



Council of Atlantic
University Libraries
Conseil des bibliothèques
universitaires de l'Atlantique

Treasurer's Report / Rapport du trésorier

prepared for the / préparé pour le

Board of Directors Fall 2019 Meeting / Conseil d'administration réunion d'automne 2019

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The budget report for the first quarter of the fiscal year is included in your package. There are a few items for your attention:

CAUL-CBUA Approved Budget - 2019 – 2020

University of New Brunswick Membership Fee

As discussed at the Winter 2019 Board meeting, UNB has been credited \$3,344 against their 2019-20 membership fee to account for an overpayment in their fee for 2018-19 because of the inclusion of the FTE for St. Thomas University in their total FTE.

Collaborative Research Grant and Innovation Grant

The Forecast for the Collaborative Research Grant has been lowered to \$2,000 to reflect the removal of the monies that were previously allocated as an innovation award. This results in a variance from the budgeted amount of \$500 (surplus). A line has been added to the budget for the Innovation Grant. The Budget is \$0 as this line was not included in the approved budget. The Forecast is for \$1,000 as this is how much we will disburse for this Grant. This results in a variance from the budgeted amount of \$1,000 (deficit). Across the two lines, there is a net shortfall of \$500 in the budget. This will be offset by savings in the Meetings line (discussed later in this report).

Meetings

Meeting expenses were over-budgeted by ~\$2,000 in 2018-19 and 2019-20 as expenses in 2017-18 much higher than usual due to room fees and A/V costs related to the Strategic Planning member consultation at the Rodd Hotel in Charlottetown. These onetime additional costs were not transparent when developing the 2018-19 and 2019-20 budgets as we did not have access to general ledger line item accounts. A new process was adopted for this year where these are regularly sent to the Treasurer and Executive Director to review to more effectively track spending and to ensure that expenses are

attributed to the correct accounts. The allocation for this account will be corrected in the 2020-21 budget.

Additionally, the hotel costs (\$579) for Brett Waytuck's attendance at the Fall Board meeting is being covered from this budget line per the approval of the Executive Committee. The **Meetings Budget Forecast** has been updated to reflect the net savings of \$1,421.

Telephone

Savings of \$22/month are being realized as a result of changing phone plans in August. The expense dropped from \$70/month to \$48/month after moving from a 2GB to 10GB data plan. Savings = \$22/month for seven months. The **Telephone Budget Forecast** has been updated to reflect the anticipated savings (\$154) from the plan change.

Travel

\$5,974 includes 2019 APLA Conference/Spring Board Meeting (St. John's); 2019 ICOLC Meeting (Vancouver); DDG AGM (Halifax); CRKN 2019 AGM (Ottawa); OLA 2020 SuperConference (Toronto); and a meeting with StudentsNS re: OER collaboration (Halifax).

Itemized forecasted Travel expenses:

Item	Expense
Fall 2019 Board Meeting (Charlottetown)	\$232.00
Winter 2020 Board Meeting (Halifax)	\$278.00
SIM Class Presentation (Halifax)	\$208.00
Total Forecasted Travel Expenses	\$718.00

The **Travel Budget Forecast** has been updated to reflect the additional anticipated expenses.

Professional Development = \$2,821 (\$321 over the \$2,500 allocation)

Expenses for the professional development of our Executive Director are above the allocated budget by \$321, with further expenses of \$1,319 forecast before the end of the budget year.

The increase in PD spending is due to the ED pursuing certification with the Canadian Association of Executives (CAE), which is being undertaken with the support of the Board.

Please note that the value of attendance at these events goes beyond professional development, and ensures that CAUL is represented at relevant regional, national, and international events.

Itemized first quarter PD expenses:

Item	Expense
CAE 200 and 300 course registrations	\$1,798.00
ICOLC 2019 meeting registration	\$500.00
APLA 2019 conference registration	\$235.00

CRKN 2019 AGM registration	\$287.61
Total First Quarter PD Expenses	\$2,820.61

Itemized forecasted PD expenses:

Item	Expense
OLA 2020 SuperConference registration	\$420.00
CAE 400 course registration	\$899.00
Total Forecasted PD Expenses	\$1,319.00

The **Professional Development Budget Forecast** has been updated to reflect the additional anticipated expenses.

Salaries & Benefits

The previous “Salaries & Benefits” line has been split into two separate lines (“Salaries” and “Benefits”) for clarity in reading the budget update. As well, the increase in the Executive Director’s salary (with the corresponding increase in benefits), which was approved by the Board, is now reflected in the Salaries and Benefits Budget Forecasts (a total increase for 2019-20 of \$17,174).

Special Projects Budget 2019 - 2020

RedSky Solutions

An expense of \$1,250 was incurred to fix an unanticipated website auto-scrolling problem. RedSky wrote the original code for the website, so their engagement was required to address this issue. An additional quote from OPIN was requested, but none was forthcoming after a month of unreturned messages. Of note, Drupal 7 will no longer be supported as of December 2021, so in the coming year, we will need to explore options for the future of the CAUL-CBUA website, i.e. migrate to Drupal 8 or implement another solution.

Knowledge & Skills Development

The CAUL-CBUA Strategic Plan includes a number of initiatives focused on developing educational and training opportunities for members. During this fiscal year, \$663 was invested in member education and training programming. While not specifically identified as a budget line in the approved budget, these expenses are not anticipated to lead to an over-expenditure as this cost can be covered by the anticipated \$2,000 surplus in the Meetings budget line. This new Special Projects budget line, which we recommend be transitioned in 2020-21 to the operating budget in support of the knowledge and skills building goals in the Strategic Plan, includes:

- Piloting group registration to a webinar offered by an external organization and streaming it to members via Microsoft Teams. This pilot was hugely successful and is a viable option for providing group member access to future knowledge and skills development opportunities; and
- A subscription to the ER&L 2019 Conference Archives. As of September 19th, there were 75 unique logins to this archive by CAUL-CBUA members.