**Lanark County Community Justice**

**Finance Committee Meeting**

**June 17, 2019 – 3:00 PM**

**LCCJ Offices – Perth**

**MINUTES**

**Present:** Joellen McHard (Executive Director), Jennifer Greaves (Treasurer), Scott Ferguson (Chair), Theresa Welch (Finance Coordinator), Ross Dickson (Board Member)

**Regrets:**  Linda Rush (Board Member), Steven Brown (Board Member)

**1. Call to Order:** Jennifer called the meeting to order at 3:00 PM.

**2. Approval of Agenda:**  The following items were added to the agenda, 6.3 Signatories, 6.4 Payroll Audit, 6.5 Board Reporting Requirements. Agenda was approved as amended by consensus.

**3. Approval of Past Minutes:** Minutes of the May 14, 2019 Finance Committee meeting were approved by consensus.

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

**5. Funder Updates:**

1. **Ministry of the Attorney General (MAG):** Risk assessment training must be completed by end of July 2019. Sheri is attending the regional youth justice meeting and will gather any further necessary information related to this requirement.
2. **United Way:** The 2019/20 contract agreement has been signed and submitted in the amount of $4,000. The budget will need to be amended in the on-line portal as the UW board did not approve LCCJ requested changes to the approved grant submission. Joellen will contact Fraser (ED) to obtain a copy of the 2018/19 contract
3. **Other Revenue Sources:** The grant submission was amended as requested and the $15,000 will now be paid out to LCCJ. Sheri’s hours will be increased by one day.

**6.** **Financial Statements & Planning:**

1. **Cash Flow:** Our bank balance is $13,753.74.
2. **Financial Statement Review:** As an annual budget has not been approved to date, a variance income statement was not prepared for this meeting. The committee reviewed Sage generated income statements and balance sheet reports for the period ending June 13, 2019. LCCJ is in a net income position of $29,189.88 as of June 13/19. The committee also reviewed a final income statement for the year ended March 31, 2019. Prior to any audit adjustments, LCCJ ended the year in a net deficit position of -$22,758.43.
3. **Bank Reconciliation Review:** Bank reconciliation reports for April and May are complete, current and accurate.
4. **Confirmation of Source Deduction payment:** The committee was presented with the supporting documentation, including bank stamp, showing timely payment of the payroll source deductions for May 2019.
5. **2019/20 Draft Budget:** A $20,000 donation will be received in the near future from Ann & David Trick. The Trick’s would like to see LCCJ match this donation through further fundraising efforts. The committee recommends a conservative approach with this revenue by allocating $10,000 to increase the ED salary and the remaining $10,000 placed in a cashable GIC. Scott will amend the previously circulated draft budget to reflect these recommendations. The committee requests that the board consider approving the amended budget at the July meeting.

**7. New Business:**

1. **Direct Payments:** As a strategy to ensure source deductions are paid in a timely manner, and to increase efficiencies with limited staff hours, the committee approved adding the following direct payments: monthly CRA source deduction payments and monthly Cogeco invoices. This practice is allowable under Financial policy 3.01 Electronic Banking. Staff will ensure supporting documentation of these transactions are provided to the committee with the monthly bank reconciliation for review and approval.
2. **Signatories:** Recommendations were made at the last board meeting. The motion has been prepared and signed.
3. **Payroll Audit:**  A CRA auditor will attend the LCCJ offices on Tuesday, June 25 at 9:30am to review payroll data from January 1, 2018 to May 31, 2019. Theresa, Joellen and Carole Fuller (auditor) will be in attendance.
4. **Board Reporting Requirements:** As the 2019/20 budget has not been board approved to date, a Sage generated income statement will be presented to the board at the next board meeting on July 8, 2019. This will show the financial position as of June 30, 2019. Once the budget has been approved, variance income reports will be presented to the board on a monthly basis.
5. **2017/18 Management Letter:** Despite requests to review the management letter issued by the auditor following the March 31, 2018 year end, it was not provided to the Treasurer. It was recently requested directly from the auditor and was reviewed by the committee, with the intention of sharing with the full board at the next board meeting. Most items have already been identified and addressed.

**8. Next Meeting:** The next meeting has been scheduled for Monday, July 15 at 3:00pm at the Lanark County Community Justice offices.

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Jennifer Greaves, Treasurer Joellen McHard, Executive Director