

**Lanark County Community Justice**  
**Finance Report to Board**  
**February 26, 2020**

1. **Finance Committee meeting** was held February 17th, in attendance were: David Burkett, Ross Dickson, Theresa Welch, Joellen McHard (staff)
2. **Document Review:**
  - Joellen's summary of current funding was reviewed.
  - **Cash Flow:** Bank balance \$50,336, as of January 1<sup>st</sup>, 2020.
  - The financial statements – Cash Flow, Trial Balance, Income Statement, Balance Sheet, Bank Reconciliation and confirmation of Source Deduction payments were reviewed and approved.
3. **Financial Report to the board**
  - 3.1. The Board Report shows the year to date actuals for 3 quarters plus the Projected Q4 revenue and expense in the Column **TOTAL FY**. That can be compared to the next column which is the 2019/20 budget. Note that Net Income for the year is forecasted to be **\$42,058**. This basically is the remaining money that was fundraised in 2019/20 for 2020/21 operations but is currently taken into income this year. (We need to look at a different way to account for this as deferred revenue).
  - 3.2. Of the 30/30 money, we moved \$10,000 to the reserve fund, and used an additional \$7,000 to pay part of the \$12,000 staff expense shortfall - the remainder of \$5,000 came from Lanark County Emergency Funding.
  - 3.3. The format of this report is slightly different than what was presented by Stephen. Theresa cannot easily generate the report in that format, as it mixes an accounting view and a Cash view. We have dropped the cash view for now as that can be managed directly in other ways.
4. **2020/21 Budget**
  - 4.1. **The budget assumptions:**
    - Joellen at 3 days per week.
    - Income estimates are conservative – Joellen has in 4 cases assumed that we will receive less than our ask. It is likely that some of these will be more than we've budgeted, so Net Income should be somewhat higher.
  - 4.2. This Net Income of **\$42,058** in the Financial Report shows up in the budget worksheet in ROW 34 in blue. You can see the makeup of this in the budgeted income numbers in blue.
  - 4.3. Not reflected in this budget is the 2020/21 fundraising revenue as that will only affect 2021/22.
  - 4.4. The Net Income at this point is budgeted to be \$4,864. Note that this is short of the desired amount to add to the reserve (\$15,000), to bring us to \$25,000 which would cover one year's expenses.
  - 4.5. We will need a board decision to adopt the budget only contributing \$5,000 to reserves.
5. **Final Comment:**

We should be aware that both the years 2020/21 and 2021/22 rely on income from extraordinary fundraising: – 30/30 and the Polar Bear Plunge. We need to plan for this level of fundraising each year going forward.

**6. Date of Next Meeting:** April 15<sup>th</sup> at 9:30am.