

# Financial Reports

Public Service Alliance of Canada  
7<sup>th</sup> Triennial Atlantic Regional Convention  
June 23 – 25, 2017, Saint John, NB



Atlantic  
Atlantique



## **REPORT OF THE FINANCE COMMITTEE OF THE ATLANTIC COUNCIL TO THE 2017 ATLANTIC REGIONAL CONVENTION**

The finance committee is pleased to present the financial statements including Balance Sheets and Income Statements. The income and expenses for 2014, 2015 & 2016 have been reviewed and all expenses were justified. Comparative financial statements have been provided for your review along with a proposed budget for 2018, 2019 & 2020 years.

Over the past 3 years the finance committee has confirmed the expenses for all amounts included in the financial statements. A detailed analysis of the expenses from the 2014 Convention was conducted. Any over expenditures or significant differences between budget and actual amount were noted; this information was used to prepare a discussion document for Council to determine Council's vision for Convention which laid the foundation of our budget frame work for Convention in 2017.

The role of the finance committee is to monitor the budget passed at the prior Convention. If there were over expenditures of a line item, the finance committee brings recommendations to Council to transfer money between line items or approval to overspend a line items depending on the rationale for the over expenditure. Another role of the finance committee is to look at processes, and propose better ways to do things. The last Convention we passed a recommendation to allow a carry over of the director's budget within the 3-year cycle. After careful consideration the Finance committee recommends a slight change, instead of being able to use this amount in full; only ½ of the annual amount can be spent in a Convention year.

The finance committee is also responsible for budgeting for both Council activities and Atlantic Convention. The budgeting process can be challenging as there are so many variables as you must consider the most expensive scenario until actual amounts are determined. Once the first Council meeting is held and actual costs are known for travel & salary, the finance committee prepares a document with a breakdown for each Council member. This is used for future Council meetings, budgeting for Council cost for Convention and to determine if the budget line item will be under spent thus providing flexibility if a need arises from another line item or an extraordinary expense.

Bank fees can fluctuate within financial institutions when their policies change. In our case, these fees have increased and in turn will impact budget line items. The finance committee is recommending a review to look as cost savings.

Budgeting can be further complicated when member claims are not received in the year they have occurred and have been budgeted for. For example, expenses and claims from the 2014 have been submitted in 2016. This directly impacts the next Convention budget. The finance committee recommends a policy change to prohibit this.

The budget being presented reflects the basic costs of Council with slight changes to previous budgets. The finance committee recommends an increase of the Convention transfer amount from \$40,000/year to \$50,000/year to assist with the funding of the Triennial Regional Convention.

The goal intended for the Convention budget is to provide the largest subsidy possible to each delegate. The finance committee determined the fixed costs (room rental, audio visual, convention



committee meetings, host committee expenses, printing, convention office expenses, council expenses, etc) then the remainder was allocated to subsidies.

There has been a surplus in a number of the cycles. PSAC National was insistent on the region spending any surplus otherwise adjustments might be made to future transfers. After a review of the surplus amounts, the finance committee recommended to Council that the Convention subsidy be increased.

The finance committee worked through a process taking into account the location of the delegate, accessibility to airports, number of potential delegates and hotel costs, just to name a few. After careful consideration, the allocation of the subsidy was distributed fair and equitably to all delegates, resulting in an almost fully funded Convention with the exception of loss of salary reimbursement.

#### **Committee Recommendations:**

1. To increase the Convention transfer amounts from \$40,000/year to \$50,000/year to assist with the funding of the Triennial Regional Convention.
2. That only ½ of the annual amount allocated per Council Director can be spent in a Convention year. This is due to potential changes of the Directors elected at Convention, this would ensure funding is available for a new Director.
3. Consideration should be given to looking at other financial institutions and hold all banking with one institution. Reason being is that the current bank charges are on a steady increase and only paying one bank fee would likely minimize those costs.
4. That a cut off date of 120 days be established for members to submit their expense related items. After such date all claims would have to be reviewed by the Regional Council before payment will be considered.

Submitted in Solidarity by the PSAC Atlantic Finance Committee,

Darlene Bembridge, chairperson

Debi Buell

Brian Oldford

Katie Murphy-Langille, staff advisor



# Report of the Finance Committee

## Budget Explanation

### REVENUE AMOUNTS

**Atlantic Council:** The allotment transferred from PSAC National each year to the Atlantic Region is determined based on a National formula which takes numerous factors into consideration.

**Convention:** The Convention allocation was determined at the 2015 PSAC National Convention.

**Political Action:** The transfer amount determined at the 2015 PSAC National Convention was \$33,000 per year.

**Other Income:** Amounts are determined by silent auctions, donations, social justice funds or charities. All money collected is paid out for the purpose it was collected.

**Interest Income:** Interest received from the GIC holding the Convention transfer of \$40,000/year.

**Convention Registration:** The amounts collected from the registration fee charged at the last Atlantic Convention.

### EXPENSE AMOUNTS

**Bank Charges:** There are monthly bank fees related to the bank account. These fees are incurred from two different financial institutions, which are Bank of Montreal & National Bank Financial.

**Council Expenses:** The proposed budget reflects a costing for two Council Meetings per year, including accommodations, parking, travel, salary and meals based on the meetings being held in Halifax. The costing reflects an additional day annually (4 days total), to hold an educational session (i.e Team Building, Safe Spaces, Anti-Oppression/Racism Workshop). The second Council Meeting includes a full day of committee meetings (3 days total). Also included in this budget line item is the costing for meeting room rental, audio visual and catering.





**Conference Calls:** It has been recognized that face-to-face meetings, while valuable are not always feasible. Conference calls are becoming increasingly necessary to be aware and discuss the changes in the political arena.

**Promotional:** This line item will allow the REVP to purchase supplies to fulfill the numerous requests for the items from the various organizations. These supplies can be used to fulfill requests for silent auctions, conferences and various events held throughout the region.

**Directors Expense:** The director's budget line item is \$18,000 annually. These funds are to facilitate the work of the directors and to promote more visibility within the region.

**Committee Expense:** The allocation for committee expense reflects the funding allocated for Finance to meet regularly each year outside of the Council Committee meetings and for the Education Committee to meet, discuss and approve the 3 year educational plan for the Region.

**Convention:** There is a recommendation to increase the funds set aside from the current \$40,000 to \$50,000 each year that assists funding of Convention.

**Political Action:** The funds transferred to the region for Political Action are to be spent in the 3 year cycle and the transfer amount is determined at the PSAC National Triennial Convention.

**Other Expenses:** This line item is to be used in conjunction with the Director's Budget. It will assist to cover costs that do not have a specific budget line. For example, costs associated with the Federation of Labour.

**Regional Caucus:** To provide a social meeting space for networking opportunities for Atlantic members who attend the PSAC National Equity Conferences.

**Participation at Atlantic School:** This line item will provide financial assistance to offset costs for two members (Chair and Co-chair) of the Regional Education Committee of the Atlantic Regional Council, to attend the PSAC Atlantic School.



PSAC Atlantic Region  
Budget Comparison

Proposed Budget

	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2018 Budget	2019 Budget	2020 Budget	TOTAL
<b>REVENUE</b>											
Transfers from National Atlantic Council Convention	\$ 175,807.50	175,807.50	\$ 175,807.50	\$ 175,807.50	\$ 175,807.50	\$ 175,807.66	\$ 175,807.50	\$ 175,837.66	\$ 175,837.66	\$ 175,837.66	527,512.98
Convention Registration	\$ 167,991.31	83,995.50	-	\$ -	\$ 83,995.50	\$ 83,972.50	\$ 10,000.00	\$ 83,972.50	\$ 83,972.50	\$ 8,000.00	167,945.00
	\$ 343,798.81	269,654.00	\$ 175,807.50	\$ 175,807.50	\$ 259,803.00	\$ 259,780.16	\$ 269,803.00	\$ 175,837.66	\$ 259,810.16	\$ 267,810.16	703,457.98
<b>Total Transfers</b>											
Other Income	\$ -	11,680.54	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ -	482.53	-	\$ 46.31	\$ -	\$ 2,638.31	\$ -	\$ -	\$ -	\$ -	
<b>Total Other Income</b>		12,163.07									
<b>TOTAL REVENUE</b>	\$ 343,798.81	281,817.07	\$ 175,807.50	\$ 175,853.81	\$ 259,803.00	\$ 262,418.47	\$ 269,803.00	\$ 175,837.66	\$ 259,810.16	\$ 267,810.16	703,457.98
<b>EXPENSE</b>											
Expenses											
Bank Charges	\$ 500.00	518.36	25.00	\$ 188.00	\$ 25.00	\$ 261.50	\$ 275.00	\$ 75.00	\$ 75.00	\$ 325.00	475.00
Council Expense	\$ 94,000.00	94,071.82	\$ 94,000.00	\$ 68,383.67	\$ 94,000.00	\$ 70,604.57	\$ 94,000.00	\$ 87,000.00	\$ 87,000.00	\$ 94,000.00	268,000.00
Conference Calls	\$ 500.00	0.00	\$ 250.00	\$ -	\$ 250.00	\$ 10.86	\$ 250.00	\$ 200.00	\$ 200.00	\$ 200.00	600.00
REVP Alliment/Promotional	\$ 1,000.00	1,200.00	\$ 1,000.00	\$ 618.54	\$ 1,000.00	\$ 1,000.04	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	3,000.00
Directors Expense	\$ 18,000.00	9,744.32	\$ 20,000.00	\$ 15,156.00	\$ 20,000.00	\$ 17,343.57	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	54,000.00
Committee Expense	\$ 12,000.00	10,701.13	\$ 11,000.00	\$ 7,089.18	\$ 10,000.00	\$ 4,599.67	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	30,000.00
Finance	\$ -	0.00	\$ 10,000.00	\$ 8,989.13	\$ -	\$ 742.89	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	10,000.00
Education	\$ 277,991.31	282,439.12	\$ -	\$ 1,850.00	\$ 15,000.00	\$ 19,560.34	\$ 282,991.00	\$ 3,000.00	\$ 10,000.00	\$ 310,945.00	320,945.00
Convention	\$ 6,000.00	0.00	\$ 5,500.00	\$ 1,103.25	\$ 5,500.00	\$ 1,379.17	\$ 5,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	9,000.00
Other Expenses	\$ 1,000.00	0.00	\$ 2,750.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 3,000.00	\$ 1,000.00	\$ 1,000.00	1,000.00
Federation of Labour Regional Caucus	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	1,000.00
Participation at Atlantic School	\$ 410,991.31	398,674.75	\$ 144,525.00	\$ 103,377.77	\$ 146,775.00	\$ 115,502.61	\$ 414,016.00	\$ 129,275.00	\$ 133,025.00	\$ 438,470.00	700,770.00
<b>TOTAL EXPENSE</b>	\$ (67,192.50)	-116,857.68	\$ 31,282.50	\$ 72,476.04	\$ 113,028.00	\$ 146,915.86	\$ (144,213.00)	\$ 48,562.66	\$ 126,785.16	\$ (170,659.84)	2,687.98
<b>NET INCOME</b>											

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.

	2014 Budget	2014 Actual	2015 Budget	2015 Actual	2016 Budget	2016 Actual	2017 Budget	2018 Budget	2019 Budget	2020 Budget	TOTAL
<b>Revenue</b>											
Political Action	\$ 33,000.00	\$ 42,682.42	\$ 33,000.00	\$ 35,001.00	\$ 33,000.00	\$ 36,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	330,000.00
<b>Expenses</b>											
Political Action	\$ 33,000.00	\$ 41,432.57	\$ 33,000.00	\$ 60,710.54	\$ 33,000.00	\$ 33,998.98	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	330,000.00
<b>NET INCOME</b>		\$ 1,249.85		\$ (25,709.54)		\$ 2,001.02					



**PSAC Atlantic Council Balance Sheet**

As at Dec 31, 2014

As at Dec 31, 2015

As at Dec 31, 2016

**ASSETS**

**Current Assets**

Bank-Council Account	389,163.60		
Bank-Political Action	59,807.07		
National Bank-Convention	4,939.70		
<b>Total Bank</b>	<u>453,910.37</u>		
Accounts Receivable	0.00		
<b>Total Receivable</b>	<u>0.00</u>		
<b>Total Current Assets</b>	<u><u>453,910.37</u></u>		

**LIABILITIES**

**Current Liabilities**

Accounts Payable	0.00		
<b>Total Current Liabilities</b>	<u>0.00</u>		
<b>TOTAL LIABILITES</b>	<u>0.00</u>		

**EQUITY**

**Retained Earnings**

Retained Earnings-PY	569,518.20		
Current Earnings	<u>-115,607.83</u>		
<b>Total Owners Equity</b>	<u>453,910.37</u>		

**TOTAL EQUITY**

	<u>453,910.37</u>		
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**LIABILITES & EQUITY**

	<u>453,910.37</u>		
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**PSAC Atlantic Council Income Statement**

	For year end 2016	For year end 2015	For year end 2014
<b>REVENUE</b>			
<b>Transfers from National</b>			
Atlantic Council	175,807.66	175,807.50	175,807.50
Convention	83,972.50	0.00	83,995.50
Convention Registration	0.00	0.00	9,851.00
Political Action	33,000.00	33,000.00	33,000.00
<b>Total Transfers</b>	<u>292,780.16</u>	<u>208,807.50</u>	<u>302,654.00</u>
<b>Other Income</b>			
Other Income	3,000.00	2,001.00	21,362.96
Interest Income	2,638.31	46.31	482.53
<b>Total Other Income</b>	<u>5,638.31</u>	<u>2,047.31</u>	<u>21,845.49</u>
<b>TOTAL REVENUE</b>	<u><u>298,418.47</u></u>	<u><u>210,854.81</u></u>	<u><u>324,499.49</u></u>
<b>EXPENSE</b>			
<b>Expenses</b>			
Bank Charges	261.50	188.00	518.36
Council Expense	70,604.57	68,383.67	94,071.82
Conference Calls	10.86	0.00	0.00
Directors Expense	17,343.57	15,156.00	9,744.32
Committee Expense	5,342.56	16,078.31	10,701.13
Convention	19,560.34	1,850.00	282,439.12
Political Action	33,998.98	60,710.54	41,432.57
Other Expenses	1,379.17	1,103.25	0.00
Promotional Items	1,000.04	618.54	1,200.00
Regional Caucus	0.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<u><u>149,501.59</u></u>	<u><u>164,088.31</u></u>	<u><u>440,107.32</u></u>
<b>NET INCOME</b>	<u><u>148,916.88</u></u>	<u><u>46,766.50</u></u>	<u><u>-115,607.83</u></u>





May 25, 2017  
Saint John, NB

I have reviewed the financial statements of the Public Service Alliance of Canada, Atlantic Council, for the 2014, 2015, and 2016 fiscal years.

Financial statements were reconciled to the detailed general ledger. Individual items expensed were compared to invoices on file, and cancelled cheques were scanned for payments made to unauthorized payees. Revenue was compared to bank statement deposits.

Based on the review conducted, I have determined that the financial statements for the 2014, 2015, and 2016 fiscal years are fairly presented.



Natasha Morin, CPA, CMA

Le 25 mai 2017  
Saint John (Nouveau-Brunswick)

J'ai examiné les états financiers du Conseil de la région de l'Atlantique de l'Alliance de la Fonction publique du Canada pour les années financières de 2014, 2015 et 2016.

Les états financiers ont été comparés au grand livre général. Les dépenses ont été comparées aux reçus versés au dossier, et les chèques oblitérés pour des paiements à des bénéficiaires non autorisés ont été scannés. Les recettes ont été comparées aux dépôts consignés dans les relevés bancaires.

À la lumière de mon examen, je conclus que les états financiers pour les années financières de 2014, 2015 et 2016 ont été présentés avec fidélité.



Natasha Morin, CPA, CMA





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