

**Administrator's Report: No. 6**  
**CUMI ADMINISTRATOR'S REPORT**

Red Arrow [ → ] – new inserts

**The Committee for the Upliftment of the Mentally Ill (CUMI)**  
**September 19<sup>th</sup> – November 18<sup>th</sup>, 2011**  
**[Brandon Hill] Little House – Sunset Boulevard**

- The Brandon Hill CUMI Rehabilitation Day Centre Services for the period September 19<sup>th</sup>–November 18<sup>th</sup>, 2011 facilitated 617 client-visits averaging 15 daily, with the ratio of male to female 11:4. Meals served, ( breakfast 402 and 376 lunches) = 778.

For the same period there was 1 new admission/intake from the night shelter, Albion Road, no new intake from the Cornwall Regional Psychiatric department.

⇒ No more psychiatric clinic 3<sup>rd</sup> Wednesdays at the Cornwall Regional Hospital.

⇒ The KPMG accountant in-charge of the CUMI auditing has been on maternity leave and has only returned to work November 15<sup>th</sup>. She has promised to sign off the 2008 auditing and prepare to commence 2009 within the next ten days.

**C/F** [KPMG completed the 2008 auditing and awaiting to sign off. The fees of \$470,000.00 was paid August 18<sup>th</sup>, 2011 [\$384,916.67 came from Tourism Enhancement Fund grant and the balance \$85,083.33 came from the CUMI -JMMB #1204411 account]. The financial data for 2009 auditing is being prepared.

⇒ RBTT/RBC Royal Bank has only recently recovered the documents relating to the request for updated signatures. They have also requested further information to complete the signature changes.

**C/F** \*\*RBTT bank request – renewal and updated information for signatures on the cheque account [Bell, Crooks & Fray] .

⇒ The annual 10% increase for the part-time accountant, [Simone] will due November – end month.

⇒ The 2002 Toyota Caldina, registration # 1510 AS – station wagon has been sold and funds deposited to the #1204411 account – October 13<sup>th</sup>, 2011.

A replacement car - Suzuki Grand Vitara purchased and documentation for registration completed October 4<sup>th</sup>, 2011 [transactions assisted and supported by Jacqueline, Attorney-At-Law and Jane. Jacqueline also has a contributory rental agreement of JA\$250,000.00 in the purchase of the car].

⇒ September 26<sup>th</sup>, 2011 the re-furbished JMMB computers for client's use were delivered to CUMI. Thanks to Trina for assisting with delivery and installment.

⇒ October 19<sup>th</sup>, the mental health bus arrived and in the possession of the Western Region Health Authority c/o Mr. Clarke and Palmer. The bus will be branded and ready for handing over as of November 20<sup>th</sup> 2011 [Janet informed].

⇒ The October 1<sup>st</sup>, 2011 CUMI Come Run 10k run and 5k walk at Tryall was well supported and the event was a success [we are still awaiting full report from the fundraising committee].

**The clients have made 70 Christmas “thank you” cards for the fundraising committee to deliver to supporters [c/o Jacqueline].**

⇒ Globe Insurance Company policy renewal is due for December 8<sup>th</sup>, 2011 with a new content list and 2 director's information.

⇒ There was no date set for the annual general meeting October 2010 – 2011.

### Children's Report

⇒ The signing of new children's contracts for 2011 – 2012 is to be completed. Examination fees for the academic year are paid for Job – Herbert Morrison - grade 12, Shavoy and Brandon – St. James College. Shavoy "Avon" and Shea-Ann grade - 6 are preparing for GSAT

⇒ Ottoa was a successful candidate and received a scholarship from Carreras Company to support this academic year projects material for Edna Manley School of Visual & Performing Arts.

⇒ Probation period progressing well, c/o psychologist reports.

C/F Shea-Ann and her foster mother were placed on 3 month probation programme following an intervention to address the concerns relating to her education progress and parenting conditions.

Return to Chetwood Primary School grade 6 and preparing for GSAT.

⇒ C/F The smoke detector recommended by the fire inspector is still outstanding until CUMI can raise the funds for the installment. [Hawkeye can supply and install the smoke detectors at an estimated cost of \$39,965.05].

2 JMMB accounts: **US \$ book fund account and JA \$ tertiary account.** \*\* [CUMI loan Apr. 23, '09 outstanding re: JMMB 'tertiary' accounts loan to JMMB account #1204411 for JA \$100,000.00 ]

The schools that the children are attending: St. James College, Anchovy High, Harrison Memorial High, Chetwood Primary and Builder's Reading Centre/Prep. Ottoa is attending Edna Manley College of Visual and Performing Arts for her final academic year.

⇒ **Statutory deductions (tax bills):** Current - last payments made on November 14th, 2011 for October 2011.

⇒ **\*\*\*\*C/F** November 1<sup>st</sup>, received a telephone call from the Inland Revenue Compliance office, stating that CUMI has an outstanding arrears for interest amounting to \$70,370.84 accumulated for 2002 and no company tax return submitted for 2004 – 2010 [this has been brought to the attention of Simone & Arden]. **January 2011 Arden and Simone is still dealing with this matter.** [Matter dealt with, remove from next agenda].

⇒ Nov. 14<sup>th</sup> contact with the finance office that application is being processed and to check at the end of November

C/F 2011 - Letter dated November 18, 2008, addressed to the HEART Trust Foundation – NTA requesting exemption from payment of HEART Taxes accordingly (C/o J. Hamilton – Attorney-At-Law). [To follow-up with attorney-at-law]

September 16<sup>th</sup>, 2011 – follow-up with the finance office, data base shows that the application was received in May but Mr. Maurice Williams is not available to provide further details; left contact information for further follow-up.

**HAWKEYE Security Electronic System** – nightly - quarterly rental payment current

**Excel Security Services Ltd** – security/male staff Monday – Friday/ monthly payment current.

\*\*\*LEASE OF AGREEMENT WITH ST. JAMES PARISH COUNCIL RE: CUMI REHABILITATION DAY CENTRE BRANDON HILL. MONTHLY RENT PAYMENT OF \$3,000.00 CURRENT.

- **TECHNICAL AND TELECOMMUNICATIONS EQUIPMENT:** computer – malfunction - computer #1 and desktop printer are still outstanding with Gaps/ Mr. Rose. [for repairs]

An electronic Pen is used for Peach Tree financial accounting back- up and blank CD's for general office data along with the regular floppy diskettes [Peach Tree Accounting C/o Simone & Arden]. [A set of security back-up information to be done c/o Danette]

• **VOLUNTEERS:**

**VISITORS & STUDENT ORIENTATION:**

- Hecoin Nursing students – 2 groups
- University of Technology Nursing students – 2 groups
- Montego Bay Community College [total of 30 students]
- Pamela Stewart – Northern Caribbean University student – social work

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**ANNUAL PUBLIC MEETING:**

**ANNUAL GENERAL MEETING:** AGM 2010 [no date set]

**NEXT MEETING date:** **January 16<sup>th</sup>, 2012** - Little House – Sunset Blvd.

CUMI Christmas events for December –

- \*December 7<sup>th</sup>, 2011 – Albion Primary & Junior High School carol service at Hillview Baptist Church, 10AM.
- \* December 8<sup>th</sup>, 2011 – St. James College/CUMI Christmas concert & carol service.
- \* December 20<sup>th</sup>, 2011 – CUMI Open Day Christmas concert, 1PM
- \* December 21<sup>st</sup>, 2011 – clients Christmas dinner 12:30PM – Day Centre

**\*\*CUMI close for Christmas break Friday, December 23<sup>rd</sup>, 2011 and return January 3<sup>rd</sup>, 2012\*\***