



Mill Bay Community League  
PO Box 84  
Mill Bay, BC  
V0R 2P0

August 11, 2024

CVRD  
175 Ingram Street  
Duncan, BC  
V9L 1N8

Attention: General Manager, Corporate Services

Dear Sir/Madam:

**Re: Grant for Mill Bay Community League**

We enclose the following documents requested for the processing of the grant to the Mill Bay Community League for the 2025 CVRD budget:

- Proposed draft budget for our fiscal year ending June 30, 2025
- Copy of the financial statements for our fiscal year ended June 30, 2024
- Report from the President setting out how the funds were used in the fiscal year ended June 30, 2024.

If you require any further information or have any questions with respect to the foregoing, do not hesitate to contact me at 250-701-2056.

Kind regards,

A handwritten signature in blue ink, appearing to read "Christa Webb".

Christa Webb  
Treasurer  
Mill Bay Community League

Encl.

**MILL BAY COMMUNITY LEAGUE  
BALANCE SHEET  
At June 30, 2024**

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**2024**

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**ASSETS**

Chequing	\$ 17,892.93
Step Up 6 Plus 6 Term	13,862.97
ISCU Shares	6.32
Accounts Receivable	-
Savings - Building Repairs	-

**Total Assets**

\$ 31,762.22

**LIABILITIES**

Accounts Payable	\$ 295.51
Deferred Income	-

**Total Liabilities**

295.51

**EQUITY**

Retained Earnings	\$ 33,690.75
Current Income	- 2,224.04

**Total Equity**

31,466.71

**Liabilities & Equity**

\$ 31,762.22

**MILL BAY COMMUNITY LEAGUE  
COMPARATIVE BALANCE SHEET  
AT JUNE 30, 2024**

	2024	2023
<b>ASSETS</b>		
Savings - Septic	\$ -	\$ -
Chequing	17,892.93	24,220.34
Step Up 6 Plus 6 Term	13,862.97	13,394.71
ISCU Shares	6.32	6.08
Accounts Receivable	-	-
Savings - Building Repairs	-	-
<b>Total Assets</b>	<u>\$ 31,762.22</u>	<u>\$ 37,621.13</u>
<b>LIABILITIES</b>		
Accounts Payable	\$ 295.51	\$ 4,045.38
Deferred Income	-	-
<b>Total Liabilities</b>	<u>295.51</u>	<u>4,045.38</u>
<b>EQUITY</b>		
Retained Earnings	\$ 33,690.75	\$ 61,277.15
Current Income	- 2,224.04	- 27,701.40
<b>Total Equity</b>	<u>31,466.71</u>	<u>33,575.75</u>
<b>Liabilities &amp; Equity</b>	<u>\$ 31,762.22</u>	<u>\$ 37,621.13</u>

**MILL BAY COMMUNITY LEAGUE  
INCOME STATEMENT  
AT JUNE 30, 2024**

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**2024**

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**REVENUE**

Dues	\$ 240.00
Hall Rental	14,309.50
CVRD Lease	21,500.00
CVRD Grant	7,957.00
Interest	468.50
Miscellaneous Income	-

**Total Revenue**

\$ 44,475.00

**EXPENSES**

BC Rural Prop Tax	\$ 2,087.53
Donations	2,560.00
Grounds Improvement/Mtc	12,619.88
Hall & Equipment: Repairs & Maintenance	3,436.31
Insurance	4,795.00
Janitor Supplies	1,450.00
Kitchen supplies	-
Licenses and permits	230.00
Maintenance Salary	12,879.71
Meetings, Socials	1,235.87
Office Supplies	459.95
Telephone/Utility	3,797.48
Telus Security	472.38
Web page expenses	674.93

**Total Expenses**

46,699.04

**Net Income**

-\$ 2,224.04

**MILL BAY COMMUNITY LEAGUE  
COMPARATIVE INCOME STATEMENT  
AT JUNE 30, 2024**

	<b>2024</b>	<b>2023</b>
<b>REVENUE</b>		
Dues	\$ 240.00	\$ 190.00
Hall Rental	14,309.50	19,267.43
CVRD Lease	21,500.00	28,638.49
CVRD Grant	7,957.00	4,000.00
Interest	468.50	142.95
Miscellaneous	-	280.00
<b>Total Revenue</b>	<u><u>\$ 44,475.00</u></u>	<u><u>\$ 52,518.87</u></u>
<b>EXPENSES</b>		
BC Rural Prop Tax	\$ 2,087.53	\$ 2,031.86
Donations	2,560.00	-
Grounds Improvement/Mtc	12,619.88	2,648.10
Hall & Equipment: Repairs & Maintenance	3,436.31	46,408.66
Insurance	4,795.00	7,475.00
Janitor Supplies	1,450.00	710.00
Kitchen Supplies	-	24.00
Licenses & Permits	230.00	150.00
Maintenance Salary	12,879.71	13,871.17
Meetings, Socials	1,235.87	937.03
Office Supplies	459.95	697.93
Telephone/Utility	3,797.48	3,918.53
Telus Security	472.38	226.74
Web Page	<u>674.93</u>	<u>1,016.25</u>
<b>Total Expenses</b>	<u><u>46,699.04</u></u>	<u><u>80,115.27</u></u>
<b>Net Income</b>	<u><u>-\$ 2,224.04</u></u>	<u><u>-\$ 27,596.40</u></u>

**MILL BAY COMMUNITY LEAGUE**  
**DRAFT BUDGET**  
**June 30, 2025**

	<b>2025</b>	<b>2024</b>
<b>INCOME:</b>		
Lease	\$ 21,500.00	\$ 20,000.00
Grant	10,000.00	10,000.00
Hall Rentals	16,000.00	19,000.00
Dues	250.00	200.00
<b>Total</b>	<u>\$ 47,750.00</u>	<u>\$ 49,200.00</u>
<b>EXPENSES:</b>		
BC Rural Prop Tax	\$ 2,100.00	\$ 2,032.00
Donations	3,500.00	1,000.00
Grounds Improvement/Mtc <b>(Note 1)</b>	14,000.00	1,500.00
Hall & Equipment: Repairs & Maintenance <b>(Note 2)</b>	6,000.00	50,000.00
Insurance	5,000.00	4,000.00
Janitor Supplies	1,600.00	750.00
Kitchen Supplies	150.00	25.00
Licenses & Permits	250.00	150.00
Maintenance Salary	13,200.00	4,000.00
Meetings & Socials	1,300.00	1,000.00
Office Supplies	700.00	700.00
Septic Fund	3,000.00	3,000.00
Socan <b>(Note 3)</b>	-	200.00
Telephone/Utility	4,100.00	4,750.00
Telus Security	600.00	250.00
Web Page/Advertising	100.00	1,000.00
<b>Total</b>	<u>\$ 55,600.00</u>	<u>\$ 74,357.00</u>
<b>Net Loss</b>	-\$ 7,850.00	-\$ 25,157.00

**MILL BAY COMMUNITY LEAGUE  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2024**

**\*\* Items not completed in 2023-2024 or are done on an ongoing basis**

**Note 1: Ground Improvements/Mtc**

- ~ continual painting from graffiti \*\*
- ~ repair/replace soffit and light outside the kitchen due to vandalism \*\*
- ~ possible fencing of the back step area due to vandalism and graffiti
- ~ upkeep tree mtc/removal on trail foot path for safety

**Note 2:**

- ~ painting kitchen cabinets/cupboards \*\*
- ~ repair sink or replace if needed \*\*
- ~ replacing/purchasing cleaning equipment for our kitchen rental use
- ~ buy 2 small bissell portable carpet cleaners to clean hall chairs instead of replacing them

**Note 3:**

- ~ this amount is now part of our Kerry Park maintenance invoice

**NOTES FROM 2023-2024**

**Note 1:**

- ~ painting kitchen cabinets/cupboards; plumbing repairs
- ~ security cage around heat pump
- ~ keypad lock/door for tennis courts
- ~ continual painting to cover graffiti outside
- ~ security cameras for vandalism on back of building
- ~ soffit and light repairs/replacement due to vandalism
- ~ replace some tables

# **Mill Bay Community League** **Income Statement 07-01-2023 to 06-30-2024**

## **REVENUE**

<b>Revenue</b>	
Dues	240.00
Hall Rental	14,309.50
CVRD Lease	21,500.00
CVRD Grant	7,957.00
Interest Income	468.50
Miscellaneous Income	0.00
Canada Day Dance	0.00
<b>Total Revenue</b>	<u>44,475.00</u>

<b>TOTAL REVENUE</b>	<u>44,475.00</u>
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## **EXPENSE**

<b>Expenses</b>	
Advertising & Promotions	0.00
Canada Day Dance expense	0.00
Bank Charges & Interest	0.00
Donations	2,560.00
Grounds Improvement/Mtce.	12,619.88
Freight Expense	0.00
Discounts from Vendors	0.00
Hall & Equipment R & M	3,436.31
Insurance	4,795.00
Office Supplies	459.95
BC Rural prop. tax	2,087.53
Janitor Supplies	1,450.00
Telus Security	472.38
Web page expenses	674.93
Maintenance Salary	12,879.71
Kitchen Supplies	0.00
Meetings, Socials	1,235.87
Licenses & Permits	230.00
Membership	0.00
Messenger	0.00
Socan	0.00
Telephone-Utility	3,797.48
Wages Expense	0.00
EI Expense	0.00
CPP Expense	0.00
<b>Total Expenses</b>	<u>46,699.04</u>

<b>TOTAL EXPENSE</b>	<u>46,699.04</u>
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<b>NET INCOME</b>	<u><u>-2,224.04</u></u>
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# **Mill Bay Community League** **Balance Sheet As at 06-30-2024**

## **ASSET**

### **Current Assets**

Petty Cash	0.00
Savings-Septic	0.00
ISCU Shares	6.32
Term Deposit-Septic	0.00
StepUp 6Plus6 Term	13,862.97
ISCU	17,892.93
Accounts Receivable	0.00
CVRD Receivable	0.00
Deposits & Prepaid Orders	0.00
Heat Pump	0.00
Hall Furniture	0.00
Prepaid Expenses	0.00
<b>Total Current Assets</b>	<b>31,762.22</b>

<b>TOTAL ASSET</b>	<b>31,762.22</b>
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## **LIABILITY**

### **Current Liabilities**

Accounts Payable	295.51
CVRD Payable	0.00
Misc. Accts Payable	0.00
Deferred Income	0.00
Prepayments & Prepaid Orders	0.00
EI Payable	0.00
CPP Payable	0.00
Rec Gen Payable	0.00
<b>Total Current Liabilities</b>	<b>295.51</b>

<b>TOTAL LIABILITY</b>	<b>295.51</b>
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## **EQUITY**

### **Retained Earnings**

Retained Earnings-Previous Year	33,690.75
Current Earnings	-2,224.04
<b>Total Retained Earnings</b>	<b>31,466.71</b>

<b>TOTAL EQUITY</b>	<b>31,466.71</b>
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<b>LIABILITIES AND EQUITY</b>	<b>31,762.22</b>
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Since 1945  
**MILL BAY COMMUNITY LEAGUE**  
**2024 PRESIDENT'S REPORT**

The Mill Bay Community League history goes back to 1945 and has been an important community entity since then.

Our continuing goal has been to maintain the hall for the use of community groups to meet for functions such as wedding receptions, craft fairs, exercise programmes, seniors' programmes, musical shows, meetings and a variety of other events.

During this past year, we replaced the key lock on the tennis courts with a combo lock to make it more accessible to the community, we added a TV to the hall, and purchased a portable PA system. We also paid for improvements made to the gardens surrounding the hall with the assistance of the Mill Bay Garden Club. We spent a considerable amount maintaining the railings for the walking trails on the property. In addition to the foregoing, we are now paying property taxes on the vacant lands located on Partridge Road.

This year, we were able to host the annual community volunteer appreciation BBQ and it was a roaring success. The rousing music was provided by Alf Carter and his band. Many community groups were represented and they all stood up and said a few words in recognition of their volunteers. Thanks to all who attended. With special thanks to the community's Area Director Kate Segall who took time away from family on a Saturday to address the community. Looking forward to seeing you all next year.

Our charitable endeavors included donations to the BC Forest Museum, the CMS Food Bank and a waiver of fees for all hall usage by the Mill Bay/Malahat Historical Society performances of "Message in the Dust".

The MBCL's major initiative for the coming year will be a potential rezoning of our Partridge Road properties to support the creation of between 43 and 60 units of below-market affordable seniors' housing. We have already received generous support from the Mill Bay Waterworks through a commitment for the necessary water for the project. The Cowichan Housing Society is our partner in this endeavor. When this rezoning comes before the CVRD Board, we would be extremely grateful for your support, as there are many seniors in need in our community.

MBCL is a 100% non-partisan organization governed by a volunteer Board of Directors. We oversee the management of our facilities for the benefit and enjoyment of the community. With your support, we can continue our work. New members are always welcome.

Shane Ryan, President

A handwritten signature in black ink, appearing to read 'Shane Ryan', with a stylized, flowing script.

Mill Bay Community League