

Finance & Property Committee Annual Report

2012 – 2013

Respectfully submitted by;

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

September 2013

Terms of Reference

[Sourced from NSTU Guidebook 2013-14 (page 90-91)]

- 1. Prepare an annual budget**
 - a. Present draft budget to Provincial Executive
 - b. Cost all resolutions to Annual Council

- 2. Exercise control over the finances of the NSTU**
 - a. Monitor all expenditures of the NSTU
 - b. Ensure checks and balances are in place for NSTU funds (see handbook)
 - c. Receive regular reports on income, expenditures, investments and loans
 - d. Ensure audits are conducted on a yearly basis
 - e. Receive and examine the internally reviewed reports of Locals, RRC's and Professional Associations
 - f. Present regular financial statements to the Provincial Executive
 - g. Determine interest rates on repayment of money borrowed from the Reserve Fund
 - h. Receive reports from Executive Director regarding unanticipated expenditures

- 3. Make recommendations to the Provincial Executive on the provision of financial and management services**
 - a. Meet with current providers annually to ensure quality services
 - b. Review proposals of service providers as required
 - c. Provide recommendations to the Provincial Executive on contracts with service providers every three (3) years

- 4. Provide leadership, guidance and training for Local, RRC and Professional Association Treasurers**
 - a. Ensure a handbook is prepared and updated for Treasurers
 - b. Arrange for meetings and/or conferences for Treasurers on a regular basis

- 5. Exercise oversight and control of properties held or leased by the NSTU**

- 6. Provide recommendations to the Provincial Executive on matters referred to the Committee by the Provincial Executive**

- 7. Consider resolutions referred by Annual Council and make appropriate recommendations**

- 8. Participate as required in the NSTU Policy Review process by providing recommendations for the Provincial Executive's consideration**

- 9. Provide advice to and representation on NSTU Employee Pension Plan Advisory Committee**

Membership

The members of the Finance and Property Committee for the year 2012-2013 were:

John Helle	Secretary-Treasurer (Chair) Provincial Executive
John Spurdakes <i>Pictou Local</i>	(2013)
Lana Pothier <i>Annapolis Valley Local</i>	(2014)
Lori Mackinnon <i>Yarmouth Local</i>	(2014)
John Driscoll	Provincial Executive Member
Bill Redden	Executive Director
Maureen Smith	Business Manager
Melanie Waye	Financial Officer

Meeting Dates

The Finance and Property Committee met eight (8) times during 2012-2013.

September 14, 2012	February 22, 2013
October 12, 2012	March 22, 2013
November 23, 2012	April 19, 2013
January 11, 2013	May 17, 2013

The budget for 2012-13 was \$ 12,375 and there were \$ 11,846 in expenditures.
The budget for 2013-14 is \$8,250.

Budget 2013-2014

Member dues in 2013-14 will increase from \$690.00 to \$750.00 per member. This increase will reduce the impact of another year of teacher reductions and the anticipated drop in membership numbers for 2013-14.

Rebates to Locals have been reinstated to their 2011-12 percentages of 17% (15% in 2012-13).

In 2012-13 expenditures were cut and a transfer from the reserve fund was approved in order to maintain some equity. Fortunately, the \$350,000 transfer from the reserve was not needed in 2012-13 and these funds were reinvested. A transfer of \$350,000 from the Reserve Fund was once again approved for 2013-14.

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.

A presidential election is possible for 2013-14; \$30,000 is budgeted for this possibility.

Affiliate Consultation is expect to decrease \$10,000, primarily based on CTF Collective Bargaining not expected in 2013-14.

“The Teacher” publication will go back to print in 2013-14. Net cost of this switch will be \$35,000.

The “AVISO” publication is going exclusively online. A \$25,000 savings is expected for 2013-14.

Drop in ‘Committees and Meetings’ line item linked to having most committees hold one of their annual meetings by teleconference.

Drop in the ‘Conferences/Workshops’ line item linked to hosting conferences from an annual basis to a biennial basis.

‘Salaries: Professional Service’ increase is linked mainly to a sabbatical in 2013-14.

Financial Statements

2011-2012 financial statements for all 52 Locals, RRC’s and Professional Associations were reviewed by the Finance & Property committee. It was noted that the combined assets of all Locals, RRCs and PAs has decreased marginally since last year. The combined assets at July 31, 2012 were over \$3.66 million with Locals accounting for the majority, over \$3.25 million.

Other Business

Professional Associations

The committee was approached by the Professional Association Co-ordinating committee regarding the Professional Association grants. The grant amount has remained unchanged for some time and with costs on the rise some Associations are finding it difficult to get by on the \$4,450 to cover executive meeting costs. After meeting with PACC, the Finance & Property committee came up with a new policy for Professional Association grants. Starting in the 2013-2014 year, if a Professional Association qualifies, the NSTU will cover the executive meeting costs for up to three meetings a year. Costs will only be paid if the

financial net assets are below \$13,350 at year end. The committee feels that this change will ensure the opportunity for all Associations to fill Executive positions with volunteers around the province without being concerned with the corresponding travel costs. The cost is estimated to be \$6,600 per year per Association for those that qualify. This new policy was accepted by the Provincial Executive.