

			2021 BUDGET	2019 ACTUALS	2020 BUDGET
NOTE	Sage GL Acct #	REVENUES:			
1		TOTAL OF ALL DUES	\$ 1,940,004	\$ 1,456,812	\$ 2,218,289
2	4100	INSURANCE ADMINISTRATION FEES	\$ 10,800	\$ 14,335	\$ 9,000
	4110	INTEREST INCOME (CHEQUING ACCOUNT)	\$ 3,000	\$ 10,408	\$ 7,000
3	4120/4125	INTEREST ON INVESTMENTS	\$ -	\$ 191,440	\$ 183,000
	4130/4140/4145	GAIN/LOSS ON INVESTMENTS	\$ 170,000	\$ 608,941	\$ 15,000
	4150	ADMINISTRATION OF INVESTMENTS	\$ -	\$ 39,339	\$ 35,000
	4160/4170	PUBLICATION BOUT DE PAPIER	\$ -	\$ 21,336	\$ 15,000
				\$ 807,121	\$ 204,000
		FS AWARDS			
	4180/4190	TICKETS SALE	\$ -	\$ 56,975	\$ 11,130
	4190	SPONSORSHIP	\$ -	\$ -	\$ 15,300
		FS AWARDS RESERVE	\$ -	\$ -	\$ 30,000
		TOTAL REVENUE FOR FS AWARDS:		\$ 56,975	\$ 56,430
4	4147	GENERAL RESERVE	\$ 200,000	\$ -	\$ 140,000
		TOTAL REVENUE	\$ 2,323,804	\$ 2,320,908	\$ 2,618,719
		EXPENSES:			
		EXECUTIVE COMMITTEE & GENERAL MEETINGS			
	5053	ANNUAL GENERAL MEETING	\$ 15,000	\$ 2,009	\$ 7,500
	5200	TRANSLATION	\$ 6,000	\$ 963	\$ 1,600
		TAXIS/COURIERS	\$ 1,000	\$ -	\$ 250
	5051	POSTAGE/MICELLANEOUS	\$ 960	\$ -	\$ 500
5		TOTAL GENERAL MEETINGS	\$ 22,960	\$ 2,973	\$ 9,850
		EXECUTIVE COMMITTEE EXPENSES			
6	5050	MEETINGS	\$ 2,000	\$ 1,850	\$ 3,900
7	5149	TRANSPORTATION	\$ 1,200	\$ 244	\$ 3,500
		PHOTOCOPIES	\$ -	\$ -	\$ 100
	5051	COURIERS/MISCELLANEOUS	\$ -	\$ 17,592	\$ 3,000
8		EXECUTIVE INITIATIVES	\$ -	\$ -	\$ 10,000
	5088	DIRECTORS & OFFICERS LIABILITY INSURANCE	\$ 8,000	\$ 6,480	\$ 7,150
9	5055	PRESIDENT'S EXPENSES	\$ 5,000	\$ 3,401	\$ 2,500
10	5060	INREACH TO MEMBERS	\$ 10,000	\$ 9,742	\$ 15,000
11	5061	OUTREACH/REPRESENTATION	\$ 10,000	\$ 12,699	\$ 18,500
	5059	CONTINUATY PLANNING	\$ 5,000	\$ 54,135	\$ -
12	5068	TRAINING	\$ 18,000	\$ 11,186	\$ 25,000
13		GOVERNANCE TRAINING	\$ -	\$ -	\$ 10,000
14		EXCOM RETREAT	\$ -	\$ -	\$ 7,500
15	5067	LEGAL FEES	\$ -	\$ 170	\$ 25,000
		TOTAL EXECUTIVE COMMITTEE EXPENSES	\$ 59,200	\$ 117,498	\$ 131,150
	5064	EI PRESIDENT EXPENSE	\$ 1,305	\$ 1,216	\$ 2,500
	5065	CPP PRESIDENT EXPENSE	\$ 2,803	\$ 2,764	\$ 2,856
	5063	PENSION PLAN EXPENSE	\$ 30,408	\$ 22,494	\$ 56,241
	5066	PRESIDENT SALARY EXPENSE	\$ 142,950	\$ 126,360	\$ 140,260
16		SALARY AND BENEFITS - PRESIDENT	\$ 177,466	\$ 152,834	\$ 201,857
		OPERATIONS			
		SALARIES / BENEFITS			
17	5080	SALARIES - 10 EMPLOYEES	\$ 1,005,000	\$ 654,644	\$ 1,042,618
	5091	SEVERANCE PAY	\$ -	\$ 139,460	\$ 28,033
	5082	EI	\$ 18,492	\$ 11,274	\$ 11,075
	5081	CPP	\$ 39,698	\$ 24,195	\$ 25,704
	5086	PENSION PLAN	\$ 85,000	\$ 76,569	\$ 120,000
	5084/5085	GROUP INSURANCE	\$ 37,800	\$ 21,016	\$ 18,892
	5088	PROVISION FOR ANNUAL LEAVE	\$ 60,300	\$ 10,415	\$ 100,000
	5087	EHT	\$ 19,597	\$ 8,068	\$ 11,164
			\$ 1,265,887	\$ 945,641	\$ 1,357,485
	5350	RESERVE FOR SEVERANCE	\$ -	\$ 3,449	\$ 28,000
	5355	RESERVE RETIREMENT ALLOWANCE	\$ -	\$ 4,345	\$ -
18	5460	STAFF TRAINING	\$ 25,000	\$ 6,523	\$ 35,000
19	5467/5470	BARGAINING & LEGAL STAFF RELATION	\$ 133,000	\$ 104,164	\$ 30,000
			\$ 158,000	\$ 118,481	\$ 93,000
		TOTAL SALARIES & BENEFITS	\$ 1,423,887	\$ 1,064,122	\$ 1,450,485
		RENT AND GENERAL INSURANCE			
	5115	INSURANCE (OFFICE PREMISES)	\$ 9,000	\$ 7,711	\$ 8,319
	5103	BASE RENT	\$ 134,004	\$ 127,907	\$ 134,824
			\$ 143,004	\$ 135,619	\$ 143,143
		OFFICE EXPENSES			
	5160	PITNEY BOWES - MAILING MACHINE	\$ 7,500	\$ 6,194	\$ 6,200
	5162/5165	RICOH PHOTOCOPIER LEASE/COPY CHARGES	\$ 7,600	\$ 6,823	\$ 2,500
	5146/5147	LABRADOR WATER COOLER/OFFICE COFFEE	\$ 1,950	\$ 1,736	\$ 700
	5174/5175/5176	COMPUTER MAINT /CONSULTING	\$ 25,880	\$ 18,559	\$ 35,000
	5170	TEL. & SYSTEM MAINTENANCE	\$ 6,588	\$ 18,819	\$ 7,200
		WEB SITE MAINTENANCE	\$ -	\$ -	\$ 3,030
	5173	PROJECTOR & SCREEN	\$ -	\$ 681	\$ 1,500
	5250	SAFETY BOX	\$ 70	\$ 67	\$ 55
		PENSION ASSESSMENT	\$ -	\$ -	\$ 345
	5601	EMPIRE LIFE ANNUAL FEE/MTHLY ADMIN FEE	\$ 480	\$ 2,086	\$ 300
	5155/5158	COURRIER AND POSTAGE FEE	\$ 8,000	\$ 6,435	\$ 2,000
20	5153	SUBSCRIPTIONS	\$ 2,500	\$ 1,377	\$ 1,000
	5150/5151/5152	OFFICE SUPPLIES (PENS, FILE FOLDER ...) /REPAIRS	\$ 13,000	\$ 6,320	\$ 10,000
	5148	SHRED-IT SERVICES	\$ 2,000	\$ 1,864	\$ 2,000
	5475	DONATION	\$ 7,000	\$ 7,000	\$ 500
			\$ 82,568	\$ 77,960	\$ 72,330
		TELECOMMUNICATIONS			
	5171	CELL	\$ 1,380	\$ 1,188	\$ 2,000
	5172	INTERNET ACCESS, WEBSITE, EMAIL, ADDRESSES	\$ 10,920	\$ 1,444	\$ 8,000

			\$ 12,300	\$ 2,632	\$ 10,000
	5250	BANK CHARGES	\$ 3,000	\$ 2,706	\$ 2,500
	5089/5090/5255/5300	ADMIN FEES	\$ 2,780	\$ 5,225	\$ 1,000
	5400	DEPRECIATION	\$ 13,200	\$ 9,222	\$ 30,000
21	5465	PROFESSIONAL ASSOCIATIONS	\$ 6,000	\$ 5,957	\$ 1,200
22	5205	CONTRACT SERVICES	\$ 2,000		\$ 2,500
		PROFESSIONAL CONSULTANT FEES			
	5440	AUDITOR	\$ 15,000	\$ 22,261	\$ 12,000
		LEGAL	\$ -		\$ 35,000
	5455	ACCOUNTANT/HR/Robert Half	\$ 5,000	\$ 66,613	\$ 20,000
23	5079/5450	EXECUTIVE DIRECTOR'S EXPENSES	\$ 5,000	\$ 179,585	\$ 5,000
			\$ 51,980	\$ 291,568	\$ 109,200
		LABOUR RELATIONS SERVICES			
24	5610	MEMBER SERVICES & REPRESENTATION	\$ 15,000	\$ 39,354	\$ 10,000
	5620	COLLECTIVE BARGAINING	\$ -	\$ 42,252	\$ -
	5630	NJC MEMBERSHIP SHARE	\$ 5,000	\$ 6,437	\$ 1,500
		NJC CONFERENCE	\$ -		\$ 3,000
25		PSI MEMBERSHIP	\$ -		\$ 1,800
26	5660	LABOUR ACTIVITIES	\$ -	\$ 3,053	\$ 3,500
27	5690	LITIGATION	\$ 10,000	\$ 6,108	\$ 30,000
			\$ 30,000	\$ 97,204	\$ 49,800
		PROFESSIONAL ASSOCIATION SERVICES			
	5810/5650/5801/5805	PUBLICATION BOUT DE PAPIER - 2 ISSUES	\$ -	\$ 24,874	\$ 31,000
	5817/5820	FOREIGN SERVICE AWARDS	\$ -	\$ 90,890	\$ 25,000
28	5855	PROFESSIONAL COMMITTEE	\$ 10,000	\$ 37,273	\$ 15,000
		CONFERENCE	\$ -	\$ -	\$ 10,000
	5960	RESERVE FOR JOB ACTION	\$ -	\$ -	\$ 195,799
	5910	RESERVE GENERAL	\$ -	\$ 37,105	\$ 50,000
	5920	RESERVE FOR FS AWARDS	\$ 30,000	\$ 33,958	\$ 30,000
	5980	RESERVE FOR BOUT DE PAPIER	\$ 30,000	\$ 3,147	\$ 30,000
	???	RESERVE FOR OPERATION CONTEGENCY	\$ 35,000	\$ -	\$ 35,000
			\$ 105,000	\$ 153,036	\$ 421,799
		TOTAL EXPENSE	\$ 2,108,365	\$ 2,095,445	\$ 2,599,614
		SURPLUS/(DEFICIT)	\$ 215,439	\$ 225,463	\$ 19,104



**THE PROFESSIONAL ASSOCIATION
OF FOREIGN SERVICE OFFICERS
L'ASSOCIATION PROFESSIONNELLE
DES AGENTS DU SERVICE EXTÉRIEUR**

Notes on the Statement – Revenues and Expenses

- (1) **Membership dues:** dues collected from bargaining unit (at 1.1% of penultimate rate of pay), including the 285 new members, affiliate and associate members.
- (2) **Insurance administration fee:** revenue paid to PAFSO by the Insurer to compensate PAFSO for the actual costs it has incurred to administer the Insurance Plan.
- (3) **Interest on Investments:** Interest on long term investments.
- (4) **General Reserve:** to pay for the salary of the full time President.
- (5) **General meeting:** production, reports, translation, room, for AGM and GM (budget, elections, constitution).
- (6) **Meetings:** Executive meetings at PAFSO, including lunch.
- (7) **Transportation:** Taxis, use of personal car, plane, etc.
- (8) **Executive initiative:** ad hoc governance committee
- (9) **President's Expenses:** Taxis, parking and costs associated with attendance at meetings and events.
- (10) **In reach to members:** Discretionary budget of the Executive Committee.
- (11) **Outreach to members:** Discretionary budget of the Executive Committee.
- (12) **Training:** Regular training, new system, new software, etc.
- (13) **Governance Training:** developing skills in good governance, such as President succession plans, disruptive impact of technology and cyber risk, etc.
- (14) **Excom Retreat:** Orientation and planning meetings for the new BOARD.
- (15) **Legal fees:** there is still an active litigation.
- (16) **Salary and Benefits – President:** Fulltime president salary & benefits two years pilot project for a paid president.
- (17) **Salaries / Benefits:** Include Severance pay, EI, CPP, Pension Plan, contribution to Group Insurance, EHT and vacations. We also plan for a new staff due to the new FSIA members, transforming a part time Labour Relation advisor position to a full time position, salaries, increases, and increments.
- (18) **Staff Training:** new system, new software, certifications, etc.
- (19) **Bargaining & Legal Staff Relation:** Cost related to the new Union at PAFSO.
- (20) **Subscription:** Ottawa Citizen, Globe and Mail, others.
- (21) **Professional associations:** employee's professional memberships, certification.
- (22) **Contract Services-General:** cost of contracts for temporary or part-time services
- (23) **Executive Director expenses:** taxis, parking, and representation of membership interests in union/management forum.
- (24) **Member Services & Representation:** costs associated with defending member interests re: terms and conditions of employment, grievances, appeals, etc.
- (25) **PSI Membership:** Public Services International membership (mandatory).
- (26) **Labour Activities:** costs associated with labour and campaign related activities.
- (27) **Litigation:** costs associated with legal representation on FS issues.
- (28) **Professional Committee:** based on costs of breakfast meetings, printing and courier charges, the photo contest and portion of the annual conference.
- (29) See (28)