

COUNTY OF PRINCE EDWARD  
PUBLIC LIBRARY - FINANCE COMMITTEE

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A meeting of the Finance Committee was held on Monday, February 25, 2019, at 12 pm at the Picton Branch Library.

The following Finance Committee Members were present:

Devon A. Jones, Board Chair  
Marion Hughes  
Sandy Murray, Finance Chair  
Jan Nightingale

Regrets:

Linda Donville  
Lenny Epstein

Staff Present:

Barbara Sweet, CEO  
Tracy Daley, Office Manager

**1. Call to Order**

The meeting was called to order at 12:05 pm by The Committee Chair, Sandy Murray.

**2. Disclosure of Pecuniary Interest & General Nature Thereof**

There were no disclosures of pecuniary interest at this time.

**3. Minutes**

**3.1** Finance Committee minutes from the meeting held Wednesday, November 28, 2018.

Moved By: Marion Hughes  
Seconded By: Jan Nightingale

**THAT The Finance Committee receive THE MINUTES as circulated from The Finance Committee Meeting of November 28, 2018.**

**CARRIED**

**4. Finance**

**4.1 Cash Disbursements – December 2018**

Moved By: Jan Nightingale  
Seconded By: Marion Hughes

**THAT The Finance Committee accept THE DISBURSEMENT SUMMARY Report as circulated:**

<b>December 6, 2018, totaling.....</b>	<b>\$ 35,503.28</b>
<b>December 20, 2018, totaling.....</b>	<b>\$ 16,739.73</b>
<b>Overall Total.....</b>	<b>\$ 52,243.01</b>

**And finally THAT The Finance Committee recommend THE DISBURSEMENT SUMMARY Report December 2018 to The Board.**

**CARRIED**

**4.2 Cash Disbursements – January 2019**

Moved By: Marion Hughes  
Seconded By: Jan Nightingale

**THAT The Finance Committee accept THE DISBURSEMENT SUMMARY Report as circulated:**

<b>January 3, 2019, totaling.....</b>	<b>\$ 53,583.37</b>
<b>January 17, 2019, totaling.....</b>	<b>\$ 14,793.83</b>
<b>January 31, 2019, totaling.....</b>	<b>\$ 33,523.12</b>
<b>Overall Total.....</b>	<b>\$ 101,900.32</b>

**And finally THAT The Finance Committee recommend THE DISBURSEMENT SUMMARY Report January 2019 to The Board.**

**CARRIED**

#### 4.3 Income Statements – December 2018

Moved By: Jan Nightingale  
Seconded By: Marion Hughes

**THAT The Finance Committee accept THE FINANCIAL STATEMENT Report as circulated:**

<b>Date 2018</b>	<b>Total Revenue Month</b>	<b>Total Revenue Year to Date</b>	<b>Net Surplus Month</b>	<b>Net Surplus Year to Date</b>
December	\$ 114,485	\$ 1,326,246	\$ 6,008	\$ (207)

**And finally THAT The Finance Committee recommend THE FINANCIAL STATEMENT Report December 2018 in draft to The Board.**

**CARRIED**

#### 4.4 Income Statements – January 2019

Moved By: Marion Hughes  
Seconded By: Jan Nightingale

**THAT The Finance Committee accept THE FINANCIAL STATEMENT Report as circulated:**

<b>Date 2019</b>	<b>Total Revenue Month</b>	<b>Total Revenue Year to Date</b>	<b>Net Surplus Month</b>	<b>Net Surplus Year to Date</b>
January	\$ 103,090	\$ 103,090	\$ (4,496)	\$ (4,496)

**And finally THAT The Finance Committee recommend THE FINANCIAL STATEMENT Report January 2019 to The Board.**

**CARRIED**

#### 4.5 Financial Summary – January 2019

The CEO confirms that:

1. The bank accounts (operating and reserves) have been reconciled at January 31, 2019.
2. All remittances and source deductions for which the directors may be personally liable have been made and submitted to the appropriate authorities.

#### 5. **Business Arising From the Minutes**

#### 6. **Other Business**

#### 7. **New Business**

#### 8. **Next Meeting Date**

**8.1** Wednesday, March 27, 2019, 12 pm – Picton Branch

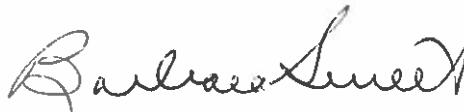
#### 9. **Adjourn**

THAT The Meeting now adjourn at 1:10 pm.



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**Finance CHAIR**  
**Sandy Murray**



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**CEO**  
**Barbara Sweet**