

June 30, 2004

AGENDA FOR THE FINANCE & ADMINISTRATION SUB-COMMITTEE MEETING

You are requested to attend a meeting of the LMTAC FASC to be held on **Tuesday, July 6th, 2004** from **10:00 a.m. – 12:00 noon** in the **10th Floor North Boardroom**, 4330 Kingsway, Burnaby.

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1. **AGENDA FOR ADOPTION**
 - 1.1 **July 6th, 2004**

 2. **MINUTES FOR ADOPTION**
 - 2.1 **May 5th, 2004 ***

 3. **REPORTS**
 - 3.1 **Audited Statement of LMTAC's 2003 Operating Revenues and Expenditures*** 15 min
Directive: Members are requested to review the attached 2003 Audited Statement.

Recommendation from Staff: That the audited statement be forwarded to Executive and Board.

 - 3.2 **2004 Annual LMTAC Member Survey*** 20 min
Directive: As part of the LMTAC Workplan, FASC members are requested to review the attached staff report and 2003 survey. Following, members are asked consider changes, if any, to the 2004 survey.

 - 3.3 **Review of Actuals* (preliminary June 2004 actuals will be provided on table)** 15 min
Directive: Members are asked to review the May 31, 2004 Actual Statement of Expenditures and Recoveries.

 - 3.4 **Draft 2005 Budget Preparations*** 30 min
Directive: Members are asked to use the attached budget documents to give to reflect upon:
 - Preliminary 2005 budget assumptions
 - Potential Expenses for 2005
 - Revenue sources**Recommendation from Staff:** That a draft list of 2005 budget assumptions be forwarded to the Executive and Board for endorsement.

 - 3.5 **Draft Treaty Table Meal Form*** 15 min
Recommendation from Staff: That members endorse the attached form for use by LMTAC representatives to address meal expenses at treaty table meetings.

 4. **OTHER BUSINESS**
 - 4.1 **LMTAC Office Update** 5 min
 - 4.2 **2004 Regional District Presentations** 5 min
 - 4.3 **September Meeting Dates** 5 min

 5. **INFORMATION***
 - 5.1 **Letters to Regional District Funding Partners regarding 2004 contributions**

 6. **Next Meeting: September 1st, 2004 [only as required]**