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# Community Justice Committee Year-End Reporting

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A Community Justice Committee (CJC) is a group of citizen volunteers who work with Police and other justice professionals to provide justice services in their community.

The purpose of this booklet is to describe the requirements for CJsCs at the end of each calendar year. The requirements and processes described in this booklet apply to urban and rural communities only. Parallel processes have been developed for First Nation communities.

The requirements described in this booklet apply only to CJsCs that have been incorporated as non-profit charitable corporations and officially appointed by the Attorney General of Saskatchewan. However, CJsCs that are not incorporated and appointed are also encouraged to hold an annual public meeting, and to prepare an annual financial statement and report. These are good ways to keep the public informed about the CJsCs work and to build community support.

There are four year-end requirements for CJsCs that are incorporated and officially appointed:

- an annual public meeting;
- a financial statement;
- an annual report (to the Department of Corrections and Public Safety (CPS)); and
- an annual return (to the Corporations Branch of Saskatchewan Justice).

Each of these requirements is discussed in more detail in the sections that follow.

## **Annual Public Meeting**

CJsCs that have been incorporated as non-profit charitable corporations and officially appointed by the Attorney General of Saskatchewan are required to hold at least one public meeting each calendar year. This meeting must be held no later than three months after the end of the calendar year. For example, the meeting for 2002, must be held no later than March 31, 2003. (Note - this fiscal year end that corresponds to the calendar year is required by CPS, it is not a requirement of the Corporations Branch of Saskatchewan Justice.)

You must notify the public of the meeting at least 15 days in advance and make the financial statements available to the public at least 15 days before the meeting. Usually, publishing a notice of meeting and the financial statement in the local newspaper satisfies these requirements. You may want to undertake additional activities to notify people of the annual meeting, such as:

- putting an announcement in the high school and/or community newsletter;
- making an announcement at the high school assembly;
- putting up posters at high schools, senior centres, local stores and other meeting places;
- letting local service clubs know by letter or by phone; and

➤ putting public service announcements on radio and TV.

At the annual public meeting, the CJC members provide the public with information about their activities during the past year. For example, they might report on number of cases handled, provide general information about the types of offences, the terms of agreements and the outcomes of cases. They don't give names of people or descriptions of individual cases, because this would be a breach of confidentiality. They also offer information about other work they have done during the past year such as crime prevention, public education and advisory activities.

At the public meeting, the CJC members answer any questions that members of the public may have, listen to their concerns about their community, and often invite the public to join the CJC in planning for the future.

## **Annual Financial Statement**

CJCs do not receive funds from the provincial government, but some do community fundraising and accept donations from individuals, service clubs, churches and businesses. CJCs should prepare a financial statement each year listing money received and money spent. A copy of this financial statement should be:

- attached to the CJC's annual report;
- made available to the public at least 15 days before the annual meeting; and
- sent to the Corporations Branch of Saskatchewan Justice at least 15 days before the annual meeting.

The Corporations Branch of Saskatchewan Justice requires that financial statements for non-profit corporations with revenues less than \$25,000 be audited or reviewed unless there is a unanimous agreement to waive this requirement by all people voting on the issue. Therefore, at your annual meeting, introduce a resolution waiving this requirement. Where revenues are over \$25,000 a review or audit must be conducted.

In addition to satisfying the requirements of the Corporations Branch, the financial statement can be used to promote community awareness of the CJC's work. For example, some CJCs give a copy of the financial statement to each group or business that made donations to the CJC during the previous year.

## **Annual Report**

CJCs that have been officially appointed by the Attorney General of Saskatchewan are required to file an annual report with CPS at the end of each calendar year. The annual report is due within three months of the end of the calendar year. For example, the 1998 annual report is due no later than March 31, 1999. A copy of the annual report form is provided. Attach a copy of the CJC's annual financial statement to this form. When the form is completed, make a photocopy. Keep the original for your files and send the copy to the Regional Director of CPS for your area.

## **Annual Return**

The Annual Return is a form that will be sent to you by the Corporations Branch of Saskatchewan Justice. It confirms that the CJC still exists and asks for information about its membership. The form used for the Annual Return says that a fee must be submitted along with the Annual Return. CJs are not required to pay this fee. When the Corporations Branch receives an Annual Return from a CJC, arrangements will be made within government to cover the fee.

## **Evaluation**

CJs are not required to conduct formal evaluations of their activities, but the end of the year is a good time to reflect upon and evaluate the work of the previous year. It is a good idea to spend part of the January or February meeting assessing the past year. At a minimum, CJC members can appropriately ask themselves:

- what were our strengths during the past year?
- where do we need to improve?
- what interesting things happened during the past year?

Comments made by community members at the annual public meeting and in informal conversations will also be helpful to the CJC members when they are evaluating their work.

The results of the evaluation will help to shape the CJC's activities during the year ahead.

### **For more information about Community Justice Committees contact:**

Director  
Community Services Branch  
Saskatchewan Justice  
6<sup>th</sup> Floor, 1874 Scarth Street  
Regina, Saskatchewan S4P 3V7  
Tel: (306)787-5096  
Fax: (306)787-0078

Program Manager  
Alternative Measures  
Young Offender Programs Branch  
Department of Corrections and Public Safety  
7<sup>th</sup> Floor, 1874 Scarth Street  
Regina, Saskatchewan S4P 3V7  
Tel: (306)787-6290  
Fax: (306)787-0676  
(Or the Regional Director of Corrections and Public Safety for your area.)

The publications are available from this website or from the addresses above. Publications about Community Justice Committees include:

- Community Justice Committees – Frequently Asked Questions;
- Community Justice Committee – Application Kit;
- The Work of a Community Justice Committee; and
- Community Justice Committee – Year-End Reporting.

<b>COMMUNITY JUSTICE COMMITTEE ANNUAL REPORT FORM</b>
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<b>Part 1 - The CJC</b>
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Name of CJC:
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Mailing address:
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Telephone number of contact person:
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<b>Part 2 - The Year</b>
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This annual report is for the calendar year ended, December 31, 20__.
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<b>Part 3 – Cases Handled</b>
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Total number of cases handled during the year _____.
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Number of cases carried forward from previous year _____.
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Number of cases opened during year _____.
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Number of successful cases (terms of agreement were met) _____.
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Number of unsuccessful cases (referred back to the police or prosecutor) _____.
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Number of cases still open _____.
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<b>Part 4 – Other Activities</b>
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(attach additional sheets if more space is needed)
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<b>Crime Prevention Activities:</b>
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<b>Public Education Activities:</b>
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<b>Advisory Activities</b> (advising Mayor and Council and others about policing, crime prevention, advising the courts about sentencing, etc.):
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<b>Other Activities:</b>
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<b>Part 5 – Amendments to the Constitution</b>
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Please attach any constitutional amendments made during the last year.
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Note - amendments involving minimum and maximum numbers of members of a CJC, change of municipality and/or change of name must be done using the <i>Amendment Kit</i> available through the Corporations Branch of Saskatchewan Justice and must be reported to the Corporations Branch.
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<b>Part 6 – Current Members</b>		
<b>Name</b>	<b>Address</b>	<b>Phone #</b>

<b>Part 7 – Membership Changes</b>			
Members who resigned or whose terms expired during year:			
<b>Name</b>	<b>Address</b>	<b>Phone #</b>	
New members added during year:			
<b>Name</b>	<b>Address</b>	<b>Phone #</b>	
Members removed from CJC for cause:			
<b>Name</b>	<b>Address</b>	<b>Phone #</b>	<b>Reason for Removal</b>

<b>Part 8 - Executive</b>
If CJC has an executive please identify executive members below:
Chairperson/President:
Vice-Chairperson/President:
Secretary:
Treasurer:
Other:
Other:

<b>Part 9 – Annual Meeting</b>
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Date held:
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Place held:
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<b>Part 10 – Financial Statement</b>
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Please attach a copy of your financial statement. It should provide an itemized list of all money received through community fundraising or donations and an itemized list of all money spent.
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<b>Part 11 – Signature and Date</b>
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Signature of person completing this form:
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Phone number of person completing this form:
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Date this form completed:
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