Agenda – Executive Policy Committee – March 18, 2015

2015 BUDGET REVIEW

Item No. 4 2015 Access Advisory Committee – Operating Budget

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On December 3, 2014, the Executive Policy Committee referred the recommendation of the Access Advisory Committee as it relates to the Committee's Operating Budget, and the increase to the Committee Coordinator's annual salary, to the 2015 Operating Budget deliberations.

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DECISION MAKING HISTORY:

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On December 3, 2014, the Executive Policy Committee referred the recommendation of the Access Advisory Committee as it relates to the Committee's Operating Budget, and the increase to the Committee Coordinator's annual salary, to the 2015 Operating Budget deliberations.

COMMITTEE RECOMMENDATION:

On November 19, 2014, the Access Advisory Committee approved its 2015 Operating Budget, and submitted the matter to the Executive Policy Committee for information.

Further, the Access Advisory Committee submitted the following resolution to the Executive Policy Committee for consideration, namely:

WHEREAS the Access Advisory Committee annual budget is $69,000.00;

AND WHEREAS the Committee Coordinator, Chris Sobkowicz, receives an annual salary of $40,000.00 from within the Committee's budget;

AND WHEREAS there is habitually a surplus of at least $5,000.00 annually;

THEREFORE BE IT RESOLVED that the Executive Policy Committee consider increasing the Committee Coordinator's annual salary from $40,000.00 to $44,000.00, for the 2015-2016 Coordinator Contract, as outlined in the Access Advisory Committee's 2015 Operating Budget.

Operating	Spending Item	Reason for Spending	2014 Budget	2014 Actual	Dec Exp.	2014 Projected	Proposed 2015
Meeting Costs	Parking	AAC Meetings	125	200.00	0.00	200.00	200
	Transp.	AAC Meetings/Vouchers	200	292.39		292.39	300
	Vol. Recog	AAC meetings	3200	2372.03	300.00	2672.03	3000
	Subcom. Mtgs		2000	2000.00	200.00	2200.00	2000
	Strategic Pln		1000			0.00	500
	Outreach	Consultations	1000	952.38		952.38	0
		Project Partnerships	500	433.91		433.91	0
		Disp Booths-Rent/Misc	250	0.00	100.00	100.00	250
	Subtotal		**8275**	**6250.71**			**6250**
Admin Supplies	Office Supplies		300	543.21		543.21	300
	Office Equip.		300	250.00		250.00	250
	Telephone		1000	791.51	200.00	991.51	1000
	Cell Phone		1400	1158.07	250.00	1408.07	1400
	Postage Courier		50	0.00		0.00	0
	Printing		50	0.00		0.00	0
	Subtotal		**3100**	**2742.79**			**2950**

Comm.	Annual Report	Writer Contract	1700	0.00	1700.00	1700.00	
		French Translation	200	0.00		0.00	
		Layout	400	0.00		0.00	
		Print & Distribution	1200	0.00		0.00	
	Subtotal		**3500**	**0.00**			
Awards		Printing and Advertising	2000	198.85		198.85	
		Marketing Strategy	0	0.00		0.00	
		Special Event Planning	0	0.00		0.00	
		Awards	5000	0.00		0.00	
		Speaker/ MC	1000	0.00		0.00	
		Meals	5000	0.00		0.00	
		A/V Equip.	800	0.00		0.00	
		Site Visit exp.	700	589.04		589.04	
		Photographer	250	0.00		0.00	
		Sponsorships	0	0.00		0.00	
		Misc. exp	1400			0.00	
		Ticket Sales	-7500			0.00	
		Luncheons,Receptions, and Events		7324.35		7324.35	
		20th yr. Celebration Exp	2000	533.81		533.81	
	Subtotal		**10650**	**8646.05**			
	Website	Hosting	250	0.00	275.00	275.00	

		Updates & Maint.	1000	500.00	500.00	1000.00
						0.00
	Subtotal		**1250**	**500.00**		
Admin Support	Salary		40000	40000.00		40000.00
		Other Co-ord Expense	609.62	850.00		850.00
	subtotal		**40609.6**	**40850.00**		
Special Projects	Professional Development		300	0.00		0.00
		Conference / Ottawa		1308.12		1308.12
		Awareness Workshops	100	0.00		0.00
	MISC.		715.38	210.14		210.14
Admin Expense	Internal	Audit Charge		0.00	300.00	300.00
		Booth Improvements	200	0.00		0.00
		Scholarships	0	0.00		0.00
	Subtotal		**1315.38**	**1518.26**		
Total Budget			**68700**	**60507.81**		**64332.81**
Surplus / Deficit				**8192.19**		**4367.19**