**Lanark County Community Justice**

**Finance Committee Meeting**

**January 15, 2018 – 1:00 PM**

**LCCJ Offices – Perth**

**MINUTES**

**Present:** Sarah Bingham (Executive Director), Murray Long (Board Chair), Jennifer Greaves (Treasurer),

**Regrets:**  Theresa Welch (Finance Coordinator)

**1. Call to Order:** Jennifer called the meeting to order at 1:06 PM.

**2. Approval of Agenda:** The committee was asked if any members had any difficulties with the agenda. Hearing none, the agenda was approved by consensus.

**3. Approval of Past Minutes:** Minutes of the Nov 22, 2017 Finance Committee meeting were approved by consensus.

**4. Business Arising from Past Minutes:**

 **4.1 Finance Policy Review**: The following policies were reviewed at today’s meeting. Policies will be amended and made available through the LCCJ website.

3.07 Cash Handling: Approved with minor wording changes.

3.08 3rd Party Fundraising: Criteria a) now reads: Adequate (at least three weeks) notice….outlined, and conformity of all of the guidelines, including list of sponsors. United Way logo requirements have now been removed as this is no longer a requirement. The phrase “Depending on the nature of the 3rd party event, a contract may be required” has been added to the policy. 2. h) i) has been removed as events of this nature are typically volunteer driven and a report of this type would be unavailable or would add pressure, and could possibly have a negative impact on whether the 3rd party selects to support LCCJ.

3.09 Level of Reserves: Wording is being developed, in consultation with Howard Allan, regarding the allocation of reserves in audited financial statements, and the spending authority required for said reserves. This will form procedure #4 of this policy.

**4.2 WSIB:** Deferred to next meeting.

**4.3 HST:** Deferred to next meeting.

**4.4 CRA Source Deductions:** Carole Fuller will be reaching out to the field auditor’s supervisor at Revenue Canada as LCCJ is still waiting for results of the payroll audit conducted in the fall.

**5. Annual Reporting Requirements:** All activities/reporting are being completed within timelines.

**6. Funder Updates:**

1. **Ministry of the Attorney General (MAG):** No variances for Q3, spending is on target with approved budget amounts. There are province-wide problems with the new statistic reporting template. Sarah has been in touch with the program supervisor and is awaiting further assistance with the template.
2. **United Way:** United Way has confirmed that funds will be processed on January 15, 2018. A new call for proposals opens today. LCCJ will be the lead agency for the Family Reunification program under the Case Management Group (part of the Collective Impact for Youth Homelessness). Curriculum will be developed based on the Structured Family Group Conferencing model from New Zealand. Funding will be available and Sarah is still working on budget calculations. Under this same Youth CI, LCCJ will also be partnering with Lanark County Interval House to deliver youth conferences and Be Strong videos. Funding is also available for this initiative. Further information will be gathered at the next meeting.
3. **Ontario Trillium Foundation:** There has been a delay in funding flow due to a lengthier than anticipated review process. Funds are anticipated by the end of this week. We have only spent 54% of the budget to date, however, planned activities for this final year will fully expend the budget. The Be Strong grant should have been a Seed grant, not a grow grant. Sarah will explore applying for further funding in the new Transform stream. There may be a 2 month gap in funding and bridge funding will need to be sourced.
4. **Department of Justice:** The funding of $27,000 is anticipated to arrive at the end of this week. The nature of this grant necessitated that some expenses already be realized with the remaining 3 months and two weeks projected. Sarah will be applying for $7,000 for Victims Week, which occurs the last week of May. The full amount must be spent during Victims Week with the focus on building community capacity to support victims and/or survivors.
5. **Other Revenue Sources:** The CARD team is still being mobilized, and is now looking for a new chair due to a board resignation. The team’s initial appeal will be to civic groups (Civitan, Rotary, etc.). Sarah will be making a presentation to Beckwith township council following interest by one of it’s councillors. We currently have 648 donor contacts, with the goal of achieving 1,500 this year.

**7.** **Financial Statements & Planning:**

1. **Cash Flow:** Our bank balance is $14,646.29
2. **2017-2018 Budget Review:** Statements are not available at this time. Sage reporting files have been corrupted and the ED and Finance Coordinator are working with local IT and Sage support. Statements will be shared when available. The committee advised that Theresa can review costs and viability and report back to the committee should she wish to move to an alternate accounting software.

**8. New Business:**

1. **2018/19 Budget Planning:** Deferred to next meeting.

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

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Jennifer Greaves, Treasurer Sarah Bingham, Executive Director