

**APPENDIX B - District 2022-23 Current Budget and Proposed Budget for 2023-24**

Acct. #	ACCOUNT NAME	2022-2023			2023-2024	Explanation	Comments regarding 22-23 or 23-24 budget proposal
		Current Budget	Actual	Forecast	Proposed Budget		
<b>REVENUE</b>							
4100	Rebate - OSSTF PRO'V'L OFFICE	235,805.00	151,012.62	235,805.00	232,215.00	Funding from Provincial OSSTF increased by 2% for 2022-2023	
4300	Summer Leadership BM Reduction	-		-		This is a virtual event this year so no expense is anticipated.	
4500	Levy	130,000.00	65,390.07		130,000.00	Current rate .02%.	
4501	E I Rebate (FTE based)	55,859.00	60,145.92		60,000.00	This is a rebate from EI premiums from the federal government via the Employer.	Received September 9-2022
4504	2010 PD Account	10,797.00		10,739.00	10,797.00	This is a provincial account line provided to Districts for union-based activities	
4505	OTBU PD Account	6,000.00	6,000.00		6,000.00	This money is provided to the OTBU by the Employer for Professional Development in accordance with their collective agreement.	
4506	OTIP Sponsorship	19,000.00		19,000.00	19,000.00	Provided by the Ontario Teacher Insurance Program in compensation for the advertisement we do on their behalf (the adverts in the newsletters, etc.) <b>Expected to be received at end of June.</b>	
4800	Interest from Reserves	40,000.00	7,837.60	32,847.00	20,000.00	Estimated revenue from investments held through Educator's.	
4900	TSF to Operating Reserve Fund	70,325.86	-		<b>61,518.17</b>	Projected transfer of Retained Earnings to Reserves to balance budget.	
4900	TSF from TBU Reserve Fund	10,000.00		-	<b>3,000.00</b>	For TBU Grievances (Line 5665) for 2023-24	not spent in 22-23
4905	Furniture & Equipment Reserve Fund					Any withdrawals from our F&E Reserve fund for equipment would show here.	
NEW	TSF from OTBU Reserve Fund				1,000.00	For OTBU Negotiations 2023-24	
4906	Training & Succession Fund				5,000.00	Any withdrawals from our T&S Reserve fund for training would show here.	
<b>TOTAL REVENUE</b>		<b>577,787</b>	<b>290,386</b>		<b>548,530</b>		

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<b>EXPENSE</b>							
<b>DISTRICT EXPENSES</b>							
5050	DE Pres & Officer Business travel	2,400	726	2,000	1,500	Covers travel to the board office, school visits, provincial meetings in Toronto, etc. Increased by 20% as per new rate	
5051	D26 Officer Travel Allowance Bylaw	6,875	3,277	6,875	7,750	As per bylaw- District Officer commute expense maximum allowable	As per AGM motion if passed
5100	D26 Pres & Officer Business Meals	550	218	300	600	Covers meals during business trips. Does not include meals that are included in activities or those at district meetings.	
5150	District Exec Meetings, kms & meals	3,600	3,416	3,600	4,000	Covers cost of holding District Executive meetings, including food and kilometrage for those attending. Increase of 20% as per new rate.	
5160	District Exec's Union Work	2,000	144	2,000	2,000	Release days for District Executive on District business such as meeting with other unions, preparing documents and planning meetings	
5215	DE District Officer Salary & Benefits	71,256	32,340	71,256	73,000	Covers portion of salary and benefits not covered by the Board. Actual salary is A4 max plus 10%	
5245	Pre-AMPA meeting or call	-	-	-		Done by Zoom meeting so no cost is anticipated.	
5250	AMPA	6,200	5,368	6,200	5,500	Covers cost of sending alternates to the provincial annual meeting. Delegate expenses are covered by provincial.	
5310	Retirement Gifts	850		850	850	Covers retirement gifts.	
5315	Donations	1,600	1,500	1,500	2,500	Covers donations to various charities. Does not include donations to support other job actions in the province (see line 5480) or memorial donations (see line 5316). Include donation request from Committees	
5316	Memorial Donations	500	-	-	200	Covers donations made on behalf of active members who pass away.	
5317	Benevolent Fund	5,000	2,000	2,500	5,000	Covers members who apply for emergency funding	
5322	Conferences (CBC local & Prov PSC, & L'ship)	10,945	2,694		11,000	Conferences/training expenses covered under Provincial Account #2010 funding	#2010 amount to-date: \$3452.48
5327	Health & Safety Committee	1,700	-	-	1,000	Covers expenses of the Health & Safety Committee (running meetings, school visits, etc.)	
5330	Worksite Events (\$5 / member / yr)	4,000	3,844	5,600	5,600	Amount based on FTE at each school - increase to \$7/member	<b>DE Dec., 2022 Motion for increase</b>

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5340	Membership Involvement	25,000	6,391	4,808	10,000	Covers actions made to encourage membership participation in OSSTF (i.e. special events).	
5350	AGM Awards	1,000		486	1,000	Covers expenses for the awards at the Annual General Meeting	
5360	AGM	8,000	789	8,000	8,000	Covers expenses for the Annual General Meeting (rent, food, etc.)	
5370	SS Grad Bursaries (25 x 500)	12,500		12,500	12,500	Graduation Bursary given on behalf of D26 OSSTF members.	
5400	CPAC	8,800	2,587	8,000	8,000	Covers expenses of the Communications and Political Action Committee (cannot include donations unless in lieu of services provided)	donation change as per DE motion Sept 2022
5405	Coalition Memberships	500	466	466	800	Covers membership to the Lanark, Cornwall and Leeds & Grenville Labour Councils. All funds cover an extra portion of these per member fees.	
5410	EARAO (was CfED)	7,500	3,182	7,500	6,750	Covers Equity, Anti-Racism and Anti-Oppression Cmtee & its activities cannot include donations unless in lieu of services provided	donation change as per DE motion Sept 2022
5425	Services Review Committee	2,000	-	-	1,000	Covers the expenses of the Services Review Committee. As the SRC is only convened by request, there is no budget unless a request is made.	Engaged for Release Officer salary review
5426	Pension & Benefits Workshops	800	1,025	1,700	2,000	Covers costs associated with the pension and benefits workshops that take place throughout the year.	
5430	ESC (Education Services)	7,500	610	5,000	6,500	Covers Ed services PD activities, meeting costs and other Ed Services initiatives (cannot include donations unless in lieu of services provided)	donation change as per DE motion Sept 2022
5436	Office Relocation AD-HOC Cmte	-	-	-	-	No longer needed as new building has been purchased.	
5437	Policies & Procedures Cmte	1,000	-	-	1,000	Meeting meals, mileage & child care	
5438	Reserve Fund Committee	200	-	-	200	Covers the cost of the annual meeting of the Reserve Fund Committee.	
5440	Finance Committee	1,000	-	-	1,000	meeting expenses	
5449	OTBU PD Fund	6,000	2,129	4,000	6,000	Funds received for the OTBU PD activities from the Board through their CA	
5480	Strike fund donations	250	-		250	Covers donations to support other unions in job actions	
5485	Strike Expenses	5,000	-	-	1,000	Created to establish a budget line for strike related expenses in the event of a D26 strike during the 2022-23 Federation year	
5490	Office Relocation and Renovations	300,000	26,723	300,000	-	Budget line to cover the cost of purchasing and renovations of the new office building	
<b>SUB-TOTAL DISTRICT EXPENSES</b>		<b>504,526</b>	<b>99,429</b>	<b>455,141</b>	<b>186,500</b>		

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<b>OFFICE EXPENSES</b>							
5510	Office Rent / Principal on loan	47,202	54,300	59,500	21,250	23-24 Covers two months (July & Aug) rent Sanders St. and loan principal payment.	Principal payment on loan for 23-24
5512	Interest on Loan	10,800	3,470	10,800	21,679	Interest cost on Van Buren loan	Interest on loan 23-24
5515	Condo Fee Van Buren	3,850	2,750	3,850	6,684	575.00 per month	Increase of 25/month for 23-24
5520	Office Supplies	2,500	1,804	2,500	2,500	Covers miscellaneous office supplies.	
5530	Office Phone (Rogers & Cogeco)	9,400	6,812	9,400	9,400	Covers telephone service for the office, cell phones for Release Officers, BU Presidents and D26 President.	
5540	Office Services	6,200	6,590	8,000	9,700	Covers expenses such as postage, cleaning, photocopier service, OTIP insurance, gas and hydro etc	increased cost 22-23 in hydro & gas costs need to incorporate hydro/water cost which used to fall under Rent (approx) 3,500
5550	Office Licensing & subscriptions	2,500	2,369	2,500	2,000	MS Office, Audio & Visual Conferencing, Other software for the district and bargaining units	
5560	Office Equipment	500	401	401	500	Covers purchases of equipment such as phones, shredders, etc. Larger purchases are funded from the Furniture and Equipment Fund.	22-23 replaced paper cutter & hole punch; projector usb-HDMI; hub replacement
<b>SUB-TOTAL OFFICE EXPENSES</b>		<b>82,952</b>	<b>78,496</b>	<b>96,951</b>	<b>73,713</b>		

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<b>TBU EXPENSES</b>							
5610	TBU Meals (Board, PO & TBU Meetings)	2,000	1,646	2,000	2,300	Used for TBU related activities for meals, supplies, to do TBU work.	increased to include meals for Staffing meetings with the Board
5620	TBU Travel (Board, PO & TBU Meetings)	4,000	3,355	4,000	4,450	Used for TBU related activities for travel to do TBU work such as school visits, member meetings, etc.	Single @ .62/km - increase to include travel to Staffing meetings with Board
5621	TBU Exec Union Work (Rename to TBU Executive Honourarium, if passed)	-	-	-	1,750	In lieu of releases days 7 @ \$250	22-23 will be charged to # 2010
5625	TBU Branch Rep Training	3,800	-	1	1	Used for TBU Branch Reps focused on training, meals, supplies, release time accommodations, etc. (Training can be charge back through 2010 PO)	More training due to CA violations; turn over in union positions & Spring staffing training
5625	TBU Branch Rep Training **	10,000	-	-	-	Consider to do a member engagement style of training on a Friday night at a hotel and Saturday	Did not occur 22-23 and will not budgeted into 23-24 release cost not yet invoiced
5630	TBU Council	4,000	317		4,660	Used for TBU Council meetings such as travel, meals, release time, supplies etc.	Increase to include gift cards for branch stewards who attend AGM \$30 x 22
5635	TBU Pres/Ch. Neg. Commute bylaw	13,750	3,746	6,875	6,875	Mileage allowance as per constitution.	mileage increase as per OSSTF Provincial @ .62/km
5640	TBU Misc. expenses *	-	-	-	-		
5645	TBU Branch Steward Release Time	11,000	-	-	8,000	Release time for Stewards and/or Branch Representatives for their union work. Two days can be shared per year.	Remains unchanged as Release time is two (2) per school year per Steward.
5650	TBU Pres. Release Cost/No benefits	76,405	48,510	76,405	77,491	Covers salary/benefits of TBU President not covered by board. Increase in 2022-23 due to constitution language to recognize years of experience.	Increase re:salary grid and constitution TBD
5655	TBU Chief Neg. salary/No benefits	71,256	48,510	71,256	73,831	Covers salary/benefits of TBU Negotiator not covered by board.	Increase re:salary grid and constitution TBD

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5657	TBU Member Support	2,500	-	1,000	1,500	Used for meetings with members for release time, travel, supplies when extra support is required.	Warrant extra support, such as workplace harassment, etc.
5660	TBU Executive Training	2,000	1,830	2,000	2,000	Used to cover costs of training such as courses, travel, etc., for work directly related to helping the Bargaining Unit	In 22-23 an additional \$6,000 - motion for release days/travel to assist with Grievances
5665	TBU Grievances	3,000	119	250	1	Covers costs for pursuance of TBU Grievances (meetings with board, etc.)	Number of grievances since pandemic have increased and are starting to return to in-person meetings. In 2018-2019 we spent \$879 and we have least tripled our grievances.
5670	TBU CBC Meetings	4,000	2,877	4,000	4,000	Covers costs for Collective Bargaining Committee meetings for the year.	Brief writing training costs for Sept 12 are charged to #2010
5675	TBU Negotiations	7,500	6,639	7,500	10,000	Covers costs related to negotiation of the TBU collective agreement (meetings, equipment, etc.)	Bargaining that will continue into 2023-24 takes into account higher travel costs @ .62/km
5680	TBU Media	2,000	-	-	2,000	TBU media and advertisement to be used to promote local OSSTF issues and/or activities.	
<b>SUB-TOTAL TBU EXPENSES</b>		<b>217,211</b>	<b>117,549</b>	<b>175,287</b>	<b>198,859</b>		

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<b>PSSP EXPENSES</b>							
5711	PSSP Meals	1,700	60	200	2,000	Covers meals for PSSP executive members while on PSSP business (PSSP meetings, board meetings, provincial office, etc.)	
5712	PSSP Travel	2,500	-		1,400	Covers travel for PSSP executive members for PSSP business	
5713	PSSP Meetings Other	500	161	300	500	Covers meeting costs other than food and travel. Includes childcare for members during meetings.	
5714	PSSP Negotiations / Grievances	5,000	3,942	5,000	5,000	Covers costs related to negotiation of the PSSP collective agreement (meetings, equipment, etc.)	
	PSSP Succession Training	-	-	-	2,000	To provide funds to cover addition members on the PSSP bargaining team to assist with succession planning in PSSP. Funds to come from Succession Training reserves	
5715	PSSP AGM	750	-	750	750	Covers costs for a PSSP AGM attendance prizes	
5720	PSSP Conferences / Workshops	1,500	-	500	1,000	Covers sending of members to conferences or workshops throughout the year.	
<b>SUB-TOTAL PSSP EXPENSES</b>		<b>11,950</b>	<b>4,163</b>	<b>6,750</b>	<b>12,650</b>		

<b>SALARY EXPENSES</b>							
5810	Office Manager Wages (Net Pay)	42,611	30,682	42,611	41,408	% x (Teacher annual salary, Group 1 Year 0)	4 days per week as per 0.8 contract
5820	Office Manager CPP	2,000	1,657	2,000	2,000	Canada Pension Plan	
5830	Office Manager EI	1,000	688	1,000	1,000	Employment Insurance	
5835	Office Manager Pension	4,487	2,415	4,487	4,500	OMERS	
5840	Office Manager OTIP/ Benefits	3,000	2,675	3,000	3,000	Paid by OSSTF in lieu of Health Benefits	
5841	Office WSIB Office Manager cost	200	152	200	200	Work Place Safety Insurance Board	
<b>SUB-TOTAL OFFICE EXPENSES</b>		<b>53,298</b>	<b>38,269</b>	<b>53,298</b>	<b>52,108</b>		

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<b>OT EXPENSES</b>							
5910	OT Meetings	3,000	1,917	2,500	2,500	Includes meals, mileage and materials for OTBU executive meetings. Increased reflects increased mileage costs as per rate.	
5912	OT Executive Release Days	14,000	3,320	14,000	14,000	Covers costs for release time for OTBU executive members. Reflects that funding model has changed since no longer eligible for 2037 funding from province because FTE is greater than 100.	
5913	OT Sector Council Rep	500		-	200	Costs for sending a representative to the OT Sector Council would be listed here.	
5914	OT Travel	1,000	640	1,000	1,000	Covers costs for executive travel such as OTBRC meetings and meetings with members.	
5915	OT Miscellaneous	-	-	-	-	Covers any costs not covered by other lines in this section.	
5917	OT Conference Calls	-	-	-	-	Covers the cost of the conference call system necessary to hold OT meetings by phone.	
5918	OT Negotiations/Grievances	6,000	2,890	3,500	4,000	Covers costs related to negotiation of OTBU collective agreement and/or pursuing grievances in its protection. Includes meals and travel for meetings, release time etc.	
5919	OT succession planning	3,000	563	1,000	3,000	Training for new to the role executive and bargaining committee members	
<b>SUB-TOTAL OCCASIONAL EXPENSES</b>		<b>27,500</b>	<b>9,330</b>	<b>22,000</b>	<b>24,700</b>		
<b>TOTAL EXPENSES</b>		<b>682,225</b>	<b>229,686</b>	<b>634,140</b>	<b>548,530</b>		