

2018 SCHEDULE OF FEES AND DUES

Highlights

Fee Type	2017 Amount	5% GST	2017 With 5% GST	2018 Amount	5% GST	2018 With 5% GST	Difference from Prior Year (incl GST)
Application Fee	\$ 119.05	\$ 5.95	\$ 125.00	\$ 119.05	\$ 5.95	\$ 125.00	\$ -
Annual Dues - Practising Member*	\$ 371.43	\$ 18.57	\$ 390.00	\$ 380.95	\$ 19.05	\$ 400.00	\$ 10.00
Annual Dues - Retired Member	\$ 104.76	\$ 5.24	\$ 110.00	\$ 104.76	\$ 5.24	\$ 110.00	\$ -
Administration Fee - Late Fee	\$ 50.00	\$ 2.50	\$ 52.50	\$ 50.00	\$ 2.50	\$ 52.50	\$ -
Annual Licence - Temporary Licensee	\$ 371.43	\$ 18.57	\$ 390.00	\$ 380.95	\$ 19.05	\$ 400.00	\$ 10.00
Annual Dues - Member On Leave	\$ 104.76	\$ 5.24	\$ 110.00	\$ 104.76	\$ 5.24	\$ 110.00	\$ -
Annual Dues - Intern*	\$ 185.72	\$ 9.29	\$ 195.00	\$ 190.48	\$ 9.52	\$ 200.00	\$ 5.00
Annual Dues - Student	\$ 19.05	\$ 0.95	\$ 20.00	\$ 19.05	\$ 0.95	\$ 20.00	\$ -
Assessment Fee - Academic	\$ 419.05	\$ 20.95	\$ 440.00	\$ 419.05	\$ 20.95	\$ 440.00	\$ -
Assessment Fee - Re-Assess	\$ 119.05	\$ 5.95	\$ 125.00	\$ 119.05	\$ 5.95	\$ 125.00	\$ -
Application Fee - Certificate of Authorization	\$ 238.10	\$ 11.90	\$ 250.00	\$ 238.10	\$ 11.90	\$ 250.00	\$ -
Certificate of Authorization - SP**	\$ 238.10	\$ 11.90	\$ 250.00	\$ 238.10	\$ 11.90	\$ 250.00	\$ -
Certificate of Authorization - PE**	\$ 476.19	\$ 23.81	\$ 500.00	\$ 476.19	\$ 23.81	\$ 500.00	\$ -
Application Fee - Specified Scope of Practice	\$ 476.19	\$ 23.81	\$ 500.00	\$ 476.19	\$ 23.81	\$ 500.00	\$ -
Annual Licence - Specified Scope of Practice*	\$ 371.43	\$ 18.57	\$ 390.00	\$ 380.95	\$ 19.05	\$ 400.00	\$ 10.00

* Eligible for Dues Relief, which is determined on a case-by-case basis; default is 50% of base value

** A formula based approach is being discussed with stakeholders during the 2018 fiscal year to charge amounts contingent on organization size

ENGINEERS GEOSCIENTISTS MANITOBA

2018 Fiscal Year Budget - Comparative

	Prior Year Budget	Current Year Budget	Notes	2018 vs 2017 budget difference	
	Year ended June 30, 2017	Year ending June 30, 2018		\$ Change	% Change
REVENUES AND EXPENSES					
Revenue					
<i>Dues & Fees</i>					
Application and administration fees	86,667	111,400	1	24,733	29%
Assessments	95,119	112,700		17,581	18%
Certificate of Authorization	329,394	374,100	23	44,706	14%
Intern dues and fees	263,303	297,500	2	34,197	13%
Examination Fees	104,000	106,200		2,200	2%
Licence fees	9,038	16,400	3	7,362	81%
Members dues and fees	2,066,293	2,200,700	2	134,407	7%
Student dues and fees	3,750	8,600		4,850	129%
Total Dues & Fees	2,957,565	3,227,600		270,035	9%
<i>Other Revenue</i>					
Advertising revenue	12,000	12,000		0	0%
Events revenue	221,312	135,000	14	(86,312)	-39%
Affinity program revenue	20,000	20,000		0	0%
Investment Income	176,000	350,900	4	174,900	99%
Total Other Revenue	429,312	517,900		88,588	21%
Total Revenue	3,386,877	3,745,500		358,623	11%
Expense					
Total Staffing Costs	1,376,173	1,529,200	5, 9	153,027	11%
<i>General & Administrative Expenses</i>					
Advertising and promotion	232,600	83,700	6, 21	(148,900)	-64%
Bank and financial service charges	106,290	152,300	12	46,010	43%
Certificates and seals	30,000	36,500		6,500	22%
Computer support services	55,400	74,900	11	19,500	35%
Depreciation and amortization	91,176	133,500	8	42,324	46%
Governance training	56,000	47,800		(8,200)	-15%
Honoria, awards and incentives	9,500	38,300	16, 22	28,800	303%
Insurance	17,519	18,700	9	1,181	7%
Meeting, venue and speaker costs	317,245	301,800	19	(15,445)	-5%
CCPE/CCPG assessment	88,000	88,000		0	0%
Office and miscellaneous	77,664	66,400	9, 22, 24	(11,264)	-15%
Phone, fax and internet	20,397	21,200		803	4%
Postage and delivery	39,350	39,300	17	(50)	0%
Printing and reproduction	45,850	51,900	17, 18	6,050	13%
Legal fees	231,010	102,500	7	(128,510)	-56%
Contract and consulting services	244,164	258,600	6	14,436	6%
Accounting and audit fees	21,000	30,000	13	9,000	43%
Equipment rent and lease	57,977	48,800	14	(9,177)	-16%
Office occupancy costs	3,780	14,600	9	10,820	286%
Office lease and operating costs	294,669	368,900	8, 9	74,231	25%
Repairs and maintenance	9,129	9,900		771	8%
Secondary Professional Liability Insurance	40,000	40,000		0	0%
Sponsorships, funding and support	96,212	103,600	20, 21	7,388	8%
Student support and scholarships	28,405	32,500		4,095	14%
Travel	40,900	52,600	10	11,700	29%
Total General & Admin. Expenses	2,254,235	2,216,300		(37,935)	-2%
Total Expense	3,630,409	3,745,500		115,091	3%
BUDGETED NET INCOME (DEFICIT) FOR THE YEAR	(243,532)	0		243,532	

CAPITAL EXPENDITURES AND CASH FLOW BUDGET

Notes

Budgeted Income (Deficit) from Operations		0
Add back (subtract): Non-cash items		
Depreciation and amortization	133,500	
Effect of revenue deferral	56,100	
Non-Cash investment income	<u>(235,100)</u>	
Cash flow from operations		(45,500)
Capital Expenditures		
Computer equipment	(20,100)	9
Computer software	(26,000)	15
Leasehold improvements	(323,000)	8
Office furniture and equipment	<u>(233,600)</u>	8
Cash flow from capital expenditures		<u>(602,700)</u>
CASH SURPLUS (DEFICIT) FOR THE PERIOD		<u><u>(648,200)</u></u>

ESTIMATED EFFECT ON CASH AND INVESTMENTS

Beginning Cash and Investments	5,441,193	25
Net Cash Surplus (Deficit) for the period	<u>(648,200)</u>	
Total Cash and Investments at period end		4,792,993
Internally restricted funds at beginning of period		
Restricted or reserved portion (specified by Council)	(2,015,500)	
Expected allocations by Council during the period	<u>(200,000)</u>	26
Total Restricted or reserved funds at end of period		<u><u>(2,215,500)</u></u>
Unrestricted cash and investments available for use in operations at period end		<u><u>2,577,493</u></u>

Notes to Budget:

- 1 New CofA and SSPL application fees
- 2 \$10 increase in annual dues (including GST) scheduled for 2018; the practicing member annual dues is used as a basis to set other annual dues rates aside from retired; projected membership growth also contributes to this increase
- 3 New SSPL license fee set for 2017-2018 is estimated to increase license revenue line
- 4 Investment revenues are conservatively estimated based on historical dividends, interest, realized, and unrealized gains from investment portfolios. A combination of geometric mean of returns on average investments, linear, and exponential trend projections have been used to forecast 2018 returns in an effort to create more reliable forecasts.
- 5 Staffing budget has increased over prior year due to the addition of 1 full time position, along with the alignment of wages to a third party salary report for similar positions and as a result of adjustments to ensure labour and accounting standards compliance.
- 6 Appropriate splitting of quotes has separated billings into development/consulting fees and media purchases resulting in a shift from advertising and promotion costs to consulting costs.
- 7 Legal fees are inherently difficult to predict; a best estimate has been used to budget for 2017-2018; the average over the past four complete years has been approximately \$104,000.
- 8 Increases to office lease expense and spending on related assets including leasehold improvements, office furniture and equipment reflects the expansion to the second floor of 870 Pembina Hwy; this also increases depreciation and monthly office lease/operating costs.
- 9 Janitorial, plant care, pylon sign lease, alarm system monitoring; Addition of new employees, and the addition of the upstairs space increases several costs related to supplies, occupancy etc.
- 10 Anticipated Increases to number of employee and councillor trips for association related business and training
- 11 Newly implemented accounting system may require troubleshooting during the first year of implementation. Other unforeseen issues are also considered, given that several other IT changes are being implemented during 2017-2018
- 12 Changes to accounting for investments, combined with implementing managed portfolios increases financial service charges. New implementation of commercial bank account with appropriate access and authorization controls has increased bank charges. Transaction fees associated with increased card usage for payments has increased transaction fees; change of merchant services provider has decreased per transaction costs.
- 13 Change of auditor will result in higher audit fees
- 14 MCWESTT will not occur in 2017-2018 resulting in decreased revenues and costs contingent to the event
- 15 Upgrades to operating systems and office productivity software and completion of Accounting System upgrade
- 16 Prior year budget neglected to include Councilor Honoraria for appointed Councilors, which was offset by several speakers at Ingenium refusing honoraria; the 2017-2018 budget includes both items.
- 17 Implementation of new C of A renewal decal is expected to reduce postage and printing costs; mailing of decal instead of full new certificate every year may save close to \$1-2K; has not been reduced in budget to lean towards caution.
- 18 Printing of KP Magazine increases regularly; estimated increase of \$4,000 this year.
- 19 Increased number of committees and taskgroups; Increase to Ingenium conference estimates to accommodate for growth in event attendance
- 20 Prior year budget understated Iron Ring values due to late billings; current year actual adjusted to avoid overspending; Chapter support funding change in methodology based on fixed total pro-rated to maintain budget values
- 21 Spaghetti Bridge donation from PEGW to Winnipeg Harvest re-classed from Advertising and promotion to Sponsorship, funding and support for 2017-2018 to improve clarity in reporting
- 22 Incentives and prizes have been reclassified out of miscellaneous to honoraria, awards and incentives for better clarity and consistency
- 23 New C of A fee structure is being considered, which may positively impact annual license fees; projection is felt to be conservative
- 24 Dues and subscriptions increased primarily because of a shift towards subscribed software, as well as Wpg and MB Chamber of Commerce membership
- 25 Updated to audited statements since budget approval by Council
- 26 Updated since Council approval - Top up of Centennial Reserve to target of \$600,000