



Minutes of the Altona Community Foundation Board of Directors held on Friday, January 18, 2019 at 12:00 pm in the Golden West boardroom at Golden West Broadcasting.

Present were: president, Chris Sumner; vice-president, Loren Brault; treasurer, Wendy Dyck; Bill Penner; Brenda Thiesen; Keith Stoesz; Tracy Klassen and Scott Penner.

Regrets: Ken Wiebe.

1. Call to Order

Chris Sumner called the meeting to order at 12:04 p.m.

2. Review of the Agenda

MOTION: Bill Penner – moved – Scott Penner – seconded – THAT the agenda is approved as presented.

CARRIED.

3. Review of Previous Minutes

MOTION: Tracy Klassen – moved – Brenda Thiesen – seconded - THAT the minutes of the meeting held December 14, 2018 are adopted as circulated.

CARRIED.

4. YIP

- W.C. Miller teacher Vanessa Zacharias, Grade 9 rep Abby, Grade 11 rep Baraa reported a tentative date of March 1 for their movie night fundraiser. They will be showing the movie Storks, snacks will be for sale and entrance will be by donation.
- Still looking at a date for a soup & pie fundraiser and a tentative bake sale.
- YIP grant applications should be in by the end of April.

5. Financial

- ACF financials have been provided to GTP for the review of engagement. They provided an approximate cost of \$3,000.
- ACF receives money from vending machine sales – this money will be moved to operating.
- The \$1,792 from the Earl Dick Memorial Golf Tournament still needs to be moved to operating.
- We received an Administrative Support Grant in the amount of \$1,450.63 from The Winnipeg Foundation. This amount was added to our bank account on December 14 and will be moved to operating.
- Discussion entailed on the current state of our operating account and how we will need more money in this account in the months ahead. Wendy supplied a comparison from 2017 to 2018.
- Neuberghal Heritage Foundation did not submit enough invoices for the total project cost of \$3,000 on their 2018 fall grant of \$1,200 for a commercial drink cooler. The total project cost came in at \$2,825 – 94% of the total project cost. Proven expenditures were close to the 95% and since they demonstrated the project was completed as intended the board decided not to pro-rate the grant.

MOTION: Bill Penner – moved – Brenda Thiesen – seconded – THAT the Altona Community Foundation not pro-rate the 2018 fall grant to the Neubergthal Heritage Foundation and approve a payment of \$1,200.

CARRIED.

- Wendy presented the attached financial reports to the board.

MOTION: Wendy Dyck – moved – Scott Penner – seconded – THAT the attached financial reports are approved as presented.

CARRIED.

- Wendy issued the following grant cheques that are ready to present: Gardens on Tenth, carts/snow blowers/cordless drill - \$1,250; Neubergthal Heritage Foundation, sound system/chairs/tables - \$2,000; Rosenfeld Good Neighbour Centre, history book project - \$1,200; and Altona Curling Club, projector - \$1,500. Board discussed that it would be nice to include a congratulatory letter with cheque presentations. Moving forward we will include a letter with the cheque presentations.
- Wendy indicated she is struggling to find time to keep up with the ACF books. She is asking if any other board member is willing to take on the treasurer role.
- Brenda was approached by Ray and Linda Loewen about a donation they made online that they intended to be designated to the Menno H. Friesen Fund. Wendy to transfer the donation into the Menno H. Friesen Fund.

6. Investment Presentations

- Review at February's planning session.

7. Conflict of Interest Policy - revised

- The revised Conflict of Interest Policy was presented to the board.

MOTION: Wendy Dyck – moved – Brenda Thiesen – seconded – THAT the revised Conflict of Interest Policy was approved as presented.

CARRIED.

- Policy to be filed in the ACF manual and be reviewed annually at the September reorganizational meeting.

8. Granting Procedures - revised

- Clarification on the granting procedures wording for grants not used and completed grants that provide proof of expenditures that are less than the amount of the project were revised.
- Some additional revisions were suggested.
- Jennifer to revise and present to the board before the next meeting.

9. Granting Committee Report

- No new report.

10. Public Relations Report

- No new report.

11. Asset Development Committee Report

- Ongoing investment discussions.
- Touch base with Chamber on their gala – date to be announced.

12. Admin Contract

- Board reviewed the administrator contract.

MOTION: Bill Penner – moved – Wendy Dyck – seconded – THAT the board renew the administrator contract for another year,

CARRIED.

13. New Business

- The ACF power point in the mall needs updating – Jennifer to work on.

14. Next Meeting Date

- Friday, February 22 – 12 noon – Golden West boardroom – the ACF annual planning session will follow after the regular meeting.

15. Adjournment.

THEREFORE BE IT RESOLVED THAT this meeting is now adjourned and the next meeting of the Altona Community Foundation will be held on Friday, February 22 at 12 noon.

CARRIED.



Chris Sumner, president
Altona Community Foundation

7:43 PM
16-01-19

Altona Community Foundation Inc.
A/P Aging Summary
As of 18 January 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Altona & Area Family Resource Center GR	0.00	0.00	0.00	0.00	500.00	500.00
Altona Community Health Center - GR	0.00	0.00	0.00	1,750.00	0.00	1,750.00
Border Land School Division GR	0.00	0.00	0.00	2,350.00	0.00	2,350.00
Jennifer Derksen-V	0.00	578.00	0.00	0.00	0.00	578.00
Municipality of Rhineland - GR	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Neubergthal Heritage Foundation Inc. - GR	0.00	0.00	0.00	1,200.00	0.00	1,200.00
Rhineland Care Inc. - GR	0.00	0.00	0.00	0.00	0.00	0.00
Rosenfeld Good Neighbour Center GR	0.00	0.00	0.00	0.00	3,700.00	3,700.00
The Station, Youth For Christ - GR	0.00	0.00	0.00	2,700.00	0.00	2,700.00
Town of Altona GR	0.00	0.00	0.00	2,250.00	3,630.00	5,880.00
TOTAL	<u>0.00</u>	<u>578.00</u>	<u>0.00</u>	<u>10,250.00</u>	<u>8,830.00</u>	<u>19,658.00</u>

7:42 PM

Jan 16, 2019
Accrual Basis

Altona Community Foundation Inc.
Balance Sheet
As of 18 January 2019

18 Jan 19

ASSETS		<u>18 Jan 19</u>
Current Assets		
Chequing/Savings		
1000-00 - Operating Chequing Account (To record operating expenses)		468.55
1035-10 - 00208 - Curtis Klassen Fund (Donations & Interest held to be granted...		2,524.71
1040-10 - YIP Savings (YIP Flow-through account)		784.33
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)		1,162,900.00
1052-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfe...		5,000.00
1055-10 - GIC - Non Redemable - KWMF (Long term Investment for the Kendall ...		11,991.59
1060-10 - 00204 - Interest Granting - ACF (Interest received from investments a...		25,534.04
1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on th...		148.01
1070-10 - 00206 - Savings for Invest.-ACF (Donations received and held till inv...		41.18
1075-10 - Platinum Savings for Invest-ACF		197,976.69
1080-10 - 00209 -Savings for Invest - RCF (Donations received for investing in ...		150.70
1085-10 - 00211-Savings for Invest - KWMF (Donations held in savings for KW...		5.44
Total Chequing/Savings		<u>1,407,525.24</u>
Other Current Assets		
1210-10 - Accrued Interest Receivable		21,181.70
1200-00 - GST Refund from Federal Gov't (Total revenue received or earned fr...		153.91
12000 - Undeposited Funds (Funds received, but not yet deposited to a bank a...		38,798.95
Total Other Current Assets		<u>60,134.56</u>
Total Current Assets		<u>1,467,659.80</u>
TOTAL ASSETS		<u><u>1,467,659.80</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 - Accounts Payable (Unpaid or unapplied vendor bills or credits)		578.00
2000-10 - Grants Payable (Grants promised to other organizations or indivi...		19,080.00
Total Accounts Payable		<u>19,658.00</u>
Other Current Liabilities		
2050-00 - Acct's Payable & Accrued Liab.		2,500.00
2550-00 - GST/HST Payable (Tax amounts collected on sales and paid on pu...		-70.36
Total Other Current Liabilities		<u>2,429.64</u>
Total Current Liabilities		<u>22,087.64</u>
Total Liabilities		<u>22,087.64</u>
Equity		
2010-20 - Income Retained for future dist		18,945.40
2020-40 - Curtis Klassen Memorial Fund		4,932.34
2030-00 - YIP Fund		-1,010.53
2040-30 - Contributed Capital		1,335,239.77
2060-00 - Rosenfeld Cemetary		5,151.40
2070-00 - Kendell Wiebe Memorial Fund		11,998.53
2080-00 - Menno F Friesen Memorial Fund		28,758.00
32000 - Retained Earnings (Undistributed earnings of the corporation)		-731.35
Net Income		<u>42,288.60</u>
Total Equity		<u>1,445,572.16</u>
TOTAL LIABILITIES & EQUITY		<u><u>1,467,659.80</u></u>

7:02 PM

2019-01-17

Accrual Basis

Altona Community Foundation Inc.
General Ledger
As of 18 January 2019

Type	Date	Num	Name	Memo	Split	Amount	Balance	
1000-00 - Operating Chequing Account (To record operating expenses)							196.25	
1000-01 - Chequing Grants (Cheques issued to grant recipients.)							0.00	
Transfer	2019-01-16			Funds Transfer	1060-10 - 002...	5,950.00	5,950.00	
Bill Pmt - Cheque	2019-01-18	933	Gardens on Tenth - GR	118891928R...	2000-10 - Gra...	-1,250.00	4,700.00	
Bill Pmt - Cheque	2019-01-18	934	Neubergthal Heritage Foundation...	883046371R...	2000-10 - Gra...	-2,000.00	2,700.00	
Bill Pmt - Cheque	2019-01-18	935	Rosenfeld Good Neighbour Cent...	119123594R...	2000-10 - Gra...	-1,200.00	1,500.00	
Bill Pmt - Cheque	2019-01-18	936	Town of Altona GR	108124645R...	2000-10 - Gra...	-1,500.00	0.00	
Total 1000-01 - Chequing Grants (Cheques issued to grant recipients.)							0.00	0.00
1000-00 - Operating Chequing Account (To record operating expenses) - Other							196.25	
Deposit	2018-12-19			Deposit	12000 - Undb...	159.24	355.50	
Deposit	2018-12-19			Deposit	12000 - Undb...	100.00	455.50	
Transfer	2018-12-29			Funds Transf...	1035-10 - 002...	101.62	557.12	
Transfer	2018-12-29			Funds Transf...	1040-10 - YIP ...	11.71	568.83	
Transfer	2018-12-29			Funds Transf...	1080-10 - 002...	17.42	586.25	
Transfer	2018-12-29			Funds Transf...	1085-10 - 002...	31.57	617.82	
Transfer	2019-01-16			Funds Transf...	1035-10 - 002...	-100.00	517.82	
Bill Pmt - Cheque	2019-01-18	937	Jennifer Darkson-V	20000 - Accou...		-49.27	468.55	
Total 1000-00 - Operating Chequing Account (To record operating expenses) - Other							272.29	468.55
Total 1000-00 - Operating Chequing Account (To record operating expenses)							272.29	468.55
1035-10 - 00208 - Curtis Klasson Fund (Donations & interest held to be granted in memory og Curtis Klasson)							2,522.15	
Transfer	2018-12-29			Funds Transf...	1000-00 - Ope...	-101.62	2,420.53	
General Journal	2018-12-31	74		interest	1080-10 - 002...	4.83	2,425.36	
General Journal	2018-12-31	74		s/c	1080-10 - 002...	-0.65	2,424.71	
Transfer	2019-01-16			Funds Transf...	1000-00 - Ope...	100.00	2,524.71	
Total 1035-10 - 00208 - Curtis Klasson Fund (Donations & interest held to be granted in memory og Curtis Klasson)							2.56	2,524.71
1040-10 - YIP Savings (YIP Flow-through account)							793.81	
Transfer	2018-12-29			Funds Transf...	1000-00 - Ope...	-11.71	782.10	
General Journal	2018-12-31	74		interest	1080-10 - 002...	2.88	784.98	
General Journal	2018-12-31	74		s/c	1080-10 - 002...	-0.65	784.33	
Total 1040-10 - YIP Savings (YIP Flow-through account)							-9.48	784.33
1060-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)							1,168,600.00	
General Journal	2018-12-31	74		interest on GI...	1080-10 - 002...	-5,700.00	1,162,900.00	
Total 1060-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)							-5,700.00	1,162,900.00
1062-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Cemetery Fund)							5,000.00	
Total 1062-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Cemetery Fund)							5,000.00	
1065-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)							11,991.59	
Total 1065-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)							11,991.59	
1060-10 - 00204 - Interest Granting - ACF (Interest received from investments and used to fund grants.)							27,516.73	
General Journal	2018-12-31	74		interest	1080-10 - 002...	460.14	27,976.87	
General Journal	2018-12-31	74		interest on GI...	1080-10 - 002...	330.00	28,306.87	
General Journal	2018-12-31	74		interest on GI...	1080-10 - 002...	3,079.04	31,385.91	
General Journal	2018-12-31	74		interest on GI...	1080-10 - 002...	98.13	31,484.04	
Transfer	2019-01-16			Funds Transfer	1000-01 - Cha...	-5,950.00	25,534.04	
Total 1060-10 - 00204 - Interest Granting - ACF (Interest received from investments and used to fund grants.)							-1,982.69	25,534.04
1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetery Fund)							147.89	
General Journal	2018-12-31	74		interest	1080-10 - 002...	0.12	148.01	
Total 1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetery Fund)							0.12	148.01
1070-10 - 00206 - Savings for invest-ACF (Donations received and held till invested.)							32.22	
General Journal	2018-12-31	74		interest	1080-10 - 002...	8.96	41.18	
Total 1070-10 - 00206 - Savings for invest-ACF (Donations received and held till invested.)							8.96	41.18
1075-10 - Platinum Savings for Invest-ACF							189,754.17	
Deposit	2018-12-29			Deposit	12000 - Undb...	500.00	190,254.17	
General Journal	2018-12-31	74		interest	1080-10 - 002...	2,022.52	192,276.69	
General Journal	2018-12-31	74		trans from GI...	1080-10 - 002...	5,700.00	197,976.69	
Total 1075-10 - Platinum Savings for Invest-ACF							8,222.52	197,976.69
1080-10 - 00209 -Savings for Invest- RCF (Donations received for investing in the Rosenfeld Cemetery Fund)							168.43	
Transfer	2018-12-29			Funds Transf...	1000-00 - Ope...	-17.42	151.01	
General Journal	2018-12-31	74		interest	-SPLIT-	0.34	151.35	
General Journal	2018-12-31	74		s/c	1080-10 - 002...	-0.65	150.70	
Total 1080-10 - 00209 -Savings for Invest- RCF (Donations received for investing in the Rosenfeld Cemetery Fund)							-17.73	150.70

7:02 PM
 2019-01-17
 Accrual Basis

Altona Community Foundation Inc.
General Ledger
As of 18 January 2019

Type	Date	Num	Name	Memo	Split	Amount	Balance
1085-10 - 00211-Savings for Invest - KWMF (Donations held in savings for KWMF till invested.)							
Transfer	2018-12-29			Funds Transf...	1000-00 - Ope...	-31.57	6.02
General Journal	2018-12-31	74		interest	1080-10 - 002...	0.07	6.09
General Journal	2018-12-31	74		s/c	1080-10 - 002...	-0.65	5.44
Total 1085-10 - 00211-Savings for Invest - KWMF (Donations held in savings for KWMF till invested.)						-32.15	5.44
TOTAL						764.40	1,407,525.24

7:44 PM
16-01-19
Accrual Basis

Altona Community Foundation Inc.
Profit & Loss
1 October 2018 through 18 January 2019

1 Oct '18 - 18 Jan 19

Ordinary Income/Expense	
Income	
4000-00 - Tax-Receipted Donations - ACF (Total eligible amount of gifts received by th...	35,880.00
4000-03 - 24Hour Giving Challenge	
4000-00 - Tax-Receipted Donations - ACF (Total eligible amount of gifts received by ...	4,555.04
Total 4000-00 - Tax-Receipted Donations - ACF (Total eligible amount of gifts received ...	40,435.04
4000-30 - Tax-receipted Donation - MennoF	300.00
4000-40 - Tax-receipted Donations - CKMF (Donations to the Curtis Klassen Fund)	960.00
4100-20 - Interest on Investments - ACF (Revenue from Investments in cash, securities...	16,889.10
4100-30 - Interest on Investment - RCF (Income earned on Investments for Rosenfeld ...	147.96
4100-40 - Interest - Curtis Klassen Fund (Interest Eraned on Curtis Klassen Fund)	4.83
4100-50 - Interest on Investment - KWFund (Interest earned on Investments an for the ...	0.07
4100-60 - Interest on YIP Fund	2.88
Total Income	58,739.88
Gross Profit	58,739.88
Expense	
5000-00 - Advertising and Promotion (Advertising, marketing, graphic design, and oth...	1,185.00
5010-00 - Bank Service Charges - ACF (Bank account service fees, bad check charges ...	2.00
5010-40 - Bank Service Charges - CKMF (Service charged on the Curtis Klassen fund ...	1.30
5010-50 - Bank Service Charges - RCF (Bank Service charges on the Rosenfeld Conete...	0.65
5010-60 - Bank Service Charges - KWMF (Service fees from the Credit Union)	0.65
5010-70 - Bank Service Charges - YIP	0.65
5000-20 - Grants Paid - ACF (Program-related awards, grants, benefits, Individual assl...	13,000.00
5000-30 - Grants Paid - CKMF (Grants paid on behalf of Curtis Klassen MemorialFund)	1,000.00
5070-00 - Meeting Expenses (Expenses related to board meetings. Lunch etc.)	147.51
5080-00 - Membership Fees & Dues	505.00
5030-00 - Postage	30.52
5120-00 - Salary / Contract Labour (Payroll expenses)	578.00
Total Expense	16,451.28
Net Ordinary Income	42,288.60
Net Income	42,288.60

7:11 PM
 17-01-19
 Accrual Basis

Altona Community Foundation Inc.
Operating Costs
 October 2017 through September 2018

	<u>Oct '17 - Sep 18</u>	<u>Oct '16 - Sep 17</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Expense			
5000-00 - Advertising and Promotion (Advertising, marketing, graphic design, and other p...	2,325.30	2,444.00	-118.70
5010-00 - Bank Service Charges - ACF (Bank account service fees, bad check charges an...	24.57	6.50	18.17
5020-00 - Corporate Filing Fees (Business licenses, permits, and other business-related t...	0.00	25.00	-25.00
5110-00 - GST Paid (GST Paid on Purchases)	153.92	122.82	31.10
5070-00 - Meeting Expenses (Expenses related to board meetings, Lunch etc.)	745.91	697.57	48.34
5080-00 - Membership Fees & Dues	530.00	505.00	25.00
5090-00 - Office Supplies (Office supplies expense)	558.55	247.13	311.42
5030-00 - Postage	190.70	0.00	190.70
66700 - Professional Fees (Payments to Accountants for services rendered)	2,700.00	1,620.00	1,080.00
5120-00 - Salary / Contract Labour (Payroll expenses)	1,150.00	1,185.36	-35.36
Total Expense	<u>8,379.05</u>	<u>6,853.38</u>	<u>1,525.67</u>
Net Ordinary Income	<u>-8,379.05</u>	<u>-6,853.38</u>	<u>-1,525.67</u>
Net Income	<u><u>-8,379.05</u></u>	<u><u>-6,853.38</u></u>	<u><u>-1,525.67</u></u>