# ED Report, July 15, 2019

Finance: Finance Meeting was held on: Monday June 17th 3:00pm – Minutes

Highlights/Updates:

1. Payroll Audit: Andrew E.I. Pier Adjustment $246.00

T4 Adjustment $286.00

Jan/Feb 2019 Penalties and Interest $657.77

Paid 27th June to CRA, 2019 $1,189.77

1. Received 20K anonymous donor - deposited
2. Received 15K Perth & District Community Foundation – to be deposited
3. Annual Audit:
4. All the documentation we have has been given to the auditor, April 1, 2018 – March 31st, 2019 Accordingly, the Audit is in process.
5. I met with Carol Fuller the auditor and she recommended that LCCJP complete another form RC4288 asking for a refund from CRA for penalties and interest paid going back 4 years. The payroll auditor recommended that we ask for the penalties and interest money back going back 4 years. Jennifer Greaves is going to follow-up on this matter and fill out the forms.
6. On-line payment of bills: Carol also advised that we process the payment of Cogeco and VISA on-line so that we do not incur late charges was reasonable, if the signatories are signing off on the documented on-line expenditure. She highlighted that not all bills should be paid on-line but for one’s such as these it is perfectly reasonable for streamlining the process. This agrees with the recommendation from the finance committee.
7. Payment of Remittances to CRA on-line: Carol fuller advised that she thinks payment of the remittances on-line, at the last pay period of the month by Teresa is a reasonable solution to ensuring that we pay in a timely matter and do not incur penalties. The finance committee agrees with this process of on-line remittances. Accordingly, the supporting documentation will be provided to the signatories. However, Carol felt that the finance committee should carefully consider a payroll company to process our remittances in the future.
8. Simply Accounting: We currently spend annually a significant amount of money on Sage Simply Accounting Software with Sage Support Services. Carol recommended that we only need to update the software every 4-5 years. (Teresa feels that this is a good option once the data is transferred to her new computer, which will also eliminate the need for Simply Support)

General Info:

1. Youth Collaborative: Brian Peters has agreed to attend the Lanark County Youth Collaborative Meetings on behalf of LCCJP and report to the board.
2. Risk Assessment: A copy was sent to the board. Linda has agreed to complete parts of the assessment. The ED will complete the remaining portions.
3. Office Space: There is the possibility of some potential office space at The Factory – 40 Sunset Blvd. Perth, ON.
4. One room: 160 sq/ft room $350/mo & $67/mo + HST for use of board room, kitchenette.
5. Sub-let from Watersheds Canada: 350sq/ft one open space with storage & one office $735/mo plus HST & $67mo. access to board room and kitchenette.
6. Suite 18 – may become available in Sept 580sq/ft - 3 rooms and an open space, cost is undetermined & $67mo. access to board room and kitchenette.

Donor Party:

Insurance: the Town of Perth was added to our insurance as an additionally insured for the Donor Event (requirement). A license to serve Alcohol was purchased for $45 dollars from the Liquor Control Board Ontario (requirement). Sheri Halladay has agreed to be our Smart Server, as per LCBO requirement.