

Board of Directors Report

Quest Community Health Centre

Remittances & Bank Reconciliations

Date: May 23, 2019

To: Board of Directors
Quest Community Health Centre

From: Coletta McGrath
Executive Director

Section One: Remittances

To the best of my knowledge and information, Quest CHC is in compliance with each of the following, as of this date:

1.1 Government Remittances

Quest CHC is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including, the following:

- All payroll deductions at source, including Employment Insurance, Canada Pension Plan and Income Tax
- Ontario Employer Health Tax
- Canadian Income Tax
- Harmonized Sales Tax,

and that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.

1.2 Employee Remittances

Quest CHC has remitted payments to the Employee Benefit Plan and Registered Retirement Savings Plan.

1.3 Lease Remittances

Quest CHC has remitted lease payments as per the amount and deadline specified in contractual agreement(s).

Section Two: Bank Reconciliations

Quest CHCs bank statement dated March 31, 2019 shows a balance of \$1,103,757.06. Quest's cash records on the same date show a balance of \$677,820.25. To the best of my knowledge and information, the attached Bank Reconciliation (Attachment A) accounts for the difference between the cash balance in Quest CHCs cash account and the cash balance according to its bank statement.

Signature:

Executive Director

Date

2019