

# Treasurer's Report to the Spring 2017 HOD

## General Situation

New Operating bank accounts have been established with RBC and the BMO accounts have been closed. PayPal accounts now deposit to the RBC accounts as does our Merchant Bank. Our cash position remains healthy.

## New Reports

In general terms I shall try to replicate the reports produced by my predecessor with a few exceptions as follows:

1. A Balance Sheet is included with every financial report in order that you can gauge our current financial position and our relative health. In businesses that are run as “not for profit”, a Balance Sheet is called a “Statement of Financial Position”.
2. A new “sub-Income Statement” is attached called DMT Expenses. It is in fact the “parent” of the report you know as “Officers and Directors Expenses” and like most Income Statements, describes where the income comes from and on what it was spent (expenses). The unusual question asked is “Who is spending the money?” so we turn the DMT Expenses report on it’s head to answer that question. We are literally looking at the reverse (or double entry) of the DMT Expenses report. So if I generate the report directly from the accounting system, the numbers you want to view are quite correctly in parenthesis. I hope you get the hang of looking at that and save me the extra work of massaging the report in an Excel Spreadsheet.
3. Where possible, all reports are generated directly from the books and if you have questions it is a relatively straightforward matter for me to drill down and get you the answer that you need. I welcome your inquiries but do prefer to get your questions in writing so that I have time to give the answers proper consideration.

## Expense Reports and your personal Ontario District Account

There is a new simplified expense report available for you on the website. Some of you may be in the habit of not claiming expenses until you have a sufficient claim to make it worth getting a cheque. The downside of this is that expenses that arrive too late and re-open what was thought to be old and finished business. For example, the Spring Convention will be fully reported within 30 days and we will hope that the results shown will be stable and the thing a done deal. If you come in six months later with an expense, you open up old business and change the results of that business.

It gets worse . . . this year, Bruce quite rightly and understandably closed the 2016 books at some point in February and equally understandable, has no interest in opening them up again to insert late arriving expenses. So this year, I have honoured those late arriving expenses and paid them. But the expenses that arrived in March and included expenses dated back to last October [SHAME] will be treated a good deal more harshly next year! This year, the books are carrying some items that properly belong in the 2016 books,

So even if your expenses seem trivial, I want them reported anyway, along with the original receipts. That way I get to record them against the right things in a timely way, and you don’t have to rely on trying to remember what it was you did n-months ago! I’d suggest a monthly report is reasonable and a three month old expense is not reasonable!

## Treasurer's Report to the Spring 2017 HOD

### Your Account

Unless you want a cheque, you are at liberty to accumulate your expenses in your own personal account within the Ontario District books. You can at any time request a Statement of Account to see where you are, or you may at any time request a cheque or direct Interac email payment. If you are in credit on your account it is YOUR money and you don't need to tell me why you want it NOW. That is your business. Also, I will not divulge that information to anyone else. It stays between you and me only.

By the way, you can use money in your account in a whole variety of ways, for example to purchase your convention registration, buy that quartet DVD of your performance, buy "Ontario District apparel" from the website, save up for a super birthday prezzie for a loved one - whatever. By not asking me for little cheques that you didn't really need in the first place, you actually save the District money by reducing our banking fees. You may also save yourself some money for exactly the same reason – your bank charges.

But at the end of the day, it is your money and if you want little cheques, then little cheques is what you shall have.

### Annual Financial Review

I am delighted to report to the HOD that your previous Treasurer Bruce Herdman has agreed to be my Financial Reviewer for at least the next 20 years.

Yours in song,



Dave Smith  
Ontario District Treasurer/VP Finance  
Office: +1 (905) 554-2732  
Mobile: +1 (647) 588-7240  
Emails: [ontdistrictfinance@gmail.com](mailto:ontdistrictfinance@gmail.com)  
[treasurer@ontariodistrict.com](mailto:treasurer@ontariodistrict.com)  
[finance@ontariodistrict.com](mailto:finance@ontariodistrict.com)  
Snailmail: 44 Squire Baker's Lane  
Markham, ON  
L3P 3G9

# DMT Expense Report Form



**ONTARIO DISTRICT**  
BARBERSHOP HARMONY SOCIETY

*Suggest use TAB to advance*

Rate/Kilometer: \$0.40

**Start here** →

<i>Enter OD Code and Title</i>

<i>Your name</i>

<i>Ontario District title</i>

Exp. Line No.	Date of Expense mm/dd/yyyy	Expense Account data Code and account name	If mileage enter Km Travelled	Description and/or Reason Trip From - To Which meal - Breakfast/lunch etc.?	Mileage Allowance \$	Net Cost \$	HST per receipt \$	Gross Cost \$
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Totals				
--------	--	--	--	--

<i>Payment request Cheque/Email/Account:</i>	<b>Edit if required</b>
<b>Address on file:</b>	

Today:	Mar. 31, 2017
--------	---------------

Nominated approver:	
---------------------	--

*Please submit completed Expense claim and receipts to:*  
 David Smith - Treasurer  
 44 Squire Baker's Lane  
 Markham, ON L3P 3G9

or email to: [finance@ontariodistrict.com](mailto:finance@ontariodistrict.com)

**Ontario District of the Barbershop Harmony Society**

**OD Statement of Financial Position**

As of March 31, 2017

Apr 1, 2017  
Accrual Basis

	<u>Mar 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
10005 · OD Cash	72,126
10199 · USD Bank Revaluation Account	7,388
<b>Total Chequing/Savings</b>	<u>79,514</u>
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	5,780
<b>Total Accounts Receivable</b>	<u>5,780</u>
<b>Other Current Assets</b>	
14000 · Deposits and Prepaid Expenses	22,895
<b>Total Other Current Assets</b>	<u>22,895</u>
<b>Total Current Assets</b>	108,189
<b>Fixed Assets</b>	
15000 · Net Property and Equipment	27,400
<b>Total Fixed Assets</b>	<u>27,400</u>
<b>TOTAL ASSETS</b>	<b><u>135,589</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20001 · OD Accounts Payable	1,853
20002 · OD Accrued Member Credits	299
<b>Total Accounts Payable</b>	<u>2,152</u>
<b>Other Current Liabilities</b>	
21000 · Unearned Income	41,923
<b>Total Other Current Liabilities</b>	<u>41,923</u>
<b>Total Current Liabilities</b>	<u>44,075</u>
<b>Total Liabilities</b>	44,075
<b>Equity</b>	
31100 · Contingency Reserve	35,000
32000 · Unrestricted Net Assets	71,930
Net Income	<u>(15,417)</u>
<b>Total Equity</b>	<u>91,514</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>135,589</u></b>

**Ontario District of the Barbershop Harmony Society**  
**District Summary Income Statement - Budget vs. Actual**  
**January through March 2017**

Apr 1, 2017  
 Accrual Basis

	Jan - Mar 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
40000 · District Revenues	10,072	52,095	(42,023)
44005 · Spring Convention		31,785	(31,785)
44105 · Fall Convention		30,921	(30,921)
45105 · Ontario Quartet Events			
46000 · Leadership Academy	14,353		14,353
47000 · Onta-Fame Revenues	7,158	13,601	(6,443)
<b>Total Income</b>	<u>31,583</u>	<u>128,402</u>	<u>(96,819)</u>
<b>Gross Profit</b>	31,583	128,402	(96,819)
<b>Expense</b>			
60000 · District General Expenses	15,008	25,366	(10,358)
61005 · Spring Convention Expenses		37,937	(37,937)
61105 · Fall Convention Expenses		35,721	(35,721)
62000 · Music Education and Performance	5,000	19,200	(14,200)
62100 · Ontario Quartet Event			
62200 · Leadership Academy expenses	21,138	5,000	16,138
63000 · Advertising and Communications		9,200	(9,200)
66000 · Officers and Directors	3,854	39,500	(35,646)
68000 · Youth In Harmony		7,000	(7,000)
<b>Total Expense</b>	<u>44,999</u>	<u>178,924</u>	<u>(133,925)</u>
<b>Net Ordinary Income</b>	(13,417)	(50,522)	37,105
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
91000 · Onta-Fame Fund distribution	2,000	13,601	(11,601)
92000 · VP Contest and Judging offset		(4,000)	4,000
<b>Total Other Expense</b>	<u>2,000</u>	<u>9,601</u>	<u>(7,601)</u>
<b>Net Other Income</b>	(2,000)	(9,601)	7,601
<b>Net Income</b>	<u><u>(15,417)</u></u>	<u><u>(60,123)</u></u>	<u><u>44,706</u></u>

**Ontario District of the Barbershop Harmony Society**  
**District Operations Budget vs. Actual**  
**January through March 2017**

Apr 1, 2017  
 Accrual Basis

	Jan - Mar 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
40000 · District Revenues			
40100 · Member's Dues			
40102 · Dues - Regular	7,834		
40100 · Member's Dues - Other		52,095	(52,095)
<b>Total 40100 · Member's Dues</b>	<b>7,834</b>	<b>52,095</b>	<b>(44,261)</b>
42000 · Unrealised Income			
42005 · Unrealised FX gain on US funds	2,236		
<b>Total 42000 · Unrealised Income</b>	<b>2,236</b>		
48000 · Investment Income			
48010 · Interest Income	2		
<b>Total 48000 · Investment Income</b>	<b>2</b>		
<b>Total 40000 · District Revenues</b>	<b>10,072</b>	<b>52,095</b>	<b>(42,023)</b>
<b>Total Income</b>	<b>10,072</b>	<b>52,095</b>	<b>(42,023)</b>
<b>Gross Profit</b>	<b>10,072</b>	<b>52,095</b>	<b>(42,023)</b>
<b>Expense</b>			
60000 · District General Expenses			
60002 · Administration and General			
60085 · Vehicle Insurance	1,853		
60005 · Rent		2,040	(2,040)
60010 · Insurance Net (non vehicle)	2,700	2,700	
60020 · Leadership Forum		5,000	(5,000)
60045 · HOD Meeting Expenses	68	1,700	(1,632)
60050 · Trophies and Awards		1,800	(1,800)
60055 · BHS dues collection fees		2,081	(2,081)
60060 · Bank service charges	944	1,500	(556)
60065 · Total Visa, M/C & PayPal fees	337	1,400	(1,063)
60067 · District archives	510		
60070 · OF Dues allocation - RG	3,456	3,960	(504)
60071 · OF Dues allocation - SN & Y2	1,368	1,185	183
60073 · Special Onta-Fame Allocation		5,000	(5,000)
60075 · Misc. District expenses		500	(500)
60099 · HST expense recovered		(3,500)	3,500
<b>Total 60002 · Administration and General</b>	<b>11,236</b>	<b>25,366</b>	<b>(14,130)</b>
60900 · Depreciation	3,771		3,771
<b>Total 60000 · District General Expenses</b>	<b>15,008</b>	<b>25,366</b>	<b>(10,358)</b>
63000 · Advertising and Communications			
63010 · Advertising & Promo-Intl.Conv.		750	(750)
63015 · eNewsletter		500	(500)
63020 · Radio Advertising Campaign		6,000	(6,000)
63200 · District Website		1,950	(1,950)
<b>Total 63000 · Advertising and Communications</b>		<b>9,200</b>	<b>(9,200)</b>
66000 · Officers and Directors			
60080 · Vehicle Expense		4,800	(4,800)
60040 · DMT & BoD expense		1,500	(1,500)
<b>Total 66000 · Officers and Directors</b>		<b>6,300</b>	<b>(6,300)</b>
<b>Total Expense</b>	<b>15,008</b>	<b>40,866</b>	<b>(25,858)</b>
<b>Net Ordinary Income</b>	<b>(4,935)</b>	<b>11,229</b>	<b>(16,164)</b>
<b>Net Income</b>	<b>(4,935)</b>	<b>11,229</b>	<b>(16,164)</b>

**Ontario District of the Barbershop Harmony Society**  
**Leadership Academy Budget vs. Actual**  
 January through March 2017

Apr 1, 2017  
 Accrual Basis

	Jan - Mar 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
46000 · Leadership Academy			
46010 · Full registrations	14,125		14,125
46020 · Other LA income	228		
<b>Total 46000 · Leadership Academy</b>	<u>14,353</u>		<u>14,353</u>
<b>Total Income</b>	<u>14,353</u>		<u>14,353</u>
<b>Gross Profit</b>	14,353		14,353
<b>Expense</b>			
62200 · Leadership Academy expenses			
62220 · Faculty costs			
62221 · LA Faculty Airfares	600		
62222 · LA Faculty Meals	66		
62223 · LA Faculty Mileage	934		
62224 · LA Faculty Accommodation	1,831		
62225 · Other Faculty Costs	450		
<b>Total 62220 · Faculty costs</b>	<u>3,881</u>		<u>3,881</u>
62226 · LA Student accommodation	5,492		5,492
62227 · LA Hotel Facilities			
62228 · Meeting Rooms	3,243		
62230 · Hotel Banquets	7,322		
<b>Total 62227 · LA Hotel Facilities</b>	<u>10,566</u>		
62240 · Printing, Postage and supplies	400		
62241 · Music	800		
62245 · Miscellaneous costs		5,000	(5,000)
<b>Total 62200 · Leadership Academy expenses</b>	<u>21,138</u>	<u>5,000</u>	<u>16,138</u>
<b>Total Expense</b>	<u>21,138</u>	<u>5,000</u>	<u>16,138</u>
<b>Net Ordinary Income</b>	<u>(6,785)</u>	<u>(5,000)</u>	<u>(1,785)</u>
<b>Net Income</b>	<u><u>(6,785)</u></u>	<u><u>(5,000)</u></u>	<u><u>(1,785)</u></u>

## Ontario District of the Barbershop Harmony Society

## DMT Expense Accounts

January through March 2017

	<u>Jan - Mar 17</u>
Ordinary Income/Expense	
Expense	
66000 · Officers and Directors	
62010 · VP Music & Performance	358
60080 · Vehicle Expense	
60083 · Tags and Licenses	522
60087 · Fuel	575
60089 · Vehicle Miscellaneous Expenses	136
Total 60080 · Vehicle Expense	1,233
60040 · DMT & BoD expense	292
60061 · Bank Stationary	823
66100 · Expense Account Items	
66110 · Travel Costs	
66111 · Mileage	518
Total 66110 · Travel Costs	518
66125 · Accomodations	165
66140 · Office Items	
66143 · Postage	134
66149 · Stationary and Supplies	278
Total 66140 · Office Items	412
66160 · Software Licenses	53
Total 66100 · Expense Account Items	1,149
Total 66000 · Officers and Directors	3,854
Total Expense	3,854
Net Ordinary Income	(3,854)
Net Income	<u>(3,854)</u>



**Ontario District of the Barbershop Harmony Society  
 Officers' and Directors' Expenses vs. Budget  
 January through March 2017**

	Jan - Mar 17	Budget	\$ Over Budget
<b>DMT</b>			
6001 President		(6,000)	6,000
6003 Immediate Past President		(500)	500
6004 Executive VP		(5,000)	5,000
6005 Secretary	(552)	(250)	(302)
6006 Treasurer		(500)	500
6007 VP Finance	(1,087)	(1,350)	263
6008 VP Events		(1,000)	1,000
6009 VP Music & Performance	(358)	(400)	42
6010 VP Chorus Director Dvlpmnt	(144)	(800)	656
6011 VP Contest & Judging		(1,300)	1,300
6013 VP Membership		(1,000)	1,000
6014 VP Marketing & PR	(53)	(3,150)	3,097
6016 VP Youth in Harmony		(2,500)	2,500
6017 DC Central Division		(750)	750
6018 DC Eastern Division		(500)	500
6019 DC Heartland		(600)	600
6020 DC Northern Division		(300)	300
6021 DC DC Oakridge Division		(500)	500
6022 DC Peninsula Division	(136)	(500)	364
6023 DC Western Division		(750)	750
6024 Awards Chairman	(433)	(800)	367
6026 Convention Chair		(500)	500
6028 Op-Laws Reg Chairman	(98)	(250)	152
6099 Other Authorized Claimants	(992)		(992)
<b>Total DMT</b>	<u>(3,854)</u>	<u>(29,200)</u>	<u>25,346</u>
<b>TOTAL</b>	<u><b>(3,854)</b></u>	<u><b>(29,200)</b></u>	<u><b>25,346</b></u>

**Ontario District of the Barbershop Harmony Society**

**Onta-Fame Fund Budget vs. Actual**

January through March 2017

Apr 1, 2017  
Accrual Basis

	Jan - Mar 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>47000 · Onta-Fame Revenues</b>			
47010 · OF allocation - dues RG	3,456	3,960	(504)
47012 · OF allocation - dues Seniors	1,257		
47015 · OF allocation - dues Y2	111	1,185	(1,074)
47020 · OF allocation by District		5,000	(5,000)
47030 · Fall convention prior year			
47032 · Non youth attendees @ \$2.00		858	(858)
47034 · Youth attendees @ \$1.00		13	(13)
47036 · Raffle & water sales		800	(800)
47030 · Fall convention prior year - Other	2,334		
<b>Total 47030 · Fall convention prior year</b>	<u>2,334</u>	<u>1,671</u>	<u>663</u>
47040 · Spring Convention this year			
47042 · Non-youth attendees @ \$2.00		870	(870)
47044 · Youth attendees @ \$1.00		15	(15)
47046 · Raffle proceeds		900	(900)
<b>Total 47040 · Spring Convention this year</b>		<u>1,785</u>	<u>(1,785)</u>
<b>Total 47000 · Onta-Fame Revenues</b>	<u>7,158</u>	<u>13,601</u>	<u>(6,443)</u>
<b>Total Income</b>	<u>7,158</u>	<u>13,601</u>	<u>(6,443)</u>
<b>Gross Profit</b>	<u>7,158</u>	<u>13,601</u>	<u>(6,443)</u>
<b>Net Ordinary Income</b>	<u>7,158</u>	<u>13,601</u>	<u>(6,443)</u>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
91000 · Onta-Fame Fund distribution	2,000	13,601	(11,601)
<b>Total Other Expense</b>	<u>2,000</u>	<u>13,601</u>	<u>(11,601)</u>
<b>Net Other Income</b>	<u>(2,000)</u>	<u>(13,601)</u>	<u>11,601</u>
<b>Net Income</b>	<u><u>5,158</u></u>	<u><u>13,601</u></u>	<u><u>5,158</u></u>