



**La Croisée Community Association**

**ANNUAL REPORT OF ACTIVITIES**

**FROM MAY 1, 2017 TO APRIL 30, 2018**

**July 2018**

**Acknowledgement:**

Without the much-appreciated volunteer efforts and support of Lyne Forget-Lanthier (translation and editing) and Jean-Phillipe Richard (Treasurer), this report would not have been possible. Thank you, Lyne and Jean-Phillipe!

Larry Prickett, President  
La Croisee Community Association  
[www.croisee.org](http://www.croisee.org)



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## Organizational Purpose

The La Croisée Community Association provides support for residents to create a shared sense of community life in La Croisée.

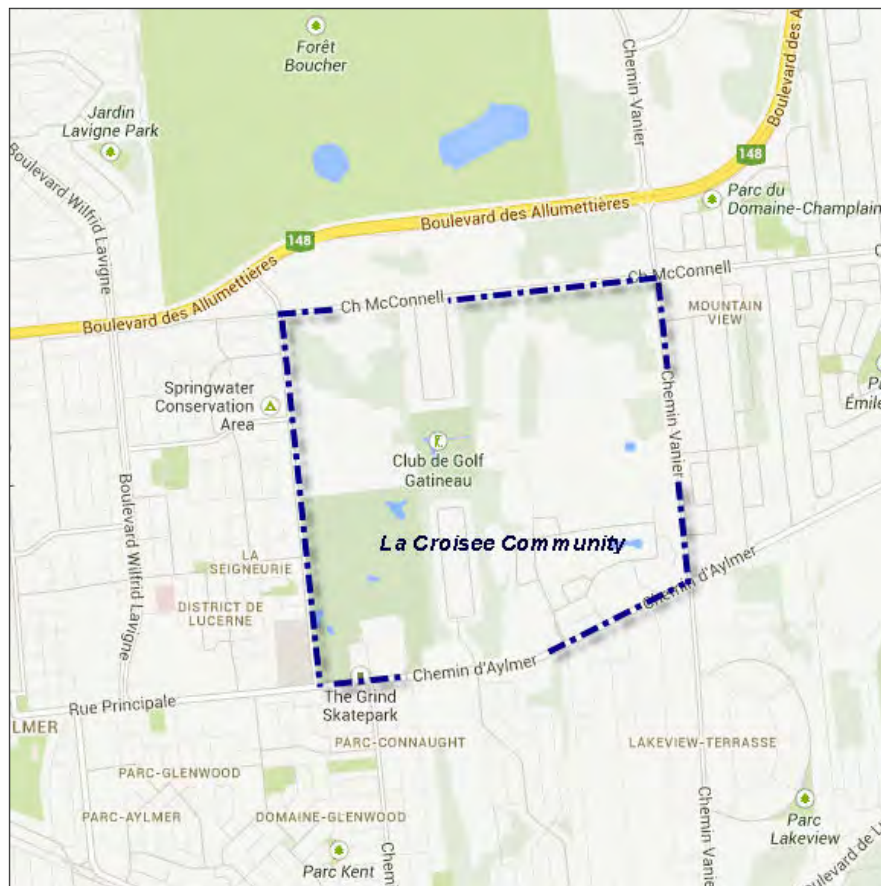
Many neighbours aspire to and value community life in La Croisée.

The La Croisée Community currently encompasses approximately 390 homes in the Aylmer Sector of the City of Gatineau and has 207 members.



## La Croisée Location and Territory

(Note : rue Conrad Valera and Chemin Grimes areas are included.)



## Strategy

The non-profit fundamentals of the La Croisée Community Association are in place. Association sustainability is highly dependent on neighbours offering a small amount of their time, gifts of their abilities and their sharing of ideas, planning and valued outcomes – together.

Looking ahead:

- Support the development of public space to gather and interact;
- Develop the structure and welcoming for all residents to create, volunteer and engage with community initiatives;
- Continue to develop and work with the volunteers in our "Street Representatives Program";
- Continue to maintain financial and legal responsibilities with information that is reliable, accurate and timely;
- Further develop volunteers and tools in easy, enjoyable, cost effective and self-financing community events and collaborative issues; and
- Develop other gatherings in on-line forums, surveys, or polls.



## Goals and Performance

The new Easter event in 2017 was very successful; however, Bike Day and Neighbours Day events struggled with complications due to poor weather. Otherwise, community events were successful.

A new member of the Board of Directors (Treasurer), was voted in during the Annual General Meeting in September 2017.

Throughout the winter, the focus remained on financial viability and accountability, the upgrade of our community website, sustaining the planning of community events and consultations with the Municipality regarding community issues such as traffic calming initiatives, public transportation, public space and our community storage shed project.

In 2017, the Association community storage shed project continued slow progress from the spring of 2016. Our Protocole d'Entente (Memorandum of Understanding) with the City of Gatineau was finally established in March 2018.

The Street Representative Program remains throughout our community with 8 volunteer Representatives. This effective program helps communications regarding our Association existence, community efforts and various events and local issues.

The Association is currently in a strong financial position. The Board will allocate funds in a prudent manner in the upcoming year.

## Community Initiatives

### Website Upgrade

Our community website was seamlessly migrated to new, secure servers with a new theme and "plugin" capabilities. This was accomplished by a small financial investment, knowledgeable volunteers, and a supportive local webhost, Solubiz. Our previous registered membership and user lists remained intact.

A new membership, newsletter and event interface capabilities were added to improve the distribution of information and success of community initiatives.

In cooperation with Caisse Desjardins, development of a new online contribution and payment system capability will be added in 2018. This may be used for future event registration and other initiatives requiring donations and fundraising.

Our website now has 207 registered members. Our Association will continue to improve on-line tools for communication, however "face to face" will always remain the best.

### Traffic Calming Initiative

More "Slow Down for Us" lawn signs were delivered to neighbours.

Municipal studies of the existing traffic volume and speed on rue du Golf were completed. Physical alterations of the street were found to be required due to the original design. The City will begin with sets of temporary bollards reducing the street width on rue du Golf in 2018.

The Association has worked collaboratively with the City of Gatineau on the wording of possible resident petitions to be used regarding parking, infrastructure changes and shared preferred outcomes to rue du Tournoi and rue de la Croisée in the future.

### Storage Shed Project

Our community storage shed in Parc La Croisée is to be financed and contracted by our Association then given to the City for our use to store materials. The project has progressed, slowly. Born from a community survey in early 2016, coordination and negotiation through 2017 resulted in an agreed Protocole d'entente (Memorandum of Understanding with the City of Gatineau on March 7<sup>th</sup>, 2018).

We are all aware of the normal length of time to build a storage shed. This unique project requires proper coordination with many stakeholders. We now await final approval by the City of Gatineau Council, hopefully, in 2018.

Our preliminary discussions with local suppliers and contractors are encouraging in support of this project. With our approved specifications, building permit and Protocole in hand, once approved by Council, we will demonstrate a true community project and its benefits to our gatherings and events soon.



## Community Event Summary

Community volunteers continued to organize annual community events. Financial summaries of these events are available in the Financial Highlights section of this report.

- Easter Egg Hunt – April 8<sup>th</sup>, 2017
- Bike Day – May 20<sup>th</sup>, 2017
- Neighbours Day – June 17<sup>th</sup>, 2017
- Annual General Meeting – September 16<sup>th</sup>, 2017
- Photos with Santa – December 10<sup>th</sup>, 2017

An overview, with photos, of each community event in 2017 is available on our community website Blog at [www.crois e.org](http://www.crois e.org). The events' financials are summarized in the Financial Highlights section of this report.

Our event coordinators and volunteers continue to find ways to reduce the effort required for each event provision. The new community storage shed will help these efforts and more possibilities, enormously.



### Highlights:

- Volunteer engagement and coordination are a greater focus – they are crucial;
- The Association Board of Directors requires an Event Planning Sub-committee;
- Our continued, responsible financial accountability is very successful;
- We are becoming more aware of our own community assets, resources and abilities;
- There are event challenges that only collective effort and solutions can overcome;
- Communications to residents will improve;
- Recognition and support of volunteers will also improve; and
- Time is an increasingly rare commodity for everyone. With continued planning improvement "the work" to create and provide events, then spread amongst more volunteers, will become easier, more effective and enjoyable.

## Risks and Opportunities

The La Croisée Community Association is approximately 7 years old; familiar risks and new opportunities lie ahead.

### Risks and Challenges

- The nature of a 100 % volunteer organization not financially tied to revenues from resident "membership dues". La Croisée members don't pay to belong.
- Growing complexities in the requirements of a "non-profit enterprise" community association – commitment of time required to "doing things right" plus "doing the right things" for non-profit effectiveness and growth.
- Having the proper invitation for neighbours to gather and participate is not a simple matter. Does it reflect a fundamental way of being in a community and a willingness to live in a collaborative way? Does it still have "value"? Where does responsibility for a "good community" lie?
- There is a risk the Association structure may miss the growing community needs. It must remain "results orientated".
- Keeping our community advocacy successful, based on positive, respectful internal and external relationships.

The La Croisée Community Association is also aware that there are many opportunities to adapt to these challenges.

### Opportunities

- There is an ample supply of knowledge, experience and documentation available in support of "non-profit" organizations.
- Further develop easy, effective on-line tools to facilitate member communication and encourage community engagement.
- Financial support from the City of Gatineau and other community stakeholders exists. There is growing encouragement and positive recognition as a foundation for growth.
- The majority of feedback by residents for our events and the continued rise in member registrations remain very positive.
- In our community there is human passion, honesty, and competence along with resources in an atmosphere of good will and co-operation.
- To continue to value volunteers by giving them freedom to serve and lead in ways that meet their goals and fit their circumstances.
- To continue to build relationships and processes that empower volunteers to do great things.

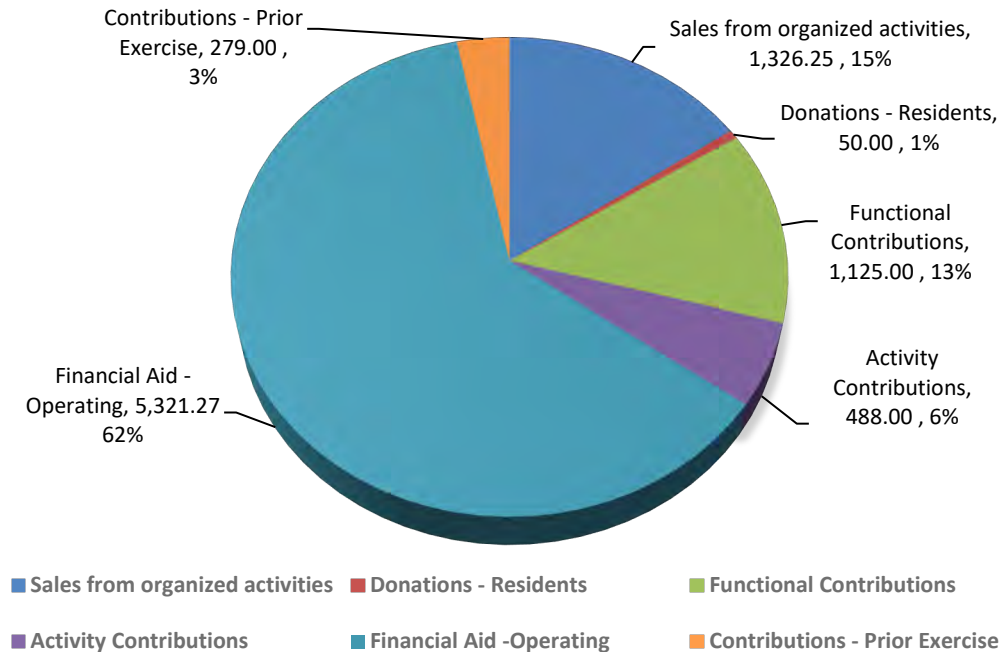


## Financial Highlights - Year ending April 30, 2018

This summary financial information is drawn from the financial statements of the La Croisée Community Association for the year ending April 30, 2018. The financial statements for the La Croisée Community Association are not audited and are available on request.

The La Croisée Community Association recorded a surplus income to operations expenses of \$4,957.33 in its fifth year of operation. This was made possible by the responsible management of activities and to a large extent by significant grants from past and present municipal councilors.

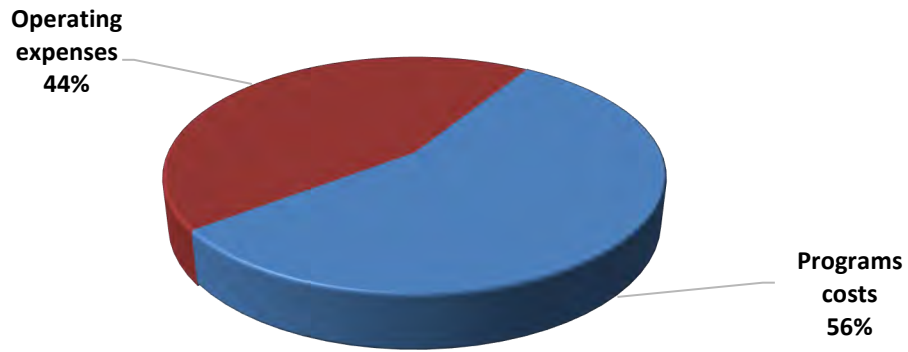
### Revenue Summary 2017-2018



As indicated in the graph above, the main sources of revenue came from sales during organized activities, operating contribution, and subsidies. In fact, the Association received a \$ 5,000 grant from Mike Duggan during the fiscal year. In addition, the Association received a contribution of \$1,125 from the City of Gatineau to support the smooth management of the operations as part of the support to the 2017 Community Action.



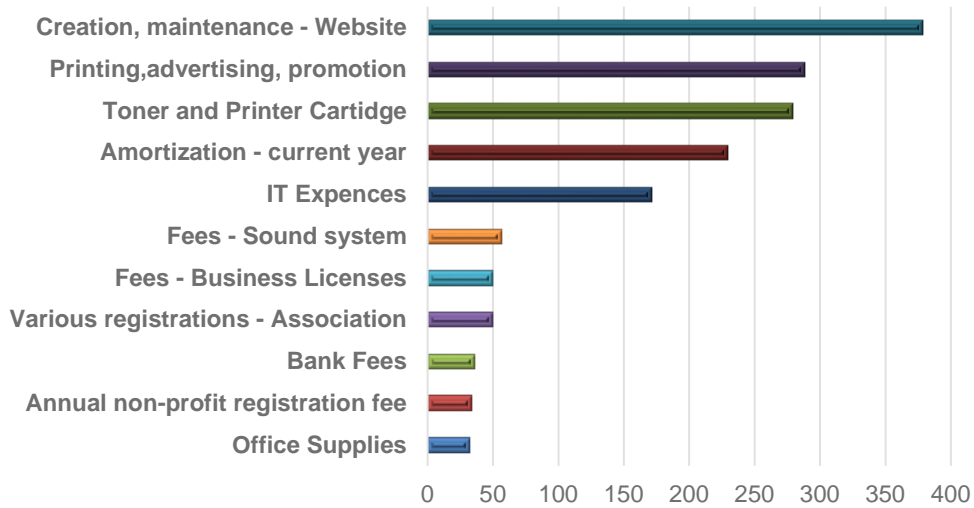
## Expenses 2017-2018



The Association’s total expenses for the 2017-18 fiscal year exercise amount to \$ 3,632.19, 56% of which are directly related to activities organized during the year and 44% represent related expenses directly to the functioning of the Association.

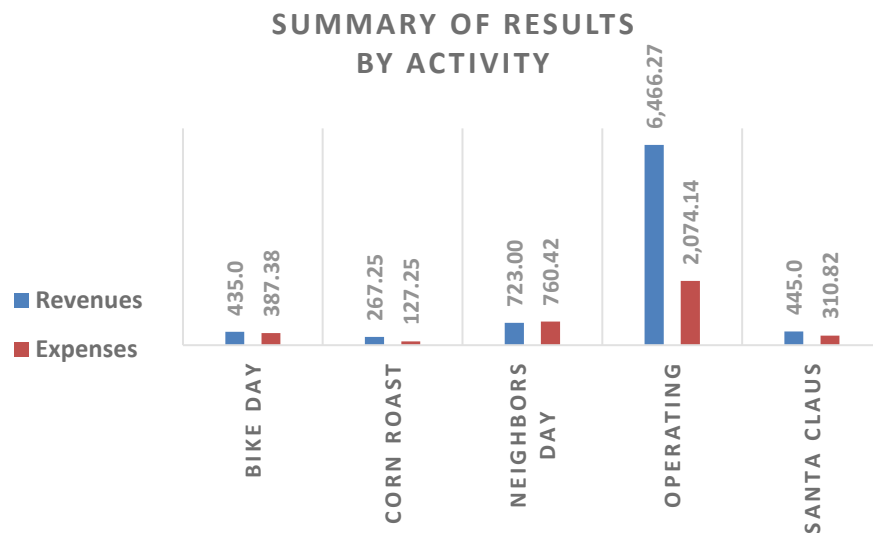
Our association incurred \$ 1,605.22 in administration fees in 2017-18.

## Operating expenses



The main expense in this category is related to expenses linked to the creation of our new website. Advertising and office supplies are the other major sources of spending.

## Activities – Events 2017-2018



As you can see in the table above, the controls and sound financial management were successful as all the activities organized by the Association generated a surplus with the only exception of the Neighbors Day which generated a slight loss of \$ 37.42 due to poor weather.

For future years, we will continue to exercise good management in connection with organized activities to avoid incurring losses.

## Summary and Financial Statements

This report provides assurance and verification of how the resources of our "non-profit" La Croisée Community Association were used between May 1, 2017 and April 30, 2018. This report, by demonstrating proper accountability, also helps our "non-profit" focus on operational efficiency and controls in the future.

The use of social media (Facebook), our community website, re-useable signage, lower cost printing, our Street Representatives Program and the use of "on-line" surveys and polls will allow us to reduce advertising expenses and improve our communication processes.

For the future year, a consistently small profitable result is expected. Fundraising events and activities are becoming better organized by experienced volunteers that include considerations for additional independent revenue. Every event and activity now have a budget for basic services, controls and reports presented to the Board. Timely financial information and expense controls have resulted in responsible, collective decision making and planning.



## Advice to the reader

Based on the information provided by the organization's management and its members, I compiled the balance sheet of the "La Croisée Community Association" as of April 30, 2018, as well as the statements of operations and retained earnings for the period 01 May 2017 - 30 April 2018.

I have not performed an audit or review engagement with respect to these financial statements and, accordingly, I do not express any assurance with respect to them.

The reader should keep in mind that these statements may not be suitable for his needs.

The reader is informed that I have overseen the organization's bookkeeping for the period mentioned.

Jean-Philippe Richard, CPA, CMA  
Gatineau, June 22, 2018

## Statement of operations from May 1, 2017 to April 30, 2018

(in dollars)

### Revenues

#### Revenues from sales

Sales from organized activities 1,326.25

Resident donations 50.00

**Subtotal - Net Sales** 1,376.25

#### Other Revenues

Contributions -Operations 1,125.00

Activity contributions 488.00

Grant - Financial aid 5,321.27

Contributions- Prior exercise 279.00

**Subtotal - Other Revenues** 7,213.27

**GRAND TOTAL REVENUES** 8,589.52

### EXPENSES

#### Activity Expenses

Purchasing -Financing activities 321.27

Rental - Tables & chairs 328.77

Shopping for organized activities 646.74

Reusable supplies Activities 68.52

Prizes and gifts Purchases 229.98

Advertising-Promotion-Activities 310.53

Sound expenses - Activities 53.11

Supplies- Activities 59.73

Total costs of activities 2,018.65

#### Costs of goods sold

Transportation cost 8.32

Total Costs of Goods Sold 8.32

#### Administrative overheads

IT expenses 171.31

Printing, Advertising, Promotion 288.25

Website Creation & Maintenance 378.30

Sound Expenses 56.50

Fees - Business licenses 50.00

Various registration - Associations 50.00

Amortization of the exercise 229.64

Bank fees 35.67

Annual registration fees 34.00

Office supplies 32.52

Toner & Printer cartridges 279.03

**Total - Admin General Expenses** 1,605.22

**TOTAL EXPENSES** 3,632.19

**NET PROFIT** 4,957.33

## Statement of financial position at April 30, 2018

(In Dollars)

### ASSETS

#### Current Assets

Petite cash	339.33	
Investment account	5.00	
Current account	<u>10,240.99</u>	
Total cash		<u>10,585.32</u>
<b>Total - Current Assets</b>		<u>10,585.32</u>

#### Capital Assets

Laptop Computer	575.89	
Accumulated Amortization - Laptop	<u>-388.01</u>	
Net - Laptop		<u>187.88</u>
<b>Total - capital assets</b>		<u>187.88</u>

**TOTAL ASSETS** 10,773.20

### LIABILITIES

#### Current liabilities

Creditor - Larry Prickett	374.59	
Functional contribution collected in advance	<u>4,488.00</u>	
Total current liabilities		<u>4,862.59</u>

**TOTAL LIABILITIES** 4,862.59

### EQUITY

#### Equity

Undistributed earnings - Precedent exercises	953.28	
Net profit	<u>4,957.33</u>	
<b>Total - Equity</b>		<u>5,910.61</u>

**GRAND TOTAL - EQUITY** 5,910.61

**EQUITY AND LIABILITIES** 10,773.20

## Statement of Cash-Flow from May 1, 2017 to April 30, 2018

(In Dollars)

### Cash flow from operating activities

Profit (Loss)	4,957.33
Adjustments to reconcile earnings and total net inflows / outflows from operating activities:	
Depreciation and exhaustion	
Amortization of the exercise	229.64
Increase (Decrease) in Operating liabilities	
Checks in circulation	367.98
Functional contribution collected in advance	<u>3,363.00</u>
<b>Total net-Entrée/Sortie fonds lié aux opérations d'exploitation</b>	<u>8,918.00</u>

### Cash flow from investing activities

Increase in Accumulated Amortization	
Accumulated amortization - Computer p	229.64
(Amortization already recorded)	<u>-229.64</u>
<b>Total net-Entry / Exit fund related to investment transactions</b>	<u>000</u>

### Cash flows from financing activities

<b>Total net-I/O related to financing activities</b>	<u>000</u>
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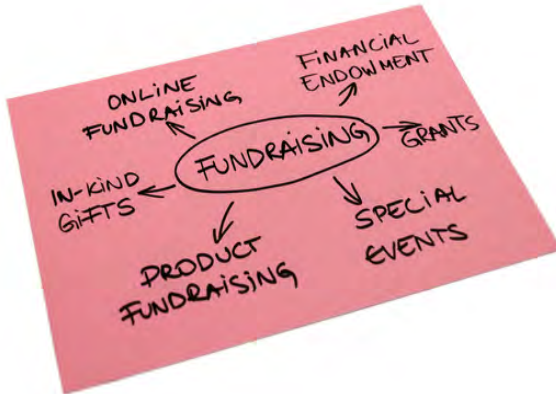
<b>Increase (Decrease) in Cash and Cash equivalents</b>	<u>8,918.00</u>
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<b>Cash and Cash equivalents at beginning of period</b>	<u>1,667.37</u>
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<b>Cash and Cash equivalents at end of the period</b>	<u><u>10,585.00</u></u>
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## Fund Raising Methods and Outcomes

Currently, residents living in La Croisée do not pay dues or a yearly fee in order to belong to their community or their "non-profit" Community Association. All residents are welcome to simply register on our website.



"Registered member" status simply facilitates direct communication from our Association website and voting rights at our Annual General Meeting.

Currently, we have approximately 207 registered members out of housing base of approximately 390 homes.

**This revenue model has ramifications for our Association funding.**

Our "non-profit" is more dependent on offered assets found amongst us and the collective engagement in our programs and events. The growth in Association revenue and assets may be slower; however, more possibilities and outcomes are brought to fruition collectively than through a "pay for service" model. We are all volunteers with limited time; however with small amounts of time offered collectively, objectives can be met with even better outcomes that are shared and enjoyable.

Currently, as shown in the Financial Statements, our funding has been made up of grants from the City of Gatineau, local private sector material support or gifts, along with donations and revenues from residents at community events and programs.

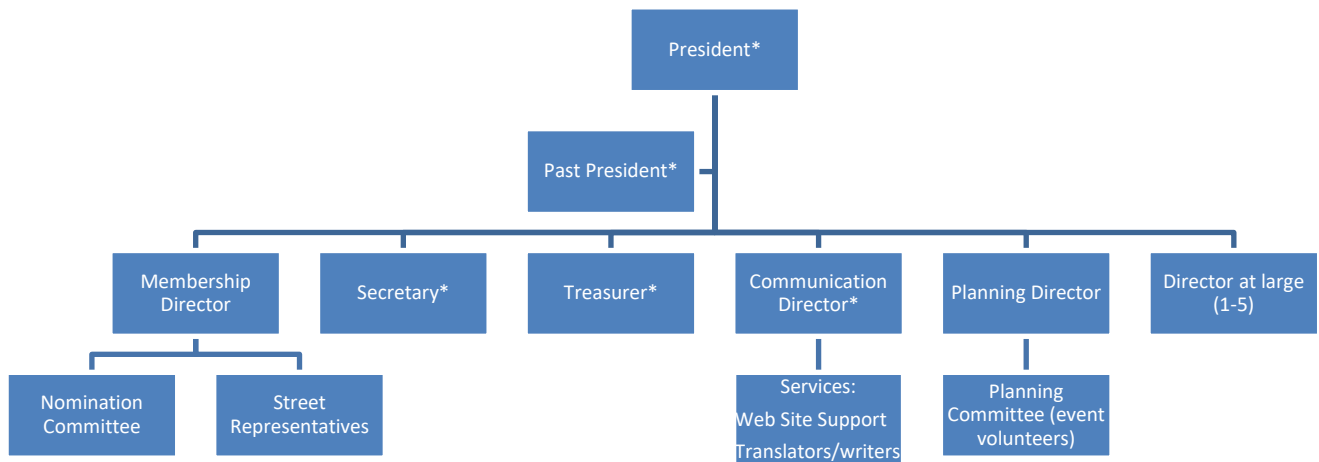
Accordingly, as guided by strict adherence to our Financial Policy and Association Bylaws, funds have been allocated appropriately and prudently. Any surpluses will remain as "cushion" or invested in work or materials that are agreed by the Association Board of Directors, to be required to support the non-profits' purpose and objectives.

The results continue to show that with valued collective ideas, offered assets, abilities and small amounts of time shared amongst community members, our Community Association non-profit can be sustained with this "slow-growth" in revenue and funding.

## Organizational Structure

The La Croisée Community Association is a 100% volunteer organization with a Board of Directors, Street Representatives, service support and many event volunteers, all from within our community.

Board members are elected at our Annual General Meeting. Further details regarding roles and governance are available within our Association Bylaws on our website.



\* Positions with an asterisk may be also be considered as members of an “Executive Committee” in the future.

July 2018



## Signatures - Board of Directors

Larry Prickett  
President



Gaston Gagnon  
Director



Nick Giannakoulis  
Director



Jean Phillippe Richard  
Director - Treasurer



Annic McGuire  
Director (Absent)



Kevin Turcotte  
Director

