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Unitarian Church of Edmonton

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UCE Board Meeting February 5, 2020

7:15 p.m.

Karen Mills, Karen Bilida, Robert Begg, Yvonne Mireau, Doug Eastwell, Kathy Stanley, Brandie Moller-Reid

Check in All

Opening words Robert

Approval of January minutes Karen Mills

Motion to approve Yvonne, 2nd Doug, approved

Approval of agenda Karen M moved by Doug, 2nd Robert, approved

New Business

Item Lead

1. Interim minister application update Karen M
 - account was to open on Monday, Karen Mills will back up
2. Audit insurance Doug – tabled until Karen Mills talks to CUC if they are aware of other UU congregations being audited
3. "Sharing our Abundance" speakers Karen B
 - speaker from charity comes to UCE and can speak for 5 minutes after the service and can set up table in lobby Karen B motioned, Kathy 2nd , approved
4. Use of minister's office by transitional services committee Karen B
 - Transitional services guest speakers, and service leaders and their appropriate resources to use the minister's office - Kathy moves, Karen Bilida 2nd, approved
5. reminder of CUC "what's in a name?" -- Karen Bilida to ask Janet to put in order of service

<https://www.facebook.com/events/1138422546499179/>

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Standing Items and Follow Up

☐ Follow up

o Policy and procedure updates - Karen Mills to update, in progress

o Head teller – Karen Mills, on going

☐ Reports

o Finance o DRE

- Doug will send out financials when accountant has ready (so board has at least a week before the board meeting)
- Doug will email the accountant response to Karen Bilida
- Karen Bilida will let staff know that there has to be a clear distinction in fund that are eligible for tax receipts and not tax receipts (received product or service) and tellers must have clear instruction on
- Doug will supply first draft of budget on March 4, final on April 1
- Doug has reviewed the church insurance policy and made amendments. This resulted in a premium reduction of \$316.

o HR

- Questions for church admin to go to Lynn Turvey
- Questions for RE to go to Michelle V.

o Committees

o RE – Karen Mills will speak to Michelle in regards to RE reports

☐ New members/resignations - William (Bill) Jenkins

Yvonne move and Robert 2nd, approved

☐ Next opening/closing words -- Brandie

☐ Closing words Robert

☐ Adjourn 8:30pm

Next meeting: Wednesday, March 4, 7:15 p.m.

Treasurer's Report – February 3, 2020

1. December, 2019 Financials

- 1.1. Tindill & Co have provided the December financials. - Actual YTD Revenue is under Budget by just under \$20K and Actual YTD Total Expenses are \$11.7K under Budget.
- 1.2. Actual Revenue for December is under Budget by \$6.8K and Actual Total Expenses for December are \$500 over Budget.
- 1.3. The Revenue shortfall includes the \$8 revenue not realized by the cancellation of the Summer camps.

2. Casino Funds

- 2.1. The balance at January 31, 2020 is about \$3,400. We will reserve this amount to pre-pay some expenses for the upcoming 2020 Casino. This money will be replaced after the Casino is finished.

3. Treasurer's Ongoing Work Plan for 2019/2020:

The following items are issues that I would like to address in the coming year:

- 3.1. Continue meeting with the Finance Committee on a regular basis.
- 3.2. **UCE Building Insurance:** Carefully review the policy for renewal. Make corrections as required. Pay particular attention to the 3rd party encumbrances section.
- 3.3. **Policy & Procedures:** Review and revise UCE policies as they relate to finances. Ensure that the policies, procedures and by-laws are complimentary. The general idea is to employ an ISO 9000 approach – "Say what you do, do what you say"

- 3.4. **Fund Raising:** This issue will be of particular focus in the ongoing policy development process. It is hoped that simplifying the accounting structure will help clarify this area.
- 3.5. **2019/2020 Budget:** Monitor the 2019/2020 budget very closely. Brian's retirement may produce some unexpected one-time expenses, particularly in the 2020/2021 budget cycle.
- 3.6. **2020/2021 Budget:** Brian's departure is going to have a significant impact on the Congregation. There will also be some financial implications. It is proposed that the Finance Committee consider a long-range budget cycle (say 4 or 5 years) to smooth cash flows for large expenses by establishing reserve funds. The Finance Committee will start on preliminary suggestions in January, 2020.
- 3.7. Provide status & variance reports to several key committees & groups.

Respectfully submitted

Doug Eastwell, Treasurer



Tindill & Company *

Chartered Professional Accountant

January 20, 2020

RECEIVED

JAN 22 2020

Doug Eastwell
Unitarian Church of Edmonton
10804 119 Street NW
Edmonton AB T5H 3P2

Dear Doug,

Audit Shield Fee Waiver Service

With increased focus on tax compliance by the CRA and other government revenue agencies, the risk of being audited is higher than ever. It is a common misconception that only a non-compliant filing will be audited or reviewed. In a proactive effort to combat the rising costs relating to compliance, we are pleased to offer our Audit Shield Fee Waiver Service. Clients who participate in our service will have our professional fees waived for responding to government audits, enquiries, investigations or reviews.

Benefits of the Audit Shield Fee Waiver Service:

- **Relief:** In the event that you are subject to an audit, enquiry, investigation or review that is directly in relation to your filed returns, the associated professional fees (up to a maximum amount) are covered.
- **Retroactive protection:** Previously filed returns are protected automatically, regardless of who prepared them.
- **You have a choice:** The offering is optional, so there is no compulsion to participate.

Important Information about the Audit Shield Fee Waiver Service:

- To enable us to be able to make this service available to you Tindill & Company holds a Tax Audit Insurance Policy which is underwritten by certain underwriters at Lloyd's. The terms and conditions of our Tax Audit Insurance Policy mirror the Audit Shield Fee Waiver Service.
- You can choose to benefit from our Audit Shield Fee Waiver Service, provided that we are filing your income tax returns.
- Participation in this service is not automatic. Protection will commence on the next business day after we have received your payment, and expires on **February 28, 2021**.

To be protected by our Audit Shield Fee Waiver service, simply provide payment as indicated on the Client Acceptance Form. If you do not want to participate, you don't have to do anything but if you wish to formally decline, please follow the instructions on the Client Decline Form.

For further details on our Audit Shield Fee Waiver Service, please carefully read the Commonly Asked Questions and Terms & Conditions. If you have any questions with respect to this offer, please feel free to contact us.

Yours sincerely,

R.M. Tindill, CPA, CGA

AUDIT SHIELD FEE WAIVER SERVICE TERMS & CONDITIONS

Audit Shield Fee Waiver Service

1. We agree to waive the reasonable and necessary professional fees that are payable by you to us in connection with an investigation of a filing of which you receive specific notice during the term, up to the maximum amount.

What is Excluded

2. Professional fees incurred from or associated with any of the following are not covered by the Audit Shield Fee Waiver Service:
 - a. any verbal, written or electronic communication of an impending investigation given to us or you prior to the participation date;
 - b. pre-assessment reviews of a T1 filing (other than a pre assessment review of the business items of a Sole Proprietor);
 - c. claims first notified to us later than 30 days after the expiry date of the policy;
 - d. any filing lodged outside Canada;
 - e. a filing that has been prepared, lodged or submitted fraudulently;
 - f. any investigation which is commenced or is conducted specifically for the purposes of determining your taxation liabilities and liability to pay tax, interest, additional tax or penalties as a result of participation in any marketed or mass marketed tax avoidance, tax minimization or tax exploitation scheme;
 - g. any matter in relation to application, assessment or review of government benefits or entitlements outside of a lodged filing;
 - h. any investigation where you are bankrupt within the meaning of the *Bankruptcy and Insolvency Act* (Canada), or insolvent, at the start of the investigation;
 - i. any fine or penalties imposed or for any amounts payable pursuant to an amended notice of assessment or adjustment including but not limited to any additional tax, duty, government impost or similar payments;
 - j. any investigation where the auditor has imposed a final shortfall or culpability penalty of 50% or more; or
 - k. any criminal prosecution;

Maximum Amount

3. During the term, we will only waive our professional fees:
 - a. Up to the maximum amount for any one investigation; and
 - b. Up to the maximum amount for all investigations during the term.

Shortfall

4. Should a difference arise between our professional fees and the amount available to be covered under the Audit Shield Fee Waiver Service, we may need to seek the difference from you. You agree to pay us any such difference promptly on request.

Cancellation

5. You may cancel your participation in this Audit Shield Fee Waiver Service at any time. We will refund part of the fee paid (calculated by reference to the unexpired portion of the term).

Not Insurance

6. The Audit Shield Fee Waiver Service is not insurance. However, we have a policy of insurance with Certain Underwriters of Lloyd's that covers the cost to us of waiving our professional fees incurred by you in accordance with these Terms and Conditions. You are not a party to or a beneficiary of this policy.

General

7. **Applicable Law:** These Terms and Conditions will be interpreted in accordance with the laws of the province of Alberta and the laws of Canada applicable in that province.
8. **Privacy:** We share personal information with our insurer and insurance broker as necessary to administer the Audit Shield Fee Waiver Service and, in the event that we waive our professional fees incurred by you in accordance with these Terms and Conditions, to make a claim against our insurance policy. The personal information that we share may include name, contact information, and any other reasonable personal/private information to support the claim, for you or your officers, directors, related entities, employees and representatives. By agreeing to these Terms and Conditions, you consent to the sharing of your personal information as described above and represent and warrant to us that, to the extent that you have provided personal information relating to a third party (such as an officer, director, employee or representative), you have obtained all necessary consents from such individuals to allow us to share their personal information as described above.
9. **Assignment:** You cannot assign these Terms and Conditions, in whole or in part.
10. **Entire Agreement:** These Terms and Conditions, along with the Client Acceptance Form, is the entire agreement between you and us with respect to the Audit Shield Fee Waiver Service. This Agreement shall apply to and bind you, your heirs, executors, administrators, successors and permitted assigns and shall enure to the benefit of and be enforced by us and our successors and assigns.



Tindill & Company *

Chartered Professional Accountant

Client Acceptance Form

Unitarian Church of Edmonton
10804 119 Street NW
Edmonton AB T5H 3P2

Date: January 20, 2020
Invoice: TAI-1222640
Client Code: PMUNIT00435
GST: 846368637

This *Client Acceptance Form* is your invitation to participate in the Tindill & Company Audit Shield - Fee Waiver Service.

Participation in the Audit Shield - Fee Waiver Service is active the next business day upon receipt of payment.

This document serves as an invoice/receipt upon payment.

Details

Expiry Date: February 28, 2021 at 4p.m.
Maximum Amount: \$ 10,000.00

(*Please note that we have estimated your current revenue. If you believe that this is incorrect, please contact us.)
Revenue Category: Business Group/T1 \$500,000.01 - \$1,000,000.00*

Name of Entities / Individuals to be covered:

Unitarian Church of Edmonton

Payment

Fee for Audit Shield - Fee Waiver Service participation: \$ 440.00

GST Added: \$ 22.00

Balance Due: \$ 462.00

Privacy Statement

By paying this invoice, and in the event of any claims, you authorize us to provide reasonable personal/private information about you and/or any related entity to support the claim.

Remittance Advice

Please detach the Remittance Advice portion of this letter and send it back to us along with payment.

Please send to: Tindill & Company
#100, 10306-176 Street, Edmonton AB T5S 1L3

Client Name: Unitarian Church of Edmonton

Client Code: PMUNIT00435 Invoice No: TAI-1222640 Date: January 20, 2020 Amount Due: \$ 462.00

PAYMENT METHOD: ☐ Cheque ☐ Visa ☐ Mastercard ☐ E-Transfer**

** If paying by E-Transfer, please send email to: rtindill@tindillpro.com

Cardholder Name: _____ Expiry: ____/____ CVV: _____

Card No: _____ Signature: _____

#100, 10306-176 Street
Edmonton, AB T5S 1L3
P: (780) 341-9408 F: (780) 341-9409
www.tindillpro.com

* Operating through Rosemary Tindill Professional Corporation

Client Decline Form

Unitarian Church of Edmonton
Client Code: PMUNIT00435

Should you choose not to participate in our Audit Shield - Fee Waiver Service, please sign this form and return to our office via either one of the following methods:

1. Fax (780) 341 9409
2. Email jmcinnes@tindillpro.com
3. Mail #100, 10306-176 Street, Edmonton AB T5S 1L3

By signing this form, you are acknowledging that you have been offered participation in the Tindill & Company Audit Shield - Fee Waiver Service and do not wish to participate. You acknowledge that you will be excluded from the coverage the service provides and will be charged separately for any professional fees and/or costs that may occur in the event of any investigation activity by the Canada Revenue Agency or any other provincial revenue agency.

Date: ____/____/____

Signature: _____

Print Name: _____

December 2019 RE report for the Board

This Past Month

- CanUUdle Fundraisers
 - Youth have raised \$3184.35 at last count
- Parents newsletter
 - The third issue sent
 - Just has stuff that is important for RE and Families
- Other correspondence with parents
 - Meet for coffee with some of the moms from the RE program
- Eryn Strube Has resigned due to health reasons.

Attendance

The attendance for the past month has been:

Date	Sparks	Pathfinders	Youth
December 08	4	1	6
December 14	0	0	7
(sleepover)			
December 15	5	4	9
December 22	3	1	10
December 29	0	0	4

(Many of the children in our program only come every other week due to co-parenting situations)

Ongoing Plans

- Family Fun
 - I believe this will be one of the best ways to help retain and attract young families to the church by giving them space to create an active community.
- Youth Events
 - January, the youth will have an outing to Lazer Quest on the 19th from 1 to 3 pm. We will meet there. Lazer Quest has given us 5 free admissions; Youth Fund to pay remaining balance.
- Youth fundraising
 - Contemplating a Valentines Dinner Fundraiser - Creating a fun Valentines themed dinner with a buffet style menu of pastas & sauces and other fun toppings (maybe meatballs & grilled chicken). We could have games like "How well do you know your date?" Because Valentines falls on the Friday of the long weekend, maybe we could have it either the Saturday before or after the long weekend.

Plans for the future

- OWL
 - I have been in conversation with Shelia, the DRE from Calgary.
 - Dates have set. Feb. 28th to March 1st here and March 13th to 15th in Calgary

RE

- CanUUdle May 15-19
 - The youth had such a great time at WRFG Youth Con that they to participate in CanUUdle in May
 - This next con is in Halifax, and the youth are charged with fundraising for the travel expenses.