

Report from Administration & Management Committee  
June 16,2009

- The Tellers schedule has been completed until March 28,2010. Many thanks to all who have signed up to do teller duties and to Adam Carlson and Ian McKay for making this happen. Adam Carlson has officially left the A & M committee because of his duties with the armed forces. We shall miss his leadership.
- The renewal for the Xerox Service Agreement is due July 31, 2009. We will be renewing this contract. The price has increased from \$186.00 per month to \$211.20 per month.
- Facility Space Review has been completed. New letters, along with the procedures / regulations is currently being updated to reflect current structure. Phone calls have been made to all groups to bring our records up to date. We have on hand recovery costs for Bedford United Church and Cole Harbour. We are working on obtaining some more. The current cost recovery schedule will be a topic of discussion, along with some recommended increases for our next Administration and Management meeting.
- At our last Administration & Management Meeting we made the following motion: That our Church Facilities will be closed to all groups if the HRM has indicated that schools are closed due to weather conditions. Our Church administrator will use discretion.
- We have just implemented a change to our CRA receipt numbers. Bob Watt will change the old file number to the correct BN Registration number (108220717 RR0001) in the software and any receipts starting effective for June 12, 2009.
- Note: Any issues with CRA over receipts from the past, Bob will re-issue a receipt with the wording "Issued in cancellation of number 0103127-44-03."
- Donna will also have new receipt books.
- Our thanks to Carolyn Hortie for the many phone calls and the successful resolution of this tax issue. We give thanks to Bob Watt for immediately bringing this issue to the forefront.
- The new documents for the new Charity Act will be completed by the June 30, 2009 deadline.

Submitted by:

Wendy Fitch: co-chair

Marilyn Slayter: co-chair