

REPORT OF THE FINANCE COMMITTEE OF THE ATLANTIC COUNCIL TO THE 2008 ATLANTIC REGIONAL CONVENTION

The Finance Committee is pleased to present to you financial statements including a Balance Sheet and Income Statements. We are also delighted to say that all of the recommendations from the prior convention have been fulfilled one of which was an accounting package that has been purchased and implemented. Although some of these implementations had some challenges they have all been met and successfully achieved. The income and expenses for 2005, 2006 & 2007 have been reviewed by a non-member and all expenses were determined to be justified. A comparative statement has been provided for your review along with a proposed budget and the rationale for the various line items.

Finance Committee Accomplishments to-date

Through a recommendation from the Finance Committee, the REVP successfully negotiated reduced service charges and streamlined the numerous bank accounts. We now have interest bearing accounts, which include Guaranteed Investment Certificates (GIC's) for Hardship Funds and Convention Funds. These are accessible within a thirty day period and all interest earned is reinvested.

Part of the role of the Finance Committee was to ensure the budget was adhered to; and that recommendations were made to transfer money between budget line items. In addition, the Finance Committee received recommendations from other committees for various expenditures and were successful in redirecting funds to transfer and cover those expenditures, specifically the hospitality room for National Conferences.

The Finance Committee prepared and recommended to council an Advance and Travel Policy that was confirmed by council.

One of the Finance Committee's priorities to increase subsidies was accomplished. We were successful in compiling a Convention budget that offers delegates more than ever before. Convention will provide an opportunity for better networking, more educational opportunities and for providing direction to the region. We are very pleased to include more of a social aspect at this convention to promote networking and sharing of ideas through these events.

The Finance Committee recommends the following

1. The convention transfer of \$35,000 be reduced to \$25,000
2. If PSAC National fully funds regional conventions, the convention transfer amount will be reverted to Atlantic Regional Council funds.

3. A review should be conducted on subsidies for conferences and educational opportunities to ensure efficiency and fairness in the distribution of the subsidies. Recommendations and best practices will be provided to the conference organizers.
4. The delegate application for a subsidy amount should be earlier than the delegate registration deadline.

Submitted in solidarity,

PSAC Atlantic Finance Committee,
Darlene Bembridge (chairperson)
Gary Paynter
Lise Lévesque
Jeremy Tait (Staff Resource)

Report of the Finance Committee Budget Explanation

INCOME AMOUNTS

Income Amounts – PSAC transfers; the allotment received from National each year to run the Atlantic region based on a National formula (there are numerous factors considered in this calculation).

PSAC Atlantic Convention Allocation - Per 2006 PSAC National Convention.

Political Action – Amount determined by PSAC National Budget. It was voted on at last National convention to increase budget line item from \$22,000 to \$30,000.

Local development cannot be budgeted as it is only determined on a year-by-year basis by National as the initiative is reviewed each year by PSAC National.

Other income – determined by silent auctions, donations, social justice funds, or charities. We take money in and pay it back out. Charity/Other

Expense Amounts

Directors - The director's budget line item has been increased by \$8,000 per year (\$1,000/director) in order to facilitate the work of the directors and to promote more visibility within the region.

Committees - The various line items have been removed as finance is the only committee that meets outside of council and the budget reflects the actual cost. Council establishes committees.

Meetings - The Atlantic Regional Council is mandated to meet at least once a year per the By-laws. The proposed budget reflects a second meeting in two of the three years in order to complete the necessary business. The budget line item has a minimal increase to offset expected inflation.

Conference Calls - It has been recognized that face-to-face meetings, while valuable, are not always feasible.

Administration & Service Charges - This expense has been increased to reflect the actual cost and to include the purchase of more cheques prior to convention.

Promotional - This new line item will allow PSAC Atlantic Region to purchase items to fulfill the numerous requests for “free” items from various organizations. These goods can be used to fulfill requests for silent auctions, RWC conferences and other various events held throughout the year.

Convention - Resolution of record to set aside \$35,000 each year to supplement the costs of the Regional PSAC Atlantic Convention. This budget reflects 25,000 set aside to supplement convention. This is a reduction of 10k a year which is more than offset in the \$161,103 received from National. This will allow an additional council meeting.

Political Action - Membership funds should be spent over 3 year cycle.

Add Regional Caucus - This is a recommendation from council to have social meeting space available to Atlantic members at various PSAC national conferences for minimum of 1 night.

Other Expenses - This amount is not budgeted; it depends on the funds collected for various events. The money received in the year should be disposed of in that year.

**PSAC Atlantic
Council Balance Sheet
Comparative**

	As at Dec 31, 2005	As at Dec 31, 2006
ASSETS		
Current Assets		
Bank-Council Account	6,056.67	35,215.32
Bank-General Account	19,566.47	26,808.71
Bank-Political Action	3,969.63	9,770.30
National Bank-Conven	<u>0.00</u>	<u>35,373.03</u>
Total Bank	<u>29,592.77</u>	<u>107,167.36</u>
Accounts Receivable	<u>513.30</u>	<u>222.00</u>
Total Receivable	<u>513.30</u>	<u>222.00</u>
Total Current Assets	<u><u>30,106.07</u></u>	<u><u>107,389.36</u></u>
 LIABILITIES		
Current Liabilities		
Accounts Payable	0.00	0.00
Political Action Payabl	1,468.43	0.00
General Payable	1,939.23	0.00
Council Payable	<u>11,603.20</u>	<u>0.00</u>
Total Current Liabilities	<u>15,010.86</u>	<u>0.00</u>
 TOTAL LIABILITES	<u>15,010.86</u>	<u>0.00</u>
 EQUITY		
Retained Earnings		
Retained Earnings-PY	86,016.40	16,411.21
Current Earnings	<u>-70,921.19</u>	<u>90,978.15</u>
Total Owners Equity	<u>15,095.21</u>	<u>107,389.36</u>
 TOTAL EQUITY	<u>15,095.21</u>	<u>107,389.36</u>
 LIABILITES & EQUITY	<u><u>30,106.07</u></u>	<u><u>107,389.36</u></u>

*1 **Note: Retained Earning had to be restated due to a change in Area Council Business Line.**

**PSAC Atlantic
Council Income Statement
Comparative**

	For year end 2005	For year end 2006
REVENUE		
Transfers from National		
Atlantic Council	108,247.00	108,247.00
Convention	0.00	0.00
Political Action	26,770.98	22,428.58
Area Council	<u>0.00</u>	<u>5,300.00</u>
Total Transfers	<u>135,017.98</u>	<u>135,975.58</u>
 Other Income		
Other Income	5,127.13	25,867.12

	Interest Income	<u>0.00</u>	<u>373.03</u>
	Total Other Income	<u>5,127.13</u>	<u>26,240.15</u>
TOTAL REVENUE		<u><u>140,145.11</u></u>	<u><u>162,215.73</u></u>
EXPENSE			
	Expenses		
	Bank Charges	504.25	613.32
	Council Expense	85,026.20	32,478.27
	Conference Calls	502.62	290.59
	Directors Expense	3,615.79	2,641.95
	Committee Expense	3,422.77	4,122.65
	Convention	85,892.11	723.61
	Political Action	24,271.53	24,936.59
	Other Expenses	6,127.13	3,420.75
	Area Council	<u>1,703.90</u>	<u>2,009.85</u>
	Total Expenses	<u>211,066.30</u>	<u>71,237.58</u>
TOTAL EXPENSE		<u><u>211,066.30</u></u>	<u><u>71,237.58</u></u>
NET INCOME		<u><u>-70,921.19</u></u>	<u><u>90,978.15</u></u>

As at Dec 31, 2007

63,988.16	
108,348.28	
17,815.31	
<u>72,385.51</u>	
	<u>262,537.26</u>
<u>176.50</u>	
	<u>176.50</u>
	<u><u>262,713.76</u></u>

0.00	
50.25	
493.14	
<u>5,768.18</u>	
	<u>6,311.57</u>
	<u>6,311.57</u>

*1

107,389.36	
<u>149,012.83</u>	
	<u>256,402.19</u>
	<u>256,402.19</u>
	<u><u>262,713.76</u></u>

For year end 2007

113,247.00	
80,551.50	
30,000.00	
<u>0.00</u>	
	<u>223,798.50</u>

4,794.01

2,012.48
6,806.49
230,604.99

9.00
48,870.93
132.24
1,927.24
2,314.51
3,253.00
21,403.24
1,282.00
2,400.00
81,592.16
81,592.16
149,012.83

**PSAC Atlantic Region
Budget Comparison**

Proposed Budget

	2005		2006		2007		2008	Proposed Budget			TOTAL
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget	
REVENUE											
Transfers from National											
Atlantic Council	111,903.00	108,247.00	108,247.00	108,247.00	108,247.00	113,247.00	108,247.00	113,247.00	113,247.00	113,247.00	339,741.00
Convention	0.00	0.00	0.00	0.00	0.00	80,551.50	0.00	0.00	0.00	161,103.00	161,103.00
Political Action	0.00	26,770.98	22,000.00	22,428.58	22,000.00	30,000.00	22,000.00	30,000.00	30,000.00	30,000.00	90,000.00
Area Council	0.00	0.00	0.00	5,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers	111,903.00	135,017.98	130,247.00	135,975.58	130,247.00	223,798.50	130,247.00	143,247.00	143,247.00	304,350.00	590,844.00
Other Income											
Other Income	0.00	5,127.13	0.00	25,867.12	0.00	4,794.01	0.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	373.03	0.00	2,012.48	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	5,127.13	0.00	26,240.15	0.00	6,806.49	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	111,903.00	140,145.11	130,247.00	162,215.73	130,247.00	230,604.99	130,247.00	143,247.00	143,247.00	304,350.00	590,844.00
EXPENSE											
Expenses											
Bank Charges	150.00	504.25	75.00	613.32	75.00	9.00	200.00	100.00	100.00	700.00	900.00
Council Expense	40,000.00	85,026.20	33,750.00	32,478.27	33,750.00	48,870.93	67,500.00	75,000.00	37,500.00	75,000.00	187,500.00
Conference Calls	800.00	502.62	1,000.00	290.59	1,000.00	132.24	1,000.00	500.00	500.00	500.00	1,500.00
Donations	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Admin & Service Charges	753.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVP Allotment/Promotion	1,200.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	2,000.00	1,500.00	1,500.00	5,000.00
Directors Expense	16,000.00	3,615.79	8,000.00	2,641.95	8,000.00	1,927.24	8,000.00	17,000.00	17,000.00	17,000.00	51,000.00
Committee Expense	14,000.00	3,422.77	7,000.00	4,122.65	7,000.00	2,314.51	7,000.00	5,000.00	5,000.00	5,000.00	15,000.00
Convention	105,000.00	85,892.11	0.00	723.61	5,000.00	3,253.00	100,000.00	0.00	10,000.00	226,103.00	236,103.00
Political Action	0.00	24,271.53	22,000.00	24,936.59	22,000.00	21,403.24	22,000.00	30,000.00	30,000.00	30,000.00	90,000.00
Other Expenses	0.00	6,127.13	0.00	3,420.75	0.00	1,282.00	0.00	0.00	0.00	0.00	0.00
Regional Caucus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	2,100.00
Area Council	3,000.00	1,703.90	2,100.00	2,009.85	2,100.00	2,400.00	2,100.00	0.00	0.00	0.00	0.00
TOTAL EXPENSE	181,903.00	211,066.30	74,925.00	71,237.58	79,925.00	81,592.16	208,800.00	129,600.00	103,700.00	355,803.00	589,103.00
NET INCOME	-70,000.00	-70,921.19	55,322.00	90,978.15	50,322.00	149,012.83	-78,553.00	13,647.00	39,547.00	-51,453.00	1,741.00

Note: The transfer from National for Political action activities is meant to be spent in the year, if a balance remains it can be carried forward into the following year.
This budget line item cannot be transferred to offset another budget line.