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## **Administrative Memorandum**

### **Regular Board Meeting**

**Date:** December 06, 2017  
**Topic:** Report on Business Development Financial Activity for the Six Months Ended 2017-06-30  
**Submitted by:** D. Greg Frank, Secretary-Treasurer

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#### Background:

The Business Development Department is responsible for identification, solicitation, confirmation and recognition of donors and sponsors for the District. The funding generated supports programs and services for Surrey students. These funds enhance, but do not replace government funding.

Funding opportunities are pursued through a variety of sources, including charities, foundations, businesses, corporations, community organizations and individual donors. This is accomplished by responding to calls for proposals, approaching prospective donors, nurturing relationships with past donors and researching potential funding opportunities.

For the six months ended June 30, 2017 the Business Development Department raised \$2.11 million in donations and sponsorships, net of salaries and benefits required to secure the funds. The attached report and supporting schedules capture the many donations and sponsorships received by the district and documents how the proceeds of those donations support programs in schools.

Staff have prepared the following schedules in relation to the Business Development operations for the six months ended 2017-06-30:

- Funding Sources & Expenses
- Revenue, By Project **(Schedule A)**
- Donations-In-Kind, By Project **(Schedule B)**
- Disbursement of Discretionary Funds to School **(Schedule C)**

#### **It is recommended:**

THAT the Board receive the Report on Business Development Financial Activity for the six months ended 2017-06-30, for information.

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Report on Business Development Financial Activity for the Six Months Ended 2017-06-30

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### Funding Sources & Expenses

The overall benefit generated by the Business Development operations for the six-month period ended 2017-06-30 is summarized from the attached reports as follows:

Funding Sources & Expenses	Six Months Ended June 30, 2017	Six Months Ended Dec 31, 2016	Twelve Months Ended June 30, 2017	Twelve Months Ended June 30, 2016
<b>Funding Sources</b>				
Cash Donations (Schedule A)	\$ 1,764,689	\$ 1,595,693	\$ 3,360,382	\$ 3,172,891
In-Kind Donations (Schedule B)	577,551	704,839	1,282,390	1,044,235
<b>Total Net Revenue &amp; Other Benefits</b>	<b>2,342,240</b>	<b>2,300,532</b>	<b>4,642,772</b>	<b>4,217,126</b>
<b>Indirect Salaries &amp; Benefit Expenses</b>				
Salaries	113,678	107,115	220,793	202,673
Employee Benefits	22,883	22,526	45,409	40,713
<b>Total Net Salaries &amp; Benefit Expenses</b>	<b>136,561</b>	<b>129,641</b>	<b>266,202</b>	<b>243,386</b>
<b>Total Overall Net Benefits Realized</b>	<b>\$ 2,205,679</b>	<b>\$ 2,170,891</b>	<b>\$ 4,376,570</b>	<b>\$ 3,973,740</b>

*\*Six Months Ended Dec 31, 2015 indirect salaries and employee benefits have been amended.*

The above attribution of indirect salaries and employee benefit expenses for the operation of the department does not include a provision for supplies, services and facilities, as they are not considered significant or material in nature to the analysis. Staff costs are allocated to Business Development proportionate to the time that department management has estimated is dedicated to the activity.

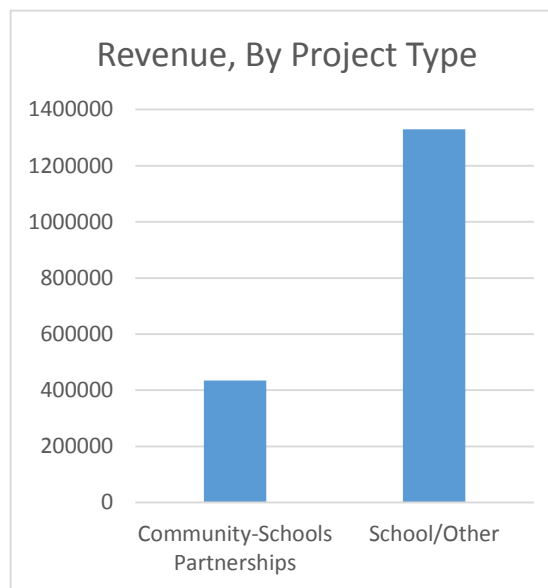
This report does not include fundraising activities conducted by schools and programs.

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## Report on Business Development Financial Activity for the Six Months Ended 2017-06-30

**Schedule A: Revenue, By Project**

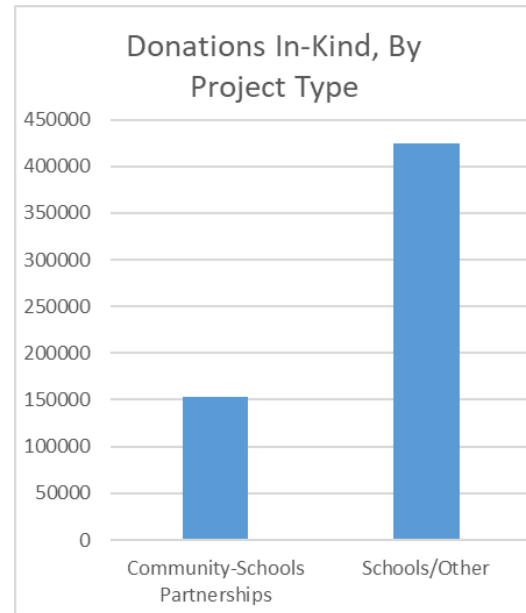
TYPE	VALUE
<b>Community-Schools Partnerships</b>	
After School Programs	\$ 121,357
Clubhouse 36	162,000
Food Programs	11,651
Attendance Matters	33,167
Jumpstart	90,000
Education Services	1,000
Expressive Arts Program	4,000
ROOTS	2,000
Girls in Action	10,000
<b>Community-Schools Partnerships Total</b>	<b>\$ 435,174</b>
<b>School/Other</b>	
Aboriginal Ed. Programs	55,248
After School Programs	27,000
Clubhouse 36	5,000
Commercial Filming	27,326
Distribution of Material	27,278
Food Programs	186,757
Jazz Festival	14,482
Sales Programs	13,095
School Programs	416,085
Attendance Matters	4,800
Jumpstart	1,000
Staff 50/50 Lottery	18,283
Education Services	108,879
Artstarts	32,700
Safe Schools	81,240
scholarship	185,100
Dry Grad	16,815
Donation	428
Bell Centre	108,000
<b>School/Other Total</b>	<b>\$ 1,329,515</b>
<b>Grand Total</b>	<b>\$ 1,764,689</b>



## Report on Business Development Financial Activity for the Six Months Ended 2017-06-30

**Schedule B: Donations-In-Kind, By Project**

Type	Value
<b>Community-Schools Partnerships</b>	
BLAST	\$ 5,900
Clubhouse 36	16,400
Spring Break Camp	10,900
School Programs	4,500
After School Programs	84,750
PAWS	400
GLIDE	400
JumpStart	7,300
SOAR	3,500
TECH YI	400
Summer Program	5,000
Attendance Matters	13,550
<b>Community-Schools Partnerships Total</b>	<b>\$ 153,000</b>
<b>Schools/Other</b>	
School Programs	281,330
After School Programs	5,800
Food Programs	41,866
Full Day Performance Workshops	12,000
Weekend food packs	7,500
Summer Program	2,000
Pro-D Workshop for Teachers	2,000
Emergency Support	500
Education Services	63,055
Miscellaneous	8,500
<b>Schools/Other Total</b>	<b>\$ 424,551</b>
<b>Grand Total</b>	<b>\$ 577,551</b>



Report on Business Development Financial Activity for the Six Months Ended 2017-06-30

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**Schedule C: Disbursement of Discretionary Funds to Schools**

<b>School</b>	<b>Name of Project</b>	<b>Amount Approved</b>
Beaver Creek	Intentional Exploration through MakerSpace	\$ 2,000
Bonaccord	Story Workshop Grant	2,200
Creekside Elementary	Mobile MakerSpace Carts/STEM Robotics Lab	5,000
George Greenaway	Special Track Meets	3,000
Georges Vanier	Social Emotional Learning and Maker Education	4,974
Green Timbers	Hip Hop Dance Lessons	4,878
Guildford Park Secondary	After School Tutoring and Homework Program	10,000
Hjorth Road	Field Studies	2,500
Holly	Learning in Nature and MakerSpace	5,000
Lena Shaw	Vancouver Symphony Orchestra VSO Connects	3,000
Lord Tweedsmuir	Boys Mentorship Program	6,000
McLeod Road Traditional	Mindful Makers	3,161
MJ Norris	Hands On Engineering and Math	4,871
MJ Shannon	Field Studies	2,500
Old Yale Road	Field Studies	2,500
Queen Elizabeth	Community Connection Program	10,000
Ray Shepard	MakerSpace Learning	4,000
Riverdale	Fresh Air Field Studies	5,000
SAIL	Robotics - Promoting STEAM	10,000
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Woodland Park	Lego Robotics	4,900
<b>TOTAL:</b>		<b>\$ 97,984</b>

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