



Definition of budget line items

1. 1. **Revenue:**

The majority of the Association's revenue stems from dues which are fees paid monthly by union members via employer at-source deductions. These fees are used to finance the activities of the union. In addition to dues, the Association gains interest from the Investments.

1. 2. **Salaries and benefits:**

Periodic payments which are governed by signed Contracts and a Staff Collective Agreement.

1. 6. **Communications:**

This category includes outside printing of materials for awareness-raising and information-sharing. Attached to these expenses are postage and translation of the materials as well as the day to day postage requirements. Communications tools, such as the telephone and the internet are included.

In addition, Promotional materials to promote the Association, are included.

1. 7. **Training and Development:**

There is a consistent need for training for both the membership and staff. Training sessions for the membership are held at the National Office. Staff are encouraged to obtain training which pertains to their work in order to service the membership at a high level.

1. 8. **Professional fees:**

Professional fees include services relating to monies owing for legal opinions for Association business. It includes the hiring of subcontractors to provide assistance to a second CAPE member where a labour dispute concerns two CAPE members.

The financial statements of the Association are audited annually, as per the Constitution.

The Association signed an agreement by which they are responsible for any costs relating to the Pension fund.

1. **9. Office expenses:**

Includes all items pertaining to running the office effectively. The Association maintains Directors and Officers insurance and Commercial insurance, as required by the landlord.

1. **10. Rent and Operating expenses:**

Rent and operating expenses represents contractual obligations for the existing lease at 100 Queen St.

1. **11. Computer expenses:**

The Association has two contracts for maintenance. One represents the general computer maintenance and the second contract is for maintenance of our membership (dues) database.

Minor amounts are budgeted annually to replace defective equipment.

Programming is necessary to incorporate changes to our membership (dues) database by Treasury Board and to include additional reporting, as necessary.

1. **12. Travel:**

Member services including travelling costs for the LRO's to be present for regional consultation and to attend meetings at the member's workplace. This may include occasional travel by members, from the regions, to the NCR.

The annual NJC conference moves from location to location.

Other travel costs include monies to afford the President to travel outside the NCR to meet the members.

1. **13. Meetings:**

Most meetings are now mostly held at the National Office but when required, meeting room rentals are also included. Committee meetings include interpretation costs. Local Leadership and President's Council meetings are held regularly. Costs relating to transportation and salary reimbursements are included.

Mobilization of the membership has increased significantly. This includes such items as meet and greet with the President, educational activities with members, participation in joint-union mobilization activities (#Every19th, etc.)

1. **14. Collective Bargaining:**

There are 3 tables included for Collective Bargaining. This includes costs related to salary reimbursement, travel and meals for Bargaining Committee members, legal fees related to

arbitration, etc.

1. 15. Fees Affiliations:

Fees paid for membership in an affiliated organizations such as the NJC, IFEBP.

The affiliation fee for the Canadian Labour Congress has been included for the second year. However, this expense is subject to Membership approval.

1. 16. Local Rebates:

A small number of Local's receive a rebate which is fixed in the By-Laws. The remaining Locals have their expenses paid by the National Office.

1. 17. Contributions:

Contributions are payments made to labour or social justice related organizations to help fund their activities that align with the CAPE mandate and priorities.

1. 18. Strike/Defence Fund:

Monies are being set aside to start a Strike/Defence fund in light of the current labour relations (post C4) and political situation (C-59, C-377, C-525 and other anti-union attacks).

1. 19. Contingency:

Prudent planning and budgeting requires that funds be allocated for contingencies. Unanticipated needs can arise throughout the budgeting period. The Contingency fund allows the Association to operate during an emergency without going back to the membership to seek an amendment to a previously approved Budget.