

Finance & Property Committee
Annual Report

2008 – 2009

Respectfully submitted by:

Dave Jones
Secretary-Treasurer

July 2009

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 handbook)
 - 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 2008-2009:

Dave Jones <i>Kings Local</i>	Secretary-Treasurer (Chair) Provincial Executive
Wade Van Snick <i>Cumberland Local</i>	(2009)
Ferne MacLennan <i>NSCC Local</i>	(2010)
Jack Toomey <i>Northside-Victoria</i>	(2010)
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 ten (10) times during 2008-2009.

September 19	February 20
October 10	March 13 & 27
November 7	April 24
January 9	May 15 & 29

The budget for 2008-09 was \$ 15,705 and there were \$12,003 in expenditures.

OVERVIEW:

We continue to take advantage of the expertise offered by our financial officer. A number of policies have been developed and instituted this fiscal year to improve the reporting and transparent nature of the assets of all branches of the organization.

BUDGET 2009-2010

F & P considered suggestions received from Locals and RRCs during its deliberations for the 2009-2010 budget and completed the draft budget at its March meeting. The budget took advantage of a tendering process for accounting and auditing services to reduce costs in this area. A new funding policy for Professional Associations realized a saving of \$44,500 in this budget. Several other expense lines were reduced based on figures from 2008-2009.

FINANCIAL STATEMENTS

The 2007-2008 financial statements of Locals, RRC's and Professional Associations were reviewed by F & P. It was noted that as of April 2009, two Locals and 10 Professional Associations had not submitted all required information for a financial audit. Generally speaking all Locals and Professional Associations have positive financial positions.

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

LOCAL TREASURERS' CONFERENCE

A Treasurers' Conference will be held in August at St. F. X. during the NSTU Leadership Conference. Topics will include auditing requirements, financial statements and reserves. A session will also be held to improve the communication between the treasurer and president of the Locals so that all parties understand their roles more clearly.

REPORT ON PROFESSIONAL ASSOCIATIONS

The Finance and Property Committee (F & P) made a presentation to the Provincial Executive on the financial position of Professional Associations.

The Committee provided a recommendation to fund annually those Professional Associations whose financial assets are less than \$13,450. Existing Professional Association special funds (trusts) are exempted from determining the Annual Grant.

As a result of the Professional Association Treasurers' Conference in November, a plan was formulated to relieve these Treasurers from many of the day-to-day duties. The plan would have NSTU central office responsible for all cheques and financial statements. Central office will also provide an online expense form for all Professional Association members requiring reimbursement.

Operational Procedure 15(c)(iii) Professional Associations (page 163) was amended by adding:

Any Professional Association experiencing undue financial hardship due to the implementation of this NSTU Operational Procedure may apply to the NSTU Provincial Executive for consideration of additional funding to deal with cost overruns.

DOCUMENT STORAGE

A process to convert all financial supporting documents to electronic form was discussed and eventually established. Soon all archived financial documents held by Locals, and RRC's will be in electronic form. The process will be piloted in the fall of 2009.

TREASURERS' GUIDEBOOK

The Treasurers Guide was reviewed and updated to reflect Current Guide policy.

TENDER FOR AUDITING SERVICES

The Committee issued a request for proposals for NSTU auditing services. A tender for proposals was sent to ten firms in the Halifax region with five of these responding. After careful consideration, the firm of Grant Thornton was selected for a 3 year contract with an option for a fourth year.

CREDIT CARDS FOR LOCALS

Payments for all expenses for Locals, RRC's and Professional Associations must comply with the treasurers' guidebook. This would prohibit credit cards in the name of the Local, RRC or Professional Association.

CHILD CARE EXPENSES

The rate for child care expenses for 2009-2010 was raised from \$5.00 per hour to \$8.00 hour up to a maximum of \$64.00 per day for children under the age of 14, or \$80.00 per day maximum, if overnight is required, if the child is 18 years of age or younger.

LOCAL RESERVES

A discussion paper on the investing of Local reserves for those interested was presented to investment managers but no response was given due to the market conditions at this time.

HOTEL ACCOMMODATIONS CONTRACT

After consideration of a proposal presented by Delta Hotels, the committee recommended that Delta hotel be the contract hotel until July 2011. Rates will see a modest increase over the life of the contract.