ANNUAL Report

Review of 2017

Annual General Meeting for 2018

February 22, 2018

4:30 PM

CDRJS Office – Board Room – 125 10th Ave S. Cranbrook BC

Meeting Agenda

1. Adoption of Agenda

2. Chairperson's Report
   - ✓ 2017 Year in Review
   - ✓ Referral Data
   - ✓ 2018 Budget
   - ✓ Financial Statements
   - ✓ Minutes of AGM 2017

3. Approval of the Minutes from the AGM 2017

4. Adoption of 2017 Budget

5. Appointment of Accountant

6. 2018 Approval of Membership

7. Election of Directors

8. Adjournment

Report from the Chairperson

Work in Progress

Program Coordinator's Report

CAP Agreement: Cranbrook and District Restorative Justice Society has signed an agreement with the Ministry of Safety and the Office of the Solicitor General (CAP Agreement) to deliver restorative practice in the province of British Columbia. This year, the definition of "appropriate files" was defined by the capacity of the organization to appropriately address the needs of the victims.

Policy Manual: Part of the work this year has been to support the development of Provincial Standards of Practices for Restorative Justice organizations and facilitators. The Standards were completed in the fall of this year and recent work has been to incorporate the same into the CDRJS Policy Manual.

CDRJS Constitution and Bylaws: 2018 marks the year during which the Constitution and Bylaws for our not-for-profit organization need to be amended to address the new changes in the Societies Act for BC.

MOU with Ktunaxa Nation Council (KNC): We successfully reached agreement on a Memorandum of Understanding with KNC. The agreement will provide future direction and support for Aboriginal victims and offenders in this territory.

Training: Two facilitator training sessions were offered by Debbie and Doug McPhee in Cranbrook and District. The sessions were: January 2017 and October of 2017 - work continues providing mentoring for the new facilitators. Our thanks again to COTR for providing the training space.

Strategic Planning: In July of 2017, CDRJS Board Members were engaged in a Strategic Planning Review. Jacquie Dust facilitated the review and the New Board for 2018 will be well-served by this thoughtful process.

Program Coordinator Contract: There was a performance review of the Program Coordinator which resulted in a contract renewal until the end of June 2018.

CDRJS Office Move: Not once, but twice and all for good reasons!

Website Facelift: The CDRJS website has been updated using the Divi theme of WordPress. The new theme allows us greater opportunity to showcase the beauty of this region.

CDRJS Merges with EKOHDE: The mandate of the East Kootenay Organization for Human Dignity and Equality http://www.ekohde.org/display.php?pID=26 is to provide opportunities which support the understanding and development of human dignity and equality. Restorative Justice is a process which works toward restoring human dignity while addressing the harm of crime. The Humanity Network is a collaborative group of service providers and not-for-profit organizations who were pulled together by EKOHDE to determine the yearly community programs and events. Members from CDRJS have been active in EKOHDE and the Humanity Network. When EKOHDE had difficult maintaining a management structure, the concept of merging with CDRJS was a welcome invitation. Amy Cross, who was the contractor for EKOHDE, has been hired through them to facilitate the transition and melding of the programs.

OARH Organizing Against Racism and Hate: One of the responsibilities of the CDRJS participation in the Humanity Network was to be a contact for Incident Reporting and Support through the RCMP and the OARH network. Funding has been made available through them to support a community awareness piece that was defined by the Humanity Network. I'm sure that if Amy or Deb are in attendance, they will want to talk more on this exciting development.

I'm sure that there is more that could be said, but please have a look at our website.

Doug McPhee Program Coordinator

Reflection on 2017 – File Referrals

CDRJS offers Restorative Justice alternatives to formal court practices used to address crime. It is not an alternative to formal court process or in competition with formal court processes. Files that are referred to CDRJS from the RCMP and Crown are those in which the:

a) Offender is taking responsibility for their actions and is willing to address the harm done to others,

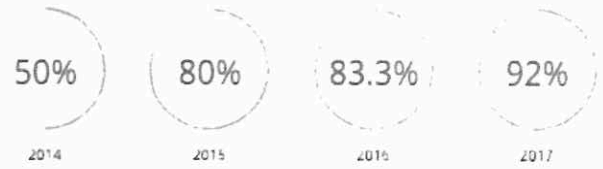
b) Severity of crime is deemed appropriate for a restorative process. Typical referrals for restorative processes are those for which the offender may receive fines and community service if the referral would proceed through court.

The identity and agreements reached as the result of a restorative justice process are confidential. The following data discussion is based on non-identifying information only.

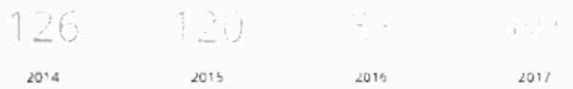
http://cdrjsociety.ca/reflection-on-2017-file-referrals/

Total File referrals for the Period: 2014 to 2017

Successful File Completion for the Period: 2014 to 2017



Average Number of Days per File for Successful Completion: 2014 to 2017



Cost Benefit to the Community see

Attachments:

1. Budget for 2018
2. Balance Sheet as of 2017-12-31 as prepared by Redding and Associates
3. CDRJS Membership as of 2018-02-22
4. Minutes AGM 2017 as of 2017-02-16

Cranbrook and District Restortative Justice Society Budget for 2018

Description	Monthly	Yearly	Total	Percentage of the Budget
Salary: Program Contractor				
Average based on 2017	$2,500.00	$30,000.00	$30,000.00	
		Total	**$30,000.00**	72.5%
Office Rental				
Rent Monthly withSummit Services	$280.00	$3,360.00	$3,360.00	
Rent $250, Parking $30		**Total**	**$3,360.00**	8.1%
Operating Costs				
Telus Internet and Office Phone	$85.00	$1,020.00	$1,020.00	
Telus Web Hosting	$13.83	$165.96	$165.96	
Sync Database Storage in Canada		$51.45	$51.45	
Accounting Services Redding and Associates		$800.00	$800.00	
AGM and Society Registration		$200.00	$200.00	
Office Supplies and Consumables	$200.00	$2,400.00	$2,400.00	
Incidental Travel		$400.00	$400.00	
Incidental Costs: Software Renewal, Equipment Replacement		$500.00	$500.00	
		Total	**$5,537.41**	13.4%
Training Costs				
RCMP CJF Training Locally October 2018 Photocopying, Security, Lunches		$1,000.00	$1,000.00	
		Total	**$1,000.00**	2.4%
Local Forum Costs				
Social Engagement				
Snacks based on $20.00/forum and 60 forums		$1,200.00	$1,200.00	
		Total	**$1,200.00**	2.9%
Board Planning				
Strategic Planning Yearly		$300.00	$300.00	
		Total	**$300.00**	0.7%
Note: Budget for 2017 was $45,425,21				
Total Budget			**$41,397.41**	100.0%

Funding - Grants to Date		
BC Gaming	$24,500.00	44%
City of Cranbrook	$10,000.00	18%
CAP	$2,500.00	5%
Private Donations	$96.00	0%
Balance Carried Forward from 2017	$18,076.47	33%
Total Working Capital	**$55,172.47**	
Projected Balance December 31, 2018	**$13,775.06**	

Cranbrook & District Restorative Justice
Balance Sheet As at 31/12/2017

ASSET		
Current Assets		
Share account 832402	10.31	
Share Account Gaming 860072	8.06	
Chequing Bank Account 429951	13,704.12	
Gaming account 432674	27,222.55	
Total Cash		40,945.04
Total Current Assets		40,945.04
TOTAL ASSET		40,945.04
LIABILITY		
Current Liabilities		
Accounts Payable		110.79
Total Current Liabilities		110.79
TOTAL LIABILITY		110.79
EQUITY		
Surplus		
Surplus		3,431.98
Current Earnings		37,402.27
Total Owners Equity		40,834.25
TOTAL EQUITY		40,834.25
LIABILITIES AND EQUITY		40,945.04

Printed On: 15/01/2018

Cranbrook & District Restorative Justice
Comparative Income Statement

	Actual 01/01/2017 to 31/12/2017	Actual 01/01/2016 to 31/12/2016
REVENUE		
Revenue		
Private and Service Clubs	0.00	1,000.00
CBT & RDEK	3,450.00	6,510.00
Solicitor General	7,500.00	0.00
RCMP & COTR -In Kind	0.00	0.00
Donations	0.00	800.00
United Way Donations	0.00	0.00
Restitution	0.00	0.00
Grants (other)	8,500.00	0.00
CAP Grant	2,500.00	2,500.00
BC GAMING GRANT	52,500.00	0.00
Net Revenue	74,450.00	10,810.00
Other Revenue		
Interest Revenue	17.53	6.46
Total Other Revenue	17.53	6.46
TOTAL REVENUE	74,467.53	10,816.46
EXPENSE		
Payroll Expenses		
Wages & Salaries GAMING ACCT.	27,780.44	30,591.91
Employee benefits GAMING AC...	0.00	0.00
Employee remittances GAMING ...	0.00	101.74
Volunteer training GAMING ACCT.	890.75	41.43
Insurance	150.00	0.00
Total Payroll Expense	28,821.19	30,735.08
General Expenses		
Professional Fees	820.45	1,293.64
Advertising & Promotions	291.38	640.80
Advertising GAMING ACCT	0.00	302.58
Meeting expenses GRANT ACCT.	237.17	24.29
Business Fees & Licenses GRA...	15.00	25.00
Restitution	0.00	0.00
Courier & Postage	49.53	48.95
GST Expense	0.00	0.00
Resource library	0.00	188.90
Interest and Bank Charges	39.00	65.50
Interest & Bank Charges GRANT...	3.50	3.50
Office Supplies GRANT ACCT.	1,936.30	1,239.92
Volunteer Training	980.18	321.73
Office Rental GRANT ACCT.	2,800.00	1,800.00
Telephone GRANT ACCT.	796.56	932.63
Travel & Entertainment	275.00	356.21
Total General & Admin. Expen...	8,244.07	7,243.65
TOTAL EXPENSE	37,065.26	37,978.73
NET INCOME	37,402.27	-27,162.27

Printed On: 15/01/2018

Cranbrook & District Restorative Justice
Trial Balance As at 31/12/2017

Ac...	Account Description	Debits	Credits
1020	Cash to be deposited	0.00	-
1030	Share account 832402	10.31	-
1040	Share Account Gaming 860072	8.06	-
1050	Petty Cash	0.00	-
1055	Savings Bank Account	0.00	-
1060	Chequing Bank Account 429951	13,704.12	-
1067	Gaming account 432674	27,222.55	-
1200	Accounts Receivable	0.00	-
1205	Allowance for Doubtful Accounts	0.00	-
1220	Payroll Advances	0.00	-
1320	Prepaid Expenses	0.00	-
1520	Inventory A	0.00	-
1810	Leasehold Improvements	0.00	-
1820	Office Furniture & Equipment	0.00	-
1825	Accum. Amort. -Furn. & Equip.	0.00	-
1910	Computer Software	0.00	-
1920	Goodwill	0.00	-
1930	Incorporation Cost	0.00	-
2100	Accounts Payable	-	110.79
2115	Restituition payable	-	0.00
2120	Accounts Payable	-	0.00
2170	Vacation payable	-	0.00
2180	Employee Remittance Payable	-	0.00
2185	CPP Payable	-	0.00
2190	Federal Income Tax Payable	-	0.00
2230	WCB Payable	-	0.00
2310	GST Charged on Sales	-	0.00
2312	GST Charged on Sales - Rate 2	-	0.00
2315	GST Paid on Purchases	-	0.00
2325	GST Adjustments	-	0.00
2330	ITC Adjustments	-	0.00
2460	Prepaid Sales/Deposits	-	0.00
3010	Owners Contribution	-	0.00
3560	Surplus	-	3,431.98
4020	Private and Service Clubs	-	0.00
4030	CBT & RDEK	-	3,450.00
4040	Solicitor General	-	7,500.00
4050	RCMP & COTR -In Kind	-	0.00
4100	Donations	-	0.00
4110	United Way Donations	-	0.00
4120	Restitution	-	0.00
4200	Miscellaneous	-	0.00
4220	Grants (other)	-	8,500.00
4230	CAP Grant	-	2,500.00
4240	BC GAMING GRANT	-	52,500.00
4420	Freight Revenue	-	0.00
4440	Interest Revenue	-	17.53
4460	Miscellaneous Revenue	-	0.00
5300	Freight Expense	0.00	-
5410	Wages & Salaries GAMING ACCT.	27,780.44	-
5420	Employee benefits GAMING AC...	0.00	-
5430	Employee remittances GAMING ...	0.00	-
5440	WCB Expense GAMING ACCT.	0.00	-
5465	Volunteer training GAMING ACCT.	890.75	-
5466	Insurance	150.00	-
5467	Professional staff devel.	0.00	-
5468	Public Education	0.00	-
5610	Professional Fees	820.45	-
5615	Advertising & Promotions	291.38	-
5616	Advertising GAMING ACCT	0.00	-
5620	Meeting expenses GRANT ACCT.	237.17	-
5625	Business Fees & Licenses GRA...	15.00	-
5630	Restitution	0.00	-
5640	Courier & Postage	49.53	-
5645	Donations	0.00	-

Printed On: 15/01/2018

Cranbrook & District Restorative Justice
Trial Balance As at 31/12/2017

Ac...	Account Description	Debits	Credits
5650	GST Expense	0.00	-
5680	Resource library	0.00	-
5685	Insurance	0.00	-
5687	Interest and Bank Charges	39.00	-
5690	Interest & Bank Charges GRANT...	3.50	-
5700	Office Supplies GRANT ACCT.	1,936.30	-
5720	Volunteer Training	980.18	-
5750	Public Education	0.00	-
5760	Office Rental GRANT ACCT.	2,800.00	-
5780	Telephone GRANT ACCT.	796.56	-
5784	Travel & Entertainment	275.00	-
5790	Utilities	0.00	-
5900	Suspense	0.00	-
		78,010.30	78,010.30

Cranbrook & District Restorative Justice
General Ledger Report 01/01/2017 to 31/12/2017
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
1030	**Share account 832402**					10.07	Dr
01/01/2017	patronage refund	bank stmt	J5	0.06	-	10.13	Dr
01/04/2017	patronage refund	bank stmt	J58	0.06	-	10.19	Dr
01/07/2017	patronage refund	bank stmt	J92	0.06	-	10.25	Dr
01/10/2017	patronage refund	bank stmt	J113	0.06	-	10.31	Dr
				0.24	-		
1040	**Share Account Gaming 860072**					7.86	Dr
01/01/2017	record dividend	bank stmt	J7	0.05	-	7.91	Dr
01/04/2017	record dividend	bank stmt	J52	0.05	-	7.96	Dr
01/07/2017	record dividend	bank stmt	J90	0.05	-	8.01	Dr
01/10/2017	record dividend	bank stmt	J111	0.05	-	8.06	Dr
				0.20	-		
1050	**Petty Cash**					-	Dr
1055	**Savings Bank Account**					-	Dr
1060	**Chequing Bank Account 429951**					5,913.63	Dr
25/01/2017	Telus	498	J1	-	13.44	5,900.19	Dr
25/01/2017	Telus	498	J1	-	2.00	5,898.19	Dr
25/01/2017	D McPhee	496	J2	-	78.22	5,819.97	Dr
25/01/2017	D McPhee	497	J3	-	2,480.00	3,339.97	Dr
31/01/2017	record service charges	bank stmt	J4	2.00	-	3,341.97	Dr
31/01/2017	record service charges	bank stmt	J4	0.25	-	3,342.22	Dr
31/01/2017	record service charges	bank stmt	J4	-	3.50	3,338.72	Dr
01/02/2017	columbia basin trust grant	letter	J11	3,450.00	-	6,788.72	Dr
16/02/2017	D McPhee	500	J9	-	1,850.00	4,938.72	Dr
16/02/2017	D McPhee	501	J10	-	1,230.62	3,708.10	Dr
24/02/2017	Telus	499	J22	-	13.71	3,694.39	Dr
24/02/2017	Telus	499	J22	-	2.00	3,692.39	Dr
28/02/2017	record service charges	bank stmt	J20	0.26	-	3,692.65	Dr
02/03/2017	COTR	invoice	J17	-	78.75	3,613.90	Dr
07/03/2017	Telus	505	J12	-	13.71	3,600.19	Dr
07/03/2017	Telus	505	J12	-	2.00	3,598.19	Dr
07/03/2017	D McPhee	502	J14	-	2,370.00	1,228.19	Dr
07/03/2017	D McPhee	503	J15	-	219.45	1,008.74	Dr
07/03/2017	D McPhee	504	J16	-	287.70	721.04	Dr
15/03/2017	CAP Grant	bank stmt	J25	2,500.00	-	3,221.04	Dr
28/03/2017	City of Cranbrook	bank stmt	J26	8,500.00	-	11,721.04	Dr
31/03/2017	record service charges	bank stmt	J27	0.19	-	11,721.23	Dr
31/03/2017	record service charges	bank stmt	J27	-	3.50	11,717.73	Dr
30/04/2017	record service charges	bank stmt	J53	0.48	-	11,718.21	Dr
02/05/2017	Civil Forfeiture	bank stmt	J71	7,500.00	-	19,218.21	Dr
11/05/2017	CMHA Kootenay	506	J69	-	275.00	18,943.21	Dr
31/05/2017	record service charges	bank stmt	J70	0.80	-	18,944.01	Dr
30/06/2017	record service charges	bank stmt	J82	0.78	-	18,944.79	Dr
29/07/2017	Jacquie Dust - Strategic Planning	507	J93	-	200.00	18,744.79	Dr
31/07/2017	record service charges	bank stmt	J91	0.81	-	18,745.60	Dr
07/08/2017	D McPhee	508	J97	-	173.42	18,572.18	Dr
31/08/2017	record service charges	bank stmt	J101	0.80	-	18,572.98	Dr
30/09/2017	record service charges	bank stmt	J102	0.77	-	18,573.75	Dr
18/10/2017	McPhee Consulting	509	J108	-	215.85	18,357.90	Dr
31/10/2017	record service charges	bank stmt	J112	0.79	-	18,358.69	Dr
20/11/2017	D McPhee	510	J114	-	87.42	18,271.27	Dr
20/11/2017	D McPhee	510	J114	-	13.71	18,257.56	Dr
20/11/2017	D McPhee	510	J114	-	53.05	18,204.51	Dr
20/11/2017	D McPhee	510	J114	-	22.74	18,181.77	Dr
20/11/2017	D McPhee	511	J117	-	175.00	18,006.77	Dr
20/11/2017	D McPhee	512	J118	-	795.56	17,211.21	Dr
20/11/2017	Deb McPhee	513	J119	-	70.19	17,141.02	Dr
20/11/2017	D McPhee	514	J120	-	3,030.00	14,111.02	Dr
30/11/2017	record service charges	bank stmt	J121	0.72	-	14,111.74	Dr
08/12/2017	D McPhee	516	J125	-	404.72	13,707.02	Dr
31/12/2017	record service charges	bank stmt	J131	0.60	-	13,707.62	Dr
31/12/2017	record service charges	bank stmt	J131	-	3.50	13,704.12	Dr

Printed On: 15/01/2018

Cranbrook & District Restorative Justice
General Ledger Report 01/01/2017 to 31/12/2017
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance
				21,959.25	14,168.76	
1067	**Gaming account 432674**					91.21 Dr
31/01/2017	record bank charges	bank stmt	J6	-	3.50	87.71 Dr
28/02/2017	record bank charges	bank stmt	J13	-	3.50	84.21 Dr
30/03/2017	Province of BC	bank stmt	J23	28,000.00	-	28,084.21 Dr
31/03/2017	record bank charges	bank stmt	J24	0.08	-	28,084.29 Dr
31/03/2017	record bank charges	bank stmt	J24	-	3.50	28,080.79 Dr
13/04/2017	D McPhee	179	J40	-	2,000.00	26,080.79 Dr
13/04/2017	D McPhee	180	J42	-	273.35	25,807.44 Dr
20/04/2017	Telus	182	J36	-	13.17	25,794.27 Dr
20/04/2017	Telus	182	J36	-	2.00	25,792.27 Dr
20/04/2017	reverse finance charge	bank stmt	J43	2.00	-	25,794.27 Dr
20/04/2017	Telus	181	J51	-	0.57	25,793.70 Dr
30/04/2017	record bank charges	bank stmt	J34	1.13	-	25,794.83 Dr
11/05/2017	United Way	184	J60	-	1,200.00	24,594.83 Dr
11/05/2017	D McPhee	183	J62	-	1,570.00	23,024.83 Dr
11/05/2017	Telus	187	J66	-	84.57	22,940.26 Dr
11/05/2017	Telus	187	J66	-	2.00	22,938.26 Dr
11/05/2017	Telus	186	J67	-	13.44	22,924.82 Dr
11/05/2017	Telus	186	J67	-	2.00	22,922.82 Dr
11/05/2017	Redding & Associates	188	J68	-	246.90	22,675.92 Dr
11/05/2017	D McPhee	185	J74	-	139.00	22,536.92 Dr
31/05/2017	record bank charges	bank stmt	J72	1.05	-	22,537.97 Dr
15/06/2017	D McPhee	189	J75	-	3,160.00	19,377.97 Dr
15/06/2017	D McPhee	190	J76	-	8.93	19,369.04 Dr
20/06/2017	Telus	191	J77	-	13.44	19,355.60 Dr
20/06/2017	Telus	191	J77	-	2.00	19,353.60 Dr
20/06/2017	Telus	192	J80	-	85.68	19,267.92 Dr
20/06/2017	Telus	192	J80	-	2.00	19,265.92 Dr
30/06/2017	record bank charges	bank stmt	J81	0.88	-	19,266.80 Dr
24/07/2017	Redding & Associates	ch 198	J83	-	373.55	18,893.25 Dr
24/07/2017	Telus	195	J84	-	13.44	18,879.81 Dr
24/07/2017	Telus	195	J84	-	2.00	18,877.81 Dr
24/07/2017	Telus	196	J85	-	85.70	18,792.11 Dr
24/07/2017	Telus	196	J85	-	2.00	18,790.11 Dr
24/07/2017	United Way	197	J86	-	600.00	18,190.11 Dr
24/07/2017	D McPhee	193	J87	-	2,360.00	15,830.11 Dr
24/07/2017	D McPhee	194	J88	-	160.32	15,669.79 Dr
29/07/2017	D McPhee	199	J94	-	2,940.00	12,729.79 Dr
31/07/2017	record bank charges	bank stmt	J89	0.82	-	12,730.61 Dr
07/08/2017	D McPhee	200	J95	-	2,780.00	9,950.61 Dr
07/08/2017	D McPhee	0	J104	-	354.84	9,595.77 Dr
31/08/2017	record bank charges	bank stmt	J100	0.55	-	9,596.32 Dr
14/09/2017	cheques	bank stmt	J98	-	131.03	9,465.29 Dr
30/09/2017	record bank charges	bank stmt	J99	0.44	-	9,465.73 Dr
18/10/2017	Telus	201	J105	-	13.71	9,452.02 Dr
18/10/2017	Telus	201	J105	-	2.00	9,450.02 Dr
18/10/2017	Telus	201	J105	-	85.70	9,364.32 Dr
18/10/2017	Telus	201	J105	-	2.00	9,362.32 Dr
18/10/2017	D McPhee	183	J106	-	2,400.00	6,962.32 Dr
18/10/2017	United Way	203	J107	-	600.00	6,362.32 Dr
31/10/2017	record bank charges	bank stmt	J109	0.37	-	6,362.69 Dr
01/11/2017	reverse bank charges	adj j/e	J110	4.00	-	6,366.69 Dr
01/11/2017	external deposit provincial p	banking history repo	J123	24,500.00	-	30,866.69 Dr
30/11/2017	record bank charges	bank stmt	J122	1.27	-	30,867.96 Dr
08/12/2017	D McPhee	204	J124	-	3,070.00	27,797.96 Dr
08/12/2017	United Way	205	J126	-	400.00	27,397.96 Dr
08/12/2017	Telus	206	J127	-	173.16	27,224.80 Dr
31/12/2017	record bank charges	bank stmt	J130	1.25	-	27,226.05 Dr
31/12/2017	record bank charges	bank stmt	J130	-	3.50	27,222.55 Dr
				52,513.84	25,382.50	
1200	**Accounts Receivable**					- Dr
1205	**Allowance for Doubtful Accounts**					- Dr

Printed On: 15/01/2018

Cranbrook & District Restorative Justice
General Ledger Report 01/01/2017 to 31/12/2017
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance
1220	**Payroll Advances**					- Dr
1320	**Prepaid Expenses**					- Dr
1820	**Office Furniture & Equipment**					- Dr
1825	**Accum. Amort. -Furn. & Equip.**					- Dr
2100	**Accounts Payable**					2,590.79 Cr
25/01/2017	D McPhee	497	J3	2,480.00	-	110.79 Cr
2115	**Restituition payable**					- Cr
2120	**Accounts Payable**					- Cr
2170	**Vacation payable**					- Cr
2180	**Employee Remittance Payable**					- Cr
2185	**CPP Payable**					- Cr
2190	**Federal Income Tax Payable**					- Cr
2230	**WCB Payable**					- Cr
2310	**GST Charged on Sales**					- Cr
2315	**GST Paid on Purchases**					- Cr
2460	**Prepaid Sales/Deposits**					- Cr
3560	**Surplus**					3,431.98 Cr
4020	**Private and Service Clubs**					- Cr
4030	**CBT & RDEK**					- Cr
01/02/2017	columbia basin trust grant	letter	J11	-	3,450.00	3,450.00 Cr
4040	**Solicitor General**					- Cr
02/05/2017	Civil Forfeiture	bank stmt	J71	-	7,500.00	7,500.00 Cr
4050	**RCMP & COTR -In Kind**					- Cr
4100	**Donations**					- Cr
4110	**United Way Donations**					- Cr
4120	**Restitution**					- Cr
4200	**Miscellaneous**					- Cr
4220	**Grants (other)**					- Cr
28/03/2017	City of Cranbrook	bank stmt	J26	-	8,500.00	8,500.00 Cr
4230	**CAP Grant**					- Cr
15/03/2017	CAP Grant	bank stmt	J25	-	2,500.00	2,500.00 Cr
4240	**BC GAMING GRANT**					- Cr
30/03/2017	Province of BC	bank stmt	J23	-	28,000.00	28,000.00 Cr
01/11/2017	external deposit provincial p	banking history repo	J123	-	24,500.00	52,500.00 Cr
				-	52,500.00	
4420	**Freight Revenue**					- Cr
4440	**Interest Revenue**					- Cr

Printed On: 15/01/2018

Cranbrook & District Restorative Justice
General Ledger Report 01/01/2017 to 31/12/2017
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance	
01/01/2017	patronage refund	bank stmt	J5	-	0.06	0.06	Cr
01/01/2017	record dividend	bank stmt	J7	-	0.05	0.11	Cr
31/01/2017	record service charges	bank stmt	J4	-	2.25	2.36	Cr
28/02/2017	record service charges	bank stmt	J20	-	0.26	2.62	Cr
31/03/2017	record bank charges	bank stmt	J24	-	0.08	2.70	Cr
31/03/2017	record service charges	bank stmt	J27	-	0.19	2.89	Cr
01/04/2017	record dividend	bank stmt	J52	-	0.05	2.94	Cr
01/04/2017	patronage refund	bank stmt	J58	-	0.06	3.00	Cr
30/04/2017	record bank charges	bank stmt	J34	-	1.13	4.13	Cr
30/04/2017	record service charges	bank stmt	J53	-	0.48	4.61	Cr
31/05/2017	record service charges	bank stmt	J70	-	0.80	5.41	Cr
31/05/2017	record bank charges	bank stmt	J72	-	1.05	6.46	Cr
30/06/2017	record bank charges	bank stmt	J81	-	0.88	7.34	Cr
30/06/2017	record service charges	bank stmt	J82	-	0.78	8.12	Cr
01/07/2017	record dividend	bank stmt	J90	-	0.05	8.17	Cr
01/07/2017	patronage refund	bank stmt	J92	-	0.06	8.23	Cr
31/07/2017	record bank charges	bank stmt	J89	-	0.82	9.05	Cr
31/07/2017	record service charges	bank stmt	J91	-	0.81	9.86	Cr
31/08/2017	record bank charges	bank stmt	J100	-	0.55	10.41	Cr
31/08/2017	record service charges	bank stmt	J101	-	0.80	11.21	Cr
30/09/2017	record bank charges	bank stmt	J99	-	0.44	11.65	Cr
30/09/2017	record service charges	bank stmt	J102	-	0.77	12.42	Cr
01/10/2017	record dividend	bank stmt	J111	-	0.05	12.47	Cr
01/10/2017	patronage refund	bank stmt	J113	-	0.06	12.53	Cr
31/10/2017	record bank charges	bank stmt	J109	-	0.37	12.90	Cr
31/10/2017	record service charges	bank stmt	J112	-	0.79	13.69	Cr
30/11/2017	record service charges	bank stmt	J121	-	0.72	14.41	Cr
30/11/2017	record bank charges	bank stmt	J122	-	1.27	15.68	Cr
31/12/2017	record bank charges	bank stmt	J130	-	1.25	16.93	Cr
31/12/2017	record service charges	bank stmt	J131	-	0.60	17.53	Cr
				-	17.53		

4460 Miscellaneous Revenue - Cr

5300 Freight Expense - Dr

5410 Wages & Salaries GAMING ACCT. - Dr

16/02/2017	D McPhee	500	J9	1,850.00	-	1,850.00	Dr
16/02/2017	D McPhee	501	J10	250.44	-	2,100.44	Dr
07/03/2017	D McPhee	502	J14	2,370.00	-	4,470.44	Dr
13/04/2017	D McPhee	179	J40	2,000.00	-	6,470.44	Dr
11/05/2017	D McPhee	183	J62	1,570.00	-	8,040.44	Dr
15/06/2017	D McPhee	189	J75	3,160.00	-	11,200.44	Dr
24/07/2017	D McPhee	193	J87	2,360.00	-	13,560.44	Dr
29/07/2017	D McPhee	199	J94	2,940.00	-	16,500.44	Dr
07/08/2017	D McPhee	200	J95	2,780.00	-	19,280.44	Dr
18/10/2017	D McPhee	183	J106	2,400.00	-	21,680.44	Dr
20/11/2017	D McPhee	514	J120	3,030.00	-	24,710.44	Dr
08/12/2017	D McPhee	204	J124	3,070.00	-	27,780.44	Dr
				27,780.44	-		

5420 Employee benefits GAMING ACCT. - Dr

5430 Employee remittances GAMING ACCT. - Dr

5440 WCB Expense GAMING ACCT. - Dr

5465 Volunteer training GAMING ACCT. - Dr

20/11/2017	D McPhee	511	J117	25.00	-	25.00	Dr
20/11/2017	D McPhee	512	J118	795.56	-	820.56	Dr
20/11/2017	Deb McPhee	513	J119	70.19	-	890.75	Dr
				890.75	-		

5466 Insurance - Dr

20/11/2017	D McPhee	511	J117	150.00	-	150.00	Dr

Cranbrook & District Restorative Justice
General Ledger Report 01/01/2017 to 31/12/2017
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance
5467	**Professional staff devel.**					- Dr
5468	**Public Education**					- Dr
5610	**Professional Fees**					- Dr
11/05/2017	Redding & Associates	188	J68	246.90	-	246.90 Dr
24/07/2017	Redding & Associates	ch 198	J83	373.55	-	620.45 Dr
29/07/2017	Jacquie Dust - Strategic Planning	507	J93	200.00	-	820.45 Dr
				820.45	-	
5615	**Advertising & Promotions**					- Dr
07/03/2017	D McPhee	503	J15	219.45	-	219.45 Dr
24/07/2017	D McPhee	194	J88	44.78	-	264.23 Dr
07/08/2017	D McPhee	0	J104	13.44	-	277.67 Dr
20/11/2017	D McPhee	510	J114	13.71	-	291.38 Dr
				291.38	-	
5616	**Advertising GAMING ACCT**					- Dr
5620	**Meeting expenses GRANT ACCT.**					- Dr
02/03/2017	COTR	invoice	J17	78.75	-	78.75 Dr
07/08/2017	D McPhee	508	J97	42.78	-	121.53 Dr
07/08/2017	D McPhee	508	J97	23.64	-	145.17 Dr
07/08/2017	D McPhee	508	J97	92.00	-	237.17 Dr
				237.17	-	
5625	**Business Fees & Licenses GRANT ACCT**					- Dr
07/08/2017	D McPhee	508	J97	15.00	-	15.00 Dr
5630	**Restitution**					- Dr
5640	**Courier & Postage**					- Dr
15/06/2017	D McPhee	190	J76	8.93	-	8.93 Dr
07/08/2017	D McPhee	0	J104	17.86	-	26.79 Dr
20/11/2017	D McPhee	510	J114	22.74	-	49.53 Dr
				49.53	-	
5645	**Donations**					- Dr
5650	**GST Expense**					- Dr
5680	**Resource library**					- Dr
5685	**Insurance**					- Dr
5687	**Interest and Bank Charges**					- Dr
25/01/2017	Telus	498	J1	2.00	-	2.00 Dr
31/01/2017	record service charges	bank stmt	J4	3.50	-	5.50 Dr
31/01/2017	record bank charges	bank stmt	J6	3.50	-	9.00 Dr
24/02/2017	Telus	499	J22	2.00	-	11.00 Dr
28/02/2017	record bank charges	bank stmt	J13	3.50	-	14.50 Dr
07/03/2017	Telus	505	J12	2.00	-	16.50 Dr
31/03/2017	record bank charges	bank stmt	J24	3.50	-	20.00 Dr
31/03/2017	record service charges	bank stmt	J27	3.50	-	23.50 Dr
20/04/2017	Telus	182	J36	2.00	-	25.50 Dr
20/04/2017	reverse finance charge	bank stmt	J43	-	2.00	23.50 Dr
11/05/2017	Telus	187	J66	2.00	-	25.50 Dr
11/05/2017	Telus	186	J67	2.00	-	27.50 Dr
20/06/2017	Telus	191	J77	2.00	-	29.50 Dr
20/06/2017	Telus	192	J80	2.00	-	31.50 Dr
24/07/2017	Telus	195	J84	2.00	-	33.50 Dr
24/07/2017	Telus	196	J85	2.00	-	35.50 Dr
18/10/2017	Telus	201	J105	2.00	-	37.50 Dr
18/10/2017	Telus	201	J105	2.00	-	39.50 Dr
01/11/2017	reverse bank charges	adj j/e	J110	-	4.00	35.50 Dr

Cranbrook & District Restorative Justice
General Ledger Report 01/01/2017 to 31/12/2017
Sorted by: Date

Date	Comment	Source #	JE#	Debits	Credits	Balance
31/12/2017	record bank charges	bank stmt	J130	3.50	-	39.00 Dr
				45.00	6.00	
5690	**Interest & Bank Charges GRANT ACCT.**					- Dr
31/12/2017	record service charges	bank stmt	J131	3.50	-	3.50 Dr
5700	**Office Supplies GRANT ACCT.**					- Dr
25/01/2017	D McPhee	496	J2	78.22	-	78.22 Dr
07/03/2017	D McPhee	504	J16	287.70	-	365.92 Dr
13/04/2017	D McPhee	180	J42	273.35	-	639.27 Dr
11/05/2017	D McPhee	185	J74	139.00	-	778.27 Dr
24/07/2017	D McPhee	194	J88	115.54	-	893.81 Dr
07/08/2017	D McPhee	0	J104	59.06	-	952.87 Dr
07/08/2017	D McPhee	0	J104	178.78	-	1,131.65 Dr
14/09/2017	cheques	bank stmt	J98	131.03	-	1,262.68 Dr
18/10/2017	McPhee Consulting	509	J108	215.85	-	1,478.53 Dr
20/11/2017	D McPhee	510	J114	53.05	-	1,531.58 Dr
08/12/2017	D McPhee	516	J125	404.72	-	1,936.30 Dr
				1,936.30	-	
5720	**Volunteer Training**					- Dr
16/02/2017	D McPhee	501	J10	980.18	-	980.18 Dr
5750	**Public Education**					- Dr
5760	**Office Rental GRANT ACCT.**					- Dr
11/05/2017	United Way	184	J60	1,200.00	-	1,200.00 Dr
24/07/2017	United Way	197	J86	600.00	-	1,800.00 Dr
18/10/2017	United Way	203	J107	600.00	-	2,400.00 Dr
08/12/2017	United Way	205	J126	400.00	-	2,800.00 Dr
				2,800.00	-	
5780	**Telephone GRANT ACCT.**					- Dr
25/01/2017	Telus	498	J1	13.44	-	13.44 Dr
24/02/2017	Telus	499	J22	13.71	-	27.15 Dr
07/03/2017	Telus	505	J12	13.71	-	40.86 Dr
20/04/2017	Telus	182	J36	13.17	-	54.03 Dr
20/04/2017	Telus	181	J51	0.57	-	54.60 Dr
11/05/2017	Telus	187	J66	84.57	-	139.17 Dr
11/05/2017	Telus	186	J67	13.44	-	152.61 Dr
20/06/2017	Telus	191	J77	13.44	-	166.05 Dr
20/06/2017	Telus	192	J80	85.68	-	251.73 Dr
24/07/2017	Telus	195	J84	13.44	-	265.17 Dr
24/07/2017	Telus	196	J85	85.70	-	350.87 Dr
07/08/2017	D McPhee	0	J104	85.70	-	436.57 Dr
18/10/2017	Telus	201	J105	13.71	-	450.28 Dr
18/10/2017	Telus	201	J105	85.70	-	535.98 Dr
20/11/2017	D McPhee	510	J114	87.42	-	623.40 Dr
08/12/2017	Telus	206	J127	173.16	-	796.56 Dr
				796.56	-	
5784	**Travel & Entertainment**					- Dr
11/05/2017	CMHA Kootenay	506	J69	275.00	-	275.00 Dr
5900	**Suspense**					- Dr

Cranbrook and District Restorative Justice Society Membership List

Column1	Name	Name L,F	Phone	Form	Passed by the Board	Notes	Certification
1	Mona Bell	Bell, Mona	(403) 861-9970	Yes	Dec. 2015		
2	Linda Butcher	Butcher, Linda	(250) 581-0536	Yes	Dec. 2015		
3	Dean Chatterson	Chatterson, Dean	(250) 426-7909	Yes	Nov. 2015	Previous Volunteer	RJ Trained
4	Jim Cupidio	Cupidio, Jim	(250) 426-8063	Yes	Nov. 2015		
5	Pegg Davidson	Davidson, Pegg	(250) 427-7178	Yes	Nov. 2015		RJ Trained and Certified
6	Kelli DePape	DePape, Kelli	(250) 417 - 9790	Yes	Nov. 2015	Previous Volunteer	RJ Trained and Certified
7	Jacquie Dust	Dust, Jacquie	(250) 919-0624	Yes	Mar. 2016		
8	Lisa Caniglia Edwards	Edwards Caniglia, Lisa	(250) 464 - 9882	Yes	Sept. 2015	Previous Volunteer	RJ Trained and Certified
9	Susan Flemming	Flemming, Susan	(250) 489-4011	Yes	Dec. 2015		
10	Joe Goodlad	Goodlad, Joe	(250) 489-3745	Yes	Jan. 2016		
11	Laurie Goodlad	Goodlad, Laurie	(250) 489-3745	Yes	Jan. 2016		
12	Wendy Haley	Haley, Wendy	(250) 919-8737	Yes	Nov. 2015		RJ Trained
13	Avery Hulbert	Hulbert, Avery	(250) 433-1447	Yes	Dec. 2015	Board Member	
14	Chris Huston	Huston, Chris	(250) 919-2687	Yes	Nov. 2015		
15	Don Kawano	Kawano, Don	(250) 489 - 6663	Yes	Charter Member	Board Member	RJ Trained and Certified
16	Roger Kawano	Kawano, Roger	(250) 999-3004	Yes	Nov. 2015		
17	Daphne Kelgard	Kelgard, Daphne	(250) 417-0807	Not Required	Charter Member	Previous Volunteer	
18	Virginia Kristensen	Kristensen, Virginia	(250) 489-3832	Not Required	Charter Member	Previous Volunteer	
19	Mary Lindquist	Lindquist, Mary	(250) 426-6192	Not Required	Charter Member	Previous Volunteer	RJ Trained
20	Christina McDonaugh	McDonaugh, Christina	(250) 426-9064	Not Required	Charter Member	Previous Volunteer	
21	Kayla McKinley	McKinley, Kayla	(250) 919-3204	Yes	May-16		
22	Olivia McMahon	McMahon, Olivia	(250) 640-6578	Yes	Dec. 2015		RJ Trained
23	Darrell McNeil (Cst.)	McNeil, Darrell	(250) 426-5965	Not Required	Charter Member	Previous Volunteer	
24	Debbie McPhee	McPhee, Debbie	(250) 426 - 5494	Yes	Sept. 2015		RJ Trained, Certified, Trainer
25	Doug McPhee	McPhee, Doug	(250) 426 - 5494	Yes	Sept. 2015	Contractor	RJ Trained, Certified, Trainer
26	Sheilagh Moore	Moore, Sheilagh	(250) 426 - 4309	Not Required	Charter Member	Previous Volunteer	RJ Trained and Certified
27	Christopher Pallai	Pallai, Christopher	(250) 521-0790	Yes	Jan. 2016		
28	Amber Riel	Riel, Amber	(250) 402 - 3962	Yes	Sept. 2015	Board Member	RJ Trained and Certified
29	Jared Riel	Riel, Jared	(250) 402-8295	Yes	Sept. 2015		
30	Eldeen Stanley (Cst.)	Stanley, Eldeen	(250) 421-2284	Not Required	Charter Member	Previous Volunteer	
31	Audrey Stetski	Steski, Audrey	(250) 489 - 5047	Yes	Sept. 2015	Previous Volunteer	RJ Trained
32	Ron Tarr	Tarr, Ron	(250) 426-8159	Not Required	Charter Member	Previous Volunteer	
33	Gerry VandenBrink	VandenBrink, Gerry	(250) 426 - 3553	Yes	Sept. 2015		RJ Trained and Certified
34	Diane Whitehead	Whitehead, Diane	(250) 919-5099	Yes	Nov. 2015		RJ Trained
35	Judy Wiwchar	Wiwchar, Judy	(250) 426-8429	Yes	Dec. 2015	Previous Volunteer	RJ Trained and Certified
36	Yme Woensdregt	Woensdregt, Yme	(250) 423-1858	Not Required	Charter Member	Previous Volunteer	
37	Douglas McLachlan	McLauchlan, Douglas	(250) 919-9225	Yes	Feb. 2017		RJ Trained
38	Cecillia Teneese	Teneese, Cecillia	(250) 489-1003	Yes	Feb. 2017		
39	Michele Bates	Bates, Michele	(250) 919-5104	Yes	Feb. 2017		RJ Trained
40	Carla McDonald	McDonald, Carla	(403) 835-2700	Yes	Feb. 2017	Board Member	RJ Trained and Certified
41	Rachelle Golding	Golding, Rachelle	(250) 464-4328	Yes	Feb. 2017	Board Member	RJ Trained
42	Kevin Ward	Ward, Kevin	(250) 919-1417	Yes	Feb. 2017	Board Member	
43	Brandon Veenstra	Veenstra, Brandon	(306) 713-1864	Yes	Jun. 2017	Board Member	
44	Geraldine Atchison	Atchison, Geraldine	(250) 427-3978	Yes	Jul. 2017	Volunteer	RJ Trained
45	Christie, Baker	Baker, Christie	(250) 540-4581	Yes	Jan. 2018		RJ Trained Oct 2017

Charter Members - Signatories to Application for Incorporation
Updated as of 2018-02-22

Cranbrook and District Restorative Justice Society
Annual General Meeting 2017
February 16, 2017
930 Baker Street, Cranbrook, BC

1.Welcome and Introductions
Call to Order – The meeting was called to order by Amber Riel, Chair at 4:30 PM
Chair welcomed those present:
Amber Riel, Debbie McPhee, Carla MacDonald, Rachelle Golding, Frank Lewis, Christina McDonough, Doug McPhee

Agenda
Resolution: The members resolve to accept the agenda as amended.

2. 2017 Approval of Membership
Resolution: The members resolve to accept the attached Membership List as presented

3. Minutes of AGM 2016
Copy attached

Resolution: The members resolve to accept the 2016 AGM Minutes as presented

4. Chairperson's Report
Presented by Amber Riel included 2016 Year in Review, Referral Data Financial Statements, 2017 Budget, Minutes of AGM 2016
Copy attached

Resolution: The members resolve to accept the Chairperson's Report, Annual Report for 2016 as presented
**** Note: C+DRJS saved approximately $100,000.00 compared to costs of dealing with files through the formal court system in 2016. There is no measure of the saving of human potential.***

Resolution: The members resolve to accept the Financial Statements as presented

5. Adoption of 2017 Budget
Resolution: The members resolve to accept the 2017 Budget as presented.

6. Appointment of Accountant
Resolution: The members resolve to appoint Redding & Associates as the accounting firm for Cranbrook + District Restorative Justice Society for 2017.

7. Election of Directors
Note: Directors with terms remaining
Avery Hulbert term expires AGM 2018
Don Kawano term expires AGM 2018

Resolution: The members resolve to accept the nominations for Members of the Board of Cranbrook + District Restorative Justice Society:
Kevin Ward, Carla MacDonald, Rachelle Golding, and Amber Riel

Resolution: The members resolve to accept the following as Directors of Cranbrook + District Restorative Justice Society for terms expiring at the AGM 2019:
Kevin Ward, Carla MacDonald, Rachelle Golding, and Amber Riel

8. Adjourn:
Meeting Adjourned at 5:45 PM