



Community Care
NORTHUMBERLAND

Finance Committee Meeting

Tuesday, June 17, 2025 – 9:00 am

<https://us02web.zoom.us/j/84389748415>

Meeting ID: 843 8974 8415

Passcode: 846072

MEETING AGENDA

<u>Welcome</u>	<u>Speaker:</u>	<u>Document:</u>
1. Quorum & Approval of Agenda	Judy	Verbal
2. Approval of Previous Minutes – Feb. 7, 2025	Judy	Attached
3. New Business		
3.1 Draft Audited Statements – March 31, 2024 <i>*Presented by Katie Mahon of KPMG</i>	Katie	Attached
3.2 Internal Controls Q4	Jordyn	Attached
4. Termination		

Next Regular Meeting – TBD

Finance Committee Meeting Minutes
Zoom Meeting – Friday, Feb. 7, 2025 – 9:00 am

Present: Judy McLean, Jackie Gardner-Nix, Stephen Beauchamp, Tim Miller, Donna Moulton, Trish Baird, Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO, CMH), Tina Stephens

Regrets: Angela Grogan, Elaine Azzopardi

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	The meeting was called to order by Judy McLean and a quorum was present. *Add Risk Management Policy for discussion under 5.1.1.	Motion by: Tim Miller to approve the amended agenda. 2nd: Donna Moulton Carried.
2. Approval of Minutes	2.1 Approval of previous minutes – Jan. 10, 2025	Motion by: Jackie Gardner-Nix to approve the previous minutes. 2nd: Carried.
3. Auditor Engagement	3.1 Audit Planning Report 2024/2025 KPMG submitted an Audit Planning Report for the fiscal year ending March 31, 2025. KPMG will return to the Committee in early June with the Audit Findings report once the final audit is complete.	For Information Purposes
4. Business Arising	4.1 Revised F-30 Budget Preparation The revised F-30 Budget Preparation policy was presented. Suggestion to change wording of “approve” to “accept”.	For Information Purposes
5. Financial Statements	5.1 CCN Q3 Financial Results Q3 CCN Financial results were presented. Noted question around petty cash line item. Will further discuss this item at the next meeting and review the policy. Fundraising and donations are down. A report will be prepared on a quarterly basis looking at donation/fundraising trends. Once a reconciliation of Hospice expenses has been completed, a funding request will be going to the Foundation. A Risk Management Plan will be implemented by the CMH Finance team and Management in the near future. 5.1.1 Risk Management Policy – As the Risk Management plan begins to take shape, the policy will be reviewed/updated according to the new Plan at a future meeting.	Motion by: Jackie Gardner-Nix to accept the Q3 Financial Statements as presented. 2nd: Stephen Beauchamp. Carried. For Information Purposes

	<p>5.2 Final Draft 2025/2026 Operating Budget The Final Draft 2025/2026 budget was presented. Question around presenting a deficit budget vs one that is balanced. This will be further discussed at the Q1 finance meeting for 2025/2026. The motion to recommend the \$25,000 of capital purchases was presented at the Jan. 10th finance meeting.</p> <p>5.3 Internal Controls Q3 Internal controls for Q3 were presented.</p>	<p>Motion by: Tim Miller to accept the 2025/2026 Consolidated Operating budget and put forth to the Board for approval. 2nd: Stephen Beauchamp Carried.</p> <p>For Information Purposes</p>
6. Foundation Funding Request for 2025/2026	<p>6.1 A request for \$119,000 to cover Q3 operating expenses for Hospice will be presented to the Foundation at their next meeting.</p>	<p>Motion by: Tim Miller to accept the recommendation of a funding request of \$119,000 to cover the Q3 operating expenses for Hospice. 2nd: Stephen Beauchamp Carried.</p>
8. Termination		<p>Motion to terminate made by Stephen Beauchamp.</p>

Next Meeting: TBD – 9:00 am - Zoom