

Finance & Property Committee
Annual Report

2007 – 2008

Respectfully submitted by:

Dave Jones
Secretary-Treasurer

July 2008

Terms of Reference

- 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 Treasurers' Guide)
 - c. Receive regular reports on income, expenditures, investments and loans
 - d. Ensure audits are conducted on a yearly basis
 - e. Receive and review audited reports of Locals, RRCs 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 2007-2008:

Dave Jones <i>Kings Local</i>	Secretary-Treasurer (Chair) Provincial Executive
Wade Van Snick <i>Cumberland Local</i>	(2009)
Elizabeth Godreau <i>Dartmouth Local</i>	(2008)
Shelley Morse <i>Kings Local</i>	(2008)
Bonnie Steeves <i>Halifax County Local</i>	Provincial Executive Member
Bill Redden	Executive Director
Maureen Smith	Business Manager
Melanie Hartling	Financial Officer

MEETING DATES

The Finance and Property Committee met nine (9) times during 2007-2008.

September 14, 2007	February 15, 2008
October 12, 2007	March 3 & 20, 2008
November 23, 2007	April 18, 2008
January 11, 2008	May 30, 2008

The budget for 2007-08 was \$15,525 and there were \$8,205 in expenditures.

OVERVIEW:

The implementation of a Financial Officer has allowed NSTU to take better control of reporting the financial condition of all aspects of the Organization. Having all financial statements reviewed by the financial officer has reduced costs to all Locals, RRCs and Professional Associations. The position also allowed Locals, RRC's and Professional Associations to have a professional accountant as a consultant on financial matters.

REPORTS

The Finance and Property Committee (F & P) made presentations to the Provincial Executive on financial services that should be provided by Locals, RRCs and Professional Associations. The Committee provided a comprehensive list of basic and optional services for these groups. A number of accounts were recommended to have name changes while others were recommended for deletion.

BUDGET 2008-2009

F & P considered suggestions received from Locals and RRCs during its deliberations for the 2008-2009 budget and completed the draft budget at its March meeting. The NSTU found that increasing costs required in its operating budget would have an impact on members, Locals, and the Reserve Fund. As a result, a number of recommendations were forwarded to Annual Council. There were three recommendations required to balance the operating budget for 2008-2009. First, it was recommended to increase the member dues from \$640 to \$690 per year. Second, the percentage of dues rebate to Locals was changed from 18% to 17%. Third, a transfer from the Reserve Fund of up to \$157,508 may be necessary to balance the operating budget.

FINANCIAL STATEMENTS

The 2006-2007 financial statements of Locals, RRC's and Professional Associations were reviewed by F & P. These statements were consolidated and presented to Local Presidents, RRC Chairs and the Provincial Executive. It was noted that all Locals, RRCs and Professional Associations are financially viable.

Monthly financial reports and quarterly investment statements were reviewed and forwarded on to the Executive for their consideration and approval.

LOCAL TREASURERS' CONFERENCE

A successful Treasurers' Conference was held in August at St. F. X. during NSTU Leadership Conference. Topics included auditing requirements, financial statements and reserves. Professional Association Treasurers were invited to attend the conference and received a session dedicated to their concerns. All Treasurers were given the opportunity to update their quicken software.

OTHER BUSINESS

- Honoraria** Effective November 1, 2007, a CRA ruling and a directive from Provincial Executive requires that Provincial NSTU will administer/distribute all honoraria payments for Locals, RRCs, and Professional Associations.
- Bonding** All Locals, RRCs and PAs will have in place appropriate signing officers as security on financial transactions. All signing officers will be covered under a bonding insurance policy.

RECOMMENDATIONS:

1. Resolution 2007-45—Relief Fund for Teachers
F&P, after careful consideration, recommended that this fund not be established. This decision was made based on an investigation and report was made by Executive Director, Bill Redden. The Provincial Executive adopted this recommendation.
2. Amendments were made to the “Computer Equipment Guidelines” to include a procedure for verification that all NSTU documents on a computer that was being disposed of was being destroyed properly. The Provincial Executive adopted this recommendation.
3. As a result of a ruling by CRA, it was recommended to Provincial Executive that operational procedure 9(a) (iv) (e) be deleted. This procedure allowed for claiming an extra \$0.13 per member when transporting additional members in your car. The Provincial Executive adopted this recommendation.
4. That all cheques issued for grants, scholarships and bursaries be issued only after Social Insurance Numbers were submitted by the recipient. The Provincial Executive adopted this recommendation.
5. That meal allowance rates be adjusted as follows: Breakfast \$11.00, Lunch \$13.00 Dinner \$25.00 effective August 1, 2008. The Provincial Executive adopted this recommendation.
6. That operational procedure 11 (d) (1) be amended by changing five percent (5%) to ten percent (10%) of the total NSTU Local rebate. The Provincial Executive adopted this recommendation.
7. That a list of Basic services and Optional services be delivered by every Local and RRC. The Provincial Executive adopted this recommendation.
8. That guidelines for the use of Reserve Funds in a Local be adopted. The Provincial Executive adopted this recommendation.
9. That guidelines for surplus funds in an RRC be adopted. The Provincial Executive adopted this recommendation.
10. That only those Professional Associations whose surplus funds is less than three (3) times the annual grant from NSTU be given the annual grant in the ensuing year. The Provincial Executive adopted this recommendation.