

**Leduc Society for Christian Education
Annual General Meeting Agenda**

**May 5, 2021 @ 7:00 PM
Online - Zoom platform**

1. Devotions: **Niki Underschultz**
2. Previous Minutes: **Motion 1: To adopt the minutes of June 24, 2020** (*available on the CCS website*)
3. Chair's Report: Melissa Meier
4. Financial Report: Leon Burgess, Treasurer
 - a. **Motion 2: To accept financial statements as presented** (*available on the CCS website*)
 - b. **Motion 3: To approve Sanjit Kumar Professional Corporation to prepare the Notice to Reader for the 2020–2021 fiscal year.**
 - c. **Motion 4: To approve Nicole Dodds and Kristen Rino as financial reviewers for the 2020–2021 fiscal year.**
 - d. **Motion 5: To approve the 2021–2022 budget as presented** (*available on the CCS website*).
5. Selection of Executive Members. Departing member is Melissa Meier. The nominee is Karla Strauss. **Please contact Executive Chairperson Melissa Meier or Society Administrator Lisa Gatzke by Monday, April 28, 2021, if you have any objections to the above nomination.** If no legitimate objections are received, Karla will be acclaimed as the new member.
6. Principal's Report: Donavin Simmons
7. Questions and Additional Discussion
8. Paul Stehelin from Christian Stewardship Services (CSS) on Endowment funds, what we have currently and how it benefits the Society and benefactor. (1-800-267-8890 ext 230. pauls@cssservices.ca)
9. Closing Prayer: Jason Robinson
10. Adjournment

Leduc Society for Christian Education (LSCE)

Annual General Meeting (via Zoom) - Minutes

June 24, 2020 @ 7:00 PM – 7:56 PM

In attendance:

Cheri Andres	Ervin & Lisa Gatzke	Ebony Matter	Colin Ward
Shauna Balehowsky	Sharon Gilbert	Nicole McConville	Corinna Weslosky
Carrie Boyd	Laura Glesman	Tracey McCullagh	
Stacy Bruinsma	Dennis & Joanne Gulley	Rachelle McIvor	
Hallie Bruinsma	Chris Hennink	Melissa Meier	
Leon & Rhonda Burgess	Karen Hofstra	Curtis Plitt	
Nicole Chapman	Tim Hoogland	Jason & Kim Robinson	
Caroline Clark	Malissa Huillery	Donavin & Leanne Simmons	
Michelle Clark	Leah Janssen	Lesley Takema	
Carolyn Danley	Tanya Klapstein	Niki Underschultz	
Jenna Debbink	Leanne Klooster	Charlene VandeKraats	
Danny Dodds	Jennifer Lozeau	Shannon Van Herk	
Dan & Natasha Doesburg	Heather Luchak	Sandy Van Huis	
Philip & Nichole Drader	Ashley Lye	Bea Vlieg	

Absentee ballots:

None noted.			
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1. Devotions: Karen Hofstra (Proverbs 22:6 “Crossroads”)
 - Being a parent is being a heart shaper. It is a hard job and can be heart wrenching at times.
 - As parents, we are to train a child in the way s/he should go. Train = aim, focus, target, zero in on.
 - This verse tells us that we need to aim a child in the right direction – that is, the direction of God!
 - God is a jealous God. We can count on Him to keep our children aimed in His direction.
 - We can rest in this Proverb. As parents, we are not the sole heart shaper – we have assistance from the Holy Spirit!
 - All we have to do is just aim a child in the right direction. We will mess up, but it will be ok.
 - This reality has really hit home for us over the last couple of months, as we navigated our kids through distance learning.
2. Previous Minutes: **Motion 1: To adopt the minutes of May 6, 2019.** Melissa Meier moves that we accept the minutes. Seconded by Donavin Simmons. Motion carried.
3. Chair’s Report: Melissa Meier:
 - The current Executive members were introduced.
 - No new Executive members are needed this year.
 - A summary of what the Executive is, and what it does, was presented, along with the 7 committees of the Executive.
 - The following is a high-level summary of the work done by the Executive this year:

Leduc Society for Christian Education (LSCE)

Annual General Meeting (via Zoom) - Minutes

June 24, 2020 @ 7:00 PM – 7:56 PM

- We oversaw the hard work of our various committees. Thanks to all committee members for their work this year.
 - A building maintenance audit completed.
 - We continued our portables project – including the link to the portables.
 - Our top priority: parking lot reconstruction. We are developing options. This will likely cost between \$1m-\$1.5m. We will bring this back to our membership for a vote once ready.
 - We have continued our ongoing mission: welcoming new families, CCS staff support.
4. Financial Report: Leon Burgess, Treasurer
- Leon walked through the 2019 financial report.
 - Assets increased as a result of the portables addition, funded by the increase in debt.
 - Total revenues were \$868k, total expenses were \$738k, resulting in a surplus of \$130k.
 - Walked through the notes to the financial statements.
 - a. **Motion 2: Leon Burgess makes a motion to accept financial statements as presented. Seconded by Melissa Meier. Motion carried.**
 - b. **Motion 3: Leon Burgess makes a motion to approve Sanjit Kumar Professional Corporation to prepare the Notice to Reader for the 2019–2020 fiscal year. Seconded by Jason Robinson. Motion carried.**
 - c. **Motion 4: Leon Burgess makes a motion to approve Tracy McCullagh and Nicole Dodds as financial reviewers for the 2019–2020 fiscal year. Seconded by Niki Unterschultz. Motion carried.**
 - Leon walked through the proposed budget for 2020-2021. Below are some highlights:
 - 2% increase in fees is in line with our long-term plan.
 - Preschool fees remain the same.
 - Tuition bursaries are 5% of fees.
 - We are budgeting that we will have our Marketplace fundraiser next year!
 - Small increase to staff salaries, offset by the change in statutory holiday pay rules.
 - Our total budgeted expenses are \$881k, and match our total revenues, for a break-even budgeted bottom line.
 - d. **Motion 5: Leon Burgess makes a motion to approve the 2020–2021 budget as presented. Seconded by Curtis Plitt. Motion carried.**
5. Principal's Report: Donavin Simmons:

Leduc Society for Christian Education (LSCE)

Annual General Meeting (via Zoom) - Minutes

June 24, 2020 @ 7:00 PM – 7:56 PM

- This is a highly anxious time for our community, given the COVID-19 pandemic. We must put our trust in Him. He will take our burden.
- Some really great things happened this school year!
 - o We did well in athletics – our kids are ambassadors of Christ “on the court.”
 - o People from Korea came to CCS to learn about Teaching for Transformation (TfT) on one of the coldest days of the year!
- We love your kids. Despite the transition to distance learning in March, we ended the year the way we started: with love.
 - o Our grade 9 grads got a very unique individualized time, despite the restrictions.
- We honoured our Educational Assistants (EA's) who left earlier than expected.
- Donavin walked through 3 scenarios about what school might look like next year:
 - o 1: physically in school with minor, government-mandated safety precautions.
 - o 2: hybrid model (physically in school, with some distance learning).
 - o 3: fully distance learning/remote.
 - This is what we did the last 3 months and is the least likely scenario.
 - But if we do, we know a lot more going into this than in March 2020. (We only had only a week to come up with the plan then!)
- The following were noted as the anticipated school level changes for next year:
 - o Every child/adult will need to be self-screened daily. A screening tool will be shared shortly.
 - o Classroom spacing – classes will be barer than before. We will not have 6 feet spacing, given we are planning to have the same number of kids in class as before - but kids desk will be oriented such that they all face forward.
 - o Hand sanitizer will be everywhere.
 - o Masks will not be required at school, but allowable, if it makes one feel more comfortable. No negative stigma will be tolerated (“zero tolerance”).
 - o If sick, stay home! Not a badge of honour to come to school sick. If a kid is sick at school, a parent/guardian will have to come pick them up.
- The following were noted as the anticipated changes to extracurricular activities next year:
 - o Team sports will be put on hiatus at the beginning of the year. This will be reconsidered in late November.
 - o Hot lunches are cancelled.
 - o Microwaves will be unavailable.
 - o Field trips needing busing will be put on hiatus until November 2020, and then reconsidered. No overnight trips for next year. Walking field trips ok. Looking at trying to adapt the traditional overnight field trip (junior high retreat) to allow community and learning.
 - o School play: we will do it, but maybe in a slightly reimagined way.

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- Plans for next year are in place to reach the whole child – physical, academic, spiritual, mental.
 - o Physical education every day.
 - o Staggered recess may be needed.
 - o Academic – will do testing to find gaps.
 - o Celebration will be reimagined. Maybe virtual with smaller cohorts.
 - o Junior high chapel will meet in a different way.
 - o More teacher professional development will be done to help with mental state of kids.
 - The balance between physical, academic, spiritual, mental aspects of children needs to be considered at home and at church, too.
 - We are so thankful that you send your kids to CCS!
 - o It is a huge responsibility, and we do not take it for granted.
6. Questions and Additional Discussion
- No questions were asked, and no additional discussion was held.
7. Closing Prayer: Danny Dodds
8. Adjournment

LEDUC SOCIETY FOR CHRISTIAN EDUCATION

FINANCIAL STATEMENTS

AUGUST 31, 2020

(Unaudited)

LEDUC SOCIETY FOR CHRISTIAN EDUCATION

AUGUST 31, 2020

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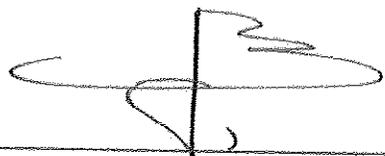
SANJIT KUMAR PROFESSIONAL CORPORATION

NOTICE TO READER

On the basis of information provided by management, I have compiled the balance sheet of Leduc Society for Christian Education as at August 31, 2020 and the statements of revenue and expenditures and surplus for the year then ended. I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

December 4, 2020
Leduc, AB



Sanjit Kumar Professional Corporation
Chartered Professional Accountant

**LEDUC SOCIETY FOR CHRISTIAN EDUCATION
BALANCE SHEET
AS AT AUGUST 31, 2020**

(Unaudited)

	<u>2020</u>	<u>2019</u>
	\$	\$
ASSETS		
CURRENT		
Cash	114,593	208,346
Accounts Receivable	29,008	36,170
GST Receivable	8,688	9,471
Inventory	-	1,950
Investment	227,769	12,416
CO-OP Equity	8,714	8,154
	<u>388,772</u>	<u>276,507</u>
 PROPERTY, PLANT & EQUIPMENT - Note 1	 <u>2,992,282</u>	 <u>2,831,029</u>
	<u>3,381,054</u>	<u>3,107,536</u>
LIABILITIES		
CURRENT		
Accounts Payable	2,300	2,300
Endowment	4,887	4,887
Unearned Revenue	3,805	14,636
	<u>10,992</u>	<u>21,823</u>
LONG TERM DEBT		
CRC Extension Fund Loan – Note 2	<u>984,000</u>	<u>1,056,000</u>
 SURPLUS, BEGINNING	 2,029,713	 1,899,282
Excess Revenue Over Expenditures	356,349	130,431
SURPLUS, ENDING	<u>2,386,062</u>	<u>2,029,713</u>
	<u>3,381,054</u>	<u>3,107,536</u>

APPROVED ON BEHALF OF THE BOARD:



(The accompanying notes are an integral part of these financial statements)

LEDUC SOCIETY FOR CHRISTIAN EDUCATION
STATEMENT OF REVENUE AND EXPENDITURES
FOR THE YEAR ENDED AUGUST 31, 2020

(Unaudited)

	2020	2019
	<u>\$</u>	<u>\$</u>
REVENUE		
Educational Fees	463,715	419,700
Rental Income – Note 3	316,572	118,712
Transportation – Note 4	127,591	163,213
Custodial Contract	74,029	58,608
Fundraising	23,863	65,975
Booster Committee	19,621	20,718
Memberships	7,950	7,500
Donations	6,104	9,534
Miscellaneous	2,717	4,646
	<u>1,042,162</u>	<u>868,606</u>
EXPENDITURES		
Operational Services, Supplies and Materials	193,045	219,598
Staff Supplementation and Instructional Resources	124,505	109,483
Amortization	114,659	96,769
Transportation - Note 4	93,563	139,089
Salaries and Benefits	67,775	84,568
Capital Loan Interest	33,541	34,100
Education Fee Bursary	31,373	16,255
Pastors Bursary	11,030	11,725
Administration Supplies and Materials	9,382	13,936
Professional Fees	6,940	6,954
Bad Debt	-	5,698
	<u>685,813</u>	<u>738,175</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>356,349</u>	<u>130,431</u>

(The accompanying notes are an integral part of these financial statements)

**LEDUC SOCIETY FOR CHRISTIAN EDUCATION
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED AUGUST 31, 2020**

(Unaudited)

1. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated Amortization	Net Book Value 2020	Net Book Value 2019
	\$	\$	\$	\$
Land	109,700	-	109,700	109,700
School Building	3,363,937	994,051	2,369,886	2,332,221
Gymnasium	516,506	190,724	325,782	187,204
Computer Lab	86,591	86,578	13	23
Parking Lot	179,046	50,691	128,355	125,137
Buses	274,358	229,284	45,074	64,391
Equipment	37,563	28,294	9,269	7,097
Playground	76,382	72,603	3,779	4,724
Sign	5,500	5,076	424	532
	<u>4,649,583</u>	<u>1,657,301</u>	<u>2,992,282</u>	<u>2,831,029</u>

2. LONG TERM DEBT

	2020	2019
	\$	\$
CRC Extension Fund Loan	<u>984,000</u>	<u>1,056,000</u>

The CRC Extension Fund was utilized to acquire part of the building and capital assets reflected on the schedule attached to Note 1. This loan interest rate is set quarterly by the creditor at 3.85%. Principle owing is \$984,000. There are no set payments.

3. RENTAL INCOME

	2020	2019
	\$	\$
Building Lease (BGRS)	<u>312,639</u>	<u>116,000</u>
Gym Rentals	<u>3,933</u>	<u>2,712</u>
	<u>316,572</u>	<u>118,712</u>

**LEDUC SOCIETY FOR CHRISTIAN EDUCATION
NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED AUGUST 31, 2020**

(Unaudited)

4. **TRANSPORTATION**

	2020	2019
	<u>\$</u>	<u>\$</u>
REVENUE		
User Fees	83,076	114,242
School Activities	44,515	48,971
	<u>127,591</u>	<u>163,213</u>
EXPENDITURES		
Salaries and Benefits	38,332	43,142
Amortization	19,317	27,596
Fuel	15,653	25,864
Repairs and Maintenance	11,594	23,322
Other	6,461	17,360
Insurance	2,206	1,805
	<u>93,563</u>	<u>139,089</u>
EXCESS REVENUE OVER EXPENDITURES	<u>34,028</u>	<u>24,124</u>

Leduc Society for Christian Education

2021/2022 Budget

As of March 31, 2021

REVENUE

	2020/2021	% of	2020/2021	Units	2020/2021	2021/2022	Units	2021/2022	Units	2021/2022
Christian Program Fees	Actual	Budget	Budget		Budget	Budget				
Membership Fees	\$5,675.00	91%	\$6,250.00	250	\$25.00	\$5,000.00	200	\$25.00		
1st child fees	\$270,729.02	88%	\$308,025.00	185	\$1,665.00	\$274,725.00	165	\$1,665.00		
2nd child fees	\$93,849.00	82%	\$114,450.00	105	\$1,090.00	\$92,650.00	85	\$1,090.00		
3rd child fees	\$14,976.00	82%	\$18,200.00	35	\$520.00	\$13,000.00	25	\$520.00		
4th & 5th child fees				18			10			
Kindergarten	24@ \$520	130%	\$19,780.00	10	\$730.00	\$20,300.00	10	\$730.00	25	\$520.00
Preschool fees	\$20,333.33	91%	\$22,400.00	28	\$800.00	\$22,400.00	28	\$800.00		
Total Program Fees	\$431,302.35	88%	\$489,105.00	377		\$428,075.00	320			
Transportation										
Recreation/Bus Support	10@150	0%	\$60,000.00	195	\$300.00	\$54,000.00	175	\$300.00	10	\$150.00
Transfer Users										
CCS Rural Users	\$33,853.50	76%	\$44,400.00	24	\$1,850.00	\$37,000.00	20	\$1,850.00		
CCS Part time riders	\$5,000.00	63%	\$8,000.00	8	\$1,000.00	\$7,000.00	7	\$1,000.00		
CCS Rural High School	\$1,300.00	81%	\$1,600.00	8	\$200.00	\$1,000.00	5	\$200.00		
Non CCS Users	\$0.00	0%	\$2,100.00	1	\$2,100.00	\$2,100.00	1	\$2,100.00		
BGRS Allocation	\$46,740.77		\$44,515.00			\$46,740.77				
Field Trip Bus fees	\$0.00									
Total Transportation	\$86,894.27	54%	\$160,615.00			\$147,840.77				
Tuition Discounts										
Pastor's Bursary	-\$8,268.00	36%	-\$23,025.00			-\$20,033.75				
Tuition Discounts	-\$7,600.00	76%	-\$10,000.00			-\$10,000.00				
Tuition Bursary	-\$13,217.00	57%	-\$23,025.00			-\$20,033.75				
Instructional fee credit										
Total Discounts/bursaries	-\$29,085.00		-\$56,050.00			-\$50,067.50				
Fundraising/Donations										
Private Organizations	\$1,251.64	83%	\$1,500.00			\$1,500.00				
Individual Donations	\$2,874.75	57%	\$5,000.00			\$5,000.00				
Booster/Marketplace	\$27,490.50	55%	\$50,000.00			\$50,000.00				
Grocery Cards	\$14,350.00	41%	\$35,000.00			\$30,000.00				
Total Fundraising	\$45,966.89	50%	\$91,500.00			\$86,500.00				
Lease/Rental Income										
BGRS lease	\$162,866.69	140%	\$116,000.00			\$116,000.00				
Rentals	\$0.00	0%	\$3,000.00			\$3,000.00				
BGRS Custodial Contract	\$37,014.48	50%	\$74,200.00			\$75,000.00				
Miscellaneous Income	\$448.38	18%	\$2,500.00			\$2,500.00				
CEWS	\$35,125.06									
Alberta Restart Funding (Preschool)	\$18,244.00									
Critical Worker Benefit	\$5,167.68									
Total Building Income	\$258,866.29	132%	\$195,700.00			\$196,500.00				
TOTAL INCOME	\$793,944.80	90%	\$880,870.00			\$808,848.27				

EXPENSES

	2020/2021	% of	2020/2021		2021/2022
	Actual	Budget	Budget		Budget
Christian Program Resources/Services					
Services Purchased & Contracted	\$29,804.63	59%	\$50,400.00		\$50,400.00
Supplementary Staff	\$71,763.61	72%	\$100,000.00		\$115,000.00
Total Instructional	\$101,568.24	68%	\$150,400.00		\$165,400.00
Salaries and Benefits					
Society Staff Salaries	\$61,256.60	71%	\$85,887.45		\$112,332.95
Total Salary and Benefits	\$61,256.60	71%	\$85,887.45		\$112,332.95
Office/Admin Expenses					
Services Purchased & Contracted	\$9,835.80	80%	\$12,250.00		\$10,250.00
Supplies	\$3,901.93	52%	\$7,500.00		\$7,500.00
Total Office/Admin	\$13,737.73	70%	\$19,750.00		\$17,750.00
Transportation Expenses					
Services/Supplies/Field trip costs	\$29,194.22	39%	\$75,100.00		\$69,900.00
Bus Drivers	\$40,398.32	85%	\$47,430.00		\$47,900.00
Total Transportation Expenses	\$69,592.54	57%	\$122,530.00		\$117,800.00
Fundraising Expenses					
Purchase Grocery Expenses	\$12,150.00	37%	\$32,500.00		\$27,000.00
Marketplace/Fundraising Expenses	\$9,443.15	46%	\$20,500.00		\$20,500.00
Total Fundraising expenses	\$21,593.15	41%	\$53,000.00		\$47,500.00
Building Grounds O & M					
Services Purchased & Contracted	\$95,221.37	58%	\$164,500.00		\$140,500.00
Total O & M	\$95,221.37	58%	\$164,500.00		\$140,500.00
Finance and other expenses					
Debt Services/GST expense	\$64,728.04	50%	\$129,500.00		\$124,000.00
Playground/Bus Allocations		0%	\$40,000.00		\$40,000.00
Capital Expenditures		0%	\$115,302.55		\$43,565.32
Total Finance & other	\$64,728.04	23%	\$284,802.55		\$207,565.32
TOTAL EXPENSES	\$427,697.67	49%	\$880,870.00		\$808,848.27
Surplus/Deficit	\$366,247.13				

LSCE Absentee Ballot for May 5, 2021
Absentee Ballot Procedure

We encourage all members to attend the meeting on May 5th. If that is not possible, however, members may cast absentee ballots. To submit an absentee ballot, do the following:

1. Print this page.
2. Mark the ballot with your vote. Do not make any other marks on the ballot.
3. Put the ballot in an envelope and seal the envelope.
4. On the outside of the envelope, print and sign your name (your name will be checked with our membership list).
5. Return the ballot to the office by 4 pm on May 4, 2021. You may drop it in the blue box mailbox outside in front of the office doors, or mail it to:

Leduc Society for Christian Education
49257 Range Road 250
Leduc County, AB
T4X 2T6

Absentee Ballot

Motion 1: To adopt the minutes of June 24th, 2020

Approve

Do Not Approve

Motion 2: To accept financial statements as presented (available on website)

Approve

Do Not Approve

Motion 3: To approve Sanjit Kumar Professional Corporation to prepare the Notice to Reader for the 2020–2021 fiscal year.

Approve

Do Not Approve

Motion 4: To approve Nicole Dodds and Kristen Rino as financial reviewers for the 2020–2021 fiscal year.

Approve

Do Not Approve

Motion 5: To approve the 202–2022 budget as presented (available on the CCS website).

Approve

Do Not Approve