

Flatman, John MAH:EX

From: Sarah Johnson <sarah@vanderluit.com>
Sent: Tuesday, May 9, 2017 1:11 PM
To: Community Gaming Grants MAH:EX
Subject: L+G File No: s.15
Attachments: VanU FC Gaming Branch Submission.pdf

Hello,

Please find enclosed our response to your letter received regarding Application No: s.15 Please acknowledge receipt of this file. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Sarah Johnson

VANDERLUIT+ASSOCIATES INC
chartered professional accountants
300 - 2083 Alma Street
Vancouver, BC
V6R 4N6
E. sarah@vanderluit.com
P. 604-739-2066, Ext. 242
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CONFIDENTIALITY NOTICE -- This email is intended ONLY for the person(s) named in the message header. Unless otherwise indicated, it contains information that is privileged and confidential. If you have received it in error, please notify the sender and delete the message. Thank you.



May 8, 2017

Community Gaming Grants Branch
3rd Floor, 800 Johnson Street
Victoria, BC V8W 1N3
Canada

Re: Vancouver United Football Club
Application No. s.15
L+G File No: s.15

Dear Executive Director,

We acknowledge receipt of your letter dated October 19, 2016 and would like to thank the Community Gaming Grants Branch for awarding our organization funding.

We have connected with your office in November 2016 to discuss the issues and provide clarification on a number of items however we would like to take this opportunity to address the issues that were noted in our application in further detail and to provide clarification regarding certain disbursements that were highlighted in your letter.

Organization Financial

1. The 2016 fiscal year end draft organization financial statements indicate the community gaming grant s.21 rather than provide how much was used towards specific line item expenses.
 - a. In the 2016-2017 budget, the gaming grant was primarily used to fund additional equipment and uniforms; an additional s.21 was added to equipment and uniforms in the budget (please see attached for the revised budget);
 - b. In the past we have used the gaming funds primarily for the following purposes:
 - i. Uniforms
 - ii. Equipment
 - iii. Turf field access;
 - c. We purchased new uniforms in 2013 for a total cost of s.21 . Each year we replace a portion of them.
 - d. Please see attached "final" Financial statements for the 2016 Year end and the detailed board financial statements with the budget for the 2016/17 year. (Operations with Academy)
 - e. In the board financial statements we have broken out the expense covered off by – Gaming, Internally Restricted Funding and Sponsorship at the end of statements.



2. Your letter indicated that future applications should include board minutes designating internally restricted funds per Guideline 3.5.
 - a. We will include the board minutes that set the parameters around the internally restricted funds;
 - b. Going forward, we will also document the restrictions on the financial statements.

Program – Other (additional reporting)

Please separate total revenues and expenditures for the Academy Program (please see attached reports for your review)

Reporting – Other (missing 2015 Gaming Account Summary Report)

Your records indicate that the 2015 fiscal year end Gaming Account Summary was submitted but you were unable to locate the document. Please note that, as per your request, we emailed a replacement copy to the Gaming Branch on October 20, 2016.

Reporting – Other (Gaming Account Summary Reports)

To provide clarification for the Academy coaching disbursements:

There are two divisions in Vancouver United FC:

1. The Club Operations
 - a. The Club Operations are the following basic programs
 - i. Active Start (U4 - U8),
 - ii. House (U9 - U10) and
 - iii. Divisional (U11 – U18);
2. The Academy Operation provides support for all Club Operations
 - a. The Academy Operations runs the following programs
 - i. Pays all the coaches for all Club Operations
 1. Staff coaches
 2. Contract coaches
 - ii. Runs skills programs embedded in the Club Operations
 1. Embedded Coaching (assisting volunteer coaches at practices)
 2. Active Start Coaching (runs the Active Start program – volunteer coaches are assistant coaches)
 3. Game Support (assist volunteer coaches on game days – strategic)
 4. Evaluations (for Divisional allocations)
 5. Volunteer Coach training programs and certifications
 - iii. Runs the additional skills training programs



1. Camps
 - a. Three summer camps
 - b. Two spring break camps
 - c. Two Goalkeepers camp
 - d. Preseason Gold camp
 - e. Various Clinics
2. Academy skills training programs
 - a. Street soccer
 - b. Friday Plus
 - c. Spring training
 - d. Fall training
- iv. These programs essentially run on a breakeven basis (they do show a profit on the statements as only the contract coaching and field costs are allocated to these programs – some overhead and some equipment that can easily be determined are allocated as well, but the salaried coaches, office expenses and admin staff are not – if they were, there would be little or no profit.)
- b. Please see attached for a copy of the budget with the Academy expenses broken out separately.
- c. Academy Program
 - i. We have reviewed in detail all the disbursements from the gaming account for the years:
 1. 2014
 2. 2015
 3. 2016
 - ii. The Academy coaching expenses that were paid from the gaming account are attached and total **s.21** - as follows:
 1. 2014 - **s.21**
 2. 2015 -
 3. 2016 -
3. Volunteer coaches:
 - a. The majority of our coaches are volunteers;
 - b. The club pays for the training and certification of the volunteer coaches if they go outside the club for certification;
 - c. Our staff coaches run programs to train the volunteer coaches and certify the volunteer coaches.
4. Referees
 - a. The club trains and pays the older players (U11 to U18 players) to ref the younger kids (U9 – U10) games and be assistant refs for the (U11 – U18) games.
 - b. Referee development programs are put on by the club for the young referees.



5. Coaching conference:

- a. For the past two years, the club has organized a coaching conference;
- b. The club brings in top coaches from the UK and Europe to share current coaching trends and experiences and invites all clubs in the Lower Mainland to attend;
- c. The program has had great reviews and has good attendance and provides immeasurable benefits to our community.
- d. <http://www.pacificsoccercoachingconference.org/single-post/2016/04/19/Harbour-City-FC-Join-As-Supporting-Club-Partner>

Vancouver United Football Club would like to thank the Community Gaming Grants program for their continued support and we hope that we have addressed your queries sufficiently regarding our gaming account.

Should you have any further questions, or require additional clarification, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "ET" followed by a stylized flourish.

Eric Vanderluit

Vancouver United Football Club

Statement of Operations

April 30, 2016

	May/16 - Apr/17	May/15 - Apr/16	May/14 Apr/15
	(12 months)	(12 months)	(12 months)
	Budget	Actual	Actual
	2016/2017	2015/2016	2014/2015
Registrants	s.21		
Income			
4050 · Registration Fees - Divisional			
4075 · Registration Fees - House			
4125 · Registration Fees - Active Start			
4600 · Registration Fees - Academy			
4080 · Late Fees			
4620 · Other Income			
4034 · Admin charge 15%			
4066 · Adult Team registration			
4120 · Tryout Fees			
Total Income			
Expense			
5000 · Administration			
5014 · Manager			
5010 · Administrative Assistance			
5029 · Recruitment cost			
5000 · Administration			
5015 · Advertising			
5820 · Outreach			
5015 · Advertising and Promotion			
5070 · Web Site - Computer			
Total 5015 · Advertising & Computer			
5021 · Interest and Bank Charges			
5020 · Interest and Bank Charges			
5025 · Merchant Fees			
5045 · Online Registration			
Total 5021 · Interest and Bank Charges			
5063 · Bad debt			
5064. Subsidies			

Vancouver United Football Club

Statement of Operations

April 30, 2016

	May/16 - Apr/17	May/15 - Apr/16	May/14 Apr/15
	(12 months)	(12 months)	(12 months)
	Budget	Actual	Actual
	2016/2017	2015/2016	2014/2015
5050 · Office & General Expenses	s.21		
5040 · Office Supplies			
5041 · Office Rent			
5265 · Brand Development			
5275 · Professional fees			
5080 · Bookkeeping			
5026 · ADP Charges (payroll)			
5065 · Insurance			
5055 · Room Rental			
5058 · Computer and equipment			
5075 · Telephone			
Total 5050 · Office & General Expenses			
5100 · Affiliation and Registration			
5250 · Tournament and Jamboree			
5220 · Mini Soccer Jamboree			
5230 · Tournament Fees			
Total 5250 · Tournament and Jamboree			
5300 · Player Development and Coaching			
5300 · Coaching			
5390 · Fixed expense reimbursement			
Total 5300 · Player Development and Coaching			
5500 · Equipment and Uniforms			
5505 · Equipment and supplies			
5508 · Equipment coordinators			
5510 · First Aid Kits			
4630 · Uniform sales			
5515 · Uniforms			
Total 5500 · Equipment and Uniforms			

Vancouver United Football Club

Statement of Operations

April 30, 2016

	May/16 - Apr/17	May/15 - Apr/16	May/14 Apr/15
	(12 months)	(12 months)	(12 months)
	Budget	Actual	Actual
	2016/2017	2015/2016	2014/2015
5600 · Playing Facilities and rentals	s.21		
5605 · Field - Repairs and Maintenance			
5610 · Field Lining Fees & Supplies			
5620 · Gym Rental			
5631 · Turf Field Rental (Practice & Games)			
5650 · Transportation			
Total 5600 · Playing Facilities and rentals			
5715 · Referees			
5200 · Awards & Volunteer appreciation			
5005 · Amoritzation			
5800 · Team Photographs			
5115 · Bond/ Penalties			
Total Other Expenses			
Total Expenses			
Loss before funding income/expenses and other income			
Gaming, Internally Restricted and Sponsorship costs			
Field development			
Affiliation fees			
Field lining fees			
Coaching			
Referee fees			
Service charges			
Gym rentals			
Turf fees			
Uniforms			
Equipment			
Total Costs			
Funding and other income			
4140 · Direct Access Grant			
4135 · Donations			
4136 · Sponsorship			
4704 · Net Coaching Conference			
4500 · Interest income			

Vancouver United Football Club

Statement of Operations

April 30, 2016

	May/16 - Apr/17	May/15 - Apr/16	May/14 Apr/15
	(12 months)	(12 months)	(12 months)
	Budget	Actual	Actual
	2016/2017	2015/2016	2014/2015
Net Income from Operations	s.21		

VanU Academy
Statement of Operations
April 30, 2016

	May/15 - Apr/16	May/15 - Apr/16	May/14 Apr/15
	Budget 2016/2017 (12 months)	Actual 2015/2016 (12 months)	Actual 2014/2015 (12 months)
Academy			
4110 · Academy revenue	s.21		
4111 · Academy Registration			
4112 · VanU Program			
4113 · U11/U14 Gold plus Program			
4114 · U11/U14 Silver plus Program			
4625 · U9 / U10 Prospect Program			
4114 · Academy - Kit			
Total 4110 · WSPD / Academy revenue			
 5300. Academy costs			
5310 · Coach Development			
5331 · Coaching Staff - Nick Perugini			
5333 · Coaching Staff - Gregor Young			
5334 · Coaching - Assistant -50/50 Academy			
5352 · Coaching - Active Start U5 - U8			
5456 · Coaching - Embedded U9 - U18			
5361 · Coaching - Tryout			
5348 · Coaching - Game Support			
5750 · Coaching - WCB			
Total 5300 · Player Development and Coaching			
5400 · Academy Coaching			
5335 · Coaching - Academy			
5336 · Coaching Staff - Bonus			
5357 · Coaching - Academy HC			
5402 · Camps - Other cost			
Total 5400 · Academy Coaching			
 5100 · Affiliation and Registration(Summer Camp)			
5200 · Awards and Volunteer Appreciation			
5631 · Turf Field Rental (Practice & Games)			
5620 · Gym Rental (Futsal)			
5252 · Tournament			
5650 · Transportation			
5715 · Referee Fees			

VanU Academy
Statement of Operations
April 30, 2016

	May/15 - Apr/16	May/15 - Apr/16	May/14 Apr/15
	Budget 2016/2017 (12 months)	Actual 2015/2016 (12 months)	Actual 2014/2015 (12 months)
5500 . Equipment	s.21		
5505 . Equipment and supplies			
4630 . Uniforms - sale			
5515 . Uniforms			
Total 5500 . Equipment			
5000 . Administration			
5010 . Administration (Cara)			
5035 . VUFC- Admin expenses 15% (Camps)			
5040 . Office Supplies			
5063 . Bad debt			
5045 . Online Registration / Merchant (Academy)			
Total 5000 . Administration			
Total Academy costs			
Income from Academy			

Vancouver United Football Club

Financial Statements
For the year ended April 30, 2016
(Unaudited - See Notice to Reader)



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V A N D E R L U I T + A S S O C I A T E S I N C

chartered professional accountants

Notice to Reader

On the basis of information provided by management, we have compiled the statement of the financial position of Vancouver United Football Club as at April 30, 2016 and the statements of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

The partner in the firm is a director of the Society.

Vanderluit & Associates Inc.
Chartered Professional Accountants

Vancouver, British Columbia
May 24, 2016

Vancouver United Football Club
Statement of Financial Position
(Unaudited - See Notice to Reader)

April 30 **2016** **2015**

Assets

Current

s.21

Cash and short term deposits
Accounts receivable
Prepaid expenses

Equipment

Liabilities, Deferred Contributions and Net Assets

Current

s.21

Accounts payable and accrued liabilities

Deferred Contributions

Expenses of future periods (Note 2)

Net Assets

Unrestricted
Internally restricted funds
 Capital reserve (Note 3)
 Uniform replacement reserve (Note 4)
 Field development fund (Note 5)

Approved on behalf of the Board of Directors:

_____ Director

_____ Director

Vancouver United Football Club
Statement of Changes in Net Assets
(Unaudited - See Notice to Reader)

For the year ended April 30, 2016

	Unrestricted	Uniform & Capital Reserve	Field Development Reserve	Total
Net Assets, April 30, 2014	s.21			
Income from operations				
Transfer				
Net Assets, April 30, 2015				
Loss from operations				
Transfer				
Net Assets, April 30, 2016				

Vancouver United Football Club**Statement of Operations**

(Unaudited - See Notice to Reader)

For the year ended April 30, 2016

	2016		2015
	Actual	Budget	Actual
Registration fees	s.21		
Program expenditures			
Player development and coaching			
Playing facilities and rentals			
Equipment, uniforms and supplies			
Affiliation and registration			
Referee fees			
Awards and volunteer appreciation			
Tournament and jamboree			
Team photographs			
Bond and penalties			
General and administrative expenditures			
Administrative wages and benefits			
Office			
Interest and bank charges			
Advertising and promotion			
Bad debt			
Subsidies			
Amortization			
Loss from operations before funding and other income			
Funding and other income			
Direct access grant			
Sponsorship			
Interest income			
Other income			
Loss from operation			

Vancouver United Football Club

Notes to Financial Statements

(Unaudited - See Notice to Reader)

April 30, 2016

1. Nature and Purpose of the Society

Vancouver United Football Club ("the Society"), is incorporated under the Society Act of British Columbia. The Society is a registered not-for-profit organization under the Income Tax Act, and accordingly is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

The Society was founded for the following purposes:

- a) to continue the heritage of the Dunbar Soccer Association, Kerrisdale Soccer and Athletic Society, West Point Grey Soccer Association and future Clubs joining the Association;
 - b) to promote the game of soccer in the neighbourhoods and communities of the City of Vancouver;
 - c) to form male and female soccer teams and to enter those teams in organized leagues at the appropriate level of play;
 - d) to provide facilities and equipment to optimize the development and enjoyment of players;
 - e) to encourage sportsmanship, fair play and a sense of community through participation in soccer;
 - f) to provide for an exchange of ideas relating to the game of soccer;
 - g) to provide leadership, guidance and co-operation with other societies and organizations to promote the development of the game of soccer; and
 - h) to enforce the Articles, Bylaws and Policies of the British Columbia Soccer Association.
-

Our Credo

Game. Club. Community.

Our Vision

A community-based soccer development system built on best-of-class programs for players, coaches and referees.

Our Mission

To create new levels of community participation, activity and spirit on the strength of the most inclusive club and comprehensive programs for players, coaches, officials and families.

Club Qualities

Fun, inclusive, progressive, proud and competitive

Club Characteristics

Bold Soccer development, a true club environment and a dynamic collaborative organization

Player-centered Values

Sportsmanship, team play and friendship

Vancouver United Football Club

Notes to Financial Statements

(Unaudited - See Notice to Reader)

April 30, 2016

2. Expenses of Future Periods

Expenses of future periods are unspent, externally restricted funds which were received in the current period that relate to subsequent periods.

3. Capital Reserve (Internally restricted)

The Society's Board of Directors has restricted resources of ^{s.21} (2015 ^{s.21}) of Net Assets to be used for capital projects such as large equipment purchases, club house construction or field improvements.

4. Uniform Replacement Reserve (Internally restricted)

The Society's Board of Directors has restricted resources of ^{s.21} (2015 ^{s.21}) of Net Assets to be used for uniform replacement. It is anticipated that the uniforms will be needed to be replaced every four years.

5. Field Development Reserve (Internally restricted)

The Society's Board of Directors has restricted resources of ^{s.21} (2015 - ^{s.21}) of Net Assets to be used for field development cost.

6. Equipment

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net 2016</u>
Office equipment	^{s.21}		

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net 2015</u>
Office equipment	^{s.21}		

13-Sep-2017

Application Type: Community Gaming Grant

Application No: s.15

L+G File No: s.15

Officer(s) Responsible: Eric Vanderluit
Peter Delaney

Vancouver United Football Club
315 2083 Alma Street
Vancouver BC
V6R 4N6

Dear Eric Vanderluit,

Thank you for your application for a Community Gaming Grant. The services that you are providing to British Columbians are highly valued and appreciated.

I am pleased to inform you that your request for funding has been approved and your organization has been awarded \$154,000.00 in funding. This grant will be deposited directly into your gaming account. I understand that this amount is less than your original request, and that this may be disappointing news.

In assessing your application, consideration was given to how well your application met the program guidelines as well as your demonstrated financial need and the level of available funding. Analysts in the Community Gaming Grant branch work very hard to adjudicate each application fairly within this context.

This is how the funding you have been awarded is to be used:

- Program - Approved: \$ 154,000 - Youth Soccer Program to assist with field rentals, referee fees, tournament and affiliation fees, equipment and uniforms, and other costs essential to the direct delivery of the program. The Branch acknowledges your request for a higher level of gaming funds; however, the approved level of funding is based on the scope and size of the program. It is noted there has been a significant reduction in the registered players over the previous year. Guideline 2.2 states that the requested amount may not be approved and may vary from year to year.

Although you have been awarded a grant this year, it's important to know that there were

problems with some aspects of your application that could impact future applications for funding if not managed. Therefore, it is strongly recommended that you take steps to address the following issues:

s.21

s.21

Please note that all recipients of Community Gaming Grants are required to adhere to the terms and conditions of the program. The full list of terms and conditions can be found at:
<http://www.gaming.gov.bc.ca/grants/forms-guidelines.htm>

As you can appreciate, it is very important that we are able to demonstrate that public funds are being used appropriately and for the purpose they were intended. Because of this, all recipients of Community Gaming Grants are required to report on the use of gaming funds using the Gaming Account Summary Report (GASR). The report must be submitted to the Community

Gaming Grants Branch within 90 days of the organizations fiscal year end. Please do not hesitate to contact the Community Gaming Grants program if you have any questions about your GASR. The form, along with the complete list of conditions for this grant, is available on our website at: <http://www.gaming.gov.bc.ca/>.

If you believe that an error has been made in assessing your application, you may request a reconsideration. Please provide the branch with your reasons for requesting a review within 30 days of your receipt of this notification.

The Community Gaming Grants program operates on an annual funding cycle and applications are assessed on their own merit and in the context of available funding each year.

I would like to take this opportunity to thank you, your staff and volunteers for the work that you do to support your community.

If you have any questions about your grant, please do not hesitate to contact program staff at CommunityGamingGrants@gov.bc.ca or (250) 356-1081.

Executive Director
Community Gaming Grants Branch
Ministry of Community, Sport and Cultural Development