

**Lanark County Community Justice
Finance Committee Meeting
November 16, 2018 – 9:00 AM
By telephone**

MINUTES

Present: Sarah Bingham (Executive Director), Jennifer Greaves (Treasurer)

Regrets: Theresa Welch (Finance Coordinator), Scott Ferguson (Chair)

1. **Call to Order:** Jennifer called the meeting to order at 9:05 AM.
2. **Approval of Agenda:** Agenda was approved by consensus.
3. **Approval of Past Minutes:** Minutes of the October 15, 2018 Finance Committee meeting were approved by consensus.
4. **Business Arising from Past Minutes:**
 - 4.1 **Cash Flow:** The installment arrived from Citizenship & Immigration in time to ensure payroll was achievable. The next installment of the Department of Justice grant is anticipated in the next two weeks.
 - 4.3 **HST:** The next rebate application has been submitted for the period ending September 30, 2018. The anticipated rebate for the previous two years has been received, however, is lower than submitted. Sarah will forward documentation to the Finance Committee to fully understand the discrepancy and ensure submissions are fully accurate moving forward.
5. **Annual Reporting Requirements:** No update at this time.
6. **Funder Updates:**
 - a) **Ministry of the Attorney General (MAG):** The next installment will be received January 1, 2019. There will be no change in the annual allocation for the 2019/20 fiscal year as that will be the second year of the 2 year funding cycle initiated last year. Requests have been made to the Crowns to share a portion of their discretionary funds to help with expenses experienced when certain cases are forwarded to LCCJ. A meeting with the Sexual Assault Crown is still outstanding.
 - b) **United Way:** \$5,000 has been approved by the steering committee to help fund the Family Reconnect program. This grant helps offset expenses already occurring within the agency.
 - c) **Ontario Trillium Foundation:** Current grant ends January 31/19. A final report is due February 28/19. The report will be submitted as soon as possible to ensure the final \$10,000 holdback is paid out in this fiscal year.
 - d) **Department of Justice:** Waiting for final payout for the Building Restorative Communities project. Victims Week call for proposal could open again this fiscal year.
 - e) **Other Revenue Sources:** Community presentations are well underway, all municipal grants have been submitted. Grants have also been submitted to some private foundations. Sarah will continue to offer the grant writing workshop, well received, low output of expenses. Elle is leading the CARD team, planning some fundraising events.
7. **Financial Statements & Planning:**
 - a) **Cash Flow:** The bank balance is just over \$10,000.
 - b) **2018-2019 Budget Review:** Updated spreadsheet showing actual figures, plus any projected figures, showing an anticipated year end result was presented at the meeting. The projected year end result is a \$13,517 loss. Sarah will provide estimates of cost savings should she reduce her hours to 4 days per week effective December 1 and January 1. Those expenses are currently being covered by the OTF grant, which will end January 31. Significant revenue development is required immediately. Agency expenses are kept to

a minimum so reducing expenses will not have a large impact. Given the projected position, cash flow will be an issue in the very near future once again.

8. Next Meeting: The next meeting has not been scheduled yet.

Jennifer Greaves, Treasurer

Sarah Bingham, Executive Director