

**Lanark County Community Justice
Finance Committee Meeting
January 22, 2019 – 3:30 PM
LCCJ Offices – Perth**

MINUTES

Present: Sarah Bingham (Executive Director), Jennifer Greaves (Treasurer), Scott Ferguson (Chair), Linda Rush (Board Member), Theresa Welch (Finance Coordinator)

Regrets:

1. **Call to Order:** Jennifer called the meeting to order at 3:35 PM.
2. **Approval of Agenda:** Agenda was approved by consensus.
3. **Approval of Past Minutes:** Minutes of the December 18, 2018 Finance Committee meeting were approved by consensus.
4. **Business Arising from Past Minutes:**
 - a) **Cash Flow:** Discussed in conjunction with review of the 2018/19 actual and projected income statement.
5. **Annual Reporting Requirements:** The final Ontario Trillium Foundation report due January 31, 2019 will be submitted this week. The MAG quarterly report was due January 15, 2019. The ED requested an extension and the report will be submitted before the end of this week. While the VIVA project ends on March 31, 2019, most of the reporting will be complete by February 28, 2019.
6. **Funder Updates:**
 - a) **Ministry of the Attorney General (MAG):** As we are in the first year of a two year funding cycle there will be no evaluation of service statistics in 2019. The ED has spoken with our program representative and a review has been recommended for January 2020 to determine more solidly which clients should be referred to LCCJ. The ED will also be meeting with the local Crowns to refresh parameters for referrals. No meetings have been arranged to date with local platoons, nor major crimes unit. This remains a priority to ensure fulsome statistics.
 - b) **United Way:** The \$5,000 grant (Family Reconnect & court diversion) has not been received yet. Payment is coming from the Toronto office, it is hard to predict when this may be received given previous payment timelines. The ED has submitted an application for \$15,000 for the Healthier Communities (Adult diversion) program. If successful, payment of this grant would commence late spring.
 - c) **Ontario Trillium Foundation:**
 - d) **Department of Justice:** \$19,474 is still outstanding. The final report has been received and approved, payment is being processed. The ED has been directed by the Finance Committee to contact Scott Reid's office regarding this tardy payment process. Source deduction payments have not been made for two months due to cash flow constraints. The ED has been in touch with the CRA, and reporting is occurring, however, penalties and/or interest may be levied. The MP's office must be made aware of the financial situation this outstanding payment has put the agency in. A grant for \$10,000 has been submitted for Victims Week (19/20 fiscal year). These funds must be used in that one week for preparation of training materials, curriculum and presentations.
 - e) **Other Revenue Sources:** The ED feels that any asks she made to local civic clubs will not materialize until 2020 as their funding support had already been committed for 2019. Municipal budgets are currently being approved, we are hopeful that our annual requests will be successful. The ED will be submitting a Letter of Intent to the Law Foundation in the Major Responsive Grants stream. Requests can be submitted between \$100,000 and \$150,000. The full grant will then need to be completed if the LOI is successful, we are hopeful that board and volunteers will be able to fulfill this need.
 - f) **Donors:** The ED is meeting with a private donor tomorrow and is feeling confident that a donation will be forthcoming.

7. **Financial Statements & Planning:**

a) **Cash Flow:** Our bank balance is \$5,738.53.

b) **2018-2019 Budget Review:** Further work is necessary on the report provided to the committee. We were able to establish that the following will be received (or will be set up as receivable) before March 31/19: Department of Justice \$19,474, United Way \$5,000, Ontario Trillium Foundation \$10,000. Aside from those revenues, no other anticipated dollars are guaranteed, and/or they will require further action from the board/staff. Projected wage expenses were not reflective of recent approved and anticipated reductions. The ED will ensure an accurate report will be ready for review by the board of directors. The ED will be advertising office space for rent effective March 1/19 to help offset expenses. Two offices will be available to sublet (\$225 for ED office, and \$175 for bookkeeping office).

8. a) **Loan:** Alfred von Mirbach (board member), provided a short term loan of \$4,500 to LCCJ in December to assist with cash flow constraints being realized due to tardy payment of the Department of Justice grant. The loan remains outstanding.

b) **Signing Officers:** A motion will be necessary at the February board meeting to remove the ED as a signing officer with the LCCJ bank accounts. Further discussions will also be necessary regarding other ED financial functions/approvals given the approaching vacancy.

9. **Next Meeting:** The next meeting has been scheduled for Tuesday, February 19 at 1:00pm at the Lanark County Community Justice offices.

Jennifer Greaves, Treasurer

Sarah Bingham, Executive Director