenses (now TOTAL)	\$1,522.50	\$449.27	\$1,330.91	\$84.82	\$1,279.42	\$2,561.26	\$0.00	\$0.00	(\$695.00)	\$1,226.66	\$62.82	\$2,287.24	\$10,109.90	\$15,020
Kingsmill's Expenses (TOTAL)	\$253.61	\$460.00	\$55.37	\$652.80	\$476.31	\$5,988.82	\$141.98	\$0.00	\$80.00	\$0.00	\$99.98	\$1,586.50	\$9,795.37	\$17,275
Sub-Total	\$2,104.58	\$10,311.15	\$3,200.05	\$7,895.91	\$5,736.56	\$9,837.57	\$164.98	\$536.33	\$1,829.48	\$2,106.74	\$1,158.66	\$7,144.32	\$52,026.33	\$58,345
													89%	100%
Other Expenses withdrawn from Branch Account														
Kingsmill canteen	\$341.77	\$0.00	\$0.00	\$98.13	\$72.47	\$365.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$623.15	\$1,500.76	
Falkland Canteen	\$300.00	\$0.00	\$300.00	\$379.10	\$93.23	\$14.95	\$0.00	\$0.00	\$300.00	\$0.00	\$403.72	\$400.00	\$2,191.00	
Falkland C&POs	\$0.00	\$0.00	\$0.00	\$22.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.59	
Sub-Total	\$641.77	\$0.00	\$300.00	\$499.82	\$165.70	\$380.19	\$0.00	\$0.00	\$300.00	\$0.00	\$403.72	\$1,023.15	\$3,714.35	
Total Expenses	\$2,746.35	\$10,311.15	\$3,500.05	\$8,395.73	\$5,902.26	\$10,217.76	\$164.98	\$536.33	\$2,129.48	\$2,106.74	\$1,562.38	\$8,167.47	\$55,740.68	\$58,345
<i>Note - Feb expenses does not show \$9348.68 in 2017 spending</i>														
TOTAL ACCOUNTS GAIN (LOSS)	(\$194.11)	(\$4,647.42)	\$720.04	\$7,165.64	\$5,355.63	(\$2,047.19)	\$11,326.41	(\$231.73)	(\$2,026.50)	\$18,748.05	\$3,479.57	(\$5,790.16)	\$31,858.23	\$23,403
BRANCH ONLY GAIN (LOSS)	\$131.41	(\$4,952.42)	\$445.14	\$6,740.51	\$5,068.98	(\$2,099.00)	\$11,326.41	(\$231.73)	(\$1,726.50)	\$18,647.65	\$2,939.29	(\$5,143.01)	\$31,147	\$23,403