

PROPOSED

2018/2019 BUDGET



FPSE pro forma Statement of Revenue and Expenses

FOR THE FISCAL PERIOD
APRIL 1, 2018 – MARCH 31, 2019

	BUDGET 18/19	BUDGET 17/18	Pre-Audit Mar 31/18	YTD 100.0%
REVENUE				
1 MEMBERSHIP DUES	4,425,311	4,370,678	4,469,625	102.3%
LESS				
2 DEFENCE FUND TRANSFER 5% REG.MBR.	0	218,534	254,098	116.3%
NET MEMBERSHIP FEES	4,425,311	4,152,144	4,215,527	101.5%
3 OTHER REVENUE				
INVESTMENT INCOME (OPS RESERVE ACCOUNT)	4,500	12,900	8,170	63.3%
OTHER INCOME	1,250	1,250	1,601	128.1%
TOTAL REVENUE	4,431,061	4,166,294	4,225,297	101.4%
EXPENDITURES				
4 COMPENSATION - OFFICERS & STAFF				
a) PRESIDENT	90,990	90,115	90,160	100.0%
b) SECRETARY-TREASURER	93,035	90,115	91,938	102.0%
c) VICE-PRESIDENTS	45,500	45,050	33,586	74.6%
d) MEMBERS-AT-LARGE	22,750	22,500	36,350	161.6%
e) INDUSTRY TRAINING AUTHORITY REP	10,000	10,000	8,689	0.0%
f) OFFICERS' TRANSITION	20,000	20,000	0	0.0%
g) BENEFITS (OFFICERS)	119,110	117,100	101,007	86.3%
h) STAFF REPS	659,500	623,315	557,057	89.4%
i) ADMINISTRATIVE STAFF	379,445	355,595	371,422	104.5%
j) BENEFITS (STAFF)	311,684	290,080	283,938	97.9%
k) OVERTIME	45,000	35,000	67,235	192.1%
l) STAFF PRO DEVELOPMENT	6,000	6,000	5,500	91.7%
TOTAL COMPENSATION	1,803,013	1,704,870	1,646,880	96.6%
5 OFFICERS' RELOCATION				
a) ALLOWANCE	20,000	15,000	21,871	145.8%
b) MOVING EXPENSES	0	0	0	0.0%
TOTAL OFFICERS' RELOCATION	20,000	15,000	21,871	145.8%
6 PRESIDENTS' COUNCIL & EXECUTIVE				
a) PRESIDENTS' COUNCIL	41,500	41,500	77,387	186.5%
TOTAL PC & EXECUTIVE	41,500	41,500	77,387	186.5%
7 EVENTS				
a) FPSE AGM	336,200	299,100	321,601	107.5%
b) FPSE AGM CONTINGENCY	221,266	0	0	0.0%
c) PRESIDENTS' RETREAT	50,000	40,000	62,396	156.0%
d) BC FEDERATION OF LABOUR CONVENTION	30,000	15,000	9,401	62.7%
e) FPSE CONFERENCE - BARGAINING (FEB)	0	30,000	67,999	226.7%
f) CLC/NUCAUT CONVENTION	0	47,500	55,668	117.2%
g) JOINT COMMITTEE CONFERENCE	0	102,250	1,559	1.5%
h) FPSE CONFERENCE - GOVERNANCE (NOV)	0	50,000	50,090	100.2%
i) CONFERENCES	47,000	42,000	60,774	144.7%
TOTAL EVENTS	684,466	625,850	629,488	100.6%
8 COMMITTEES				
a) JADRC/JCBA	1,000	1,000	190	19.0%
b) BARGAINING COORDINATION	22,000	20,000	23,310	116.5%
c) CONTRACT ADMINISTRATION REVIEW	22,000	20,000	21,131	105.7%
d) EDUCATION POLICY	22,000	10,000	17,452	174.5%
e) HUMAN RIGHTS & INTERNATIONAL SOLIDARITY	32,000	27,000	35,304	130.8%
f) WORKPLACE HEALTH, ENVIRONMENT & SAFETY	22,000	10,000	27,116	271.2%
g) DISABILITY MANAGEMENT & REHABILITATION	22,000	10,000	22,339	223.4%
h) PENSION ADVISORY	26,000	26,000	23,750	91.3%
i) PROFESSIONAL & SCHOLARLY DEVELOPMENT	22,000	10,000	25,817	258.2%
j) NON-REGULAR FACULTY	22,000	20,000	29,023	145.1%
k) STATUS OF WOMEN	36,000	36,000	33,278	92.4%
l) ORGANIZING	40,000	40,000	14,354	35.9%
m) PRIVATE SECTOR COMMITTEE	4,000	4,000	1,357	33.9%
n) DECOLONIZATION, RECONCILIATION & INDIGENIZATION	22,000	10,000	25,767	257.7%
o) AD HOC COMMITTEE	1,000	1,000	0	0.0%
TOTAL COMMITTEES	316,000	245,000	300,189	122.5%

9 LOCAL SUPPORT				
a) STAFF TRAVEL TO LOCALS	100,000	100,000	54,048	54.0%
b) LEGAL	350,000	500,000	340,490	68.1%
TOTAL LOCAL SUPPORT	450,000	600,000	394,539	65.8%
10 BARGAINING				
a) BARGAINING	50,000	0	0	0.0%
TOTAL BARGAINING	50,000	0	0	0.0%
11 ADVOCACY & PUBLIC RELATIONS				
a) PUBLIC RELATIONS/COMMUNICATIONS/LOBBYING	35,000	55,000	15,486	28.2%
b) INTERNATIONAL SOLIDARITY FUND	52,850	52,801	54,601	103.4%
c) DONATIONS	35,000	35,000	24,450	69.9%
d) REPRESENTATIONS - BC FED/LABOUR GROUPS	7,500	7,500	1,809	24.1%
e) REPRESENTATIONS - PROV COMMITTEES/AGENCIES	20,000	30,000	(29,121)	-97.1%
f) REPRESENTATIONS - CAUT/NUCAUT	30,000	30,000	29,009	96.7%
g) REPRESENTATIONS - GOV'T (Prov & Fed)	7,500	7,500	13,414	178.9%
h) REPRESENTATIONS - OTHER	35,000	35,000	9,506	27.2%
TOTAL ADVOCACY & PUBLIC RELATIONS	222,850	252,801	119,154	47.1%
12 AFFILIATIONS AND MEMBERSHIPS				
a) AFFILIATION - BC FEDERATION OF LABOUR	83,640	82,905	91,705	110.6%
b) AFFILIATION - CAUT	104,365	101,510	94,266	92.9%
c) AFFILIATION - NUCAUT/CLC	91,390	90,500	90,485	100.0%
e) MEMBERSHIPS	17,000	16,000	18,890	118.1%
TOTAL AFFILIATIONS	296,396	290,915	295,346	101.5%
13 ADMINISTRATION				
a) AUDIT	20,000	13,500	26,001	192.6%
b) BANK CHARGES & INTEREST	5,000	5,500	5,930	107.8%
c) AMORTIZATION	54,975	45,000	30,845	68.5%
d) EMPLOYEE RELATIONS	10,000	10,000	10,385	103.9%
e) NON CAPITAL EQUIPMENT, LEASE & MAINTENANCE	74,100	51,000	87,455	171.5%
f) INSURANCE	5,000	5,000	5,312	106.2%
g) OFFICE MAINTENANCE	1,000	250	2,951	1180.2%
h) PRINTING/PHOTOCOPYING	3,500	3,500	5,976	170.7%
i) POSTAGE/COURIER	4,500	4,500	5,375	119.4%
j) RENT	185,215	177,605	170,834	96.2%
k) STAFF TRAINING	25,000	35,000	18,949	54.1%
l) SUBSCRIPTIONS	28,000	24,000	39,225	163.4%
m) OFFICE SUPPLIES	20,000	22,000	20,407	92.8%
n) TELECOMMUNICATIONS	27,000	30,000	27,154	90.5%
o) WEB SITE COMMUNICATION	7,500	7,500	5,548	74.0%
p) PARKING	13,500	13,500	14,648	108.5%
TOTAL ADMINISTRATION	484,290	447,855	476,994	106.5%
Special Project : Bargaining History	0	10,000	0	0.0%
Special Project : FPSE History Project	20,000	16,667	0	0.0%
Special Project : Decolonization & Recon - Book Launch	0	50,000	50,000	0.0%
Special Project - STUDENT DEBT CONTEST	0	100,000	0	0.0%
Special Project : ABE Research - Student Outcomes	0	5,000	0	0.0%
TOTAL EXPENDITURES	4,388,514	4,405,458	4,011,847	91.1%
UNADJUSTED SURPLUS (DEFICIT)	42,547	(239,164)	213,451	
CONTINGENT TRANSFER - LEGAL OVER \$ 300,000	50,000	200,000	0	
SURPLUS (DEFICIT)	92,547	(39,164)	213,451	

FPSE pro forma Capital Budget

APRIL 1, 2018 TO MARCH 31, 2019

ASSET CLASS	Budget 18/19	Budget 17/18	Purchases 17/18
Equipment, Furniture & Fixtures	\$15,000	\$12,000	\$5,000
Computer Equipment	\$75,000	\$75,000	\$74,731
Leasehold Improvements	\$5,000	\$5,000	\$0
TOTALS	\$95,000	\$94,000	\$79,731

EQUIPMENT & FURNITURE

Ergonomic work stations/desks – staff – estimate

COMPUTER EQUIPMENT

Replacement of four office terminals plus server warranty / software and laptop replacements

LEASEHOLD IMPROVEMENTS

Standard allowance for annual improvements or changes to office space

NOTES

REVENUE

1. MEMBERSHIP DUES

Membership dues are projected based on actual and estimated dues for the fiscal year 2018-2019. The budgeted amount of revenue from Membership Dues has been increased by 1.25% over 2017-2018. We expect that the 2018-2019 revenue target will be met due to anticipated wage and possible FTE increases, as well as allowance for scale advancement.

2. DEFENCE FUND TRANSFER

The defence fund transfer has been reduced to 0% from 5% of regular members' dues, on the advisement of Presidents' Council and pending approval of motion at AGM 2018.

3. OTHER REVENUE

Investment income includes income on operating reserve investments, unrealized gain or loss on operating reserve investments due to market valuation at period end, as well as interest income on operating reserve investment account. Income from operating reserve investment account assumes a 3.0% return on investment, based on an approximate \$150,000 expected fund market value at budget preparation time. This approximates current achievable returns on low risk investment vehicles such as bankers' acceptance paper, low risk government and corporate bonds, and GICs, and equities.

Other income includes income derived from the provision of Laserfiche services to FSPE affiliates, based on one local using the service at an annual \$500 access fee, as well as interest on the main chequing account.

EXPENDITURES

4. COMPENSATION – OFFICERS & STAFF

a) – g) Budget for president and secretary-treasurer salaries and benefits are based on 100% release. Expenses for two vice-presidents are based on 25% release cost each. Members-at-large compensation is based on 12.5% release cost each for two members. ITA release is for one member to represent FPSE on the ITA board, and is set at a flat \$10,000. Officers' transition represents \$10,000 for each full-time officer potentially leaving the FPSE executive. Release costs increased from 2017-2018 to account for faculty wage increases in effect during 2018-19. Officer benefits are budgeted at 40% of total officer compensation, consistent with long term trends.

h) – j) FPSE staff salaries and benefits are based on our collective agreement with CUPE 1004. Budgeted staff compensation amounts reflect a projected 2% increase in overall staff wages due to the collective agreement with staff, and has been adjusted to reflect changes in the staffing composition of the office. Budget based on six and one half full-time staff representatives, one full-time staff accountant, four full-time administrative coordinators and a two-thirds time administrative coordinator.

k) Overtime line is primarily overtime worked by staff representatives, which is banked and accounted for as a liability, expensed in the period earned. Support staff overtime is accounted for in the same way. Increased by \$10,000 over 17-18 to reflect increases in staff OT due to changes in office staff.

l) Staff professional development is contractually set at \$500 per regular employee, per year, per staff CUPE Local 1004 collective agreement.

5. OFFICERS' RELOCATION

Officers' relocation is a provision in the event a new president or secretary-treasurer has to relocate from outside the lower mainland and is intended to offset moving costs. The allowance is for expenses related to out-of-town officers living and/or working in Vancouver

6. PRESIDENTS' COUNCIL AND EXECUTIVE COMMITTEE

Presidents' Council and Executive Committee has been maintained for 2018-2019.

7. EVENTS

a) AGM

Costs projected as follows:

Accommodations\$140,000

Delegate travel\$40,000

Delegate meals

Reimbursed\$20,000

Catering &

food services\$100,000

Banquet and

social events\$2,000

Audio/visual\$25,000

Room rentals

(included in accommodation

and catering)\$0

Speaker fees

and direct costs\$10,000

Office/AGM supplies\$11,500

Direct staff costs

(travel, meals, accommodations, overtime) \$11,500

Registration fees

(\$175 x 137 delegates)(\$23,800)

Total\$336,200

b) AGM contingency fund is set at 5% of total revenues, equal to the former allotment (2017-18) transferred to the defence fund. Contingency is to be used to fund spending motions brought to, and passed, at AGM, and will be reduced accordingly; unspent allocation at end of AGM is eliminated.

c) Presidents' retreat has been increased to \$50,000 for 2018-2019 to reflect long term trend of increasing costs.

d) BC FED convention has been set at \$30,000 for a standard convention in 2018-2019. This is consistent with previous costs incurred for a larger convention.

e) Bargaining strategy conference set at \$0 for 2018-2019 as no event is currently planned in 2018-2019.

f) CLC/NUCAUT convention set at \$0 for 2018-2019 due to there not being a convention in 2018-19.

g) Joint Committee conference budget is set at \$0 for 2018-2019, as there is currently no event planned.

h) FPSE conference other set at \$0 due to no specific event planned for 2018-2019.

i) Conferences increased to \$47,000 for 2018-2019; includes all costs associated with member attendance at Summer Institute for Union Women, CLC Political Action Conference, CAUT Librarians, CLC Winter School, Harry Crowe Foundation, Lancaster House events, Pacific Northwest Labour History Conference, SHARE Pension Conference, and others.

8. COMMITTEES

Budget reflects regular FPSE standing committees meetings as well as a provision for ad hoc committee meetings. Committees are budgeted at a standard rate of \$11,000 per meeting: BCC, CARC, EPC, WHSEC, DMRC, PDSC, NRFC, and DRISC. PAC is budgeted at \$13,000 per meeting due to extraordinarily high attendance.

HRISC is budgeted at \$32,000; this includes a \$10,000 allotment for the annual speaker's tour.

SWC is budgeted for \$36,000, or two committee meetings plus expenses related to Day of Remembrance and International Women's Day events.

Organizing is set at \$40,000 for ongoing organizing activities in 2018-2019.

JADRC/JCBA, Private Sector and Ad Hoc Committee are minimally active and budgeted accordingly.

9. LOCAL SUPPORT

Staff travels to locals refers to those costs associated with FPSE staff representatives and officers traveling to and attending to contract administration, local negotiations, organizing, meetings with locals and external organizations. This has been maintained at \$100,000 for 2018-2019 in anticipation of bargaining, arbitration and mediation related trips.

Legal has been reduced \$350,000 for 2018-2019, which may be offset with a proposed draw from the defence fund should legal expenditures beyond \$300,000 result in an operating deficit. This represents an estimate of total legal costs for 2018-2019, taking into account expected legal expenditures for grievance, arbitration and mediation purposes. Primary service providers are Leo McGrady, Allevato & Co., Vincent L. Ready, John B. Hall, Wayne Moore, Kestrel Legal (Jamie Baugh), Mark J. Brown, Julie Nichols and Robert Pekeles.

10. BARGAINING

- a) Bargaining has been set at \$50,000 for 2018-2019.

11. ADVOCACY AND PUBLIC RELATIONS

- a) Public relations includes lobbying and public relations, advertising, polling, newswire services, member information campaigns, costs of printing bulletins, and lobbying meeting expenses. Reduced to \$35,000 for 2018-2019.
- b) International Solidarity Fund is designated for support of international labour organizations and campaigns. \$52,850 in total funds budgeted for 2018-2019 fiscal year based on 1.25% of 2016-17 member dues received (\$4,228,000).
- c) Donations / recognition includes donations made to external organizations, primarily for support of charities and labour organization initiatives (Labour Community Christmas Dinner, BC Teacher's Federation Hardship Fund, Protein for People, Association of BC CPP Retirees, DTES Women's Centre, BC Lions More Than A Bystander Anti-Bullying and Anti-Domestic Violence Program, solidarity support with academic unions).
- d) Representations – BC FED/Labour Groups represents the net cost of attendance and representation at, and to, meetings with the BC Federation of Labour and other labour organizations.
- e) Representations – Provincial committees / agencies primarily includes meetings of the College Pension Plan Board trustees: one FPSE staff member, and two FSPE executives. Reduced to \$20,000 for 2018-2019.
- f) Representations – CAUT represents the net cost of attendance at CAUT/NUCAUT events by FPSE executive and FPSE members. This includes items such as the Chief Negotiators Forum. No change from 2017-18.
- g) Representations – Government includes costs of meetings with provincial and federal representatives of

government and government agencies, including half of October PC lobby costs. Costs are approximately 90% provincial government and 10% federal government. Maintained at \$7,500 for 2018-19.

- h) Representations – Other provides for meetings with CLC, CAF, COCAL, ACIFA, PNLHA, Press Progress Forum, National Centre for Bargaining, CC West Conference, United Way and other external organizations. No change from 2017-18.

12. AFFILIATIONS

BC Federation of Labour set at 12 months times current monthly rate.

CAUT set at 12 times monthly current rate for 2018-2019.

CLC/NUCAUT set at 12 times current monthly rate for 2018-2019.

Memberships budget increased to \$17,000 for 2018-2019.

13. ADMINISTRATION

- a) Audit increased by \$6,500 to \$20,000 for 2018-2019 based on 2017-2018 fees and increasingly detailed audit procedures.
- b) Bank charges and interest reduced \$500 to \$5,000 for 2018-2019. Changes to FPSE staff credit cards have slightly reduced risk of interest payments on charges.
- c) Amortization for 2018-2019 based on 2017-2018 amount plus amortization due to planned acquisitions in 2018-2019 less amortization foregone through dispositions.
- d) Employee relations budget maintained for 2018-2019. Includes provision for interviewing, employment advertising and small staff functions, as well as acknowledgement of illness.
- e) Non capital equipment lease and maintenance increased for 2018-2019; office layout changes, staffing changes and increased activity necessitated increase based on 2017-2018.

- f) Insurance maintained for 2018-2019.
- g) Office maintenance includes costs of cleaning carpets, lighting, moving furniture, and miscellaneous small repairs. Budget increased \$750 for 2018-2019.
- h) Postage and courier maintained for 2018-2019.
- i) Printing maintained for 2018-2019.
- j) Rent based on lease agreement with BCTF, renewed through 2018.
- k) Staff training reduced \$10,000 for 2018-2019 to reflect staff changes.
- l) Subscriptions/books increased \$4,000 for 2018-2019. Publications provide research and resource material for members and staff reps.
- m) Office supplies reduced by \$2,000 for 2018-2019 to account for less indirect demand from Open The Doors projects.
- n) Telecommunications budget reduced \$3,000 for 2018-2019. Includes costs for phones, fax, long distance, cell phone charges, voicemail, email and internet services. Reductions due to more efficient plans and data management.
- o) Website and communications maintained at \$7,500 for 2018-2019.
- p) Parking maintained for 2018-2019.

14. SPECIAL PROJECTS

Special project allocations are for one time only events or projects that are intended to be completed within the budget year for which they are planned. For 2018-2019, the only current special project is the FPSE history project. Items from last year have been completed or are pending review of future activities.