

**ENGINEERS GEOSCIENTISTS MANITOBA
APPROVED BUDGET FOR THE YEAR ENDING JUNE 30, 2019**

As presented to Council June 14, 2018, with adjustments to member fee and Indigenous Outreach added (Note 29)

	2018 Budget	2019 Budget	Difference from 2018 Budget	Notes (see pg. 3)
GENERAL OPERATIONS				
Revenue				1
Administration and Application Fees (Recognized)	357,827	368,072	10,245	
Events Revenue	33,000	41,250	8,250	
Member and License Revenue (Recognized)	2,869,895	3,139,572	218,770	2,29
Miscellaneous Revenue	32,000	32,000	-	
Revenue Total	3,292,722	3,580,894	237,264	
Expense				
Payroll Expenses	(1,504,017)	(1,713,651)	(209,518)	3
Office and Admin	(1,331,365)	(1,360,010)	(26,176)	4
Meeting expenses	(36,174)	(26,310)	9,864	5
Donations and Support	(6,175)	(5,200)	975	
Expense Total	(2,877,731)	(3,105,170)	(224,855)	
GENERAL OPERATIONS NET	414,990	475,723	11,910	
ADD: INVESTMENT INCOME NET OF FEES	299,900	318,200	18,300	1
NET EXCESS FROM OPERATIONS AND INVESTMENTS TO FUND: COMMITTEES, TASKGROUPS, PROJECTS & PROGRAMS	714,890	793,923	30,210	

COMMITTEE, TASKGROUP, PROJECT & PROGRAM NET BUDGETS

COMMITTEE				
Academic Review Committee	(1,440)	(1,075)	365	5
Audit Committee	(1,880)	(792)	1,088	5
Awards Committee	(1,440)	(1,075)	365	5
Committee for Increasing Participation of Women in	(11,054)	(21,908)	(10,854)	5,6
Communications Committee	(37,960)	(33,717)	4,243	5,7
Continuing Competence Committee	(2,450)	(25,956)	(23,506)	5,8
Council	(114,980)	(57,757)	57,223	5,9,10
Discipline Committee	(18,540)	(28,803)	(10,263)	5,10
Executive Committee	(510)	(396)	114	5
Experience Review Committee	(8,640)	(4,128)	4,512	5
Finance Committee		(396)	(396)	5,11
Geoscience Committee	(4,600)	(6,550)	(1,950)	5
Government Relations Advisory Committee	(1,800)	(1,120)	680	5
Heritage Committee	(2,960)	(2,352)	608	5
Indigenous Professionals Initiative Committee	(350)	(896)	(546)	5
Investigation Committee	(19,025)	(30,512)	(11,487)	5,10
Nominating Committee	(660)	(493)	167	5
Past Presidents	(2,520)	(941)	1,579	5,12
Public Awareness Committee	(14,175)	(15,932)	(1,757)	5
Public Interest Review Committee	(720)	(538)	182	5
Registration Committee	(2,160)	(1,795)	365	5
Salary Survey Committee	(1,000)	-	1,000	5,13
Specified Scope of Practice License Committee	(720)	(538)	182	5
Sports and Social Committee	(720)	(538)	182	5
COMMITTEE Total	(250,304)	(238,207)	12,597	

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TASKGROUP				
By-law Change Taskgroup	(630)	(470)	160	5
Centennial Taskgroup		(560)	(560)	14
GR Sustainable Development		(2,150)	(2,150)	14
Ownership Linkage		(202)	(202)	14
Limitations of Actions		(2,150)	(2,150)	14
TASKGROUP Total	(630)	(5,533)	(4,903)	
PROJECT				
Accounting Software Upgrade	(7,640)	(1,140)	6,500	15
Annual Ingenium Conference and AGM	(188,849)	(190,952)	(2,103)	
Annual Report	(9,000)	-	9,000	16
CCWESTT 2020		(25,677)	(25,677)	17
Curling Funspiel		3,600	3,600	18,19
ERP System Modernization		(10,000)	(10,000)	18
Making Links Engineering Classic Golf Tournament	12,755	12,755	0	19
MLA Government Reception	(6,000)	(7,000)	(1,000)	20
New Members Lunch	(19,550)	(12,450)	7,100	5
Office Expansion	(7,380)	-	7,380	21
Provincial Engineering and Geoscience Week	(8,295)	(15,611)	(7,316)	22
Volunteer Appreciation Event	(5,750)	(6,050)	(300)	20
PROJECT Total	(239,709)	(252,525)	(12,816)	
PROGRAM				
Chapter Support	(10,000)	(11,000)	(1,000)	23
CIPWIE Mentorship Program	(2,000)	(6,400)	(4,400)	24
Educational Support	(76,247)	(90,935)	(14,689)	25
Engineers Geoscientists in the Community	(36,000)	(41,000)	(5,000)	26
Advertising Campaign	(100,000)	(100,000)	-	27
Indigenous Outreach	-	(48,323)	(48,323)	29
PROGRAM Total	(224,247)	(297,658)	(25,089)	
TOTAL COMMITTEE, TASKGROUP, PROJECT & PROGRAM BUDGET	(714,890)	(793,923)	(30,210)	
NET BUDGET (revenue over expenses for the year before special projects)	0	0	(0)	
SPECIAL PROJECT APPROVED BY COUNCIL				
Engineering Changes Lives	(282,780)	(463,592)	(180,812)	28

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 Annual fees 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 \$436
- 3 Includes wages, benefits, taxes, payroll processing fees; One new full time employee to support Admissions; One new full time employee to support Professional Standards; contractual increases; COLA; compensation survey adjustments; new requirement to pay Provincial HE Tax Levy; Full year of salaries for those hired part way through prior year
- 4 a) A new auditor was engaged for 2018 which typically results in increased first year cost so 2018 budget was high;
b) Computer support services decreased due to hiring a full time IT staff member;
c) Contract and consulting decreased due to examination of prior year actuals;
d) Legal fees increased due to By-law review, and Limitation of Action work;
e) Office lease increase to include first full year of lease and operating costs on second floor;
f) Postage costs decreased because we plan to transition to electronic invoicing;
g) Increased travel budgets for various departments
- 5 General decreases to meeting costs are based on prior year experience food cost adjustments
- 6 Added consulting services to improve social media presence, and for promotional display development
- 7 Printing costs of KP decreased
- 8 \$20K added for ethics training module; \$4K added for Guidelines development
- 9 Governance training budget to align with prior year actuals
- 10 Legal fees adjusted based on analysis of prior years actual
- 11 New Committee in 2018; not previously budgeted
- 12 Decrease to food costs at the direction of the committee through budget feedback
- 13 No committee activity for 2019
- 14 New Taskgroup in 2018; not previously budgeted
- 15 Final stages of implementation
- 16 No longer producing a printed annual report
- 17 New project approved through council
- 18 New project
- 19 Net income, subsequently distributed through programming expenses
- 20 Estimating a bigger turnout due to increased popularity - increased food cost
- 21 Completed
- 22 Increased to include new in-school instructional/promotional video and additional supplies
- 23 Estimated growth in chapter numbers (proportionally distributed each year)
- 24 Changes to agreements with partners; increased events activity
- 25 \$11K Increased student memberships returned to UMES and GeoClubs; remainder additional sponsorship opportunities
- 26 Added support to UMES Western Engineering Competition
- 27 One round of advertising
- 28 Creates net deficit to be funded out of reserves
- 29 Indigenous outreach programming added to draft budget presented to council, subsequent to decision at June Council meeting; new programming funded by \$16 increase to annual member dues (and increases to other fees contingent on the annual member dues rate)

Approved Schedule of Dues and Fees

All fees and dues are approved by Council annually in accordance with By-Laws 9.1 and 9.2. This table is comes into effect on January 1, 2019.

Annual Dues	By-Law	Amount	Last Set
Practising Category	9.1.1		
Annual Dues		\$436	14-Jun-18
Retired Category	9.1.2		
Annual Dues		\$110	20-Sep-18
Temporary Licence	9.1.3		
Annual Dues		\$436	14-Jun-18
Specified Scope of Practice Licence	9.1.4		
Annual Dues		\$436	8-Dec-16
Certificate of Authorization	9.1.5		
Annual Dues for Practicing Entity		\$500	20-Sep-18
Annual Dues for Sole Practitioner		\$250	20-Sep-18
Intern	9.1.6		
Annual Dues		\$218	20-Sep-18
Student	9.1.7		
Annual Dues		\$20	20-Sep-18
Provisional Member	9.1.9		
Annual Dues		\$218	14-Jun-18

Fees	By-Law	Amount	Last Set
Intern	9.2.1		
Non-refundable Admission Fee		\$125	20-Sep-18
Registration (for Professional)	9.2.2		
Non-refundable Admission Fee		\$125	20-Sep-18
Specified Scope of Practice Licence	9.2.3		
Non-refundable Application Fee		\$500	8-Dec-16
Certificate of Authorization	9.2.4		
Non-refundable Administration Fee	9.2.4.1	\$250	8-Dec-16
Non-refundable Renewal Fee	9.2.4.2	N/A	8-Dec-16
Reinstatement	9.2.5		
Non-refundable Admission Fee	(a)	\$125	20-Sep-18
Pro-rated Dues	(b)	Per Manual of Admissions	N/A
Non-refundable De-Registration Fee	(c)	\$100	15-Mar-18
Review of Academic Credentials	9.2.6		
Assessment Fee (Internationally Educated)		\$440	20-Sep-18
Assessment Fee (Canadian Geoscientists)		\$105	20-Sep-18
Examinations	9.2.7		
Fee per Examination		\$300	20-Sep-18
Fee per Examination (Re-read)		\$250	20-Sep-18
Annual Administration Fee		N/A	20-Sep-18
Late Payment	9.2.8		
Late Payment Fee		\$52.50	20-Sep-18
Fee for Cancellation of Suspension	9.2.9		
Application for Cancellation Fee		\$100	16-Mar-17
Provisional Member	9.2.11		
Non-refundable Admission Fee		\$125	20-Sep-18

Deposits	By-Law	Amount	Last Set
Registration	6.5.3		
Deposit for Appeal		\$500	20-Sep-18

Notes to Dues and Fees:

- Annual Dues: Dues Relief (By-law 9.1.8) – Depending on the member status and pro-rated to the period of approval. The default value is ½ dues reduction, however, they are subject to change depending on the applicant's situation.