**Finance Committee ZOOM Meeting Notes – May 4th, 2021**

Present:David Burkett, Katie Pomeroy, Joellen McHard, Aisha Toor, Ross Dickson

1. Report on controls during COVID

Until COVID isolation is over, David is monitoring the bank reconciliation, payment of Visa account, and payment of source deductions via email. All are in order.

1. Review of 2020 – 2021
   1. The P&L statement is complete. It shows revenue of $156,010, expenses of $119,617 and an operating surplus of $36,393.
   2. This led to discussion of whether any of the surplus should be added to the $10,000 Perth Community Foundation investment fund. At its last meeting the LCCJ Board agreed to add up to $15,000, depending on accepted accounting practice, and on other needs for the funds in the 21/22 FY.
   3. The committee discussed the purpose of this reserve, and agreed it is to allow the LCCJ to continue operating for at least three months, should there be a delay in funding from any of its committed sources of revenue. Operating costs for the just completed year of about $120,000 suggest an appropriate goal of $30,000 for this reserve.
   4. P&L by program. David presented a spreadsheet of all the LCCJ programs, showing allocated revenues and expenses for each. The reasons for each net that was much different from zero were discussed.
2. Plan to discuss accounting procedures with Carole Fuller
   1. Dave, Joellen and Katie will meet with the accountant to finalize the year end and discuss accounting procedures going forward. A summary of the meeting will be sent to committee members.
   2. Find an acceptable procedure for accounting and budgeting of fundraising revenues that is less confusing than the way it is done now. Dave suggested creating a balance sheet asset account that includes all fundraising revenue as earned and disburses it in subsequent years. Future budgets could include money from this account as required.
   3. Determine the best way to accommodate an occasional surplus on the balance sheet.
3. Budget for FY 21/22.
   1. Joellen presented a 21/22 budget. The final one will depend on Carole’s recommendations. $21,000 from the 20/21 FY surplus will go directly into unrestricted revenue (line 29). Another $2,700 is needed to balance expenses. Revenue should not include uncertain grants and subsidies. If these are received then the budget may be modified to include these new revenues and expenses.
4. Next meeting. Tuesday, May 11 at 3:30 via ZOOM