

**ENGINEERS GEOSCIENTISTS MANITOBA
BUDGET FOR THE YEAR ENDING JUNE 30, 2020**

Approved by Council, June 13, 2019

	2019 Budget	2020 Budget	Difference from 2019 Budget	Notes (see pg.4)
GENERAL OPERATIONS				
Revenue				1
Annual certificate and license revenue	397,828	450,466	52,638	2
Annual dues revenue	2,741,744	3,193,016	451,272	3
Application assessment and administration fees	267,338	256,155	(11,183)	
Examination fees	100,733	82,870	(17,863)	
Meeting and event revenue	41,250	41,250	-	
Other revenue	32,000	32,000	-	
Revenue Total	3,580,894	4,055,758	474,864	
Expense				
Advertising and promotion	(14,000)	(15,000)	(1,000)	
Bank and financial service charges	(96,253)	(102,199)	(5,947)	4
Certificates and seals	(41,000)	(45,905)	(4,905)	5
Contract and consulting	(165,404)	(124,885)	40,519	6,8
Depreciation and amortization	(137,490)	(119,103)	18,387	7
EngCan and GeoCan annual membership	(93,635)	(93,509)	126	
Equipment rent and lease	(13,723)	(13,360)	363	
Honoraria, awards and incentives	(1,200)	(1,200)	-	
Insurance	(19,330)	(20,000)	(670)	
Licenses dues and subscriptions	(18,103)	(14,244)	3,859	
Meeting, venue and speaker costs	(26,860)	(51,132)	(24,272)	8
Miscellaneous	(4,150)	(5,591)	(1,441)	
Office lease and occupancy costs	(421,158)	(461,699)	(40,540)	9
Office supplies and small tools	(30,344)	(23,144)	7,200	10
Postage and delivery	(27,800)	(26,820)	980	10
Printing and reproduction	(12,000)	(8,450)	3,550	10
Professional fees	(35,000)	(32,000)	3,000	
Salaries and benefits	(1,715,807)	(1,748,642)	(32,835)	11
Secondary professional liability insurance program	(37,530)	(38,262)	(732)	
Staff and governance training	(19,500)	(21,020)	(1,520)	
Telecommunications, computer and internet	(72,384)	(36,927)	35,458	12
Travel	(61,350)	(51,600)	9,750	13
Expense Total	(3,064,020)	(3,054,690)	9,330	
GENERAL OPERATIONS NET	516,873	1,001,067	484,194	
ADD: INVESTMENT INCOME NET OF FEES	318,200	254,300	(63,900)	1,14
NET EXCESS FROM OPERATIONS AND INVESTMENTS TO FUND: COMMITTEES, TASKGROUPS, PROJECTS & PROGRAMS	835,073	1,255,367	420,294	

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COMMITTEE, TASKGROUP & PROGRAM - NET BUDGETS
COMMITTEE

Academic Review Committee	(1,075)	(1,075)	-	
Audit Committee	(792)	(792)	-	
Awards Committee	(1,075)	(1,075)	-	
Committee for Increasing Participation of Women in	(21,908)		21,908	15
Continuing Competence Committee	(25,956)	(17,456)	8,500	16
Council	(57,757)	(87,857)	(30,100)	17
Discipline Committee	(28,803)	(66,003)	(37,200)	17
Executive Committee	(396)	(396)	-	
Experience Review Committee	(4,128)	(4,128)	-	
Finance Committee	(396)	(396)	-	
Government Relations Advisory Committee	(1,120)	(1,120)	-	
Heritage Committee	(2,352)	(2,200)	152	
Indigenous Professionals Initiative Committee	(896)	(896)	-	
Investigation Committee	(30,512)	(40,112)	(9,600)	17
Nominating Committee	(493)	(493)	-	
Past Presidents	(941)	(941)	-	
Public Awareness Committee	(15,932)	(15,932)	-	
Public Interest Review Committee	(538)	(538)	-	
Registration Committee	(1,795)	(1,795)	-	
Salary Survey Committee	-	-	-	
Specified Scope of Practice License Committee	(538)	(538)	-	
Sports and Social Committee	(538)	(538)	-	
Keystone (formerly Communications) Committee	(33,717)	(33,717)	-	
Ownership Linkage Committee	(202)	(202)	-	
COMMITTEE Total	(231,859)	(278,198)	(46,340)	

TASKGROUP

By-law Change Taskgroup	(20,470)	(5,470)	15,000	18
Centennial Taskgroup	(560)	(560)	-	
Limitations of Actions	(2,150)		2,150	18
Sustainable Development	(2,150)	(1,792)	358	
TASKGROUP Total	(25,331)	(7,822)	17,509	

PROGRAM

Chapter Support	(11,000)	(15,000)	(4,000)	19
CIPWIE Mentorship Program	(6,400)	(6,400)	-	
Engineers Geoscientists in the Community	(139,635)	(147,659)	(8,024)	20
Focused marketing campaigns	(100,000)	(100,000)	-	
Outreach - Indigenous	(48,323)	(148,846)	(100,523)	21
Outreach - Female		(272,338)	(272,338)	22
PROGRAM Total	(305,358)	(690,243)	(384,885)	

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REGULAR PROJECTS, SPECIAL PROJECTS - NET BUDGETS
REGULAR PROJECTS
Recurring

Annual Ingenium Conference and AGM	(190,952)	(203,447)	(12,495)	
Annual Report	-	-	-	
Curling Funspiel	3,600	3,600	-	
Making Links Engineering Classic Golf Tournament	12,755	12,755	-	
MLA Government Reception	(7,000)	(8,500)	(1,500)	
New Members Lunch	(12,450)	(12,450)	-	
Provincial Engineering and Geoscience Week	(15,611)	(11,911)	3,700	
Volunteer Appreciation Event	(6,050)	(7,000)	(950)	
Act Revisions	(20,000)	(50,000)	(30,000)	23

One Time

Accounting Software Upgrade	(1,140)		1,140	18
CCWESTT hosting 3 year project	(25,677)	-	25,677	24
Enterprise Resource Planning Modernization	(10,000)	-	10,000	18
Building resiliency and adaptation for climate change		(2,150)	(2,150)	25

PROJECT Total	(272,525)	(279,103)	(6,578)	
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TOTAL COMMITTEE, TASKGROUP, REGULAR PROJECT & PROGRAM BUDGET

(835,073)	(1,255,367)	(420,294)	
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NET OPERATIONAL BUDGET (revenue over expenses for the year before special projects)

0	0	0
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SPECIAL PROJECTS APPROVED BY COUNCIL PAID FROM RESTRICTED FUNDS

Centennial Celebration Event	-	(540,000)	(540,000)	26
Engineering Changes Lives	(379,275)	(169,155)	210,120	26
SPECIAL PROJECTS TOTAL	(379,275)	(709,155)	(329,880)	

CAPITAL BUDGET
27

Computer equipment	(23,000)	(27,000)	(4,000)	28
Computer software	(21,880)		21,880	29
Leasehold improvements	(9,200)	(28,000)	(18,800)	30
Office furniture and equipment	(18,000)	(35,000)	(17,000)	30
CAPITAL BUDGET TOTAL	(72,080)	(90,000)	(17,920)	

CASH BUDGET

Estimated cash and investments (June 30, 2019)		5,200,000		31
Net budget including special projects		(709,155)		26
Capital asset acquisitions		(90,000)		27
Add backdeferred revenues and non-cash expenses		284,253		3,7
ESTIMATED CASH AND INVESTMENTS (June 30, 2020)		4,685,098		

NOTES TO BUDGET

- 1 Revenue forecasts have been estimated based on prior year actuals using regression analysis, and trend analyses including linear, logarithmic, and exponential growth models
- 2 Improvements to C of A administration processes have resulted in higher C of A registrations and renewals annually. Forecasts are based on methods stated in Note 1.
- 3 Annual dues are collected on a cash basis and subsequently, unearned portions are backed out to comply with accounting standards; Annual fees in this scenario are based on a member fee of \$536 (see Proposed Fee List Page 5)
- 4 Increased use of credit cards as the preferred payment method by registrants has resulted in higher volumes of transactions and the total fees have increased as a result.
- 5 Contingent on annual registrations; increased based on % of estimated new registrations
- 6 Reduced general use of consultants, re-allocated to consulting services focused on specific programming
- 7 Declining balance depreciation on capital assets purchased; major leasehold improvements two years ago resulted in higher depreciation values in earlier years
- 8 Change of classification of Speaker Fees for the Technical Writing Course from "Contract and Consulting", to "Meeting, venue and speaker fees"
- 9 Full year of full building occupancy where space was acquired halfway through the '18-'19 budget year; general increase to operating costs, property taxes etc.
- 10 Reductions due to improved IT systems, increased digital communications with registrants, and other paper reduction strategies
- 11 Net change includes wages, benefits, taxes, payroll processing fees; One new full time employee to support Operations; contractual increases; COLA; compensation survey adjustments;
- 12 Reduced contract costs as a result of ERP systems modernization efforts during the '18-'19 year
- 13 Reduced based on prior years' experience
- 14 Market volatility in recent years and anticipated reductions in savings through special project spending result in lower net investment income forecasts
- 15 Roll into Outreach programming
- 16 Ethics training module work completed and costs not carried forward to '19-'20 budget
- 17 Legal budget increased due to prior year experience
- 18 Majority of, or all work completed
- 19 Higher number of chapters forming
- 20 Higher volume of student registrations which are in turn donated to Universities dollar for dollar
- 21 Full year of funding compared to '18-'19 half-year; increased overall budget to improve communications and awareness
- 22 Operationalization of the "Engineering Changes Lives" special project scheduled to end December 31, 2019
- 23 Ramping up of legal costs of impelenting act revisions
- 24 Budgeted to net to zero, with an additional commitment of \$20,000 by the Association which is allocated through, and reflected in the Centennial Celebration budget
- 25 Expenses offset primarily though government funding (BRACE)
- 26 Funded from reserves; results in a Statement of Operations (i.e Income Statement) deficit which reduces cash as well as net assets
- 27 Capital asset acquisitions are necessary to maintain operations, but are not recongnized as an expense on Statement of Operations directly, but rather through the depreciation expense line over the life of the asset (see note 7)
- 28 New permanent staff computers @ \$2K each; regular replacement of machines scheduled for retirement
- 29 Moving towards subscription based services requires less investment in capitalized software
- 30 Planned acquisitions and renovations to optimize existing space
- 31 Includes all cash and investments, which are available based on balances of unrestricted and restricted net assets as well as liabilities

ENGINEERS GEOSCIENTISTS MANITOBA
PROPOSED FEE LIST FOR THE YEAR ENDING JUNE 30, 2020

Approved by Council, June 13, 2019

	Current Total *Including GST	New Total *Including GST	Total Change *Including GST	Proposed Date of Change	Bylaw Ref.
Annual Dues / Licenses					
Annual Dues - Practising Member	436.00	536.00	100.00	2020-01-01	9.1.1
Annual Dues - Retired Member	110.00	110.00	-		9.1.2
Annual Licence - Temporary Licensee	436.00	536.00	100.00	2020-01-01	9.1.3
Annual Licence - Specified Scope of Practice	436.00	536.00	100.00	2020-01-01	9.1.4
Certificate of Authorization - Practising Entity	500.00	500.00	-		9.1.5
Certificate of Authorization - Sole Practitioner	250.00	250.00	-		9.1.5
Annual Dues - Intern	218.00	268.00	50.00	2020-01-01	9.1.6
Annual Dues - Student	20.00	20.00	-		9.1.7
Annual Dues - Member On Leave	110.00	110.00	-		*
Dues Relief - Intern	(109.00)	(134.00)	(25.00)	2020-01-01	*
Dues Relief - Registered	(218.00)	(268.00)	(50.00)	2020-01-01	*
Dues Relief - Specified Scope License	(218.00)	(268.00)	(50.00)	2020-01-01	*
Fees					
Application Fee (Non-Refundable)	125.00	125.00	-		9.2.1, 9.2.2
Application Fee - Specified Scope of Practice	500.00	500.00	-		9.2.3
Application Fee - Certificate of Authorization	250.01	250.01	-		9.2.4.1
Administration Fee - De-Registration	100.00	100.00	-		9.2.5c
Assessment Fee - Academic	440.00	440.00	-		9.2.6
Assessment Fee - Geoscience	105.00	105.00	-		9.2.6
Assessment Fee - Exam Re-Read (Non-Refundable)	250.00	250.00	-		9.2.7
Exam Fee - National Professional Practice Exam	260.00	260.00	-		9.2.7
Exam Fee - Technical	300.00	300.00	-		9.2.7
PPE Writer's Fee	130.00	130.00	-		9.2.7
Administration Fee - Late Fee (Non-Refundable)	52.50	52.50	-		9.2.8
Administration Fee - Cancellation of Suspension	105.00	105.00	-		9.2.9
Administration Fee - Copy of Report	53.50	53.50	-		*
Administration Fee - Late Report	10.71	10.71	-		*
Administration Fee - Pre-Enrollment Time	53.00	53.00	-		*
Administration Fee - Pre-Grad Time	53.50	53.50	-		*
Administration Fee - Stamp Replacement	52.50	52.50	-		*
Assessment Fee - Interview Fee (Non-Refundable)	500.00	500.00	-		*
Assessment Fee - Re-Assess	125.00	125.00	-		*
Assessment Fee - Reinstatement	233.00	233.00	-		*
Assessment Fee - Thesis Reading (Non-Refundable)	240.00	240.00	-		*
Deposits					
Deposit - Discipline Appeal	500.00	500.00	-		6.5.3

* Bylaw not yet attributed in system