

Finance & Property Committee Annual Report

2014 – 2015

Respectfully submitted by;

*John Helle, M.Ed.
NSTU Secretary-Treasurer*

September 2015

Mandate

The mandate of the Finance and Property committee is to:

- Prepare an annual budget
- Exercise control over the finances of the NSTU
- Make recommendations to the Provincial Executive on the provision of financial and management services
- Provide leadership, guidance and training for Local, RRC and Professional Association Treasurers
- Exercise oversight and control of properties held or leased by the NSTU
- Provide recommendations to the Provincial Executive on matters referred to the Committee by the Provincial Executive
- Consider resolutions referred by Annual Council and make appropriate recommendations
- Participate as required in the NSTU Policy Review process by providing recommendations for the Provincial Executive's consideration
- Provide advice to and representation on NSTU Employee Pension Plan Advisory Committee

Membership

The members of the Finance and Property Committee for the year 2014-2015 were:

John Helle	Secretary-Treasurer (Chair) Provincial Executive
Ron MacIntosh <i>Cape Breton District Local</i>	(2015)
Shane Goucher <i>Hants West Local</i>	(2016)
Judy Rogers <i>Yarmouth Local</i>	(2016)
Keri Butler	Provincial Executive Member
Joan Ling	Executive Director
Maureen Smith	Business Manager
Melanie Waye	Financial Officer

Meeting Dates

The Finance and Property Committee met nine (7) times during 2014-2015.

September 12, 2014

February 27, 2015

October 10, 2014

April 2, 2015

December 1, 2014

May 8, 2015

January 9, 2015

The budget for the committee in 2014-15 was \$10,500 and there were \$10,449 in expenditures.

The budget for 2015-16 is \$10,850.

NSTU Budget 2015-2016

The annual budget process involves getting suggestions from Locals, RRCs, staff and Provincial Executive members. All suggestions were considered when formulating the budget. A draft budget was formed and the committee worked on the budget at their February meeting. The draft budget was recommended to the Provincial Executive which was amended and approved for presentation to Annual Council.

The 2015-2016 budget had no changes to membership dues or rebates to Locals/RRCs. Membership dues remain at \$750 and the rebate percentage at 17%.

Due to an addition to the Finance and Property mandate several schedules were added, providing more detail surrounding Programs and Services.

There was an increase to the meal allowance of \$5, for dinner bringing it up to \$30. There is also an increase in the incidentals charge from \$4/overnight to \$8/overnight. These changes are effective August 1, 2015.

2015-2016 is a presidential election year. The estimated costs are budgeted at \$30,000.

An increase of \$38,650 in 'Committees and Meetings' line item is linked to a new committee, Status of Women and the stage of bargaining for public schools and Community College negotiations.

Substitute costs have been combined to a new line 5.20 and budgeted at \$26,250. In previous years this amount was budgeted under lines 4.1 Council, 4.2 Executive Operations, 5.9 Committees and Meetings and 5.10 Conferences/Workshops.

There is an increase in professional staff salaries due to a planned sabbatical in 2015-2016 and there are costs savings in office staff to due staff changes and job sharing arrangements.

In 2015-16 a small deficit of \$21,134 is expected. Due to an excess of cash, there is a budgeted transfer into the Reserve Fund of \$350,000.

Financial Statements

2013-2014 financial statements for all 52 Locals, RRCs and Professional Associations were reviewed by the Finance & Property committee. It was noted that the combined assets of all Locals, RRCs and PAs has increased by over \$275,000 since last year. The combined assets at July 31, 2014 were over \$3.9 million with Locals accounting for the majority, approximately \$3.5 million.

Audited Financial Statements

The 2013 fiscal year was the year of first adoption for the Canadian accounting standards for not-for-profit organizations (ASNPO). Much of the additional disclosure for the first year of adoption was removed in the audited financials for the year ended July 31, 2014.

The excess of revenue over expenditures for the year ended July 31, 2014 was approximately \$300,000 which left members equity in the general fund at \$852,051 at July 31, 2014. The balance sheet showed assets totalling over \$22.7 million in assets for the organization at year end.

Other Business

The committee worked on the investment policy for the reserve fund. The SIP&P was ready for approval at year end.

Also, Local standards for internal accounting were drafted and approved.