



June 14th, 2010

Potential Place Society  
Reference for Arif Shivji

Our organization is a registered charity which helps individuals with mental illnesses by providing skills training, employment opportunities, and housing opportunities to our member clients. We operate an annual budget of approximately \$1 million that comes from various funders such as Calgary Health Region, Alberta Gaming & Liquor Commission, and donations from individuals. Mr. Arif Shivji was appointed as Treasurer of the society in the summer of 2007 shortly after he joined the board of directors of the society.

Over the last three years, Arif has been a valuable asset to our Board. His knowledge of accounting practices, prudent financial management and detailed reporting has been tremendously beneficial to the successful operation of the organization. In addition attending to his duties as Treasurer, Arif has also been actively involved in the charity's fundraising activities, including counting chips at the casino events, overseeing the raffle booth, and selling programs at the annual Old Timers Hockey game. He is both a hands-on and professionally knowledgeable individual. Additionally, Arif is an enthusiastic participant in many of the society's informal social functions, such as karaoke events, coffee days, and dances, where he gets a chance to interact with both staff and those recovering from mental illness.

The contributions that Arif has made in his role as Treasurer can be categorized into three main areas:

- Financial Oversight – assisting the Board in decision making by implementing monthly cash reporting, providing updates on status of funding, analyzing variances from budgets.
- Policy Making – putting processes to improve governance, including cheque authorization limits and review of all cash payments through the bank accounts.
- Regulatory – preparing the submissions to funders for spending according to guidelines (such as the annual charity return, raffle proceeds reports to AGLC and casino spending summaries). In addition, Arif manages the external auditor process and presents the financial results at the AGM.

In my opinion, Arif possesses a general 'common sense' when it comes to business issues and has sound decision making skills. His accounting background was valuable since treatment for funding is quite technical and Arif was able to translate many of these complex issues into a manner which was readily understood by other board members.

Based on his hard work, abilities and dedication to our organization, I am confident in providing my recommendation for any of his future endeavors.

Rob Reynolds – Board Chair