



# Altona Community Foundation

## Minutes

March 23, 2018

Minutes of the Altona Community Foundation Board of Directors held on Friday, March 23, 2018 at 12:00 pm at Golden West Broadcasting boardroom.

Present were: president, Bill Penner; vice-president, Chris Sumner; Brenda Thiesen; Scott Penner; Keith Stoesz; and Brad Derksen.

Regrets: Wendy Dyck; Loren Braul; and Ken Wiebe.

1. Call to Order

Bill Penner called the meeting to order at 12:06 p.m.

2. Review of the Agenda

**MOTION: Chris Sumner – moved – Scott Penner – seconded – THAT** the agenda is approved as presented.

**CARRIED.**

3. Review of Previous Minutes

**MOTION: Keith Stoesz – moved – Brenda Thiesen – seconded - THAT** the minutes of the meeting held February 23, 2018 are adopted as circulated.

**CARRIED.**

4. YIP

- Bill welcomed YIP to the meeting: teacher, Laura Thiessen; Grade 11 rep, Jossie Yan and Grade 10 rep, Jayden Hildebrand.
- Jossie reported that the final number raised at their bake sale was \$167. Their movie night fundraiser on March 9 was well attended with 80-100 people, and they raised \$407.
- Now that their fundraising is complete, Wendy will let YIP know how much they can distribute during their upcoming granting period.
- Chris to meet with the YIP group on April 10 to go over changes to their grant application along with granting procedures/guidelines and answer any questions they may have.

5. Financial

- Scott Penner on behalf of Wendy Dyck presented the attached financial reports to the board.

**MOTION: Scott Penner – moved – Chris Sumner – seconded – THAT** the attached financial reports are approved as presented.

**CARRIED.**

- Scott Penner on behalf of Wendy Dyck presented the 2017 Review of Engagement completed by GTP for the Altona Community Foundation.
- Wendy had previously noted that the individual fund balances in the statement of changes are not shown in detail but can be changed if the board prefers.

**MOTION: Scott Penner – moved – Brenda Thiesen – seconded – THAT** the 2017 Review of Engagement for the Altona Community Foundation is approved as presented.

**CARRIED.**

6. Altona Chamber Banquet
  - Some silent auction prizes still need to be confirmed.
  - Raffle prize still needs to be confirmed.
  - Loren has offered to give greetings on behalf of the ACF at the banquet.
7. Liability Insurance
  - The ACF term as an additional insured under the Town of Altona's umbrella policy for Director & Officer's Liability insurance coverage expires on April 1, 2018.
  - Dan Gagne advised ACF that the coverage will remain in place until further notice and the ACF will receive a confirmation of coverage (certificate of insurance) upon renewal for our files on a yearly basis.
8. Public Relation Report
  - Representing the ACF, Brad Derksen accepted a \$3,000 donation cheque from Al Friesen of the 2018 Canola Junior Championship hosted by the Altona Curling Club at their club wind-up. Picture will be posted on FB and sent to media.
9. Asset Development Report
  - Loren reported the following via email: Our committee is continuing our review of the payroll deduction charitable contributions scheme and are reaching out to employers to find ways to promote this option of giving. So far feedback from employers, including both those with and without existing deduction schemes, has been positive.
  - Loren will be giving a wills presentation at the Gardens on Tenth on April 25 @ 7 p.m. Last year Bill spoke on behalf of the ACF at the presentation – looking for a volunteer from the board that is available to speak this year.
10. Granting Report
  - Spring granting radio advertising – CFAM – 8 paid/8 free, \$400; Scott and Brad to do voiceovers, Jennifer to coordinate with Melissa.
  - Last year paper rates were ¼ page ad - \$199 / 1/8 page ad \$136 – Jennifer to confirm rates and proceed if rates have not increased.
  - Jennifer to email past grant recipients to make them aware of the spring granting period; make a submission to the April chamber newsletter promoting the spring granting period and promote on FB.
11. New Business
  - Scott volunteered to present the Bergthal School their 2016 fall grant cheque of \$3,500.
12. Next Meeting Date
  - Friday, April 27 – 12 noon – Golden West boardroom.
13. Adjournment

**MOTION: Brenda Thiesen – moved – Scott Penner – seconded - THAT** this meeting is now adjourned and the next meeting of the Altona Community Foundation will be held on Friday, April 27 at 12 noon.

**CARRIED.**



Bill Penner, president  
Altona Community Foundation

7:09 PM  
21-03-18

**Altona Community Foundation Inc.**  
**A/P Aging Summary**  
As of 21 March 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Boomerang Bags Altona	0.00	0.00	0.00	0.00	1,200.00	1,200.00
Border Land School Division GR	0.00	0.00	0.00	0.00	0.00	0.00
Buhler Hall	0.00	0.00	0.00	0.00	500.00	500.00
Gardens on Tenth - GR	0.00	0.00	0.00	0.00	5,500.00	5,500.00
Municipality of Rhineland - GR	0.00	0.00	0.00	0.00	1,200.00	1,200.00
Neubergthal Heritage Foundation Inc. - GR	0.00	0.00	0.00	0.00	500.00	500.00
Rhineland Care Inc. - GR	0.00	0.00	0.00	0.00	5,750.00	5,750.00
South Central Regional Library - GR	0.00	0.00	0.00	0.00	4,000.00	4,000.00
The Station, Youth For Christ - GR	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Town of Altona GR	0.00	0.00	0.00	0.00	3,000.00	3,000.00
<b>TOTAL</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>23,150.00</b></u>	<u><b>23,150.00</b></u>

7:08 PM  
 Mar 21, 2018  
 Cash Basis

Altona Community Foundation Inc.  
**Balance Sheet**  
 As of 21 March 2018

	<u>21 Mar 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1000-00 - Operating Chequing Account (To record operating expe...	3,491.85
1035-10 - 00208 - Curtis Klassen Fund (Donations & interest held ...	550.20
1040-10 - YIP Savings (YIP Flow-through account)	2,348.45
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)	1,316,484.84
1052-10 - GIC - Non Redemable - RCF (Long term investments for...	5,000.00
1055-10 - GIC- Non Redemable - KWMMF (Long term investment for...	11,701.85
1060-10 - 00204 - Interest Granting - ACF (Interest recieved from l...	33,539.22
1062-10 - 00210 - Interest Granting - RCF (Interest earned for distr...	0.39
1070-10 - 00206 - Savings for invest.-ACF (Donations recieved an...	2,597.63
1080-10 - 00209 -Savings for Invest - RCF (Donations recieved for...	169.42
1085-10 - 00211-Savings for Invest - KWMMF (Donations held in sa...	38.14
<b>Total Chequing/Savings</b>	<u>1,375,921.99</u>
<b>Other Current Assets</b>	
12200 - Accrued Revenue (Income earned this year, collected nex...	1,964.84
<b>Total Other Current Assets</b>	<u>1,964.84</u>
<b>Total Current Assets</b>	<u>1,377,886.83</u>
<b>Other Assets</b>	
1210-10 - Accrued Interest Receivable	12,849.02
<b>Total Other Assets</b>	<u>12,849.02</u>
<b>TOTAL ASSETS</b>	<u><u>1,390,735.85</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2050-00 - Acct's Payable & Accrued Liab.	2,500.00
2550-00 - GST/HST Payable (Tax amounts collected on sales an...	-102.80
<b>Total Other Current Liabilities</b>	<u>2,397.20</u>
<b>Total Current Liabilities</b>	<u>2,397.20</u>
<b>Total Liabilities</b>	<u>2,397.20</u>
<b>Equity</b>	
2010-20 - Income Retained for future dist	10,916.47
2020-40 - Curtis Klassen Memorial Fund	4,928.89
2040-30 - Contributed Capital	1,243,285.32
2060-00 - Rosenfeld Cemetary	4,988.25
2070-00 - Kendell Wiebe Memorial Fund	11,442.25
3000-00 - Opening Balance Equity (Opening balances during setup ...	173.90
32000 - Retained Earnings (Undistributed earnings of the corporation)	62,563.20
Net Income	50,040.37
<b>Total Equity</b>	<u>1,388,338.65</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,390,735.85</u></u>

7:07 PM  
2018-03-21  
Accrual Basis

Altona Community Foundation Inc.  
General Ledger  
As of 21 March 2018

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>1000-00 - Operating Chequing Account (To record operating expenses)</b>							1,679.54	
<b>1000-01 - Chequing Grants (Cheques issued to grant recipients.)</b>							-1,650.00	
Bill Pmt -Cheque	2018-02-24	890	Regional Connections	CKMF grant ...	2000-10 - Gra...	-300.00	-1,950.00	
Transfer	2018-02-25			Funds Transf...	1035-10 - 002...	1,950.00	0.00	
Bill Pmt -Cheque	2018-02-25	893	Manitoba Mennonite Historical So...	VOID: 11903...	2000-10 - Gra...	0.00	0.00	
Transfer	2018-02-25			Funds Transf...	1080-10 - 002...	3,500.00	3,500.00	
Bill Pmt -Cheque	2018-03-20	894	Manitoba Mennonite Historical So...	119030523R...	2000-10 - Gra...	-3,500.00	0.00	
Total 1000-01 - Chequing Grants (Cheques issued to grant recipients.)							1,650.00	0.00
<b>1000-00 - Operating Chequing Account (To record operating expenses) - Other</b>							3,329.54	
Bill Pmt -Cheque	2018-02-24	891	Jennifer Dorkson-V		20000 - Accou...	-72.62	3,256.92	
Bill Pmt -Cheque	2018-02-24	892	Minister of Finance	2018 annual ...	20000 - Accou...	-25.00	3,231.92	
Transfer	2018-02-25			Funds Transf...	1035-10 - 002...	148.20	3,380.12	
Transfer	2018-03-11			F2016/F2017...	1080-10 - 002...	30.01	3,410.13	
Transfer	2018-03-20			F2016/F2017...	1085-10 - 002...	58.12	3,468.25	
Transfer	2018-03-20			F2017 fees tr...	1040-10 - YIP ...	68.86	3,537.11	
Transfer	2018-03-20			Funds Transf...	1080-10 - 002...	1.00	3,538.11	
Bill Pmt -Cheque	2018-03-20	895	Jennifer Dorkson-V	3 name tags	20000 - Accou...	-46.26	3,491.85	
Total 1000-00 - Operating Chequing Account (To record operating expenses) - Other							162.31	3,491.85
<b>1000-00 - Operating Chequing Account (To record operating expenses)</b>							1,812.31	3,491.85
<b>1035-10 - 00208 - Curtis Klassen Fund (Donations &amp; interest held to be granted in memory og Curtis Klassen)</b>							2,649.70	
Transfer	2018-02-25			Funds Transf...	1000-00 - Opa...	-148.20	2,501.50	
Transfer	2018-02-25			Funds Transf...	1000-01 - Cha...	-1,950.00	551.50	
General Journal	2018-02-28	52		s/c	1060-10 - 002...	-1.30	550.20	
Total 1035-10 - 00208 - Curtis Klassen Fund (Donations & interest held to be granted in memory og Curtis Klassen)							-2,099.50	550.20
<b>1040-10 - YIP Savings (YIP Flow-through account)</b>							2,417.31	
Transfer	2018-03-20			F2017 fees tr...	1000-00 - Opa...	-68.86	2,348.45	
Total 1040-10 - YIP Savings (YIP Flow-through account)							-68.86	2,348.45
<b>1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)</b>							1,315,484.84	
Total 1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)							1,315,484.84	
<b>1052-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Cemetry Fund)</b>							5,000.00	
Total 1052-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Cemetry Fund)							5,000.00	
<b>1055-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)</b>							11,678.80	
General Journal	2018-02-28	52		kwmf gic into...	1060-10 - 002...	23.05	11,701.85	
Total 1055-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)							23.05	11,701.85
<b>1060-10 - 00204 - Interest Granting - ACF (Interest recieved from investments and used to fund grants.)</b>							33,880.10	
Transfer	2018-02-25			Funds Transf...	1000-01 - Cha...	-3,500.00	30,380.10	
General Journal	2018-02-28	52		monthly GIC i...	-SPLIT-	1,912.50	32,292.60	
General Journal	2018-02-28	52		monthly GIC i...	1060-10 - 002...	1,080.00	33,372.60	
General Journal	2018-02-28	52		s/c	1060-10 - 002...	-0.65	33,371.95	
General Journal	2018-03-09	53		gic 11007215...	4100-20 - Inta...	167.27	33,539.22	
Total 1060-10 - 00204 - Interest Granting - ACF (Interest recieved from investments and used to fund grants.)							-340.88	33,539.22
<b>1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetry Fund)</b>							0.39	
Total 1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetry Fund)							0.39	
<b>1070-10 - 00206 - Savings for invest-ACF (Donations recieved and held till invested.)</b>							2,597.63	
Total 1070-10 - 00206 - Savings for invest-ACF (Donations recieved and held till invested.)							2,597.63	
<b>1080-10 - 00209 - Savings for Invest- RCF (Donations recieved for investing in the Rosenfeld Cemetry Fund)</b>							200.43	
Transfer	2018-03-11			F2016/F2017...	1000-00 - Opa...	-30.01	170.42	
Transfer	2018-03-20			Funds Transf...	1000-00 - Opa...	-1.00	169.42	
Total 1080-10 - 00209 - Savings for Invest- RCF (Donations recieved for investing in the Rosenfeld Cemetry Fund)							-31.01	169.42
<b>1085-10 - 00211-Savings for Invest- KWMF (Donations held in savings for KWMF till invested.)</b>							96.26	
Transfer	2018-03-20			F2016/F2017...	1000-00 - Opa...	-58.12	38.14	
Total 1085-10 - 00211-Savings for Invest- KWMF (Donations held in savings for KWMF till invested.)							-58.12	38.14
<b>TOTAL</b>						<b>-763.01</b>	<b>1,375,921.99</b>	

7:11 PM  
 21-03-18  
 Accrual Basis

**Altona Community Foundation Inc.**  
**Profit & Loss**  
 1 October 2017 through 21 March 2018

1 Oct '17 - 21 Mar 18

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000-00 - Tax-Received Donations - ACF (Total eligible amount of gifts received by th...	46,081.57
4000-40 - Tax-received Donations - CKMF (Donations to the Curtis Klassen Fund)	500.00
4010-00 - Donation, Grants, Not Received (Amount received from other registered cha...	1,596.26
4100-20 - Interest on Investments - ACF (Revenue from Investments In cash, securities...	15,994.75
4100-30 - Interest on Investment - RCF (Income earned on Investments for Rosenfeld ...	147.85
4100-40 - Interest - Curtis Klassen Fund (Interest Eraned on Curtis Klassen Fund)	7.01
4100-50 - Interest on Investment - KWFund (Interest earned on Investments an for the ...	23.19
4100-60 - Interest on YIP Fund	3.57
43760 - Other Income - not received (Amount of all other gifts which which a tax rece...	30.00
43770 - Spec. gift from oth reg. char. (Amount of specified gifts received from other re...	2,000.00
<b>Total Income</b>	<u>66,384.20</u>
<b>Gross Profit</b>	66,384.20
<b>Expense</b>	
5000-00 - Advertising and Promotion (Advertising, marketing, graphic design, and oth...	1,585.00
5000-20 - Grants Paid - ACF (Program-related awards, grants, benefits, individual assi...	14,682.60
5000-30 - Grants Paid - CKMF (Grants paid on behalf of Curtis Klassen MemorialFund)	4,770.00
5000-40 - Grants Paid - RCF (Funds paid from the Rosenfeld Cemetery Fund Account.)	149.26
5010-00 - Bank Service Charges - ACF (Bank account service fees, bad check charges ...	5.20
5010-40 - Bank Service Charges - CKMF (Service charged on the Curtis Klassen fund ...	3.25
5010-50 - Bank Service Charges - RCF (Bank Service charges on the Rosenfeld Cemet...	0.66
5030-00 - Postage	63.20
5070-00 - Meeting Expenses (Expenses related to board meetings. Lunch etc.)	356.70
5080-00 - Membership Fees & Dues	530.00
5090-00 - Office Supplies (Office supplies expense)	146.04
5120-00 - Salary / Contract Labour (Payroll expenses)	476.00
<b>Total Expense</b>	<u>22,767.91</u>
<b>Net Ordinary Income</b>	<u>43,616.29</u>
<b>Net Income</b>	<u><u>43,616.29</u></u>