

**APPENDIX FOR BUDGET 2011/2012**

**Budget Line Descriptors**

**Revenue Lines**

4204	District Assistance	Unit share of Funding Master from Province
4300	PD Grant OCDSB	Board provides \$20/FTE for PD use as per Collective Agreement
4404	Unit Members' Levy	\$100/\$127 per FTE Levy from members
4706	Interest	Interest earned from bank and investments is shared among the Units and District
4806	OSSTF PD Grants	Special funding for PD from Provincial Office
4813	2015 Union Training	Special funding from Provincial Office
4900	Other Revenue	Revenue coming from any other source
4910	TDA Revenue	Revenue from Equity line 2807
4950	Strike Fund	Line is used only when another Unit or District is on strike and a donation is received

**Expenditure Lines**

6000	AMPA	Costs for half day release for delegates & alternates, and all expenses for alternates – travel, food, room. Could also include Unit costs for pre-AMPA
6100	Annual General Meeting	Room and snack costs for AGM held each year in May
6200	Awards Dinner	Costs for dinner for our retirees and guest, corsages and gift for retirees, the pins for 25 yr pin recipients, room rental and decorations. Dinner cost for 25 yr pin members are covered by branch, all others pay for dinner (cost recovery)
6300	Branch Rebate	After branches submit a financial report for the previous year, a rebate of \$12 / FTE (according to Oct. SSC spreadsheet) will be sent to each site. Money to be used on activities or food for all members.
6350	Mileage/Transportation Expenses	Cover costs of elected branch and unit reps for additional mileage above their regular daily commute as a result of attendance at an Exec., Council or Committee meeting.
6360	Childcare Expenses	Cover costs of elected branch and unit reps for childcare costs as a result of attendance at an Exec., Council or Committee meeting.
6401	CBC Meetings	Food & drink for Monthly CBC meetings, some supplies as needed. Additional meetings may be called.
6402	CBC Negotiations	Costs for negotiations or for committees and meetings of subcommittees for negotiations. (Subcommittees – salary, working conditions, membership negotiations priority survey, SSC, brief development) Costs include time release, meeting locations, hotel rooms, general membership meeting locations, supplies, refreshments, and printing costs). Cost of printing collective agreement
6404	CBC PD/Training	Unit's share of costs for regional and provincial workshops.
6405	Chief Negotiator's Expenses	Cell phone expenses, mileage, stationary and any other expenses for the Chief Negotiator
6406	Grievances	Costs for any grievances, usually parking
6407	Membership Services Officer Expenses	Cell phone expenses, mileage, stationary and any other expenses for the MSO
6408	Membership Services	Costs for printed materials, meetings and/or social events to encourage new member participation
6409	Health and Safety	Meetings for representatives, attendance at workshops, could include costs for supply teachers for alternates to attend meetings
6410	Benefits Committee	Benefits Committee meets 5 to 6 times a year and costs for refreshments are covered. Costs for retirement planning workshops as well.
6411	LTD Members Disbursement	To cover LTD related expenses.
6412	Benefits Committee PD/Training	Unit's share of costs for regional and provincial workshops.
6500	Communications	Covers the cost of printing the OC newsletter, food for communications committee meetings, equipment and supplies for the communications committee or Communications Officer
6550	Computer Purchase	Any computer or printer purchases or upgrades; repairs are covered by District
6560	Communications Technology	IT expenses other than monthly charges & computers (purchase of blackberry, wireless headsets)
6600	Constitution Committee	Costs for meetings of the constitution committee
6700	Contingency Fund	Any unplanned or unforeseen expenses for the Unit – often used for memorials of members or members family
6750	OSSTF Training	Additional member costs for Summer Leadership or other training workshops or events where members may acquire additional experience
6760	TRO Training (\$2000 per TRO)	Costs of non-OSSTF training specific to the role of a Time Release Officer (ex. Lancaster House)
6800	Council of Teachers	Costs for meeting room and meals for Teachers' Council meeting. Costs for additional meetings for Branch Presidents if required.
6900	Charitable Donations	Funds are available for Charitable Foundations which request our assistance. These requests may be discussed at Council of Teachers' Meetings and/or Unit Executive Meetings
7000	Excellence in Education	Costs for Marion Drysdale awards – judging and shipping to Toronto. Costs for OSSTF ads to be placed in school yearbooks to congratulate graduates & ads in support of student activities (eg. OFSAA) Also covers costs for Award of Merit awards (5)
7001	Takeover Expenses	

7100	Executive Expenses	Main expense is for meals at Executive meetings. Costs could also include an Executive retreat.
7200	Finance Committee	Costs for food and/or supplies for Finance Committee Meetings
7300	Treasurer Honourarium	An honourarium is provided for the responsibility placed on the Treasurer to keep the Unit accounts in sound fiscal order
7400	Release Time for OSSTF Responsibilities	Cost for supply teacher to replace members at sites in order to allow them to participate in Federation approved activities
7450	New Teachers' Committee and Events	Costs for printed materials, meetings and/or social events to encourage new member participation
7500	Political Action Committee	Costs for PAC meetings and PAC initiatives and activities
7600	President's Expenses	Cell phone, mileage, parking, stationary, meetings with members, Board reps, or affiliates, and any other
7701	PD Committee	Costs of committee meetings and events or expenses of chair plus funding for up to 3 PD committee members to attend ESO conference.
7702	PD Branch Funds	Costs for Branch PD activities - can be applied for through discussions with the PD chair or committee
7703	PD Subject Councils	Funds are allocated to subject councils for planning, preparations, and running of subject based February Board-wide PD day. PD chairs meet in fall to plan and in spring to evaluate.
7704	PD Workshops & Conferences	Funding of \$200 towards the attendance of a member at an approved conference. Funding must be approved 1 month before event and receipts can be submitted to cover gas or transportation, registration and hotel costs.
7705	PD Grant 2010	Cost of activities or events for which we will receive funding from Toronto from the Provincial 2010 PD accounts. Revenue for these items will be shown as part of the Revenue at the top of the Financial report.
7706	Special PD Workshops & Conferences	Funding of \$500 towards the attendance of a member at an approved conference. Funding must be approved 1 month before event and receipts can be submitted to cover gas or transportation, registration and hotel costs. Each member can receive these funds no more than once every three years
7707	TDA Subject Council Funding	Additional funds, resulting from surplus TDA money, are allocated to subject councils for planning, preparations, and running of subject based February Board-wide PD day.
7708	TDA Conference Funding	Additional funding, resulting from surplus TDA money, towards the attendance of a member at an approved conference. Funding must be approved 1 month before event and receipts can be submitted to cover gas or transportation, registration and hotel costs. Funding will be allocated according to the same criteria as that of revenue lines 7704 and 7706.
7709	TDA Group PD Funding	Funding, resulting from surplus TDA money, to be allocated to Group PD by Application activities. Funding of up to \$1000 per event must be approved and must meet the following criteria; at least 20 TBU members in attendance, offered outside regular school day, be of a generic nature (not training that is the responsibility of the board or the union).
7801	Sal & Ben – President	Full salary and benefits paid for the President at 1.11(Cat III, year 0 + 0.10Cat IV max)
7802	Sal & Ben – Chief Negotiator	Full salary and benefits paid for the Chief Negotiator at 1.11(Cat III, year 0 + 0.08Cat IV max)
7803	Sal & Ben – Membership Services Officer	Full salary and benefits paid for the Membership Services Officer at 1.11(Cat III, year 0 + 0.08Cat IV max)
7900	Status of Women Committee	Cost for committee meetings and can be a flow through account for activities
8000	Strike Fund/ Benevolent Fund	Any money collected by our members for a District or Unit on strike will be sent to that group

### Equity

2807	TDA Surplus Money	Excess funds from the Teacher Development account. No more than \$20 000, or the balance to be transferred into the budget at year end, the amount being the sum of expenses for the TDA lines 7707, 7708 & 7709
3300	Members' Equity	Any unused portion of the budget, or any additional revenues received above the costs of expenses will be put into this account June 30 <sup>th</sup> of each year.
3350	Teachers' Reserve Fund	A motion at a previous AGM set up this account. Its use is restricted by the Constitution and can be used only as directed in Constitution.
3351	AMPA Candidate Support Reserve Fund	Finacial support for candidates as follows: within the TBU max \$5000/candidate, within the District max \$1000/candidate, outside of District max \$300/candidate.

### Proposed Lines

7650	Vice-President's Expenses	Cell phone, mileage, parking, stationary, meetings with members, Board reps, or affiliates, and any other
7804	Sal & Ben – Vice President	Full salary replacement and benefits