

Budget Assumptions for SEESA 2022 Budget

The following assumptions were used in the completion and Board approved “survival/bare bones” 2022 SEESA budget. The budget does not include salaries for key positions of an Executive Director, Kitchen Manager and Communications Director. A Management Plan will be developed in the 1st quarter of 2022, identifying financial targets that must be met to keep SEESA going forward. All revenue and expenses will be closely monitored.

Assumptions

- The budget is based on 800 members
- The membership fee would remain at \$30.00 per year
- External revenue includes the City of Edmonton operating grant of \$150,000.00
- An amount of \$30,000.00 has been included for donations - fundraising
- An amount of \$30,000.00 from a casino in the fall of 2022 has been included in the Scotia Bank account
- ECSS and FCSS funding has been confirmed for 2022
- No amount included for any other type of government grants

Payroll

- No increase or decrease in wage amounts for current staff
- No amounts have allocated for key positions of an Executive Director, communication director, kitchen sous chef, cook or dishwasher
- Estimated total salary cost of \$330,000.00, representing 52% of overall costs

Corporate Costs

- Allocation of corporate costs to various business lines – 5% to outreach, 10% to volunteer program, 25% to kitchen (based upon square footage) and 52% to membership services.
- Allocation of corporate costs to FCSS have increased since to account that kitchen will be mainly operated by volunteers for at least six months
- Estimated continual operating costs based upon October, 2021 cost plus 5% increase for inflation for utility costs
- Allocated \$1,500.00 for AGM, based upon 2021 AGM costs
- Included are insurance costs based upon board approved amounts
- Capital purchases include computer equipment for \$5,000.00 and \$7,500.00 for phase 2 of the website (e-commerce portion) - \$2,500.00 remaining plus \$5,000.00 for overrun costs

ECSS and FCSS Programs

- Projects will be at breakeven
- For FCSS, outreach services is budgeted at a contract with SAGE for onsite services for \$30,000.00 (Two days a week, 7.5 hour/day @30.00/ hour= \$450.00 per week) . Based upon \$450/week x 52 weeks = \$23,400 plus 10% admin charge = \$25,740.00
- More funds allocated for volunteer recognition event and other volunteer recognition

Kitchen

- Based upon the October, 2021 sales of approximately \$3,000.00, 2022 revenue estimated for the kitchen was \$3,000.00 for 6 months, \$4,000.00 for the next two months and \$5,000.00 for the last four months
- Food costs (based upon October 2021 purchases) was approximately 1/3 of sales so this same calculation will be used for the budget food purchases for 2022
- Allocation of corporate costs will remain at 25%, same as last year, based upon square footage of area

Membership Services

- Membership fee would remain at \$30.00 per year
- The class fee for members is budgeted at \$9.00 per hour at a participation rate of 15% of the 800 members. The non-member rate will be \$18.00 per hour
- The onsite class drop-in fee for members will be \$13.50 per hour, non-member drop-in fee will be \$27.00 per hour
- Class fee now includes charge for equipment fee, music fee etc. and will be internally adjusted to allocate an amount for these items in the accounting system
- A Club fee drop-in fee for members will be \$4.50 per week, non-members will be \$9.00 per week
- A Club session fee will be offered to members for \$3.00 per week, non-member club fee of \$6.00 per week times the number of weeks in the session

Sales

- Items sold at SEESA

Fundraising

- An amount of \$30,000.00 for donations have been included
- 2 Rummage sales – based upon 75% of the 2019 sales of \$45,000.00 = total of \$34,000.00
- Other fundraising – bottle drive and 50/50 raffles, which would be deposited to the Scotia account (gaming) and used to pay for specific expenses

Building Rental

- Estimated at 50% of the 2019 rental income