



**Public Service Alliance of Canada  
Alliance de la Fonction publique du Canada**

**B.C. Regional Council  
Convention Finance Committee**

Finance Committee Report  
Line Item Descriptions  
2015-2017 Priority Proposal  
2013 Financial Statements  
2012 Financial Statements  
2011 Financial Statements



## **Presentation of the Budgets and Financial Reports**

The Convention Finance Committee is pleased to present the priority proposal or 2015 to 2017 and the financial statements for 2011, 2012 and 2013.

The presentation of the financial statements follows the format adopted for the last PSAC B.C. Regional Triennial Convention in 2011.

The Convention Finance Committee members are Cindy Little (South Vancouver Island Geographic Coordinator), Nic Humphreys (National Officers Coordinator and UEW Regional Vice-President), Sargy Chima (Racially Visible Equity Coordinator), Jessica Kerek (Customs and Immigration Union Branch President), Kelly Megyesi (Women's Coordinator), Michael Small (Union of Taxation Employees member), and Christine Walker (North Vancouver Island Geographic Coordinator).

### **Financial Statements**

The financial statements for 2011, 2012, and 2013 were prepared in accordance with Generally Accepted Accounting Principles (GAAP) for not-for-profit enterprises. In accordance with GAAP at the start of the last cycle (2012-2014) we transitioned from accounting on a cash basis to accrual accounting, where expenses are recorded when incurred, as opposed to when paid.

### **Three Year Priority Proposal**

We have prepared the priority proposal for the 2015, 2016, and 2017 years to ensure that they are consistent with future financial statements that will continue to be prepared on an accrual basis.

### **Political Action Budget**

The 2012-2014 Priority Proposal included a separate budget for Political Actions funds received from PSAC nationally. However, the unintended consequence of budgeting specific and separate amounts for political action activities at the start of a cycle was that funds could not be accessed or utilized for unanticipated political action needs that came up during the cycle. Funds could only be expended on the items identified within the Priority Proposal.

And while the items identified within the 2012-2014 are still regarded as important and worthwhile political action expenditures, the Committee was advised to include the revenue line for the political action funds received as well as an expenditure line of an equal amount within the General Fund budget for political action with the understanding that expenditures may include, but are not limited to, the previous line items within the 2012-2014 Political Action Budget.

# Line Item Descriptions

## General Fund – Revenue

**1) PSAC Regional Council Allocation** – Funds provided to each region by PSAC National Office based on the budget adopted by the PSAC National Triennial Convention.

**2) Regional Convention Subsidy** – Funds provided to each region from the PSAC National Budget to financially assist regions for costs associated with holding Regional Triennial Conventions.

**3) Regional Political Action and Campaigns** – Funds provided to each region from the PSAC National Budget to supplement national political action priorities, and to fund political action activities that are specific to the regions where members live and work. These funds can also be used to forge region-specific coalitions and membership participation in municipal elections.

**4) Reserve and Other** – While some specific budget lines carry forward year end balances to the following year, most do not. If monies remain at year end for those budget lines which do not carry-over, they are allocated to the following year's reserve. Expenses are paid out of the Regional Council reserve for items not otherwise budgeted for, as determined by the B.C. Regional Council.

## General Fund – Expenses

**5) Regional Convention** - Accommodations, Convention meeting rooms, travel, per diem and all other costs associated with hosting the PSAC B.C. Regional Triennial Convention.

**6) Regional Council Meetings** – Accommodation, meeting rooms, travel, per diem, loss of salary reimbursement and all other costs associated with the semi-annual Regional Council meetings, as well as other meetings/conference calls of the Regional Council and Regional Council Committees as necessary.

**7) Donations and Memberships** - Donations and memberships based on requests and recommendations from the PSAC B.C. Regional Council Donations Committee such as the Downtown East Side Women's Shelter, CoDevelopment Canada, and the Victoria Merriman House.

**8) Coordinator Allowances** - Yearly allocations provided to each B.C. Regional Council Coordinator for outreach efforts. (Previously named "Coordinator's Allowance in 2012-2014 Priority Proposal)

**9) Conferences and Conventions Subsidies** - Subsidies available for members to attend other union/labour conferences or conventions such as PSAC National Health and Safety Conference, the CLC Human Rights Conference and BC Federation of Labour Regional Conferences. These subsidies are granted based on recommendations from the PSAC B.C. Regional Council Subsidies Committee to the REVP-B.C. and by the provisions of Regulation 7 of the PSAC B.C. By-Laws and Regulations. (Previously named “Conference/Meeting Assistance” in 2012-2014 Priority Proposal)

**10) Advertising and Visibility** - Funds spent to allow members to attend community events on behalf of the PSAC, for advertising in event brochures and for purchasing swag items for distribution at events to raise our profile within the community and labour movement.

**11) Audit** – Amounts used to reimburse a PSAC member for loss of salary incurred to review the B.C. Regional Council financial records. Per Section 16, Sub-Section (2) (c) of the PSAC Constitution, the PSAC National President can, at any time, request a Regional Council to provide a detailed audited stated of receipts and expenditures certified by qualified accountants. Therefore, this line may also be used to fund an audit by qualified accountants.

**12) Special Events/Meetings** - Expenses, such as loss of salary and travel, associated with funding and attendance at Regional Council committee meetings, member outreach and similar events.

**13) BC Federation of Labour Convention Subsidies** – As local affiliation fees are paid by PSAC National, and many locals do not have the funds to send members to BC Federation of Labour Convention, which takes place every second year. The next BC Federation of Labour Convention is scheduled to take place in 2014, followed by 2016, etc. Therefore this line is to provide subsidies to members attending the BC Federation of Labour Convention in accordance with the provisions of Regulation 3 of the PSAC B.C. By-Laws and Regulations. (Previously named “Assistance to Attend BC Fed” in the 2012-2014 Priority Proposal)

**14) PSAC Convention Strategy Meeting** – Accommodation, meeting rooms, travel, per diem and all other costs associated with a meeting of the PSAC B.C. Caucus Delegates held in advance of the PSAC National Triennial Convention.

**15) Honours & Awards Committee** – Funding for the PSAC B.C. Region Solidarity Excellence Award. Expenses would entail purchases of awards for recipients as well as plaque engraving and certificates. Any costs associated with the presentation of an award to a recipient would be borne by the committee or group that nominated the member.

**16) Other** – Expenses, such as fees for printing cheques, postage and supplies that are incurred by the Regional Council and do not fall under a different line item.

**17) Regional Political Action and Campaigns** – Expenses related to political action and campaigns by PSAC B.C. Regional Council committees, PSAC B.C. Region Area Councils and Regional Committees, Canadian Centre for Policy Alternatives affiliation fees and funding support to assist the Public Interest Research Desk, subsidies for Locals to affiliate with District Labour Councils to encourage involvement within members’ local communities and labour organizations, etc.

**Public Service Alliance of Canada**  
**B.C. Regional Council**  
Priority Proposal  
2015-2017

# Public Service Alliance of Canada

## B.C. Region

### Priority Proposal – General Fund

	2015	2016	2017
<b>Revenue</b>			
PSAC Regional Council Allocation	154,361	154,361	154,361
Regional Convention			177,630
Regional Political Action and Campaigns	33,000	33,000	33,000
Advertising Visibility			
Reserve and Other			
	<b>187,361</b>	<b>187,361</b>	<b>364,991</b>
<b>Expenses</b>			
Regional Convention			299,250
Regional Council Meetings	49,875	49,875	49,875
Donations and Memberships	5,500	5,500	5,500
Coordinator Allowances	24,000	24,000	24,000
Conferences and Conventions Subsidies	6,000	6,000	6,000
Advertising and Visibility	6,000	6,000	6,000
Audit	3,000	3,000	3,000
Special Events/Meetings	7,000	7,000	7,000
BC Federation of Labour Convention Subsidies	0	15,000	0
PSAC Convention Strategy Meeting	19,000	0	0
Honours & Awards Committee	500	500	500
Other	250	250	250
Regional Political Action and Campaigns*	33,000	33,000	33,000
	<b>-154,125</b>	<b>-150,125</b>	<b>-434,375</b>
Excess (deficiency) of Revenue over Expenses	33,236	37,236	-69,383
Net Assets (beginning of year)	0	33,236	70,472
Net Assets (end of year)	33,236	70,472	1,088

\*Note: Per the PSAC Budget 2013-2015 pages C-19 to C-21, the Regional Political Action and Campaigns budget enables regions to supplement national political action priorities, and to fund political action activities that are specific to the regions where members live and work. These funds can also be used to forge region-specific coalitions and membership participation in municipal elections.

Such expenditures may include political action of standing committees of the PSAC B.C. Regional Council, CCPA affiliation, District Labour Council affiliation fees, etc.



**Public Service Alliance of Canada**  
**B.C. Regional Council**  
Financial Statements  
Year ended 31 December 2013

**Public Service Alliance of Canada**  
**B.C. Regional Council**  
Statement of Financial Position  
31 December 2013

	General Fund	Political Action Fund	Total 2013	Total 2012	Total 2011
<b>Assets</b>					
<b>Current Assets</b>					
Cash	226,150	49,432	275,582	80,066	20,043
Receivable from PSAC	687	0	687	1,567	701
	226,837	49,432	276,269	81,633	20,744
<b>Liabilities and Net Assets</b>					
<b>Current Liabilities</b>					
Accounts payable and accruals	0	0	0	1,402	12,814
<b>Net Assets</b>	226,837	49,432	276,269	80,231	7,930
	226,837	49,432	276,269	81,633	20,744

## Public Service Alliance of Canada

### B.C. Regional Council

#### Statement of Operations – General Fund Year ended 31 December 2013

	2013	2012	2011
<b>Revenue</b>			
PSAC Regional Council Allocation	154,361	154,361	154,361
Regional Convention subsidy and registration fees	88,815		196,930
Reserve and Other			
	243,176	154,361	351,292
<b>Expenses</b>			
Regional Convention	0	2,500	268,163
Regional Council Meetings	42,834	51,509	73,694
Donations and Memberships	5,500	5,500	5,272
Coordinator's Allowance	6,026	9,551	14,482
Conference/Meeting Assistance	2,000	1,300	5,157
Advertising and Visibility	5,170	2,602	5,289
Audit	400	0	0
Special Events/Meetings	2,798	1,873	6,293
Other	0	0	0
Assistance to Attend BC Fed	1,402	9,788	12,793
PSAC Convention Strategy Meeting	0	13,407	0
Reserve Expenses	0	0	17,485
	66,130	98,030	408,628
Excess (deficiency) of Revenue over Expenses	177,046	56,331	(57,336)
Net Assets (beginning of year)	49,791	(6,540)	50,796 *
Net Assets (end of year)	226,837	49,791	(6,540)

\* Per the *Net Asset (end of year)* amount found in the PSAC B.C. Regional Council 2010 audited financial statements

## Public Service Alliance of Canada

### B.C. Regional Council

#### Statement of Operations – Political Action Fund Year ended 31 December 2013

	2013	2012	2011
Revenue			
PSAC Political Action Allocation	33,000	33,000	33,000
Reserve and Other			
	33,000	33,000	33,000
Expenses			
CCPA Affiliation	4,000	4,000	4,000
Campaigns/Elections	7,208	8,719	42,438
Political Action Committee	0	1,000	0
DLC Affiliations	300	600	4,200
Communications	4,500	711	0
	16,008	15,030	50,638
Excess (deficiency) of Revenue over Expenses	16,992	17,970	-17,638
Net Assets (beginning of year)	32,440	14,470	32,108 *
Net Assets (end of year)	49,432	32,440	14,470

\* Per the *Net Asset (end of year)* amount found in the PSAC B.C. Regional Council 2010 audited financial statements

# Public Service Alliance of Canada

## B.C. Regional Council

Notes to Financial Statements

Year ended 31 December 2013

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### 1. General and basis of presentation:

Public Service Alliance of Canada – B.C. Regional Council was established in March 1999 as the governing organization of the Public Service Alliance of Canada (“PSAC”) in British Columbia. Its mandate is to unite all BC members of PSAC into one organization to meet the needs of membership in BC through regional programs and services.

PSAC is a labour organization, which is exempt from income tax under the provisions of paragraph 149(1) of the Income Tax Act. These financial statements report only the assets, liabilities, revenues and expenses attributable directly to the B.C. Regional Council.

### 2. Significant accounting policies:

#### (a) Use of estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires that management make estimates and assumptions that impact the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the recognized amounts of revenues and expenses during the reporting period. Actual amounts may differ from these estimates.

#### (b) Revenue recognition

Revenue, which consists mostly of allocations and subsidies from PSAC, is recognized as revenue when receivable. Other contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection can be reasonably assured.

#### (c) Financial instruments

The Council’s financial instruments consist of cash, accounts receivable and accounts payable. Cash has been designated as held for trading and is measured at fair value. Accounts receivable and accounts payable have been designated as loans and receivables and other financial liabilities and are measured at amortized cost. It is management’s opinion that the Council is not exposed to significant interest,

currency or credit risks arising from financial instruments, and that their fair value approximates their carrying value due to their short term maturity or capacity of prompt liquidation.

**3. Statement of cash flows:**

No statement of cash flows is presented for the current year as it would not provide meaningful information.

**Public Service Alliance of Canada**  
**B.C. Regional Council**  
Financial Statements  
Year ended 31 December 2012

**Public Service Alliance of Canada**  
**B.C. Regional Council**  
Statement of Financial Position  
31 December 2012

	General Fund	Political Action Fund	Total 2012	Total 2011
<b>Assets</b>				
<b>Current Assets</b>				
Cash	48,329	31,737	80,066	20,043
Receivable from PSAC	864	703	1,567	701
	49,193	32,440	81,633	20,744
<b>Liabilities and Net Assets</b>				
<b>Current Liabilities</b>				
Accounts payable and accruals	1,402	0	1,402	12,814
<b>Net Assets</b>	47,791	32,440	80,231	7,930
	49,193	32,440	81,633	20,744



## Public Service Alliance of Canada

### B.C. Regional Council

#### Statement of Operations – General Fund Year ended 31 December 2012

	2012	2011
Revenue		
PSAC Regional Council Allocation	154,361	154,361
Regional Convention subsidy and registration fees		196,930
Reserve and Other		
	154,361	351,292
Expenses		
Regional Convention	2,500	268,163
Regional Council Meetings	51,509	73,694
Donations and Memberships	5,500	5,272
Coordinator's Allowance	9,551	15,219
Conference/Meeting Assistance	1,300	5,157
Advertising and Visibility	2,602	5,649
Audit	0	0
Special Events/Meetings	1,873	6,293
Other	0	0
Assistance to Attend BC Fed	9,788	12,793
PSAC Convention Strategy Meeting	13,407	0
Reserve Expenses	0	17,485
	98,030	409,725
Excess (deficiency) of Revenue over Expenses	56,331	-58,433
Net Assets (beginning of year)	-7,637	50,796 *
Net Assets (end of year)	48,694	-7,637

\* Per the *Net Asset (end of year)* amount found in the PSAC B.C. Regional Council 2010 audited financial statements

## Public Service Alliance of Canada

### B.C. Regional Council

#### Statement of Operations – Political Action Fund Year ended 31 December 2012

	2012	2011
Revenue		
PSAC Political Action Allocation	33,000	33,000
Reserve and Other		
	33,000	33,000
Expenses		
CCPA Affiliation	4,000	4,000
Campaigns/Elections	8,719	42,438
Political Action Committee	1,000	0
DLC Affiliations	600	4,200
Communications	711	0
	15,030	50,638
Excess (deficiency) of Revenue over Expenses	17,970	-17,638
Net Assets (beginning of year)	14,470	32,108 *
Net Assets (end of year)	32,440	14,470

\* Per the *Net Asset (end of year)* amount found in the PSAC B.C. Regional Council 2010 audited financial statements

# Public Service Alliance of Canada

## B.C. Regional Council

Notes to Financial Statements

Year ended 31 December 2012

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### 1. General and basis of presentation:

Public Service Alliance of Canada – B.C. Regional Council was established in March 1999 as the governing organization of the Public Service Alliance of Canada (“PSAC”) in British Columbia. Its mandate is to unite all BC members of PSAC into one organization to meet the needs of membership in BC through regional programs and services.

PSAC is a labour organization, which is exempt from income tax under the provisions of paragraph 149(1) of the Income Tax Act. These financial statements report only the assets, liabilities, revenues and expenses attributable directly to the B.C. Regional Council.

### 2. Significant accounting policies:

#### (a) Use of estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires that management make estimates and assumptions that impact the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the recognized amounts of revenues and expenses during the reporting period. Actual amounts may differ from these estimates.

#### (b) Revenue recognition

Revenue, which consists mostly of allocations and subsidies from PSAC, is recognized as revenue when receivable. Other contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection can be reasonably assured.

#### (c) Financial instruments

The Council’s financial instruments consist of cash, accounts receivable and accounts payable. Cash has been designated as held for trading and is measured at fair value. Accounts receivable and accounts payable have been designated as loans and receivables and other financial liabilities and are measured at amortized cost. It is management’s opinion that the Council is not exposed to significant interest, currency or credit risks arising from financial instruments, and that their fair value

approximates their carrying value due to their short term maturity or capacity of prompt liquidation.

**3. Statement of cash flows:**

No statement of cash flows is presented for the current year as it would not provide meaningful information.

**Public Service Alliance of Canada**  
**B.C. Regional Council**  
Financial Statements  
Year ended 31 December 2011

**Public Service Alliance of Canada**  
**B.C. Regional Council**  
Statement of Financial Position  
31 December 2011

	General Fund	Political Action Fund	Total 2011
<b>Assets</b>			
<b>Current Assets</b>			
Cash	5,573	14,470	20,043
Receivable from PSAC	701	0	701
	<b>6,274</b>	<b>14,470</b>	<b>20,744</b>
<b>Liabilities and Net Assets</b>			
<b>Current Liabilities</b>			
Accounts payable and accruals	12,814	0	12,814
<b>Net Assets</b>	<b>(6,540)</b>	<b>14,470</b>	<b>7,930</b>
	<b>6,274</b>	<b>14,470</b>	<b>20,744</b>

## Public Service Alliance of Canada

### B.C. Regional Council

#### Statement of Operations – General Fund Year ended 31 December 2011

	<b>2011</b>
Revenue	
PSAC Regional Council Allocation	154,361
Regional Convention subsidy and registration fees	196,930
Reserve and Other	
	<b>351,292</b>
Expenses	
Regional Convention	268,163
Regional Council Meetings	73,694
Donations and Memberships	5,272
Coordinator's Allowance	15,219
Conference/Meeting Assistance	5,157
Advertising and Visibility	5,649
Audit	0
Special Events/Meetings	6,293
Other	0
Assistance to Attend BC Fed	12,793
PSAC Convention Strategy Meeting	0
Reserve Expenses	17,485
	<b>409,725</b>
Excess (deficiency) of Revenue over Expenses	-58,433
Net Assets (beginning of year)	50,796 *
Net Assets (end of year)	-7,637

\* Per the *Net Asset (end of year)* amount found in the PSAC B.C. Regional Council 2010 audited financial statements

**Public Service Alliance of Canada**  
**B.C. Regional Council**  
**Statement of Operations – Political Action Fund**  
**Year ended 31 December 2011**

	<b>2011</b>
Revenue	
PSAC Political Action Allocation	33,000
Reserve and Other	
	<b>33,000</b>
Expenses	
CCPA Affiliation	4,000
Campaigns/Elections	42,438
Political Action Committee	0
DLC Affiliations	4,200
Communications	0
	<b>50,638</b>
Excess (deficiency) of Revenue over Expenses	-17,638
Net Assets (beginning of year)	32,108 *
Net Assets (end of year)	<b>14,470</b>

\* Per the *Net Asset (end of year)* amount found in the PSAC B.C. Regional Council 2010 audited financial statements



# Public Service Alliance of Canada

## B.C. Regional Council

Notes to Financial Statements

Year ended 31 December 2011

---

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currency or credit risks arising from financial instruments, and that their fair value approximates their carrying value due to their short term maturity or capacity of prompt liquidation.

**3. Statement of cash flows:**

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