



PSAC · BC

Public Service Alliance of Canada

AREA COUNCIL AND REGIONAL COMMITTEE BEST PRACTICES

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WHAT ARE AREA COUNCILS?

AND

WHAT PURPOSE DO THEY SERVE?



Area Councils are part of the formal structure of the Public Service Alliance of Canada. They receive their mandate and authority from Section 14 of the PSAC Constitution.

They are made up of Component Locals/Branches, DCLs and representatives from PSAC Regional Committees who are grouped within a defined geographic area.



Area Councils are the political arm of the Union – they engage with and mobilize around PSAC and Labour campaigns and come together to lobby their political representatives, raise awareness of issues affecting members, workers and the Canadian public.

PURPOSES OF AREA COUNCILS:

Area Councils allow for discussion, collaboration and activism across Component lines.

They also work with community partners and build links with other Labour groups.

Area Councils in good standing send members and resolutions to PSAC Regional and National Conventions.

WHERE ARE AREA COUNCILS IN BC?

- Vancouver & District**
- West Fraser Valley**
- East Fraser Valley**
- Northeastern B.C.**
- Northwestern B.C.**
- North Vancouver Island**
- Victoria (South Vanc. Island)**
- Okanagan (Southern Interior)**

WHAT IS A REGIONAL COMMITTEE

AND

WHAT PURPOSE DOES IT SERVE?



The Regional Committees (Regional Human Rights, Regional Women's, Young Workers, and Health and Safety Committee) are part of the formal structure of the Public Service Alliance of Canada. They receive their mandate and authority through Section 15 of the PSAC Constitution.



The Regional Committees serve to increase the participation of equity-seeking activists and leaders.

TYPES OF REGIONAL COMMITTEES:

Women's Committees

Health & Safety Committee

Young Workers Committees

Human Rights Committees

- Members with Disabilities/Access members
- Indigenous members
- Pride/2SLGBTQIA+ members
- Racially Visible members

PURPOSES OF REGIONAL COMMITTEES:

The Regional Committees provide “safe spaces” for PSAC members from equity groups to identify, strategize and work on issues of particular concern in a local or region.

Regional Committees also encourage the development of strong networks of equity-seeking members that cross racial, sexual, gender, ability, and Component lines.

PURPOSE OF REGIONAL COMMITTEE

Health & Safety Committee (BRUSH)

- The Regional Health & Safety Committee was recognized at the 2012 BC Triennial Convention.
- The purpose of the BRUSH (BC Regional Union Health and Safety) Committee is to create a safer and healthier workplace through the collective action of union health and safety activist.

GOVERNANCE

AREA COUNCILS AND GOVERNANCE

Section 14 of the PSAC Constitution sets up the organization and operation of Area Councils.

Sub-Section (1) – Organization and Operation

The organization and operation of Area Councils shall be encouraged by the PSAC as a matter of policy, provided that not more than one Area Council may be organized in any area that can be reasonably encompassed by one Area Council. Area Councils shall be fully-funded by the PSAC.

REGIONAL COMMITTEES AND GOVERNANCE

Section 15 of the PSAC Constitution sets up the organization and operation of Regional Committees.

Sub-Section (1) – Organization and Operation

The organization and operation of Regional Women’s, Indigenous Peoples, Racially Visible Persons, Pride (2SLGBTQIA+), Access (Persons with Disabilities) and Young Worker (persons 35 years of age and under) Committees should be encouraged by the PSAC as a matter of policy, provided that not more than one Regional Women’s, Indigenous Peoples, Racially Visible Persons, Pride, Access and Young Worker Committee may be organized in any area that can be reasonably encompassed by one Regional Women’s, Indigenous Peoples, Racially Visible Persons, Pride, Access and Young Worker Committees.

Regional Committees are also fully funded per Section 15, Sub-Section (5).

AREA COUNCILS AND REGIONAL COMMITTEES

Under their respective sections within the Constitution, an Area Council or Regional Committee may be organized where there are at least three (3) Components and/or DCLs willing to participate who make an application to the Alliance Executive Committee (AEC).

The AEC may approve the organization when it is satisfied that the members are willing to participate and the Area Council or Regional Committee can be viable.

REPRESENTATION AT AREA COUNCILS

Per Section 14, Sub-Section (4):

Area Councils are open to all members of Component Locals/Branches, DCLs, and constitutionally-recognized committees within the area of jurisdiction, all of which must be in good standing.

Members shall have full voice on all discussions at Area Council meetings.

Each Component Local/Branch and each DCL shall be entitled to two (2) delegates for the first 500 members and one additional delegate for each additional 500 members or part thereof.

Each constitutionally-recognized committee shall be entitled to one (1) delegate.

Voting rights at Area Council meetings shall be vested in the elected/selected delegates from the Component Locals/Branches, DCLs, constitutionally-recognized regional committees and the elected officers of the Area Council.

REPRESENTATION AT REGIONAL COMMITTEES

Per Section 15, Sub-Section (3):

Regional Women's, Indigenous Peoples, Racially Visible Persons, Pride, Access and Young Worker Committees or Regional Human Rights Committees shall consist of representatives who should come from each Component with members in the jurisdiction of the respective Regional Committees.

Only one member per Local or Branch may be a voting member of each Committee.

REPRESENTATION AT THE BRUSH COMMITTEE

Membership in the BRUSH Committee is open to all PSAC members in the BC Region.

The BRUSH Committee is chaired by the Health & Safety Coordinator on the PSAC BC Regional Council. The Alternate Regional Health & Safety Coordinator is a standing member of the committee. The REVP is an Ex-Officio member of the Committee.

The staff resource assigned to the BRUSH Committee is the PSAC Health and Safety Regional Representative.

AREA COUNCILS AND REGIONAL COMMITTEES

Under their respective sections within the Constitution, an Area Council or Regional Committee shall hold at least four (4) meetings per year.

One meeting shall be known as the annual meeting where officers are elected and financial and other reports are presented.

Minutes of all meetings must be forwarded to the REVP no later than thirty (30) days after the date on which each meeting is held.

SUBMITTING BODIES TO PSAC CONVENTIONS

Under Section 14, Sub-Section (14) (b) Area Councils have the ability to submit resolutions to the NBoD for the PSAC Nation Triennial Convention. Resolutions must be received at least six (6) months prior to the Convention.

Under Section 15, Sub-Section (6) Regional Health and Safety Committees have the authority to submit resolutions directly to the National Health and Safety Conference.

SUBMITTING BODIES TO PSAC CONVENTIONS

Area Councils and all constitutionally-recognized Regional Committees are submitting bodies to the PSAC BC Regional Triennial Convention as per Section 8, Sub-Section (3) of the PSAC BC Regional By-Laws and Regulations

REPRESENTATION AT PSAC CONVENTIONS

Per Section 14, Sub-Section (13) (b)

Area Councils in good standing have the right to elect a delegate to a forthcoming PSAC National Triennial Convention.

The delegate election must take place at a general meeting held within a period of not more than twelve (12) months and not less than six (6) months prior to the start of the PSAC Convention.

REPRESENTATION AT PSAC BC CONVENTIONS

Per Section 16, Sub-Section (6)

Each Area Councils in good standing and each Regional Committees in good standing is entitled to elect a delegate to its respective forthcoming PSAC Regional Triennial Convention.

Regulation 1 of the PSAC BC Regional By-Laws and Regulations stipulates that the delegate elections must take place at a general meeting held within a period of not more than six (6) months and not less than two (2) months prior to the start of the PSAC BC Regional Triennial Convention.

DEFINITION OF GOOD STANDING

An Area Council or Regional Committees is deemed to be in good standing when it has met the following criteria:

- Held at least four meetings in the year, including its annual general meeting where officers were elected and financial and other reports were presented
- Forwarded minutes of all meetings to the REVP Office no later than 30 days after the date on which each meeting was held.
- Submitted its annual financial reports and budget to the REVP Office at year end.

Reference: Area Councils, see Section 13, Sub-Section (4) and Regional Committees, see Section 18, Sub-Section (7) of the PSAC BC Regional By-Laws and Regulations

NOTICE OF MEETINGS

For general meetings, Area Councils and Regional Committees must provide **at least ten (10) days' notice** to all members.

For annual general meetings, the notice of meeting is typically **four (4) weeks or 30 days** (refer to the Area Council or Regional Committee guidelines for the specific requirement).

NOTICE OF MEETINGS

For delegate election meetings, Area Councils and Regional Committees must provide **at least four (4) weeks notice** to all members.

All meeting notices must be provided in writing via email and posting on the PSAC regional website. For delegate elections, the meeting notice must clearly state that the election will be taking place at the meeting.

NOTICE OF MEETINGS

To ensure the meeting notice reaches all members within the Area Council/Regional Committee jurisdiction, PSAC staff can assist by sending out the meeting notice email and posting the meeting details on the PSAC BC regional website and monthly newsletter.

Ensure your PSAC staff rep and the REVP Office have the meeting details as soon as possible so the notice can be sent out within the required timeframes.

MEETING ACCESSIBILITY

All Area Council and Regional Committee meetings are to be scheduled throughout the calendar year, held at times and in locations accessible to the membership.

When meetings are held in-person, remote or phone-in access should also be provided to ensure the meetings are inclusive. Meeting locations and dates/times should not create an impediment to participation.

The meeting schedule should be organized in advance and made known to the membership through available means of communication (email, website, monthly newsletter, etc.)

QUORUM REQUIREMENTS

Quorum must be achieved at each meeting in order for it to count as one of the four required meetings.

An Area Council's By-Laws or a Regional Committee's Terms of Reference should define quorum requirements for meetings. If they're silent, the quorum requirement defaults to the definition provide by the PSAC National President:

QUORUM REQUIREMENTS

National President Ruling on Quorum Requirements for Area Councils and Regional Committees

Executive Meetings: Three (3) executive members in attendance

General Meetings: Five (5) members, which must include three (3) executive members

RULES OF ORDER FOR MEETINGS

The Rules of Order for all meetings of PSAC structures (e.g. Area Councils, Regional Committees, Regional Councils, etc.) are found in Regulation 12 of the Constitution.

On all matters not regulated by Regulation 12 or any other sections of the Constitution, Bourinot's Rules of Order shall govern.

RULES OF ORDER FOR MEETINGS

Under the PSAC Rules of Order, a Chair shall not take part in the debate or move a motion unless they leave the chair in advance of that agenda item (relinquishing the role of the chair to the Vice-Chair or other Executive equivalent on the AC/Committee).

Once the Chair relinquishes the role of the chair, they cannot resume the role of the chair until the matter in question has been decided (e.g. Chair's report).

RULES OF ORDER FOR MEETINGS

An example of when this would happen is during the Chair's report. When the report comes up in the agenda, the Chair relinquishes the role of the chair, moves their report and then speaks to it, answers questions, etc. Once the report has been voted upon, the Chair resumes the role of the meeting chair.

When a Chair relinquishes or resumes the chair, it should be recorded in the minutes.

RULES OF ORDER FOR MEETINGS

The Chair must remain objective and impartial, acting as an “umpire of proceedings.” Necessarily, then, the Chair has no vote.

However, in the event of a tie vote on any matter **other than the election of officers**, the Chair may cast a deciding vote.

For elections, a non-voting, third party (staff rep, National Officer, REVP, etc.) will serve as the elections chair, allowing the incumbent AC/Committee Chair to vote in the executive elections.

BY-LAWS & TERMS OF REFERENCE

Each Area Council and Regional Committee should have their own By-Laws or Terms of Reference that align with the PSAC Constitution and PSAC BC Regional By-Laws and Regulations.

For Area Councils, Section 14 mandates that they are to be governed under the provisions of the by-laws drawn up and agreed upon by the Area Council.

BY-LAWS & TERMS OF REFERENCE

By-Laws and Terms of Reference should be filed with the REVP Office along with any updates and/or amendments.

The staff resource for the Area Council or Regional Committee should also be provided with a current copy.

BY-LAWS & TERMS OF REFERENCE

What should be covered in the By-Laws or Terms of Reference?

- Area Council or Regional Committee name and jurisdiction
- Description of Membership and Membership Dues (if applicable)
- Description of the purpose and role of the Area Council/Regional Committee
- List of executive positions and a description of the role and responsibilities for each
- Election process for executive positions

BY-LAWS & TERMS OF REFERENCE

What should be covered in the By-Laws or Terms of Reference?

- Meetings: number of meetings per year, notice required, details on calling of special meetings and/or AGM, quorum requirements
- Process for election delegates to PSAC Conventions (in accordance with the PSAC Constitution and Regulation 1 of the Regional By-Laws)
- Finances: what the fiscal year (Jan. to Dec.), financial reporting requirements, explanation of expenditures that require a vote by delegates (e.g. amount over \$XXX, etc.), financial audit requirements, etc.

BY-LAWS & TERMS OF REFERENCE

What should be covered in the By-Laws or Terms of Reference?

- Process for amending the By-Laws or Terms of Reference and notice required for amendments

E.g. “The By-Laws may be amended by a two-thirds majority of the accredited voting delegates and officers in attendance at a general meeting.”

GUIDELINES FOR MEMBERS OF AREA COUNCILS & REGIONAL COMMITTEES

EXECUTIVE ELECTIONS

Each Area Council or Regional Committee shall elect a:

Treasurer

Secretary

Chairperson/President (or
may rotate chairing of the
meeting)



If there is a rotating chair, then the Treasurer or Secretary will be the lead contact on the committee for the purposes of corresponding with their respective REVP. The Area Council or Regional Committee may designate other executive positions and may structure sub-committees if required. The term of office shall be for one year unless the by-laws or terms of reference indicate otherwise.



CONSTITUTIONAL

Per the PSAC Constitution, Area Council and Regional Committee meetings shall be held at least four (4) times per year.



MEETING EXPENSES

The Area Council or Regional Committee will determine which meeting expenses will be reimbursed and will do so from the operating budget submitted to and approved by the REVP.

Reasonable expenses include meeting space, food, travel, etc.



NOTE

We do not pay stipends or honorariums to attend meetings.

MEETINGS



Meeting Reports

Each meeting should include a President/Chair report as well as a Treasurer's Report (or financial report).

The Treasurer's Report should include: the current bank balance, expenses and revenue received relative to the approved budget since the last meeting, funds outstanding, etc. The President/Chair and Treasurer's Reports can be attached to the minutes as appendices.

Bank statements are to be sent to the REVP Office monthly.



Meeting Notices

Meeting notices should be sent out a minimum of ten days in advance to ensure time for circulation. The notice should indicate if any decisions need to be made.

The notice should include a meeting date/time and location, draft minutes from the last meeting, draft agenda for the next meeting, any supporting meeting docs, call for additions to the agenda, deadline for RSVPs in advance to ensure quorum is met.

PSAC staff are responsible for sending out meeting notices and ensuring the distribution includes all Locals, Branches and DCLs within the AC/Committee catchment.

MEETINGS



Meeting Agenda

Follow the established agenda for the meeting, keeping the meeting focused on one topic at a time. If a member wants to add a new discussion item it should be approved at the start of the meeting along with the agenda.



Speakers List

Be sure to use a speakers list for the meeting and remind attendees that all speakers should have an opportunity to speak before attendees can speak a second time on the same issue.

MEETINGS



Meeting Efficiency

Be prepared to defer brainstorming or detailed conversations for another meeting with fewer people in attendance (e.g. a subcommittee meeting for a special event, etc.) to ensure meeting efficiency and good time management.



Respect the Clock

Always try to start and end the meeting on time.

MEETINGS

Scheduling Meetings

Before ending a meeting, ensure meeting attendees know when the next meeting will take place. If a date hasn't already been set, make plans to schedule it and communicate it with the Area Council/Regional Committee members.

Be sure to refer to the calendar of events on the PSAC BC Regional website as well as the PSAC national calendar of events to avoid conflicts with other groups, meetings or events.

Once scheduled, advise the REVP Office so the date can be posted on the website and added to the monthly newsletter.



MEETINGS



Family Care

The PSAC Family Care Policy (FCP) is intended to assist members in covering additional fees incurred as a direct result of attending an authorized PSAC activity (which would include evening Area Council or Regional Committee Meetings).

Members requiring FCP coverage should identify their needs in advance of the meeting and meet all eligibility criteria (e.g. the FCP will not cover costs for care provided by a spouse/partner or relative residing at the same address).



Disability Accommodations

The PSAC Accommodation Policy strives to ensure that events are barrier-free for members with disabilities. If a member requires accommodation for a disability, the member should identify their needs in advance of meetings so that PSAC staff can ensure that every attempt is made to facilitate the request based on the information provided (e.g. if ASL interpretation is required, it should be requested in advance by the member so arrangements can be made to have an interpreter present at the meeting).

MEETING ACCESSIBILITY



Preparing the Minutes

All minutes should include a list of attendees. The attendee list should provide the first and last name of each Delegate as well as the Local/Branch, DCL or Committee they are representing or the executive position the individual holds. Staff and guests in attendance should also be listed.

MINUTES



More on Minutes...

Minutes should include the name of the mover and seconder for all motions made at the meeting. A mover and seconder is also needed for all nominations made during elections and should be recorded in the minutes.

In between meetings, motions may be passed by email. However, at the next meeting any motion passed by email must be ratified and noted in the minutes, including a record of the original mover and seconder of the motion.

MINUTES



Submitting the Minutes

Draft minutes of the meetings shall be forwarded within thirty (30) days to the REVP Office and assigned Regional Rep. Once approved at the next meeting, a finalized (or updated) copy of the minutes should be sent to the REVP Office and Regional Rep at that time.

MINUTES

ROLES AND RESPONSIBILITIES OF EXECUTIVE MEMBERS

TAKING OFFICE & LEAVING OFFICE

In order to be elected to an executive position, a member must be in good standing as defined by Section 4 of the Constitution.

In cases where a member is on leave without pay (Non dues-paying), they may request to have their membership in good standing (MIGS) maintained by writing to the National President in accordance with Regulation 5. This process is member-initiated.

On a case-by-case process, the National President with the AEC will determine if the MIGS shall be maintained, for how long, and if the member may continue to hold elected office.

TAKING OFFICE & LEAVING OFFICE

After executive elections take place, the PSAC Oath of Office (provided in Section 29 of the Constitution) is to be immediately administered to all elected officers.

On vacating an elected position (by end of term, retirement, resignation, etc.) all Executive members shall return all funds, records, documents, and/or other property of the respective Area Council or Regional Committee.

CHAIRPERSON OR PRESIDENT

The Chairperson/President shall be responsible for the affairs of the Area Council or Regional Committee between meetings.

The Chairperson/President will be responsible to liaise and provide reports to the REVP, Regional Council representative and the assigned staff resource after each meeting.

The Chairperson/President will facilitate any meetings of the Area Council or Regional Committee held during their term.

The Chairperson/President will ensure that members are provided with information from the REVP, Regional Council representative or staff in a timely fashion.

The Chairperson/President will be responsible for the agenda and the callout for agenda items in advance of the meeting date.

SECRETARY



The Secretary shall be responsible for taking the minutes at all regular and special meetings, which will be provided to the Chairperson/President for approval at the next meeting.



Any time the Area Council or Regional Committee wants to do something it should be supported by an approved motion, which needs to be recorded in the minutes along with a mover and seconder for the motion. All expenditures must be approved by a motion (in accordance with the approved budget).



The minutes (including draft minutes) must be provided to the REVP, Regional Council representative and staff assigned within 30 days after the meeting.



The Treasurer shall provide up-to-date financial information at each meeting through their Treasurer's Report.



The Treasurer will prepare the annual financial reports and draft budget for the AGM. The Treasurer (in consultation with the executive) will also make arrangements to have the financial reports audited by two members who are not on the executive.



The Treasurer is to present the draft budget, the past year's financial statements and audit reports at the AGM. These are all to be approved by the Area Council or Regional Committee before they are sent to the REVP Office by the established deadline.

TREASURER

SUPPORT FOR AREA COUNCILS AND REGIONAL COMMITTEE

Regional staff

- PSAC staff assigned to the Area Council or Regional Committee will provide logistical and technical support (e.g. booking meeting rooms/conference calls, translation requests, disability accommodation requests, sending out communications and meeting notices, etc.) and assist the Area Council or Regional Committee in fulfilling its mandate.

National staff

- Regional Committees can send their minutes to the Programs Officer responsible for the Committee's portfolio. The Program Officer will review the minutes to gather information on the current issues relevant to equity seeking members and identify trends across committees. If common issues are identified, the Program Officer can facilitate cross committee and cross regional discussions and can develop tools and resources for regional committees.

SUPPORT FOR AREA COUNCILS AND REGIONAL COMMITTEE

REVP Office Staff

- The REVP Office can provide additional support regarding Area Council/Regional Committee procedural questions on finance or governance.
- The REVP Office can also assist with PSAC campaign materials and membership communications through the regional website or PSAC BC social media platforms.

OPERATING AREA COUNCILS AND REGIONAL COMMITTEES

FUNDING: PSAC NATIONAL ALLOCATION, DUES, DONATIONS



The primary source of funding for Area Councils and Regional Committees is through the PSAC national allocation. The REVP Office determines how much funds each Area Council or Regional Committee receives to operate optimally (based on the budget request received).

Other sources of revenue may include dues, donations/contributions from other organizations or PSAC entities for events, and/or additional funding from the REVP through the Regional Campaigns Budget or other national campaign budget (where applicable).

FUNDING: PSAC NATIONAL ALLOCATION, DUES, DONATIONS



Area Councils may charge dues to affiliated Locals/Branches and DCLs. The rate should be outlined in the by-laws.

Dues are not mandatory, but are encouraged to help support the work of the Area Council.

Delegate votes cannot be withheld for unpaid dues.

FINANCIAL GUIDELINES



Each Regional Committee shall have set up an account at a financial institution.



At least three (3) Executive Members shall have signing authority.



All expenditures must be paid by cheque. There are to be no cash withdrawals or use of petty cash.

FINANCIAL GUIDELINES



Original receipts must be submitted for each expense and retained with the Area Council's or Regional Committee's financial records.



Each expense and each revenue (national allocation, donation, etc.) must be recorded by the Treasurer on their general ledger.



The record on the ledger must clearly indicate the cheque number, what items the cheque is being issued for, who the payee is, etc. All revenue must also be recorded on ledger and indicate what the source of revenue is.

FINANCIAL GUIDELINES



Every cheque must be signed by two signatories to be valid. A payee listed on a cheque cannot be a signatory on that cheque (recipients of Regional Committee funds cannot sign their own cheques)



If staff need to make purchases on behalf of a Committee or AC, their reimbursement should be done through the Finance Branch (via regular staff expense claim). The AC or Committee will then be invoiced by PSAC centrally for the staff expenses. AC/Committee should not be writing cheques to staff members.



LOS – Area Councils and Regional Committees cannot issue loss of salary reimbursement or honorariums. The REVP Office can assist LOS reimbursement.

YEAR-END REPORTING

At the end of each calendar year, each Area Council and Regional Committee is required to submit documentation to the REVP Office in order to remain in good standing and receive funding.

All documentation must be received by the REVP Office no later than March 1st of each year.

YEAR-END REPORTING

The required documents include:

- Cover Sheet (Appendix A)
- Contact Information for the Executive (Appendix B)
- Annual Financial Statement (Appendix C)
- Completed Audit report (Appendix D)
- Budget for new year (Appendix E)
- Copies of each monthly bank statement (Jan-Dec)
- Copies of minutes for each meeting held in the year

AUDITING FINANCIAL RECORDS

At the end of the year, after the Treasurer has completed the annual financial statement, the records must be audited by a **minimum of two** members. To ensure transparency, the auditors can not be executive members or PSAC staff.

The names of the auditors should be included in the financial reports and in the AGM minutes.

Members cannot receive payment or honorariums for performing the audit.

Detailed instructions for audits are provided in the *Area Councils and Regional Committees: Funding and Reporting Procedures*.

PREPARING A BUDGET

- Determine the spending priorities of the Area Council or Regional Committee
- Determine the anticipated expenses of the Area Council or Regional Committee
- Estimate and plan your revenue
- Build a consensus within the Area Council or Regional Committee
- Pass the budget at the AGM

SAMPLE FINANCIAL REPORT

SAMPLE YEAR-END FINANCIAL REPORT

Year-End Financial Report of the (name of region)
Regional (type of committee) Committee

Revenues:	Regional committee allocation (must name sources) (e.g. national funding)	\$3,000.00
	Other (name sources (e.g. donation from Local 1234 for AB project)	\$275.00
		\$3,275.00
Expenses:	Meetings (breakdown of expenses such as food, per diems, taxi, etc.)	\$575.00
	Newsletter	\$175.00
	Education (on employment equity on June 1, 2018) *	\$1,050.00
	Travel (for xx event on Feb. 14, 2018) *	\$175.00
	Loss of salary (for xxx event on Feb 14, 2018)	\$425.00
	Coalition work (with ABC group) *	\$385.00
	Administration (e.g. bank costs)	\$3.00
	Total Expenses	\$2,788.00
Excess of revenues over expenditures		\$497.00
Reconciliation:	Bank balance at December 31, 2018	\$732.00
	Less: Outstanding cheque #5	(\$60.00)
	Less: Outstanding cheque #8	(\$175.00)
		\$497.00

* Financial reports should be accompanied by summary activity reports which would give more details on the expensed items.

TIPS TO KEEP IN MIND



Area Councils and Regional Committees cannot issue honorariums. If an Area Council or Regional Committee needs to reimburse a member's loss of salary, please coordinate through the REVP Office so the appropriate deductions and tax reporting can be performed.



Don't pre-sign any cheques. Cheques should be stored in a safe location and only signed once original receipts and/or relevant paperwork is received. Cheques must be signed by two executive officers.



Make sure all expenses are approved and anticipated in the annual operating budget.

TIPS TO KEEP IN MIND

Expenditures must be in line with PSAC purchasing policies:

- Wherever possible, goods must be Union-made and Canadian-made
- Wherever possible, services utilized must be unionized (i.e. hotels, printing, swag producers, etc.)
- Regional Committees may not use their funds to purchase any gift cards, gift certificates or pre-paid credit cards
- Regional Committees may not use their funds to purchase alcohol/liquor or cannabis

MORE ON PLANNING A BUDGET

- Budgets should be set in consultation with the delegates to the Area Council or Regional Committee
- Budgets should take into consideration the goals of the Area Council or Regional Committee, upcoming events/campaigns, etc.
- Budget line items shouldn't be too prescriptive. They should be able to accommodate the needs of the Area Council or Regional Committee

E.g. Member Subsidies for Conferences vs. Member subsidies for “XYZ Conference”

MORE ON PLANNING A BUDGET

- Budget should take into consideration standing/annual membership or affiliation fees that the Area Council or Regional Committees may have (e.g. Metro Vancouver Alliance or District Labour Council)
- Budget may also include specific line items for annual membership/social events (e.g. member BBQ, sporting events, etc.)
- Budgets should also consider funding for costs associated with member attendance at meetings, either in-person costs (food/mileage) or remote attendance costs (conf. calls, etc.)

DONATIONS



At the 2024 National Triennial Convention a budget was passed that included an increased allocation for Regional Councils. As such, the PSAC BC Regional Council has elected to increase their budget for donations. We are asking that Area Councils and Regional Committees direct their donations to the DASH (Donations, Awards, Subsidies, and Honours) Committee of the Regional Council. These requests should be sent through the REVP Office.

The DASH Committee will then evaluate the request and make a recommendation to the Regional Council on whether or not to commit a donation to the organization, event, or group.

SUBSIDIES

- Did you know that there are subsidies available to assist members in attending conferences and conventions? The PSAC BC Regional Council budget allows for members to apply for Conference or Convention subsidies.
- Regulation 3 – BC Federation of Labour Convention Subsidy
- Regulation 7 – Convention and Conference Subsidies

Subsidies are intended to assist with registration, commuting and per diem expenses related to the Conference or Convention.

You can apply for these subsidies on the PSAC BC website.

EVENTS

- If your Area Council or Regional Committee is planning an event, please reach out to your Regional Representative and the REVP Office
- Where possible, utilize the Regional Offices if hosting an event to limit venue costs
- Provide advance notice of the event
- Take lots of photos!



QUESTIONS