

Proposed 2010/2011 Budget



STATEMENT OF PROPOSED REVENUE AND EXPENDITURES

	BUDGET 2010/11	BUDGET 2009/10	ACTUAL Mar 31/2010
REVENUE			
1 MEMBERSHIP DUES	3,448,155	3,295,200	3,478,623
LESS			
2 DEFENCE FUND TRANSFER	344,816	329,520	340,774
<i>10% Regular member dues</i>			
NET MEMBERSHIP FEES	3,103,340	2,965,680	3,137,849
3 OTHER REVENUE			
INVESTMENT INCOME (CURRENT & OP INV ACCOUNTS)	17,000	17,200	22,237
OTHER INCOME			188
TOTAL REVENUE	3,120,339	2,982,880	3,160,273
EXPENDITURES			
4 COMPENSATION - OFFICERS & STAFF			
a) PRESIDENT	83,150	83,700	82,786
b) SECRETARY-TREASURER	83,150	83,700	76,072
c) VICE-PRESIDENTS	41,600	41,850	(9,513)
d) OTHER DUTY RELEASE (MEMBERS AT LARGE)	20,800	5,000	13,369
e) OFFICERS' TRANSITION	20,000	20,000	12,830
f) BENEFITS (OFFICERS)	84,600	84,600	82,447
g) STAFF REPS	550,880	544,600	528,219
h) SUPPORT STAFF	297,295	295,450	304,497
i) BENEFITS (STAFF)	209,100	209,100	205,961
j) OVERTIME	38,000	38,000	24,107
TOTAL COMPENSATION	1,428,575	1,406,000	1,320,776
5 OFFICERS' RELOCATION			
a) ALLOWANCE	12,000	3,500	9,000
b) MOVING EXPENSES	10,000	4,500	8,793
TOTAL OFFICERS' RELOCATION	22,000	8,000	17,793
6 PRESIDENTS' COUNCIL & EXECUTIVE			
a) EXECUTIVE COMMITTEE	2,000	2,000	188
b) PRESIDENTS COUNCIL	40,000	40,000	47,623
TOTAL PC & EXECUTIVE	42,000	42,000	47,812

	BUDGET 2010/11	BUDGET 2009/10	ACTUAL Mar 31/2010
7 EVENTS			
a) FPSE AGM	210,000	185,500	224,712
b) PRESIDENTS' RETREAT	20,000	20,000	19,829
c) BC FEDERATION OF LABOUR CONVENTION	46,700	25,000	28,749
d) JOINT COMMITTEE CONFERENCE	56,000	0	1,955
e) CLC/NUCAUT CONVENTION	0	0	0
f) BARGAINING STRATEGY CONFERENCE	0	20,000	25,434
g) OTHER CONFERENCE	25,000	0	772
h) CONFERENCES	40,000	40,000	23,883
TOTAL EVENTS	397,700	290,500	325,333
8 COMMITTEES			
a) BARGAINING COORDINATION	16,000	16,000	12,948
b) CONTRACT ADMINISTRATION REVIEW	8,000	16,000	8,515
c) DISABILITY MANAGEMENT & REHABILITATION	8,000	16,000	12,814
d) EDUCATION POLICY	8,000	16,000	16,678
e) HUMAN RIGHTS & INTERNATIONAL SOLIDARITY	8,000	16,000	17,502
f) WORKPLACE HEALTH, ENVIRONMENT & SAFETY	8,000	16,000	14,491
g) PENSION ADVISORY	20,000	20,000	23,930
h) PROFESSIONAL DEVELOPMENT	8,000	16,000	14,743
i) NON-REGULAR FACULTY	16,000	16,000	12,970
j) STATUS OF WOMEN	8,000	16,000	8,858
k) AD HOC	1,000	1,000	130
l) ORGANIZING	14,000	20,000	14,141
m) PRIVATE SECTOR COMMITTEE	4,000	0	0
TOTAL COMMITTEES	127,000	185,000	157,722
9 LOCAL SUPPORT			
a) STAFF TRAVEL TO LOCALS	40,000	35,000	43,419
b) LEGAL	275,000	275,000	203,290
TOTAL LOCAL SUPPORT	315,000	310,000	246,708
10 BARGAINING			
a) JADRC/JCBA	2,000	5,000	916
b) PROVINCIAL BARGAINING	50,000	50,000	22,148
TOTAL BARGAINING	52,000	55,000	23,064

	BUDGET 2010/11	BUDGET 2009/10	ACTUAL Mar 31/2010
II ADVOCACY & PUBLIC RELATIONS			
a) PUBLIC RELATIONS/COMMUNICATIONS/ LOBBYING	30,000	20,000	28,186
b) FPSE PUBLICATIONS	2,500	2,500	0
c) INTERNATIONAL SOLIDARITY FUND	15,000	15,000	12,000
d) DONATIONS/RECOGNITION	15,000	10,000	10,547
e) REPRESENTATIONS - BC FED/LABOUR GROUPS	10,000	10,000	1,870
f) REPRESENTATIONS - PROV COMMITTEES/ AGENCIES	5,000	5,000	5,071
g) REPRESENTATIONS - CAUT/NUCAUT	20,000	10,000	28,177
h) REPRESENTATIONS - GOV'T (Prov)	6,000	6,000	1,663
i) REPRESENTATIONS - GOV'T (Fed)	3,000	3,000	429
j) REPRESENTATIONS - OTHER	15,000	5,000	19,730
k) OUTREACH	0	0	0
TOTAL ADVOCACY & PUBLIC RELATIONS	121,500	86,500	107,672
12 AFFILIATIONS AND MEMBERSHIPS			
a) AFFILIATION - BC FEDERATION OF LABOUR	74,500	74,500	72,792
b) AFFILIATION - CAUT	91,215	86,450	90,021
c) AFFILIATION - NUCAUT/CLC	85,450	83,400	84,924
e) MEMBERSHIPS	11,500	11,500	7,864
TOTAL AFFILIATIONS	262,665	255,850	255,601
13 ADMINISTRATION			
a) AUDIT	8,250	8,000	8,103
b) BANK CHARGES & INTEREST	3,500	3,400	4,249
c) AMORTIZATION	58,085	37,500	33,355
d) EMPLOYEE RELATIONS	5,000	5,000	5,310
e) EQUIPMENT LEASE & MAINTENANCE	24,000	20,000	25,732
f) INSURANCE	4,500	4,500	4,290
g) OFFICE MAINTENANCE	1,500	2,500	303
h) POSTAGE & COURIER	4,000	5,000	2,899
i) PRINTING/PHOTOCOPYING	1,500	6,000	5,269
j) RENT	145,365	144,600	144,859
k) PARKING	18,125	16,000	17,105
l) STAFF TRAINING	10,000	10,000	14,834
m) SUBSCRIPTIONS	16,000	16,000	17,502
n) OFFICE SUPPLIES	16,000	14,000	23,288
o) TELECOMMUNICATIONS	30,000	30,000	30,699
p) WEB SITE COMMUNICATION	7,000	7,000	4,923
TOTAL ADMINISTRATION	352,825	329,500	342,720

	BUDGET 2010/11	BUDGET 2009/10	ACTUAL Mar 31/2010
TOTAL EXPENDITURES	3,121,264	2,968,350	2,845,201
Less: Transfer to Staff Professional Development Fund	(3,600)	0	(3,600)
SURPLUS (DEFICIT)	(4,525)	14,530	311,473

CAPITAL BUDGET

CAPITAL ASSETS	2010/2011 Budget	2009/2010 Actual	2009/2010 Budget
Equipment, Furniture & Fixtures	\$3,000	\$0	\$2,000
Computer Equipment (see notes)	\$77,750	\$11,685	\$10,000
Leasehold Improvements	\$2,000	\$1,346	\$0
TOTALS	\$82,750	\$13,031	\$12,000

Notes - Computer Equipment Estimates

Expected purchase of 7 new computer terminals + Windows Upgrade	\$10,500
Expected purchase of new LCD projector	\$2,000
Expected purchase of DroboPro external backup storage	\$3,500
Expected purchase of upgraded back up hardware for server	\$3,500
Expected performance of complete backup system test and fire recovery	\$5,000
Expected renewal of software operator licenses for FPSE staff	\$23,250
Expected purchase of LaserFiche File Mgmt System	\$30,000
	<u>\$77,750</u>

EXPLANATORY NOTES: FPSE 2010/2011 PROPOSED BUDGET

REVENUE

1. Membership Dues

Membership dues are based on estimated actual dues for the fiscal year 2009/2010 with a 1% increase based on projected average salary scale growth per collective agreement for 2010/2011.

Inclusion of Okanagan College Faculty Association as a full member of the FPSE for fiscal 2010/2011 increased annual expected dues by approximately \$120,000.

2. Defence Fund Transfer

The defence fund transfer remains at 10% of regular membership dues.

3. Other Revenue

Includes investment income on operating investments, unrealized gain or loss on operating investments due to market valuation at period end, interest income on operating investment account and current bank account. Income from operating investment account assumes a 3.75% return on investment, based on \$453,000 fund value at budget preparation time. This approximates current returns on 10 year bond indices.

EXPENDITURES

4. Compensation - Officers & Staff

a) b) c) d) e) f) 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 are compensation is based on 12.5% release cost each. Officers' Transition represents a 25% release cost for each officer leaving the FPSE executive. Compensation for officers has not been increased over fiscal 2009/2010 to account for lack of collective agreement. Officer benefits are budgeted at 34% of total officer compensation.

g) h) i) FPSE Staff Representative and Support Staff salaries and benefits based on collective agreement with CUPE 1004. Projected average increase of 2.5% for 2010/2011 fiscal year per CUPE 1004 collective agreement. Calculated by adding 6 months of 2009/2010 salaries to 6 months of 2010/2011 salaries.

j) 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. Decrease in budgeted amount from 2009/2010 due to gradual decrease in total staff overtime trend over past three fiscal years.

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. Budgeted amounts have been increased to more accurately reflect true costs of moving and relocation from small communities to the Lower Mainland.

6. Presidents Council and Executive Committee

Executive Committee line has been maintained for 2010/2011 at \$2,000, while the Presidents' Council line has been maintained for 2010/2011 at \$40,000. This represents no change from 2009-2010 in each category.

7. Events

a) **AGM**

Costs projected as follows:

Accommodations	\$90,000
Delegate travel	\$40,000
Delegate meals reimbursed	\$14,000
Catering & food service	\$50,000
Banquet & social events	\$10,000
Audio/visual services	\$8,500
Conference room rentals	\$3,000
Speaker fees and direct costs	\$3,500
Direct staff costs (travel, meals, accom, overtime)	\$9,000
Registration fees (\$175 x 160 delegates)	(\$28,000)
Total	\$210,000

- b) **Presidents Retreat** has been maintained at \$20,000 for 2010/2011.
- c) **BC Fed Convention** has been increased \$21,700 from \$25,000 for 2010/2011, to accommodate a 67% increase in delegates.
- d) **Joint Committee Conference** budget is set at \$56,000 for 2010/2011, which represents 7 committees \$8,000 per committee.
- e) **CLC/NUCAUT** Convention set at \$0 as there is no event in 2010/2011.
- f) **Bargaining Strategy Conference** Set at \$0 as there is no bargaining strategy conference planned for 2010/2011.
- g) **FPSE Other Conference** set at \$25,000 to accommodate a March 2011 event.
- h) **Conferences** maintained at \$40,000 for 2010/2011.

8. Committees

- a) Budget reflects regular meetings of FPSE standing committees as well as a provision for ad hoc committee meetings. There are no changes to budgets for the Bargaining Co-Ordination, Pension Advisory, or Non Regular Committees, and ad hoc committee from 2009/2010. Those committees that participate in the Joint Committee Conference have had their budgets reduced to \$8,000 from \$16,000, with each committee allocated \$8,000 towards the Joint Committee Conference line item. A budget of \$4,000 has been established for the creation of a Standing Committee on Private Sector Locals and Organizing during fiscal 2010/2011.

9. Local Support

- a) **Staff Travel to Locals** refers to those costs associated with FPSE staff representatives and officers travelling to and attending to contract administration, local negotiations, organizing, meetings with locals and external organizations. This has been increased \$5,000 to \$40,000 for 2010/2011.
- b) **Legal** has been maintained at \$275,000 for 2010/2011. This represents an estimate of total legal costs for 2010/2011, extrapolated from actual legal expenditures as of Feb 28/10, and taking into account an expected increase in legal expenditures in the potential first year of a new collective bargaining agreement for members.

10. Bargaining

- a) Bargaining has been maintained at \$50,000 as bargaining will continue in 2010/2011 due to the expiration of current collective agreement in March 2010.

II. Advocacy and Public Relations

- a) Public Relations includes lobbying and public relations, advertising, polling, information campaigns, costs of printing bulletins, and lobbying meeting expenses. Increased by \$10,000 to \$30,000 for 2010/2011.
- b) FPSE Publications: The budget does not provide for resumption of printing Profile.
- c) International Solidarity Fund is designated for support of international labour organizations and campaigns. \$5,000 per year to Co-Development Canada, \$15,000 in total budgeted per fiscal year based on accepted proposals by the ISF Committee.
- d) Donations/Recognition includes donations made to external organizations, primarily for support of charities and labour organization initiatives. Increase of \$5,000 to \$15,000 for 2010/2011.
- e) Representations - Provincial Committees/Agencies primarily includes meetings of the College Pension Plan Board Trustees. No change from 2009/2010.
- f) Representations – CAUT increased by \$10,000 from 2009/2010 to cover increased attendance at CAUT/NUCAUT events by FPSE executive, staff and FPSE members.
- g) Representations – Other provides for meetings with CFS, CAF, ACIFA, CUFA, WOF, United Way and other external organizations.

12. Affiliations

- a) BC Federation of Labour budget unchanged from 2009/2010.
- b) CAUT budget increased \$4765 in accordance with new CAUT affiliation fees for 2010/2011, enacted in early part of fiscal 2009/2010.
- c) CLC/NUCAUT budget increased \$2050 in accordance with new NUCAUT affiliation fees for 2010/2011, enacted in early part of fiscal 2009/2010 .
- d) Memberships budget remains unchanged for 2010/2011.

13. Administration

- a) Audit increased \$250 based on 2009/2010 audit fees.
- b) Bank Charges & Interest increased \$100 from 2009/2010 to account for increased transaction volume.
- c) Amortization for 2010/2011 based on 2009/2010 amount plus amortization due to planned acquisitions less amortization foregone through dispositions or obsolescence.
- d) Employee relations budget maintained for 2010/2011. Includes provision for interviewing, employment advertising and small staff functions, as well as acknowledgement of illness.
- e) Equipment lease and maintenance increased by \$4000 over 2009/2010 to cover increased leasing costs from new mail machine and photocopier. Lease with photocopier includes a large number of copies included, thereby reducing printing costs from 2009/2010.
- f) Insurance: no change in premiums anticipated for 2010/2011.
- g) Office maintenance includes costs of cleaning carpets, lighting, moving furniture, and miscellaneous small repairs. Reduced by \$1000 for 2010/2011.
- h) Postage & courier budgeted amount decreased \$1000 for 2010/2011 due to decreased usage.
- i) Printing includes photocopy paper, printing of envelopes, stationery, and business cards. Decreased \$4500 due to cost shifting to line item e) Equipment lease and maintenance.
- j) Rent based on lease agreement with BCTF. Approximate increase of less than 1% expected for 2010/11.
- k) Parking increased by \$2125 for 2010/2011 to reflect increase in rates with parking company as well as increased usage of staff transit passes.
- l) Staff training maintained at \$10,000 for 2010/2011.
- m) Subscriptions/books maintained at \$16,000 for 2010/2011. Publications provide research and resource material for members and staff reps.
- n) Office supplies budget increased \$2000 for 2010/2011.
- o) Telecommunications budget unchanged from 2009/2010. Includes costs for fax machine, long distance, cell phone charges, conference calling services, voicemail and internet services.
- p) Web Site & Communications budget covers web site hosting, maintenance design, and enhancements.