



EKSC Board of Directors Meeting Agenda/Minutes

Date & Time March 10, 2025; 7:00 pm

Attendees Sara, Paul, Anj, Tarek, Darren, Cathy, Chris, Heather, Erica

Location: Virtual

Regrets Ian

Board Meeting	
Agenda Item	Minutes / Decision / Action
1. Approvals	
1.1 Welcome and Call to Order	1.1 Sara called meeting to order at 1904
1.2 Approval of Agenda	1.2 Motion to approve agenda made by Sara and seconded by Heather No additions.
1.3 Approval of Previous Minutes – February 2025, November 2024	1.3 Motion to Approve February, 2025 meeting minutes. Motion by Sara and seconded by Heather.
2. New Business	

2.1 Canadian Open Preparations (Sara/Cathy) 2.1.1 Report of Decision (Darren)	2.1 Quick overview: - Officials and volunteer positions filled except one security position - Small number of entries which is normal for this point; 90% of entries received 4-5 days prior to last year's deadline. 2.1.1 Report of decision on Rec Tech Purchase Record of decision on rationale for purchase of the Rec Tech system for future reference. Darren has prepared a draft; planning to continue to work with Chris for details and clarification; will send it to the BoD once draft completed.
3. Ongoing Business	
3.1 Participation Points - (Spring meets – reciprocation) 3.2 2024 Audit (Chris and Darren) – Audit 3.2.1 Motion: To approve the 2023-24 fiscal year audited financial statement. 3.3 Bylaw submission (Cathy) 3.4 Annual Return (Cathy) 3.5 CIBC - Signing Authority 3.6 CRA - (Sara) Jill to call CRA 3.7 Board Orientation (Sara / Darren) 3.8 Varsity Program Update (Paul) 3.8.1 Alumni collaboration 3.9 Safe Sport Committee (Erica) 3.9.1 Dare to Care 3.9.2 Update on ToR 3.9.3 Update on policy framework	3.1 Stephanie Slee and Linda Bowie are starting to review the participation points policy. They will work with Chtris to develop a draft policy and bring it forward to the board for approval. Goal is to have it in place for 2025-2026 EKI is the next goal for volunteers - a tough one to staff due to it being summer and members have fulfilled their points. Olympian swim club looking for volunteer assistance for provincials in 10 days. Needing a large number of volunteers. EKSC will ask our members with an emphasis on maintaining their commitment to the EKSC meets. Chris will check in with Shane re: high need of volunteers and reason. 3.2 Darren and Chris worked together and Tarek did an independent financial review. Darren and Tarek met over the weekend to discuss. Auditors found no material concerns Tarek confirmed with Chris that the club runs deficits and offsets them with interest from cash reserves due to favorable interest rates. Darren and Tarek independently reviewed and came together as Finance Committee and are satisfied with the financial statements and the auditor findings. The Financial Committee recommends approval of the 2023-2024 fiscal year financial statement as presented in the meeting.

	3.2.1 Anj motioned to approve the 2023-2024 fiscal year audited financial statement and seconded by Sara. All in favour - motion approved. 3.3 and 3.4 Cathy waiting for completed financials to do both submissions. 3.5 Darren has sent off the forms and is awaiting response from CIBC. Chris will update as information is received. 3.6 Jill has been on hold with the CRA a number of times over the last several days. Sara wil update the BoD when she hears from Jill. 3.7 Sara reviewed and added items to the PowerPoint prepared by Darren. Request for other board members to look through and make recommendations as needed for their particular roles. 3.8 Both men's and women's teams placed 5th. One of the best results for the varsity team. Positive note to finish on. 3.8.1 One committee has been formed but has not met yet. - Connor and Sabrina have met with Katie regarding the alumni maintaining the casino agreement as they have the agreement with the AGLC. UASTAS must become a club within three months to retain the casino. Chris is querying if we can share our policies with them so they can fast track this process? Erica is cautious that EKSC review them prior to sharing them but is in agreement that sharing amongst clubs is good practice. Chris has clarified it is to meet requirements and be used as templates not for alignment.
4. Committees Reports & Questions	
4.1 Safe Sport Committee (Erica)	4.1 Erica is meeting with a couple of volunteers to confirm the TOR this week. Need additional volunteers to help with the resolution of a dispute. Need a variety of people to come forward.

	Goal is to keep committee work separate from the board once it reaches a certain level. Categories of complaints and risk will be created and amount of communication could be tailored to this. Darren suggested that frequency of complaints could also be communicated to ensure the board is aware. Erica is seeking clarification and decision on pathways. Suggestion to simulate potential issues to determine pathways. Sara suggests that the mandate of the committee is conflict resolution prior to escalation.
4.2 Finance & Audit Committee (Darren)	As noted above
4.3 Competitions & Officials Committee (Cathy/Sara)	As noted above
4.4 General Manager Report (Chris)	Attached
4.5 Head Coach Report (Paul)	Entering Championship season - busy time for the club and swimmers End of season calendar is finalized. No end of season travel meet The senior group is attending training camp in Phoenix for a week. Permanent ad for Coaches posted.
4.6 Fundraising Committee (Creation)	Deferred
5. Roundtable	
5.1 Next Meeting	April 7 , 2025 MS TEAMS
5.2 Adjournment	Meeting adjourned by Sara @2042

* Head Coach and GM Report Below

General Manager Report for BOD Meeting: Mar 2025

FINANCIALS

1. Balance Sheet
 - Balance sheet to Jan 31 is included.
 - Can see AGLC payment has been processed (Jan 4) and shows in Consolidated Account (payment from) and Accounts Payable (cleared to \$0 balance – we have no payables as of Jan 31).
2. P&L Year-to-date
 - P&L report is included to Jan 31.
 - No matters of concern.
 - Notable income in January from UofA (\$52k) and Travel recovery (recover payment for first travel meets of the season). Much more travel to come in March, May.
 - Remember that our target is a profit of ~\$80-90k at Jun 30 annually because our annual training fees have a last payment in June. July & August run planned losses as annual & summer expenses remain while income is at its lowest.
3. Audit for FYE 2023-24
 - Darren & Tarek are arranging a final meeting as the F&A committee. Darren & Chris have already had an initial review and no concerns have been raised. Curtis (Metrix LLP) has recommended the financial statement with no concerns from his end.
 - **MOTION: Require a motion on Monday to approve the audited financial statement.**
4. CIBC Credit Card
 - Darren mailed letter of direction regarding Card Officers last month; he is following up with the bank.
 - Darren has met with Chris this month and signed 2 letters to update signing officers and CMO officers.
 - CIBC Rewards Officer (Kristi Williams)... Cathy delivered Kristi's CC to the club office. Chris & Kristi to coordinate a time to look into the rewards coffer. Chris will report back with a plan on how to best utilize the accumulated points.

5. BOD Changeover

- CIBC:
 - Darren working on his addition as Card Officer (will replace Ryan Mo).
 - Forms sent to CIBC in Jan; following up with CIBC
 - Online (CMO) authorization to follow.
 - Darren signed letters of direction in Feb. Awaiting CIBC.
 - Bank account authorization to follow.
 - Darren signed letters of direction in Feb. Awaiting CIBC.
- CRA:
 - Sara / Darren trying to recover CRA MyBusiness passwords.
 - Jill Edwards will be calling CRA to try and recover access.

- Google Suites:

- Sara / Darren trying to recover overriding admin password
- Want to set up a shared drive with club admin and BOD to have shared space.
- We need to have better means of storing information; first step is having access to our own Google Suites top-level security clearance.

- Quickbooks Online:

- Complete. Chris & Darren share password & access.

FUNDRAISING & VOLUNTEERING

1. Bingos

- BINGO LICENSE RENEWAL:
 - WEMBA license now renewed for 2 years until Feb 28, 2027.
 - Parkway & Castle Downs bingo license renew this summer. Motion to renew to come in April.

2. Casino

- Casino Proceeds received! \$79,762 deposited from AGLC on February 18.
- CASINO has been approved for Q3 2026 (Jul, Aug, Sep)... this is slightly sooner than expected (usually at least a 2-yr wait).

3. Officials

- Looking good for Canadian Open – high response rate from the Canadian Open volunteer form.
- Will be adding daytime bonus points for Thu & Fri morning shifts; have plenty of points remaining for EKI.

4. Benevity

- Keyano has been an active registered with Benevity since 2021.
- Keyano remains active and in good standing with Benevity, with \$380 coming in January 2025 donations.
- Will look into a policy review for BINGO COMMITMENTS to include a credit for certain amount of donations through Benevity.

OPERATIONS - REGULAR

1. University of Alberta Varsity Program

- UASTAS is forming a single committee with 2 main focuses:
 1. Support the current team: protect the training environment & AGLC funding, realign partnership with EKSC (with UASTAS instead of UofA Athletics), and look at further funding opportunities to support UofA student-swimmers.
 2. Ultimate Solution: business plan to include swimming pool, stand-alone program that funds itself, and self-determining a pathway that may or may not include USPORTS in the future.

2. Competitions Committee:

- Review of Points policy underway with Stephanie Slee and Linda Bowie providing volunteer help.
- Policy review includes removing process-level wording, mandatory shift definition.

3. Office Administrator

- Lindsey Thomas has been officially announced as our office administrator.
- She has already taken a load off on day-to-day tasks and members have seen a consolidation of communication back into a monthly newsletter. Streamlining of communication was a top priority.

4. Staff:
 - Continue to add part time coaches.
 - No major issues with staff or payroll.
 - 3 new coaches hired in Jan & Feb; preparing for inevitable loss of coaches who have practicums coming after April.
5. Swim Alberta, Competitions Committee (Chris)
 - Provincial Competition Committee met in February. No news – reviewing Terms of Reference.
 - This committee will review participation and qualification outcomes for the 2024-25 provincial meets and determine any adjustments, as needed.
6. Sport Lomo – Swimming Canada’s brand-new registration system:
 - The system has failed to launch on time and has many glitches. We are not yet aware of how difficult it will be to get every member fully registered (confirm their identity and swimmer information through email link). We received access to Officials late (mid Sept) and Varsity later (early Oct)... swim meets are still not supported on the new platform and may not be available until 2025!!!
 - System has now launched and Swim Alberta is working directly with Chris to test out various features to improve the usability. This includes improving how the system allows swimming families to update their own information and ensuring the pathway to coach compliance is clear for those administering their clubs (currently coach credentials are invisible to administrators so compliance this season is 100% manual; highly labour intensive for clubs and Swim Alberta).
7. Dare to Care:

Group	Swimmer Participation (%)	Parent Participation (%)
Sr National	91%	91%
Jr National	93%	59%
Sr Provincial	83%	66%
Jr Provincial	92%	72%
Gold	92%	63%
Silver	93%	64%
Bronze	93%	55%

- Message now sent to families that Parents are required to fulfill a clinic session in order to ore-register for 2025-26.

8. Canadian Open – Webcast legacy project

- This project is now underway – thank you to all board members, City of Edmonton, Swimming Canada, and Govt of Alberta for their support.
- Project will be fronted by Keyano, and COE has guaranteed support for installation and acknowledgement of Keyano's ownership and exclusive rights.
- Within 3mo we expect to hear the results of the CIP Project Grant and how much is approved for the camera and webcast system.
- Within 12mo we will have a plan with City of Edmonton to repay (COE ownership; Keyano financial & use agreement) a large portion of any remaining balance for the system.

9. City of Edmonton – Swim Meet Infrastructure

- Improvements continue, with webcast system now included. This system may also upgrade the Kinsmen scoreboard to a more manageable, appealing display.

10. City of Edmonton, HPP

- Fall Allocation (Kinsmen)
 - 2025-26 allocation now in process.
 - Chris has submitted Keyano's request for 2025-26.
 - DSM will be shutdown until end of Sep – this is an improvement from its usual Thanksgiving opening date (Paul & Chris have lobbied since 2017 to have the start of the DSM shutdowns moved up to early August to get an earlier reopening).
 - Conflict resolution to begin at the end of March.
- Summer Allocation (Kinsmen)
 - This took place in January.
 - Originally slated to be all 25m. We were successful in convincing the Kinsmen to continue the summer in 50m format, as has been the case for all non-pandemic seasons.
 - Successful allocation process; Keyano has the pool time required for training into summer championship meets and summer camps.
- Summer Allocation (outdoor pools)
 - This process started the first week of February.
 - All outdoor pools are set to open the last week of June.
 - Keyano has QE Pool reserved for summer camps and is working on an agreement to expand in August. Keyano is looking at great access to pool space for summer camps.

11. Training Schedules – Kinsmen Events impact training

- Impact of events continues to be a weekly issue.
- 1-2 months out we are told how events will be conflicting with regular bookings. This is usually a high degree impact that seems like no training will be available at all – Keyano has secured UofA pool time in many of these cases.
- 1-3 weeks out we are told that events are only using a fraction of their rental space (and in some cases completely cancelled their event) allowing us to move back into regular training space and put in an awkward position of cancelling UofA lanes (not ideal, as we want to be a dependable renter there).
- Overall, training has continued with no loss of workouts, however, the training schedule has fluctuated greatly week to week. This will be the norm going forward in Edmonton.

12. City of Edmonton, Shutdowns & Maintenance

- Deep Tank is now delayed opening until at least May 2025.
- No further COE shutdowns in community facilities this season
- DSM is scheduled for maintenance from Aug 6 thru mid-September. This is thanks to our own request to start earlier shutdowns in August to avoid late reopening (used to reopen around Thanksgiving). This allows us to start programs with very little impact from shutdowns.
- We are waiting on shutdown announcements for City of Edmonton facilities in 2025-26

13. 2024-25 Events (Kinsmen)

- Oct 12, Octoberfest – DONE!
- Dec 6-8, Candy Cane – DONE!
- Jan 17-19, Blue Bears – DONE!
- Jan 31-2, Edmonton Open – DONE!
- Apr 9-12, Canadian Open – preparations heating up!
- July 3-6, EKI – creating Meet package

14. Payroll

- No current issues.

15. Odds & Ends

- Business license renewed as of Nov 26
- Travel Medical Insurance renewed for international-traveling coaches in Dec.
- Business insurance policy renewed in December.
- Hypothecated-GIC renewed in December.
- SMI insurance policy renewed in February.

16. Canadian Open

- 2027 changed dates from April to June (swap dates with Trials) due to change in international calendar.
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Edmonton Keyano Swim Club

Profit and Loss

September 2024 - January 2025

	TOTAL
INCOME	
4000 MEMBERSHIP	
4020 Annual Registration Fee	105,240.00
4030 Training Fees (Keyano)	502,478.49
4031 Refunds on Training Fees	-1,734.71
Total 4030 Training Fees (Keyano)	500,743.78
4040 Training Fees - RGC	27,101.24
4050 Membership Activities	-18.90
4350 Training Fees - U of A	52,571.50
4360 Training Fees - YMCA	36,655.00
4400 Camp Revenue	-159.00
Total 4000 MEMBERSHIP	722,133.62
4100 MEET INCOME	
4120 Meet Entries (Members)	48,274.50
4130 Meet Entries (Attending Clubs)	86,211.00
4150 Meet Travel Recovery Income	23,350.19
Total 4100 MEET INCOME	157,835.69
4200 GRANTS/GOVERNMENT FUNDING	
4210 Swim Alberta Club Funding	15,000.00
4240 Swimming Canada	-2,500.00
4295 Grants - Swim Canada Funding	75.00
4300 Sponsorship/Donations	620.00
Total 4200 GRANTS/GOVERNMENT FUNDING	13,195.00
4500 CASINO/GAMING	
4550 Bingo Revenue	2,570.45
Total 4500 CASINO/GAMING	2,570.45

4600 OTHER INCOME

4700 Pro Shop Sales	8,817.50
4900 Interest Income	12,435.64
4999 Miscellaneous Income	600.00

Total 4600 OTHER INCOME	21,853.14
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Total Income	\$917,587.90
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GROSS PROFIT	\$917,587.90
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EXPENSES

6000 MEMBERSHIP EXPENSES	-1,417.11
6020 Annual Registration Fees	101,344.86
6040 Membership Activity Expenses	23,475.87
6085 Team Unify Expense	735.75

Total 6000 MEMBERSHIP EXPENSES	124,139.37
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6100 MEET EXPENSES

6115 Awards/Trophies/Prizes	6,410.84
6130 Meet Supplies	264.60
6140 Hospitality, Meals & Entertainment	6,861.03

6150 Meet Entry Fees	51,933.31
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6165 Other Meet Expense	117.23
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6179 TRAVEL - Meets

6180 Flights	51,027.82
6181 Ground Transport	3,543.82
6182 Accomodations	6,313.11
6185 Per Diems, Meals & Entertainment	9,171.44
6186 Travel - Other	4,099.86

Total 6179 TRAVEL - Meets	74,156.05
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Total 6100 MEET EXPENSES	139,743.06
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6300 COACHING	
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6325 Meals & Entertainment	323.65
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6330 Memberships, Dues & Certification	3,285.00
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6340 Coaching Supplies	158.91
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6350 Education & Training	4,521.64
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6380 Travel Expenses	3,820.40
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Total 6300 COACHING	12,109.60
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6400 HIGH PERFORMANCE DEVELOPMENT	
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6480 Equipment	86.06
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6490 Subsidies (High Performance Budget)	1,988.37
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Total 6400 HIGH PERFORMANCE DEVELOPMENT	2,074.43
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7000 ADMINISTRATION	89.50
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7010 Advertising & Promotional Activity	9,608.00
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7040 Bank charges	86.97
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7070 Credit Card Merchant Fees	20,561.20
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7200 Facility Rental - Office	3,338.15
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7225 Facility Rent - POOLS	158,015.32
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7300 Insurance	12.85
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7350 IT and Communications	2,536.10
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7415 Licences & Subscriptions	147.42
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7500 Office Supplies/Equipment (Non Asset)	8,171.93
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7520 Payroll Service	850.00
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7530 Postage/Courier/Copying	45.09
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7535 PROFESSIONAL FEES	
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7555 Legal Fees	92.00
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Total 7535 PROFESSIONAL FEES	92.00
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7600 Staffing Salaries & Wages	
7620 Salaries, Wages & Contract Staff	380,634.97
7650 CPP Expense - Employer	13,681.35
7660 EI Expense - Employer	5,843.75
7670 Staff Benefits	1,375.00
Total 7600 Staffing Salaries & Wages	401,535.07
Total 7000 ADMINISTRATION	605,089.60
8000 CASINO/GAMING EXPENSES	2,539.95
8450 Casino Expenses (Use of Proceeds AGLC)	38.00
Total 8000 CASINO/GAMING EXPENSES	2,577.95
Total Expenses	\$885,734.01
PROFIT	\$31,853.89

Balance Sheet
As of January 31, 2025

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1010 CIBC - Operating Account 89-73911	440,251.09
1020 CIBC - Bingo Consolidated Account 89-74519	98,500.39
1030 CIBC - Bingo Parkway Account 89-74012	13,244.12
1040 CIBC - Bingo Castledowns Account 89-74217	14,018.55
1050 CIBC - Bingo WEM Account 89-74314	17,395.91
1060 CIBC - Casino Account 89-74411	1,715.02
1065 CIBC - SAVINGS Account 89-73814	138,129.88
1090 CIBC GIC #00029-7261371-19	100,000.00
1095 CIBC GIC #00029-7261371-27	0.00
1097 Petty Cash	500.00
1099 Telpay Clearing Account	0.00
9CLOSED RBC - Savings Account 1599 107-439-2	0.00
9CLOSED- RBC GIC# 00910185038	0.00
9CLOSED-- BMO Operating Account 1169-256	0.00
9CLOSED--- RBC GIC #00910185038	0.00
9CLOSED---- BMO GIC No. #6	0.00
9CLOSED----- BMO Savings/Consol. Gaming 8257-849	0.00
9CLOSED----- BMO Bingo - Parkway 8257-881	0.00
9CLOSED----- BMO Bingo - Castledowns 8257-865	0.00
9CLOSED----- BMO Bingo - WEM 8257-902	0.00
9CLOSED----- RBC - Casino Account 5259-100-8440	0.00
9CLOSED----- BMO GIC #5	0.00
1200 Undeposited Funds	58,883.71
Total Cash and Cash Equivalent	\$882,638.67

Accounts Receivable (A/R)	
1100 Accounts Receivable (A/R)	88,676.88
Total Accounts Receivable (A/R)	\$88,676.88
1105 Accounts Receivable (Prev Yr - Sage)	0.00
1110 Accounts Receivable - Other	0.00
1111 Account Receivable-Other-AGLC	35,971.91
1113 Accounts Receivable-Other-City of Edm CIOG	0.00
Total 1110 Accounts Receivable - Other	35,971.91
1115 A/R Credits (Debit)	18,340.07
1116 A/R Credits (Credit)	-18,340.07
1120 Advances on Expenses	401.18
1130 Allowance for Doubtful Accounts	0.00
1140 Interest Receivable	0.00
1150 Credit Card Receivables	0.00
1199 Accounts Receivable (Prey. Yr)	0.00
1285 Alberta Satellite Bingo Association	0.00
1300 Prepaid Expenses	4,673.35
1310 Prepaid Insurance	0.00
1400 Inventory	0.00
1401 Inventory Asset	0.00
1410 Inventory-Impairment	0.00
1411 Uncategorized Asset	-15.00
Advanced Payroll clearing	0.00
Total Current Assets	\$1,012,346.99
Non-current Assets	
Property, plant and equipment	
1500 Machinery and equipment	394.99
1505 Accumulated Amortization - Equipment	-393.65

Total 1500 Machinery and equipment	1.34
1520 Furniture and Fixtures	478.47
1525 Accumulated Amortization - Furn. & Fixtures	-473.51
Total 1520 Furniture and Fixtures	4.96
1540 Computer Hardware	6,793.42
1545 Accumulated Amortization - Computer Hardware	-3,663.01
Total 1540 Computer Hardware	3,130.41
1560 Leasehold Improvements	4,062.41
1565 Accumulated Amortization - Leasehold Improvements	-4,062.41
Total 1560 Leasehold Improvements	0.00
Total Property, plant and equipment	\$3,136.71
1580 Trademark	1,450.00
1585 Accumulated Amort. - Trademark	-873.00
Total 1580 Trademark	577.00
1800 Long-Term Investment (BMO)	0.00
1801 Cash(BMO)	0.00
Total Non Current Assets	\$3,713.71
Total Assets	\$1,016,060.70
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2010 Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$0.00

Credit Card	
2100 CIBC Visa - Chris Nelson **6815	-26,228.83
2110 Chris + Paul linked Visa	34,578.00
2120 RBC Visa - Chris Nelson **7026	0.00
2130 RBC Visa - Tim V. **2012	0.00
2140 RBC Visa - Nova Robinson (Cancelled)	0.00
2160 RBC Visa - Paul Birmingham **0488	0.00
VISA(6815)	26,228.83
Total Credit Card	\$34,578.00
1117 A/R Credits (Payable)	-49.00
2099 Accounts Payable - Prev Yr (Sage)	0.00
2220 Accruals	22,180.00
2230 Payables - Payroll (Stale Dates)	0.00
2240 Wages Payable	8,048.14
2300 Loan Payable (CEBA)	0.00
2430 Due To/From EKSS	0.00
2460 Swimmers Funding Account	0.00
2470 GST/HST Payable	-132.80
Benefits & deductions	27.00
CEBA Loan(0951)	0.00
Payroll liabilities	0.00
Vacation liability	137.98
Total Current Liabilities	\$64,789.32
Non-current Liabilities	
2500 DEFERRED INCOME	
2510 Deferred Revenue - Casino/Gaming	227,321.11
2520 Deferred Income - Membership Deposits	134,536.94
2530 Deferred Income - Registration Fees	655.00
2535 Deferred - Unallocated Bingo Credits	0.00
2540 Deferred Income - OTHER	6,000.00
2550 Deferred Income-U of A	4,590.00
Total 2500 DEFERRED INCOME	373,103.05
Total Non-current Liabilities	\$373,103.05
Total Liabilities	\$437,892.37

Total Liabilities	\$1,016,060.70
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Equity

3000 Opening Balance Equity	0.00
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3205 Invested in Equipment	10,977.31
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3300 Unrestricted Net Assets	457,024.01
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Retained Earnings	78,313.12
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Profit for the year	31,853.89
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Total Equity	\$578,168.33
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Total Liabilities and Equity	\$1,016,060.70
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