**Lanark County Community Justice**

**Finance Committee Meeting**

**September 21, 2017 – 9:00 AM**

**LCCJ Offices – Perth**

**MINUTES**

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

**Regrets:**  Theresa (Finance Coordinator)

**1. Call to Order:** Jennifer called the meeting to order at 9:10 AM.

**2. Approval of Agenda:** Agenda approved as presented.

**3. Approval of Past Minutes:** Minutes of the March 17, 2017 Finance Committee meeting were approved as presented on a motion by Murray Long, seconded by Jennifer Greaves.

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

 **4.1 Finance Policy Review**: The committee will review 3 policies at each of the next 3 finance committee meetings. The following policies will be reviewed at October’s meeting:

3.01 Electronic Banking

3.02 Expense Reimbursment

3.03 Spending Limits and Purchasing

**5. Annual Reporting Requirements:** Sarah will update this document to reflect the current fiscal year (2017/18) prior to the next Finance Committee meeting.

**6. Funder Updates:**

1. **Ministry of the Attorney General (MAG):** Schedule C (quarterly report) is due October 15, 2017 for the period ended September 30, 2017. Spending is on target, slightly over budget as usual.
2. **United Way:** Documentation will be forwarded soon to solidify the Critical Hours grant for $5,000.
3. **Ontario Trillium Foundation:** Spending is on target. Annual report is due December 2017. Recent verbal negotiations with the program representative have resulted in some transportation and evaluation budgeted amounts being transferred to wages and program supplies. We are awaiting approval in writing. Work has commenced on the Trillium Grow grant as the current Seed grant ends on August 31, 2018, and the application must be received well in advance of it’s end date.
4. **Department of Justice:** Victims & Survivors of Crime Week funding in the amount of $7,000 has been fully expensed. Curriculum, which can be used on an ongoing basis, was developed as part of this funding stream. We have also been awarded a 17 month grant in the amount of $41,732 for our new program: Building Restorative Communities. The new Outreach Coordinator commences her position on Monday, September 25, 2017. Half of the wage expenses are being expensed to the Ontario Trillium Foundation grant.
5. **Other Revenue Sources:** The CARD team is being activated and will take on this Resource Development role.

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

1. **Cash Flow:** Our bank balance is $56,362.57.
2. **2017-2018 Budget Review:** This report will be distributed quarterly. Financial reports are not available at this time due to changes in staffing. A plan is in place to bring all records up to date.

**8. New Business:**

1. **Signing officers:** Sarah will prepare a motion for next week’s board meeting to add Jennifer Greaves as a signing officer.
2. **Canada Revenue Agency:** Correspondence was received from CRA stating that $12,000 was owing for Source Deductions. The data in question is from 2 years ago. Carole Fuller, our auditor from Allan & Partners, has reviewed the Excel spreadsheet used to calculate and document payroll. She has identified an error in the spreadsheet, however, her variance is just under $2,000. Carole has prepared a letter to CRA, the T4’s in question have been amended and a payment of $2,000 has been made. It has been six weeks and we have received no further correspondence. The payroll module has been purchased for Sage and is being installed. This should provide valid data moving forward.

**9. Next Meeting:** The next meeting has been scheduled for Monday, October 16 at 9:00 am at the Lanark County Community Justice offices.

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Jennifer Greaves, Treasurer Sarah Bingham, Executive Director