

CANADIAN COAST GUARD AUXILIARY

Business Plan 2012-2013



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DRAFT

TABLE OF CONTENTS

Sections



1	EXECUTIVE SUMMARY	4
2	HISTORY	7
3	KEY STATISTICS BY REGIONS	8
4	ACTIVITIES	12
5	FINANCIAL OVERVIEW	25
	APPENDIX A & B: FINANCIAL DOCUMENTS	

Canadian Coast Guard Auxiliary

Volunteers saving lives on the water

1 Executive Summary

The CCGA represents a great value of service to Canadians in terms of lives saved. The strength of the volunteer commitment in the direct provision of Search and Rescue service is clear - the Auxiliary Regions have 3,907 members and 1,129 vessels, and the auxiliaries respond to approximately 21% of all maritime rescue incidents in Canada.

There is a strong and committed relationship between the Auxiliary and the Coast Guard. A strong dedication exists among the regions. This dedication is demonstrated in many ways, including participation in each other's Annual General Meetings, and the acceptance and accommodation of regional differences.

These strengths form a solid base for addressing the challenges that the CCGA currently faces.

NATIONAL OFFICE PRIORITIES

Insurance Coverage Type

- Hull and Machinery Protection
- Indemnity and Group Accident
- Cyber Liability Protection

Priorities

- To obtain the best coverage for CCGA volunteers at a cost the Auxiliary can afford;
- To obtain excellent value for services provided by CCGA brokers who negotiate premiums and manage claims for the Auxiliary.

Challenges

- Premiums are subject to market trends (not under CCGA control);
- Carriers are quoting a unique rate for all CCGA members regardless of the type of activities they perform (as long as it is an "authorized activity") with the exception of Boating Safety Activities.
- Implementation of a privacy policy across regions.

Support to Regions

Priorities

- To continue with the implementation of SMS System and support training to members of the Auxiliary Regions so they can use the system efficiently;
- Obtain complete and reliable SAR data from the system to allow the Auxiliary to improve the planning and budgeting of SAR Operations, Training and Recruitment.

Challenges

- Accessing JRCC/MRSC data remains in question;
- Use of SMS by JRCC/MRSC not fully implemented.

Membership

Priorities

- Membership recognition: Finding additional and worthy means of recognising the members who save lives on the water or help our organisation function.

Challenges

- Communications – members to units to districts to regions to national. It is difficult, sometimes a challenge at the upper levels to determine hear and see what the members are doing at the grass roots level.

Governance

Priorities

- Support the distribution of the National Vision & Value statement to the members,
- Revamp the National by-laws to comply with the new non-profit act and make them consistent with the agreed role of the National Board..

Challenges

- Making sure that communications flow well in both directions.

Administration

Priorities

- Contribution Agreement Renewal;
- Launch new National website,
- Move our accounting from Welch LLP to in-house
- Move our inventory from St. Joseph to in-house, and reducing costs
- Support the Finance Committee
- Support the Development and Adoption of New Governance Policies and Bylaws
- Support the NIF projects

Challenges

- Have all CCGA regions actively participate and act upon the conclusion drawn at the end of the consultation process
- Standardize data collection between regions, CCGA is not receiving enough data to support decision-making.

Funding pressures continue to impact the programs conducted by the Auxiliary. In order to maintain services provided to CCGA members, the National Council is developing tools and methods in order to help the regions carry out their objective – saving lives on the water.

2 History

The CCGA was founded in 1978 when various volunteer maritime Search and Rescue groups and owner/operators agreed to come together to volunteer their time and resources in each of the five CCG regions. The purpose of this new organization was to provide Search and Rescue (SAR) vessels to assist the Canadian Coast Guard in SAR operations. Later, an advisory National Council of the Auxiliaries was established which was incorporated into the CCGA National Board of Directors.

The mandate of the National Council was to discuss matters of common interest, share best practices and meet with CCG to discuss Auxiliary matters. As the National Council matured it was felt that by incorporating the National Council the Auxiliary would have a stronger united voice when dealing with Coast Guard. Therefore, the National CCGA Corporation was established in 1997 for the national standardization and management of all auxiliary matters, which included fundraising, insurance coverage, marketing, training standards, policy and administration. The Board of Directors of the National CCGA Corporation is composed of the five regional presidents and of the national president of the CCGA.

In 2011 the National Corporation determined that the mandate of CCGA National needed a more focused direction and decided that CCGA national would be responsible for "supporting the five regional corporations in the delivery of search and rescue operations and representing the Auxiliary on issues of National interest and at National and International search and rescue conferences". The National Corporation's responsibilities currently include arranging insurance coverage, maintenance of training standards and national guidelines, and administration services. The National Corporation is also responsible for working closely with Coast Guard Senior Management (Maritime Services Executive Board) and other partners on matters of common interest.

Background

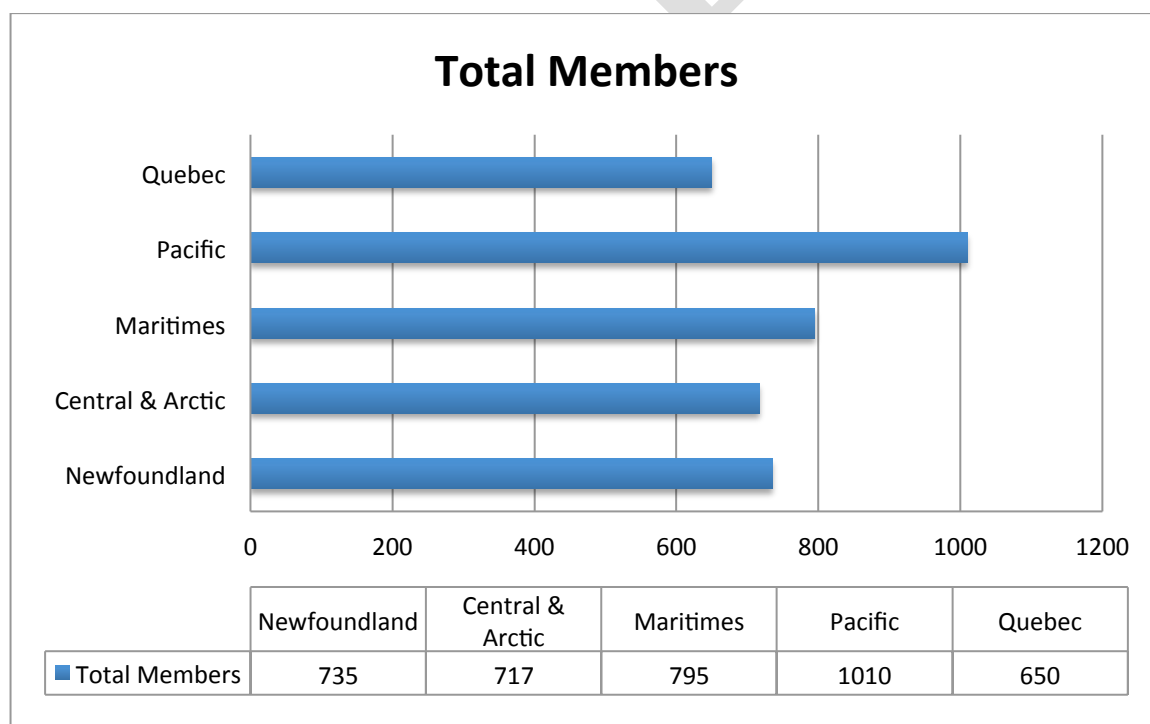
The presidents of each of the five regional corporations are members of the CCGA National Board. The CCGA regions work closely with the Canadian Coast Guard in responding to approximately 21% of the maritime search and rescue incidents recorded annually in Canada.

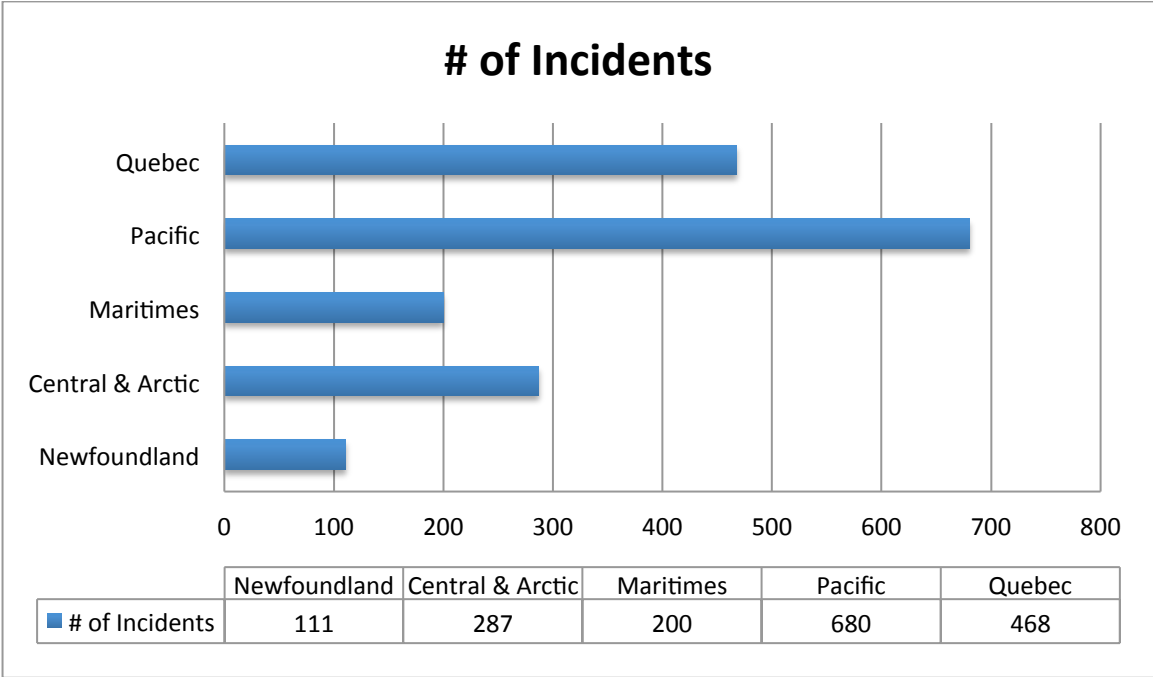
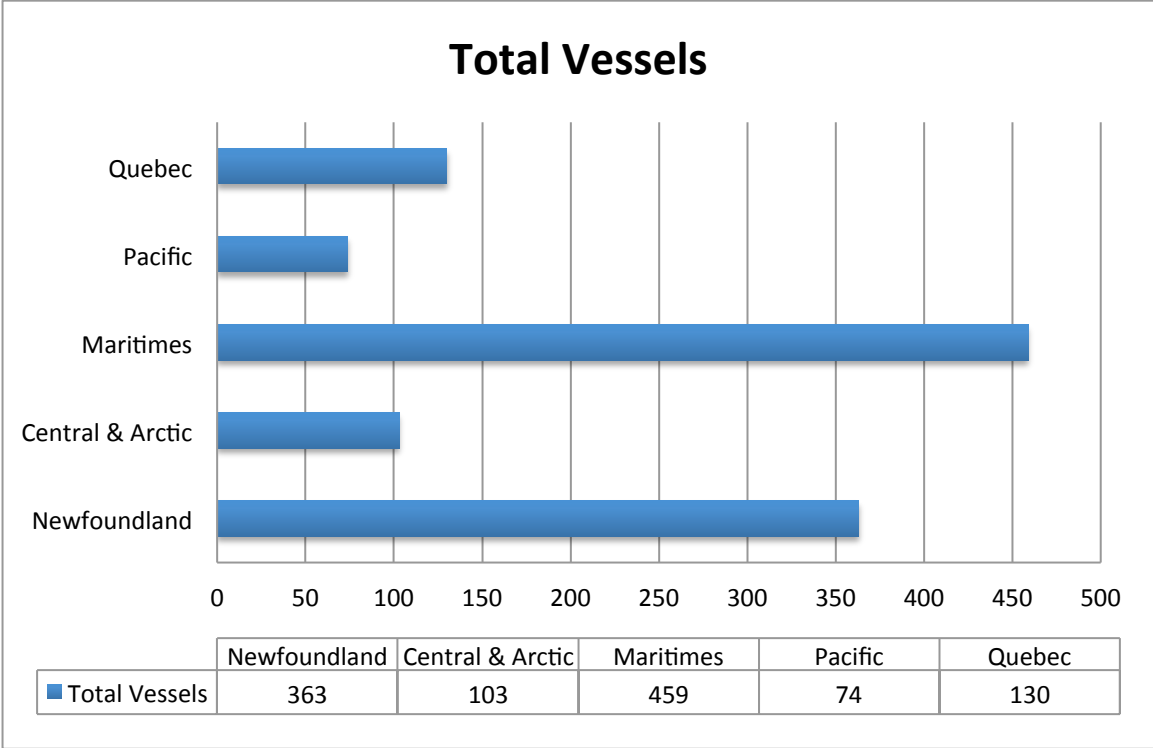
The CCGA has a strong and unique relationship with the Canadian Coast Guard. It is an excellent example of how government and the voluntary sector can work together for effective delivery of services to Canadians.

3 Key Statistics by Regions

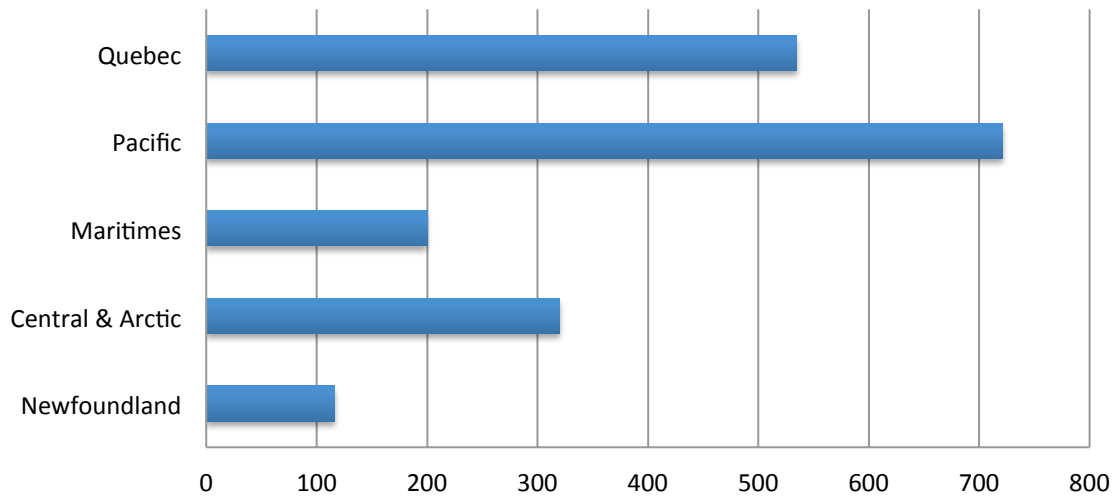
Key Statistics by Region:	Newfoundland	Central & Arctic	Maritimes	Pacific	Quebec	Total CCGA
Total Members	735	717	795	1010	650	3907
Total Vessels	363	103	459	74	130	1129
# of Incidents	111	287	200	680	468	1746
# of Taskings	116	320	200	721	535	1892
Total Volunteer Hours	14182	61071	428	56297	n/a	131978
Total SAR Ops Hours	5099	3225	701	4881.98	n/a	13906.98
Total Training Hours	6280	38606	8920	22536.5	1500	77842.5

****Please note that these statistics are not accurate. Please see the region's business plan for complete details.**



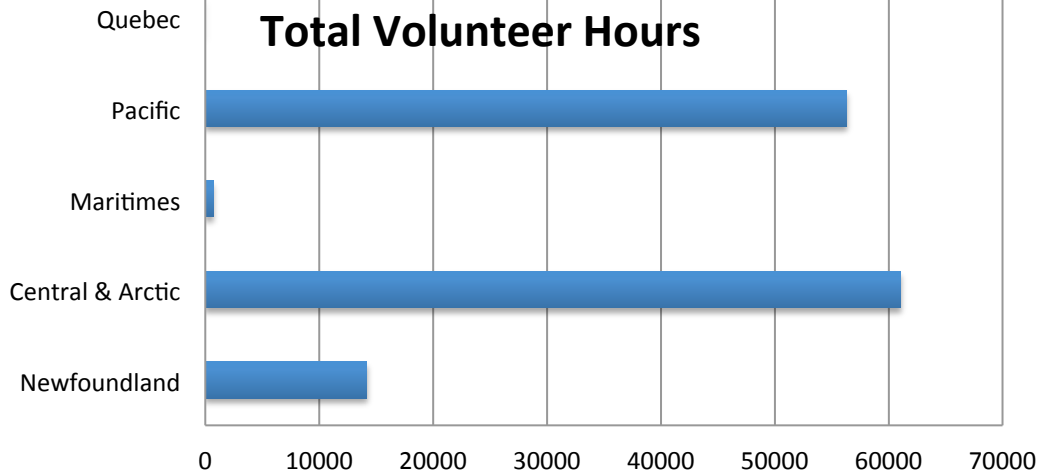


of Taskings

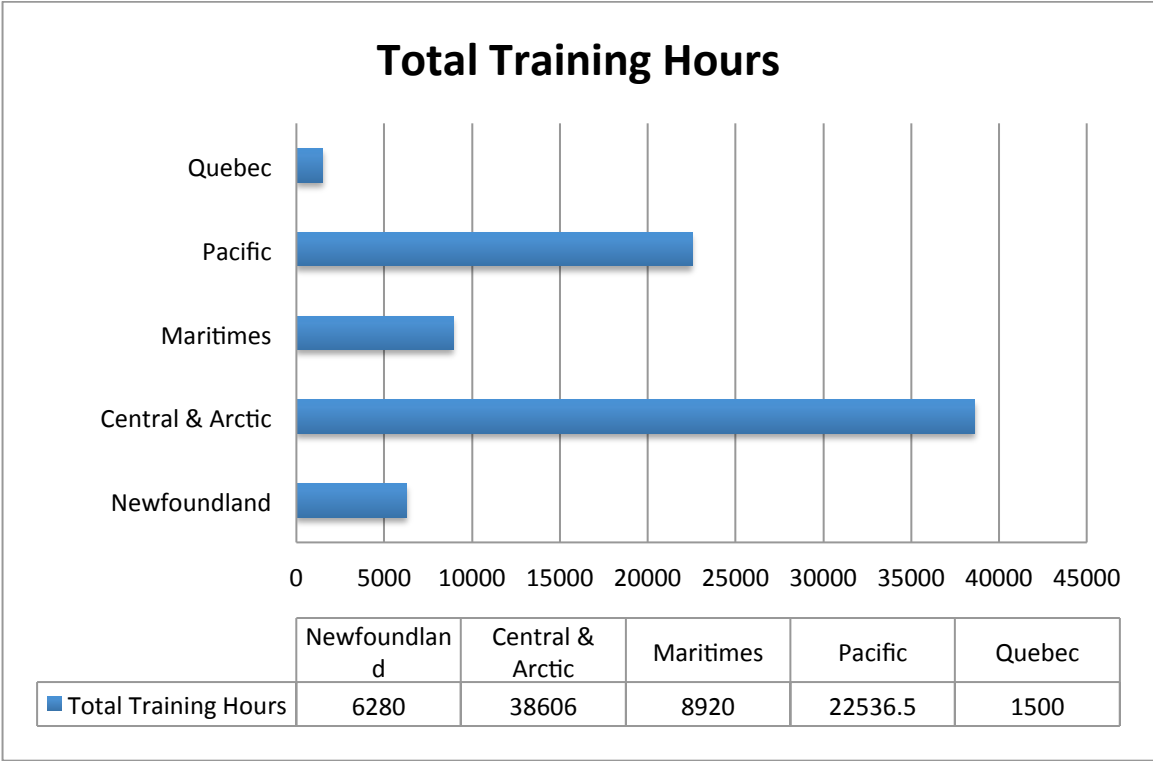
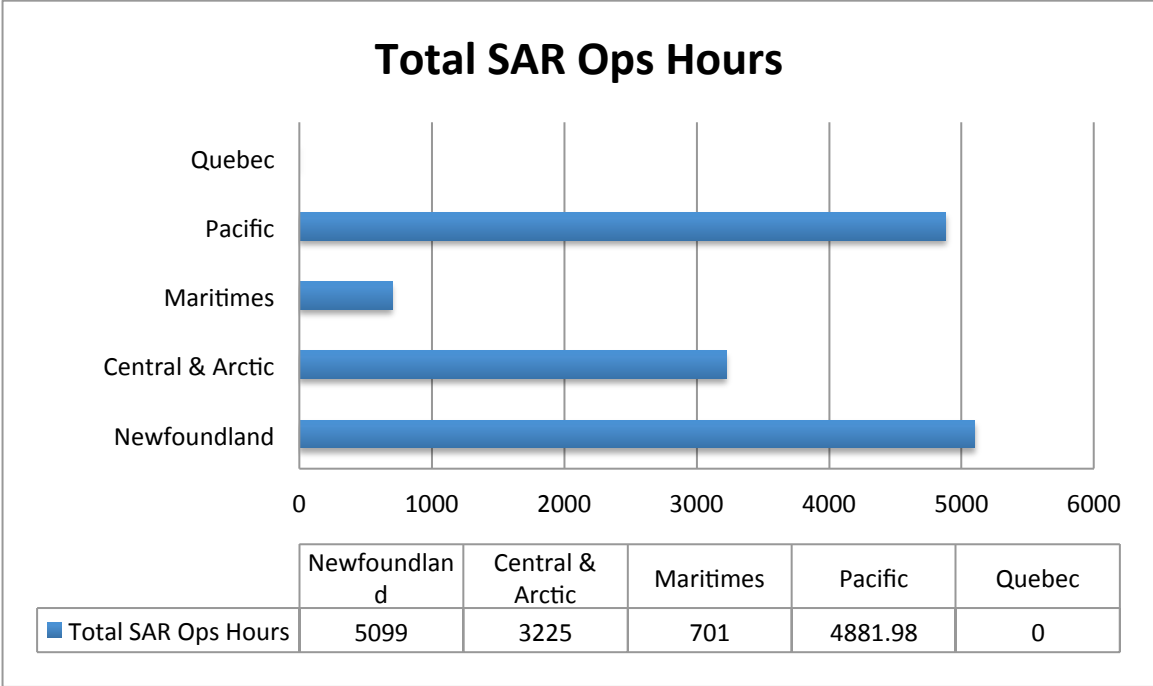


	Newfoundland	Central & Arctic	Maritimes	Pacific	Quebec
# of Taskings	116	320	200	721	535

Total Volunteer Hours



	Newfoundland	Central & Arctic	Maritimes	Pacific	Quebec
Total Volunteer Hours	14182	61071	701	56297	0



4 Activities

Section A – Insurance Coverage

Insurance Coverage Type

- Hull and Machinery Protection
- Indemnity and Group Accident
- Cyber Liability Protection

Priorities

- To obtain the best coverage for CCGA volunteers at a cost the Auxiliary can afford;
- To obtain excellent value for services provided by CCGA brokers who negotiate premiums and manage claims for the Auxiliary.

Challenges

- Premiums are subject to market trends (not under CCGA control);
- Carriers are quoting a unique rate for all CCGA members regardless of the type of activities they perform (as long as it is an “authorized activity”). with the exception of Boating Safety Activities.
- Implementation of a privacy policy across regions.

To reduce further the liability from non-members crewing Regional vessels, the CCGA National office followed up on the recommendations of its Legal Counsel and provided new waiver forms to the CCGA regional offices. In 2010, posters and leaflets were distributed to invite non-members to fill and return the waiver forms. In 2012, the National office will verify the Regional procedures to invite non-members to fill and return the waiver forms. National office will also verify the Regional procedures to notify members who reach the age of sixty-five (65) and also those who reach the age of seventy (70).

4.A.1 Insurance Management

The Canadian Coast Guard Auxiliary provides its members with basic insurance Coverage including Hull and Machinery Protection for their vessel and Indemnity and Group Accident for themselves. The vessels are insured for damage or loss and the members insured against accidental death or disability while on authorized activity.

The CCGA National office is responsible for looking after the following items:

- Negotiation of insurance premiums;
- Update insurance coverage;

- Gather & provide data for the insurance brokers;
- Publish insurance summaries and FAQs for CCGA members.

4.A.2 Cyber liability Protection Insurance

In conjunction with the Insurance Committee, the National office has been working on providing all of the regions with **Cyber liability Protection Insurance**. The Insurance would protect regional offices and its employees with protection against theft or loss of members and employees' personal information.

What are we looking to protect?

- CCGA is responsible for protecting sensitive information (name, address, and telephone numbers are not considered sensitive) like dates of birth, credit card numbers, etc. CCGA has the responsibility to ensure that it is protected, even if the information is stored in a filing cabinet.
- For those regions that use SMS/GSAR where claims that include receipts (original or scanned) – in some cases credit card information is displayed and needs to be protected.

The Insurance Committee recommends that a Privacy policy across all regions as well as Cyber liability policy before it is mandated by law.

Why?

CCGA National has requested quotes for Cyber Liability coverage because of the risk assessment exercise completed with CCG and presented at the previous joint CCG/CCGA meeting in Winnipeg. The results were sent to our brokers and they determined that the main thing CCGA was lacking was cyber liability insurance.

REQUIRES BOARD APPROVAL The first step for CCGA is determining the feasibility and implementation process of a Privacy Policy.

- Marsh has provided us with sample Privacy Policies for CCGA to review as a starting point.
- The final policy should however be drafted by our legal advisors at an estimated cost of \$5000.00 along with Translation Services of \$2000.00.
- Once this is confirmed and approved by the board, we can proceed in binding the Cyber Liability coverage.

REQUIRES BOARD APPROVAL The Beazley option seems to be the most appropriate option for CCGA at this time. The Beazley option requires that the Privacy Policy be implemented within 3 months of inception.

Beazley Group

\$1M Limit of Liability:	\$3,000
\$2M Limit of Liability:	\$5,000
Legal Services	\$5,000
Translation Services	\$2,000

REQUIRES BOARD APPROVAL The National office and the Insurance Committee recommends that the Cyber Liability policy inception date coincide with the rest of the insurance program, i.e. June 1, 2012. The Privacy Policy would therefore have to be implemented in all regions prior to September 1, 2012.

4.A.3 Risk Assessment

Based on the Canadian Coast Guard’s Risk Assessment had recommended that the National office implement a Cyber Liability Policy across regions so to reduce risk. Other risks were identified for regions to take on individually.

4.A.4 Insurance Renewal Program

National will commence their annual Insurance Renewal Program and update the questionnaires so that regions can provide comprehensive statistics to determine our premiums. CCGA National currently holds a \$35,314.45 credit with Marsh, which will be used to pay this years’ renewal premium.

National will have to update our questionnaire to reflect data required for the cyber liability coverage in April 2012 at a cost of \$3000 to update the form fields in both languages and populate the regions’ response. National hopes to receive the regions’ support on the renewal process, and plans on bringing this in-house for FY2013-2014.

Section B – Support to Regions

Support to Regions

Priorities

- To continue with the implementation of SMS System and support training to members of the Auxiliary Regions so they can use the system efficiently;
- Obtain complete and reliable SAR data from the system to allow the Auxiliary to improve the planning and budgeting of SAR Operations, Training and Recruitment.

Challenges

- Accessing JRCC/MRSC data remains in question;
- Use of SMS by JRCC/MRSC not fully implemented, and some are .

some regions are still not fully online (Newfoundland and Maritimes), while Quebec still having issues getting online.

4.B.1 Standardizing Data Collection and Reporting

National would like to implement a simple solution to standardizing reports across the regions in order to capture data for the Canadian Coast Guard and the Coast Guard Auxiliary. After the Coast Guard completed their cost analysis, they found it hard to compare the data between regions and felt that they did not receive sufficient data to support the decision-making. National discussions will take place to monitor and observe the new expenditure form usage across regions.

REQUIRES BOARD APPROVAL National to work with the business managers and the Canadian Coast Guard to list the required data that will be required so that they can substantially support and facilitate future decision-making.

4.B.2 SMS National Committee

National will continue to sit on and support the SMS National Committee throughout their transition between servers, updates to the system, and act as a liaison with the regions and PawPrint when required. National will also pay for the teleconference fees incurred when hosting the committee meetings. No direct costs involved as National's teleconferencing has very flexible pricing and terms.

CCGA is still having issues with the implementation of the SMS System and many regions are not happy with the outcome. National will work with the committee to resolve the ongoing issues, including:

- Maritime Region: Training hours are not being tracked properly by the SMS System, impossible to capture accurate data.
- Quebec Region: SMS System has not been translated across all modules and the users are finding it hard to understand.
- Central & Arctic: Scott is not getting back on changes requested by the regions, nor is he following up on numerous e-mails and phone calls.
- Communication issues with our programmer Scott. Scott is not getting back to the regions on time, has not made the requested changes by the committee, and has made it next to impossible for the regions to fix problems with the system.

National is looking into acquiring the codes from Scott at PawPrint, and submitting an RFP for a programmer that can resolve the ongoing issues.

4.B.3 Training Videos – On-Water SAR Exercises

Several Regional initiatives have been developed to support delivery of better training to CCGA members in a more cost effective manner. Amongst those initiatives, CCGA National has developed scenarios for on-water SAR exercises. As they unfold, the exercises were recorded on video and documented. The videos were then edited and posted on the CCGA Web Site so that other units across the country could benefit from the lessons learned. Local units can also acquire organizing skills to organize similar SAREX's on their own. These SAREX's are also good opportunities to obtain media coverage for the Auxiliary. The National Office will develop an instructor list by Region and verify that they have the necessary information to use these videos.

4.B.4 "SAR Management System (SMS) User Manual and Training Video"

CCGA National has also developed the training tool "SAR Management System (SMS) User Manual and Training Video" so that CCGA members can learn how to use the CCGA information management system developed by CCGA-Pacific.

Presently, Pacific, Central & Arctic and Québec Regions are using the system, although the Québec Region has difficulties because of translations. In 2012, the Maritimes Region will be adopting the SMS system and the National Office will be present to help.

Section C – Membership

Membership

Priorities

- Membership recognition. Finding additional and worthy means of recognising the members who save lives on the water or help our organisation function.

Challenges

- Communications – members to units to districts to regions to national. It is difficult, sometimes a challenge at the upper levels to determine hear and see what the members are doing at the grass roots level.

The National Office is continuing efforts aimed at providing public recognition to CCGA members. In addition to the National Awards Program, National will be collaborating with the Regions to develop other programs for membership recognition. National will also be expanding the National Awards Program to have more impact with the members.

4.C.1 National Awards Committee

The National Office will continue to support the committee by hosting teleconference calls, having the National President travel to Regional AGMs to present National Awards to members. The National office will also print out new certificate holders at a cost of \$3,000 when our inventory runs low.

The National Office also plans to keep an eye on Award Recognition across the world (ie. NSS Awards, CASBA Awards, Les Volontaires), and submit nominations on behalf of the organization.

4.C.2 Member Recognition

The National office has decided to purchase pen and pencil sets for National award winners, as well as custom-fitted jackets to encourage membership recognition. The total costs of the pen and pencil set is \$1,250 and the cost of the jackets is \$3,000.

Direct Costs

Travel costs for the National President	\$10,000.00
Pen and Pencil set	\$1,250.00
Jackets	\$3,000.00
Certificate Holders	\$1,000.00
Total	\$15,250.00

4.C.2 NIF Projects

The two NIF applications filed by CCGA National were accepted in 2011. National will continue supervising the “Acquisition of SAR Equipment” and the “SAR Learning System” projects until their completion in 2013. National will be collaborating with the regions on requests for other NIF projects.

- Continue to support and pilot the Training Equipment NIF Project. In January 2012, the National office purchased 99 AEDs, AED trainers, defibrillator pads, adult and children size manikins and carrying cases at a cost of \$257,001.92.
- The Search and Rescue Learning System NIF Project will continue working on an online training system for CCGA volunteers of all regions across Canada. CCGA National and CCGA Pacific will jointly develop the project with the assistance of the other Regions.

SAR Training Equipment Committee Activities:

AIS Systems

Delays on this item because JRCC is having difficulty reading the Class B AIS Systems but they can read the Class A's. Discussions with third party trying to solve the problem so that they can receive Class B signals from the vessels.

Jason's Cradle

- The cradle comes in a variety of sizes, and since vessels do too it is hard for regions to provide size requirements.
- Order for the Jason's cradle will probably take place in June 2012.
- François suggests that the regions speak to the Coast Guard so that they can give them advice on the fishing vessels size averages. Maritimes and Newfoundland regions will look into the size and follow up with the Committee.

Manikin Detection System

Manikins are expensive, and we have to make sure we can retrieve them after training exercises. In some cases, they can be anchored but in cases where they can't be we have to find a way of remotely tracking them.

SAR Learning System Committee Activities:

- Ongoing project design meetings with ACRONYM- they are quickly approaching final design work and specific production work scheduling due March 16.
- With the exception of minor travelling expenses, projected expenditures on the project will include only two items: salary and scheduled Milestones payments.

4.C.3 Finance Committee

The National office would like to take the accounting from Welch LLP and proceed with in-house. Ideally, the Office Manager will use QuickBooks and have the Finance Committee oversee the process. The Finance Committee also recommends that the National office hire a bookkeeper to review the finances once a month. This would save the National office a lot of money and would ensure that we have the upmost control of our accounting and reporting.

- C&A is willing to train National’s Business Manager on how to use QuickBooks.
- The Finance committee would like to go to the Board to approve to move our accounting in-house using QuickBooks.
- The Business Manager will use the Treasurer stamps and mail the cheques out to the national President for signature.
- Ceridian will take care of the payroll and government remittances, at only \$20.00/month.
- Audit to still be conducted by Welch LLP.
- The Finance Committee will also need to determine whether we will be transferring the E-Commerce portion from the old site to the new one, and if we should keep the Donation function on the National site.

Direct Costs

Member Training Courses	\$800	
(3) QuickBooks Licences	\$1,000	
Shannon Laird Travel Expense	\$1,355	
Audit from Welch LLP	\$10,000	
Part-time Accountant	\$1,200	
Total Costs		\$14,355

The Finance Committee will continue to develop and recommend policies and practices related to:

- Preparation of the annual business plan & standard quarterly reports to the National Board
- Identification of best practices to be shared with CCGA regions
- Supervision of annual auditing process
- Implementation of new chart of accounts

4.C.4 Governance & Bylaws

- The Bylaw Committee will meet on March 28, 2012 to rewrite the CCGA National Bylaws to comply with the new Non Profit Act. Legal counsel will revise The CCGA National Bylaws before the National Board recommends it for approval.

Direct Costs

Legal Services	\$7000.00	
Translation Services	\$3000.00	
Total Costs		\$10,000.00

Section D – Administration

<p>Administration</p>
<p>Priorities</p> <ul style="list-style-type: none"> •Contribution Agreement Renewal •Launch new National website •Move our accounting from Welch LLP to in-house, using Quickbooks. Shannon Laird from the C&A region will travel to Ottawa to train the Office Manager on Quickbooks. •Move our inventory from St. Joseph to in-house to reduce costs •Support the Finance Committee •Support the Development and Adoption of New Governance Policies and Bylaws •Support the NIF projects
<p>Challenges</p> <ul style="list-style-type: none"> •Have all CCGA regions actively participate and act upon the conclusion drawn at the end of the consultation process •Standardize data collection between regions, CCGA is not receiving enough data to support decision-making.

4.D.1. Liaison with the Canadian Coast Guard

The National Office will continue to liaise with the Canadian Coast Guard, especially during FY 2012-2013 for the Contribution Renewal.

National President Travel Costs **\$5,000**

4.D.3 Contribution Agreement Renewal

The National Board will likely need to meet twice during this fiscal year to discuss the renewal of the Contribution Agreement with the Canadian Coast Guard. The National Office will cover the expenses of the Executive Board to meet with the Canadian Coast Guard and would include flights, hotel, meals, and transportation for two days.

Travel expenses for the Executive Board **\$6,000**

4.D.4 National Board Council Meetings

The National Office would like to hold three National Board Meetings across Canada in conjunction with the Contribution Agreement Renewal meetings to discuss administrative matters, financial reviews, NIF projects update, various committee updates and other business as required. The date and time of these meetings will be confirmed and voted for at the upcoming National Board meeting in St. Johns, Newfoundland on March 30, 2012.

Direct Costs

Approximate total expenses of the St. Johns National Board Meeting	\$ 4,371
Approximate total expenses for three National Meetings	\$12,000
Office Manager Travel Expenses for National Meetings	\$2,791.78
Total Costs	\$19,162.78

4.D.5 International Relations

The Canadian Coast Guard has been reviewing the role of volunteers in the United States, United Kingdom and Australia to determine their value to the fund of the Coast Guard. The National Office would like to meet with the Coast Guard to review the role of our volunteers. The Coast Guard presented their report at the St. John’s National Board Meeting that described the type of activities auxiliaries from across the world were doing with their volunteers. The CCGA would like the Coast Guard to share best practises from that report so that they may consider it for our volunteers. The National office would like to then identify the areas the auxiliary is not meeting as per the Canadian Coast Guard’s Costing Review.

The National president would like to continue the CCGA’s presence in the International Maritime Rescue Federation and continue to pay the membership fees and attend it’s Annual event as well as attend the World Maritime Rescue Congress. The benefit to CCGA’s presence in the IMRF includes sharing best practices between organizations in the same field from around the world. Thanks to our membership with the IMRF, we have been able to do some fundraising at the National level using the model from the IMRF. The SAR Crew Manual also evolved through a relationship with the IMRF, which developed the relationship with Royal National Lifeboats Institute (RNLI) who created the original manual and gave permission to modify this manual with the help of the Pacific Region.

Direct Costs

Membership Fees	\$2,500
National President International Travel	\$5,000
Total Costs	\$7,500

4.D.6 National Website

The National office has been working on revamping the whole National website. Once the National president provides his final comments, the National office will then circulate the site to all members of the National Board. The hosting costs will be greatly reduced to a rate of \$10.00/month, and the National Office employee will receive in-house training on how to maintain the site at no cost to the Canadian Coast Guard Auxiliary.

Hosting Costs for FY 2012-2013	\$120
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4.D.7 Communications Program

The National office has decided to publish “The Auxiliarist” as an e-version. The revamped National Website will allow it to be posted easily online at no direct costs to the Canadian

Coast Guard Auxiliary. The National office will request the support of the regions to send out the e-version as well as updated Insurance FAQs to their members through their distribution lists through an HTML link.

Should the distribution be successful, the National office would like to implement a long-term plan to send out important CCGA information through the regions' distribution lists.

4.D.8 Other Publications

The National office will review the final reprinting requirement for the regions for the next three years at the upcoming Business Managers' Meeting in St. Johns, Newfoundland. The National office estimates that the reprinting costs will total \$15,000 and has included it in their National Office Budget for FY 2012-2013 under Other Administrative Costs, at the discretion of the Board's approval.

4.D.9 Sharing Best Practises

The National office would like to give opportunity and encourage regions to share Best Practises at National meetings. This will allow for open-communication and an opportunity to share innovative ways how CCGA is saving lives on the water.

The National office would also like to engage in social media with the regular use of Twitter and Facebook pages to engage members and donors across Canada at no direct costs to the Canadian Coast Guard Auxiliary.

4.D.10 Uniform Insignia

TO BE APPROVED AT THE BUSINESS MANAGERS MEETING

The National office will discuss the future of uniform insignia at the upcoming Business Managers meeting to achieve conformity across regions. It was recommended at the National Board meeting to find a supplier that will keep an inventory and regions would purchase directly from the distributor. Since costs have yet to be determined, the National office has budgeted \$5,000 in Other Administrative Expenses.

4.D.11 Honorariums

The National office will continue to provide the National Board with an Honorarium of \$5,000 to the five regional presidents, \$10,000 to the National President and provide the Presidents with a T4A slip in a timely manner.

Honorariums **\$35,000**

4.D.12 Royal Canadian Mint Coin Auction

The National office is working with the Royal Canadian Mint to hold an auction for a rare gold coin with a Canadian diamond on eBay in April 2012, to coincide with the Royal Wedding of April 2011. The proceeds of this auction will be deposited in the National

office’s Donation account, to be used for future activities. The Mint is looking to involve National media outlets and possibly provide the CCGA a chance to speak about the organization. There will be no direct costs to the Canadian Coast Guard Auxiliary, and more details will follow in early April 2012.

4.D.13 Development of NIF Submissions

The National office will continue to work the regions on developing National NIF submissions as required. One idea the National office will be pursuing is to acquiring Community Vessels for regions interested in applying.

- National wants to discuss the idea to prepare a NIF proposal that would seek funding for the purchase of equipment for CCGA community vessels so that these units can meet the requirements of the Equipment Matrix that has been developed jointly with CCG (but not implemented due to lack of funding).
- Our initial thought is to build a project that would cover community units in C&A and Quebec (plus the one community unit in Maritimes). At this point we believe all community units in Pacific already meet the requirements of the Equipment Matrix but will be discussed with the Pacific region to confirm.
- If everyone agrees, we’ll be gathering the proper information for the submission (how many vessels, type of equipment required, costing, etc.). If you support the proposal, we’ll be seeking CCG approval in principle to develop the project further.

History:

- The equipment matrix was developed by CCG/CCGA when Transport Canada’s Shipping Act was approved – the new legislation had two categories: vessels and pleasurecrafts. Where would we classify the SAR dedicated vessels? Had they been classified as commercial vessels, the equipment requirements would be demanding for the CCGA to meet.
- Transport Canada, with the support of CCG approved that our vessels would be classified as pleasurecrafts.
- If the auxiliary agreed to meet a higher level of the vessels, then we would be safe when someone challenged our vessels.
- Limited to Central & Arctic & the Quebec regions as they have the majority of the vessels.
 - Pacific vessels already meet requirements established in matrix

4.D.14 National Archives

In order to save Storage and Warehousing costs, the National office is planning on disbursing needed inventory across regions and moving the remainder in-house to a storage unit at the National Office. The National office will also store all archived media related to the CCGA. The costs to store the National archives at the National office in Ottawa are \$300.00/month, totalling \$3,600. This would save the National office \$2,600 a year in storage costs.

Storage Costs **\$3,600**

4.D.15 Translation Services

The National office will cover the costs of \$5,000 to translate the new insurance FAQs, the new Bylaws, and the Business Plan for FY 2012-2013. There are also funds in Other Administrative Expenses allocate to translate additional National documents. Translation meeting minutes and website content will be done in-house to reduce costs to the Canadian Coast Guard Auxiliary.

Translation Expenses	\$5,000
Other Administrative Expenses	\$5,000
Total costs	\$10,000

4.D.16 SAR Prevention

In 2009, the Canadian Coast Guard Auxiliary developed its own Courtesy Check program, and will continue to support the program in FY 2012-2013. The National Office will act as a liaison between the regions and the NSS for the SAR Prevention Program (Adventure Smart). The NSS has recently agreed to cover the costs to reprint 30,000 copies of the Bobbie books and the National office will distribute it to the regions as necessary.

4.D.17 Develop Equipment Matrix

The National office is planning on developing a NIF application so to bring CCGA Community Vessels across all regions to a certain standard related to the Equipment matrix. There will be no direct costs to the Canadian Coast Guard Auxiliary to develop this matrix.

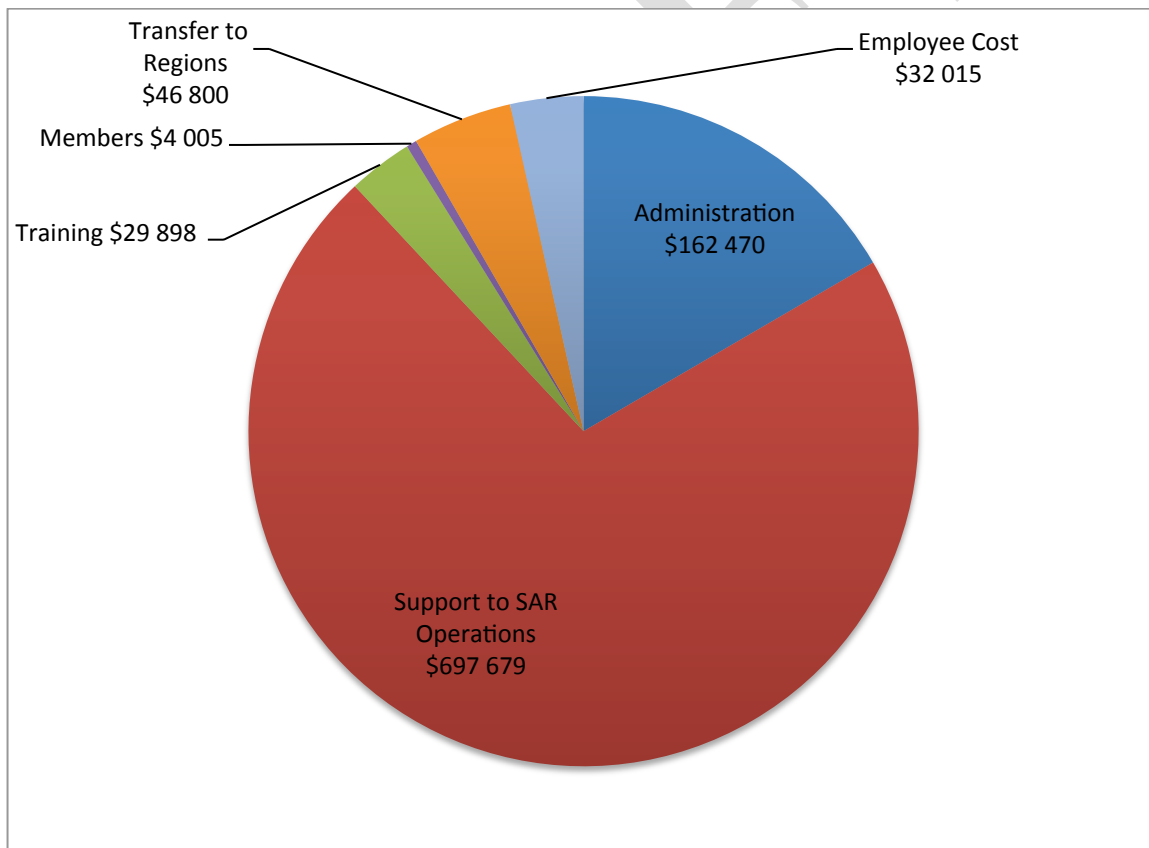
5 Financial Overview

Financial Synopsis Summary

CCGA National Office				
	2011/12 (actual)		2012/13 (projected)	
Expenses	\$	%	\$	%
Administration	\$162 470	16.5%	\$190 390	18.25%
Support to SAR Operations	\$697 679	71%	\$750 000	71.9%
Training	\$29 898	3.1%	\$800.00	.07%
Members	\$4 005	0.5%	\$37 620	3.60%
Marketing and Promotion	\$0	0%	\$0.00	0%
Transfer to Region	\$46 800	4.78%	\$12 578	1.2%
Employee Cost	\$32 015	3.5%	\$51 612	4.95%
Total Expenses	\$982 867	100%	\$1 043 000	100%
Revenue				
Primary Revenue (Contribution Agreement)	\$1 043 000		\$1 043 000	
Fundraising & Tax Refunds	\$0		\$0	
Other Revenue	\$0		\$0	
Total Revenue	\$1 043 000		\$1 043 000	

Actual Costs by Activity for FY 2011-2012

Expenses	\$	%
Administration	\$162 470	16.50%
Support to SAR Operations	\$697 679	71%
Training	\$29 898	3.10%
Members	\$4 005	0.50%
Marketing and Promotion	\$0	0%
Transfer to Regions	\$46 800	4.78%
Employee Cost	\$32 015	3.50%
Total Expenses	\$982 867	100%



Actual Costs by Activity for FY 2011-2012: Summary

Expenses	\$	Overview
Administration	\$162 470	Administrative expenses for FY 2011-2012 included Translation services for meeting minutes, bank fees and charges with CIBC, Audit and Bookkeeping expenses, conference and membership fees, storage and warehousing, administrative travel, telephone and internet services, printing services, and setting up our new National Office. Steps have been taken to reduce storage costs by increasing our storage space at the National office and requesting that regions provide us with their reprinting and inventory requirements. The National office has also cancelled their services with Bell conferencing and has moved on to Arkadin. To address the high bookkeeping fees from Welch LLP, the Finance committee is recommending that National bring their accounting in-house.
Support to SAR Operations	\$697 679	CCGA National paid an Insurance premium of \$697,679.60 this fiscal year, and currently holds a deferred revenue credit of \$35,314.45 with Mercer, which will be applied on CCGA's upcoming renewal period in June of 2012. Training.
Training	\$29 898	\$24,743.44 was spent on printing training publications for the regions, and \$5154.56 was spent on producing Training videos for AED's and defibrillators, and Insurance videos.
Members	\$4 005	\$3852.00 was been spent on our National meeting in Winnipeg and \$153.75 on Award Recognition.
Marketing and Promotion	\$0	As per the National Board's direction, the National office has not had any marketing or promotional activities this fiscal year
Transfer to Regions	\$46 800	As determined by Welch LLP and the Finance Committee and with the permission of the Canadian Coast Guard, National has transferred \$9360.00 to each region for CCG approved activities.
Employee Costs	32 015	The Canadian Coast Guard Auxiliary employed Tania Zygar on July 8, 2011 on a full-time basis on a salary of \$50,600.00. A total salary cost of \$34,385.92 was incurred in FY 2011-2012.
Total Expenses	\$982 867	

Projected Administrative Costs for FY 2012-2013: Summary

Expenses	\$	Overview												
Honorariums	\$35,000	The National office will continue to provide the National Board with an Honorarium of \$5,000 to the five regional presidents, \$10,000 to the National President and provide the Presidents with a T4A slip in a timely manner.												
Finance Committee	\$14,355	<p>The National office would like to take the accounting from Welch LLP and proceed with in-house. Ideally, the Office Manager will use QuickBooks and have the Finance Committee oversee the process. The Finance Committee also recommends that the National office hire a bookkeeper to review the finances once a month. This would save the National office a lot of money and would ensure that we have the upmost control of our accounting and reporting.</p> <ul style="list-style-type: none"> ▪ Shannon Laird is willing to train Tania on how to use QuickBooks. ▪ REQUIRES BOARD APPROVAL The Finance committee would like to go to the Board to approve to move our accounting in-house using QuickBooks. ▪ Tania would use Randy’s stamps, and mail the cheque ready to be sent to Ted for review and signature; this would allow an adequate degree of separation. ▪ Ceridian will take care of the payroll and government remittances, at only \$20.00/month. ▪ Audit to still be conducted by Welch LLP. ▪ The Finance Committee will also need to determine whether we will be transferring the E-Commerce portion from the old site to the new one, and if we should keep the Donation function on the National site. <p>Direct Costs</p> <table border="0" style="width: 100%;"> <tr> <td>Member Training Courses</td> <td style="text-align: right;">\$800</td> </tr> <tr> <td>(3) QuickBooks Licences</td> <td style="text-align: right;">\$1,000</td> </tr> <tr> <td>Shannon Laird Travel Expense</td> <td style="text-align: right;">\$1,355</td> </tr> <tr> <td>Audit from Welch LLP</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>Part-time Accountant</td> <td style="text-align: right;">\$1,200</td> </tr> <tr> <td>Total Costs</td> <td style="text-align: right;">\$14,355</td> </tr> </table>	Member Training Courses	\$800	(3) QuickBooks Licences	\$1,000	Shannon Laird Travel Expense	\$1,355	Audit from Welch LLP	\$10,000	Part-time Accountant	\$1,200	Total Costs	\$14,355
Member Training Courses	\$800													
(3) QuickBooks Licences	\$1,000													
Shannon Laird Travel Expense	\$1,355													
Audit from Welch LLP	\$10,000													
Part-time Accountant	\$1,200													
Total Costs	\$14,355													
Employee Costs	\$51 612	The Canadian Coast Guard Auxiliary employed Tania Zygar on July 8, 2011 on a full-time basis on a salary of \$51,612.00.												
Employee Costs – Government Remittance	\$3809	EI and CPP Contributions for the Office Manager in 2012-2013.												

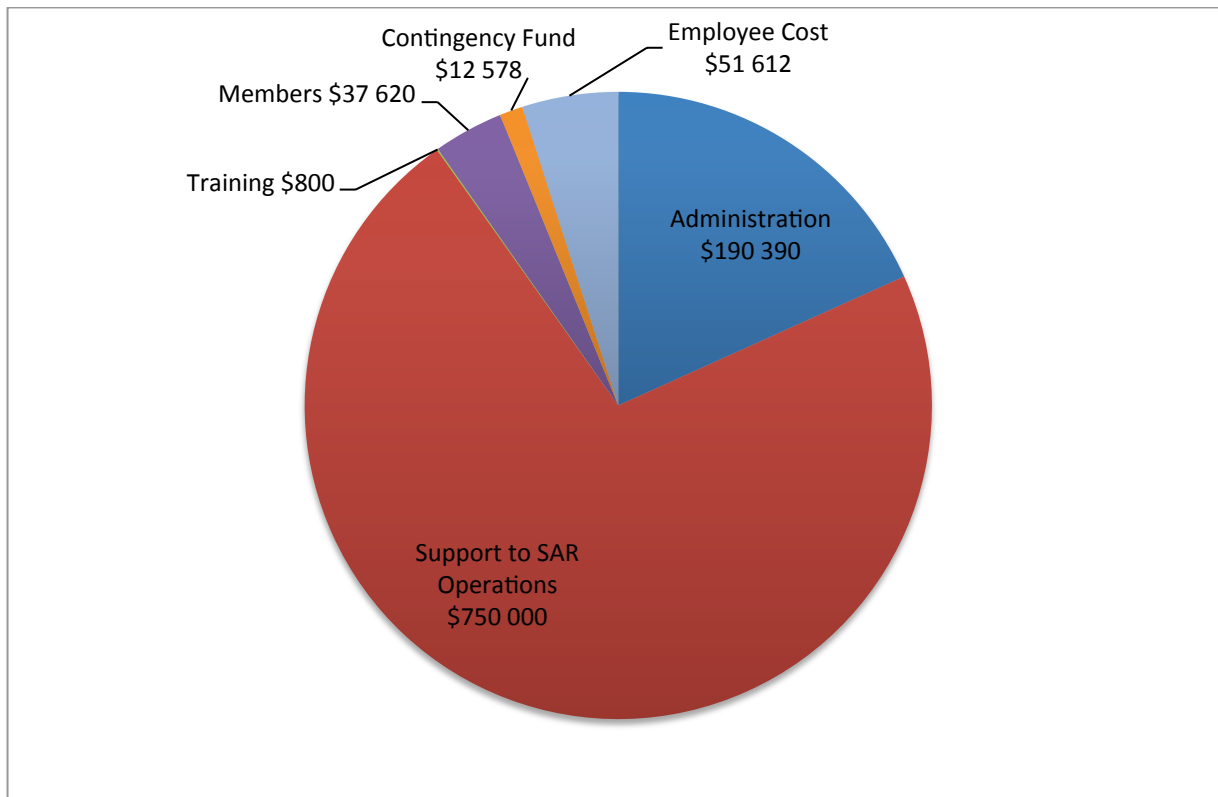
Accounting and Auditing Services	\$12,000	Auditing Services from Welch LLP, Ceridian Payroll cost for the employee for 2012-2013, and monthly reconciliation with accountant.									
Governance & Bylaws	\$10,000	<p>The Bylaw Committee met March 28, 2012 to rewrite the CCGA National Bylaws to comply with the new Non Profit Act. Legal counsel will revise The CCGA National Bylaws before the National Board recommends it for approval.</p> <p>Direct Costs</p> <table data-bbox="581 510 1396 625"> <tr> <td>Legal Services</td> <td>\$7000.00</td> <td></td> </tr> <tr> <td>Translation Services</td> <td>\$3000.00</td> <td></td> </tr> <tr> <td>Total Costs</td> <td></td> <td>\$10,000.00</td> </tr> </table>	Legal Services	\$7000.00		Translation Services	\$3000.00		Total Costs		\$10,000.00
Legal Services	\$7000.00										
Translation Services	\$3000.00										
Total Costs		\$10,000.00									
Contribution Agreement Renewal	\$6,000	<p>The National Board will likely need to meet twice during this fiscal year to discuss the renewal of the Contribution Agreement with the Canadian Coast Guard. The National Office will cover the expenses of the Executive Board to meet with the Canadian Coast Guard and would include flights, hotel, meals, and transportation for two days.</p> <p>Travel expenses for the Executive Board \$6,000</p>									
International Relations	\$5,110	<p>The National president would like to continue the CCGA's presence in the International Maritime Rescue Federation and continue to pay the membership fees and attend it's Annual event as well as attend the World Maritime Rescue Congress. The benefit to CCGA's presence in the IMRF includes sharing best practices between organizations in the same field from around the world. Thanks to our membership with the IMRF, we have been able to do some fundraising at the National level using the model from the IMRF. The SAR Crew Manual also evolved through a relationship with the IMRF, which developed the relationship with IRLI who had the original manual and gave permission to modify this manual with the help of the Pacific Region.</p>									
National Website	\$120	<p>The National office has been working on revamping the whole National website. Once the National president provides his final comments, the National office will then circulate the site to all members of the National Board. The hosting costs will be greatly reduced to a rate of \$10.00/month, and the National Office employee will receive in-house training on how to maintain the site at no cost to the Canadian Coast Guard Auxiliary.</p>									
Reprinting Requirements for Regions	\$15,000	<p>The National office will review the final reprinting requirement for the regions for the next three years at the upcoming Business Managers' Meeting in St. Johns, Newfoundland. The National office estimates that the reprinting costs will total \$15,000 and has included it in their</p>									

		National Office Budget for FY 2012-2013 under Other Administrative Costs, at the discretion of the Board's approval.
Translation Services	\$5,000	The National office will cover the costs of \$5,000 to translate the new insurance FAQs, the new Bylaws, and the Business Plan for FY 2012-2013. Translation meeting minutes and website content will be done in-house to reduce costs to the Canadian Coast Guard Auxiliary.
Rental of Office Building	\$21,300	Dare Corporate Centre – 275 Slater Street at \$1775.00/month for one year.
Misc. Administrative Costs	\$16 577	Postage, internet, office and stationary supplies, conference and membership fees, Bank Fees and communications costs for the National office.
Consultancy Fees	\$9,420	Francois Vezina to help with SAR Reports, Insurance Videos, and administrative costs as needed for FY 2012-2013
Administrative and Presidents Travel	\$37 147	President to attend CMAC, CCGA-C&A AGM, CCGA-M Regional Training and National Awards Presentation, CSBC, CCGA-NL AGM, CPA, SARSCENE, CCGA-P AGM, N-TRAIN, CCGA-Q, NACON, IMRF Regional Meetings and World Maritime Rescue Congress
Total Administrative Expenses	\$242 000	

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Projected Costs by Activity for FY 2012-2013

Expenses	\$	%
Administration	\$190 390	18.25%
Support to SAR Operations	\$750 000	72%
Training	800	0.07%
Members	\$37 620	3.60%
Marketing and Promotion	\$0	0%
Contingency Fund / Transfer to Region	\$12 578	1.20%
Employee Cost	\$51 612	4.95%
Total Expenses	\$1 043 000	100%



TO BE APPROVED AT THE NATIONAL BOARD MEETING

Detailed Financial Documents:

See Appendix A – Detailed Expenditure Form

See Appendix B – Final National Office Budget

Canadian Coast Guard Auxliary

Account Number	Budget Item	2012-2013 Budget	
Salaries			
1065	Office Manager		
1070	Hiring Fees		Hiring Fees from Excel HR
1205	Employee Benefits		
1215	Total Salaries	51,612.00	Salary for Office Manager
1220	EI Contributions	1,429.03	Employer EI Contributions for FY 2012-2013
1300	CPP Contributions	2,380.14	Employer CPP Contributions for FY 2012-2013
1305	Quebec Payroll Expense	0.00	
1310	PST	0.00	
1315	HST	0.00	
1810	Consultancy Fees	9,420.00	Francois Vezina - help with SAR Reports, Insurance Videos, and as needed for FY 2012-2013 \$785/month x 12 months
1815	Accounting & Audit Services	12,000.00	Auditing Services from Welch LLP @ \$10,000 + Ceridian Payroll @ 31.00 x 12 = \$372.00 + Monthly Reconciliation with Accountant at \$100.00/month x 12 = 1200
1825	Legal Services	7,000.00	Bylaw Renewal - Legal Services required for new Bylaw Review
1845	Translation Expenses	5,000.00	Translation of new Insurance FAQs, Bylaws, and other document as required
2100	Bank Fees & Charges	1,500.00	Monthly Bank Charges for CIBC & Line of Credit
2115	Conference & Membership Fees	2,500.00	Membership fee for IMRF for FY 2012-2013 @ 1800.00 EUROS
2140	Storage & Warehousing	2,000.00	Storage and Warehousing Fees for 2012-2013 at St. Joseph at 400.00/month for 5 months (to provide us with enough time to disburse the Inventory across regions and to National)
2150	Vehicle Fuel Expenses	0.00	No projected vehicle expenses for 2012-2013
2170	Uniform Insignia		To be confirmed at the National Meeting
2180	Vessel Pennants	0.00	To be confirmed at the National Meeting
2185	Office & Stationary Supplies	5,000.00	Office supplies for the National Office 2012-2013
2230	Administrative Travel	4,146.78	Shannon Laird Training OM on Quickbooks x 3 days x hotel (3x130) + flight (700) + meals and incidentals (88.60x3) = 1355.00 - Tani a Zygar AGM Travel 2 x Flights (700x2) + Hotel 2x(130x3) + Meals 2x(88.60x3) + Taxi 2x(40) = 2791.78
2240	President's Travel	25,000.00	See President's Travel document: CMAC (3000) + CCGA-C&A AGM (2000) + CCGA-M Regional Training and National Awards presentation (2000) + CSBC (2500) + CCGA-NL AGM (2000) + CPS (2000) + SARSCENE (2000) + CMAC (3000) + CCGA-P AGM (2500) + N-TRAIN (2500) + CCGA-Q (1500)
2260	Travel USA	3,000.00	NACON International Roundtable (Flights, Hotel, Meals, Incidentals)
2265	Foreign Travel Other Than USA	5,000.00	IMRF Regional Meetings and World Maritime Rescue Congress
2270	Postage	500.00	Purchase of stamps for FY 2012-2013
2340	Courier Services	2,000.00	Courier Services for FY 2012-2013 to ship uniform items, awards, inventory to regions
2350	Cell Phone Services	2,160.00	Ted Smith and Tania Zygar's cell phone charges with Telus (\$180.00 month x 12 months)
2370	National Web Site	240.00	Hosting costs for the National Website (20.00 month x 12 months)
2386	Internet Services	852.00	Internet services for Tania Zygar with Teksaavy (71.00/month x 12 months) + Ted Smith Home Phone and Internet Services (100.00/month x 12 months) + Tania Zygar's Office
2387	Telephone and internet services	1,800.00	Phone Line (50.00/month x 12 months)

2620 Teleconference Fees	660.00	Teleconference fees with Arkadin @ 55.00/month x 12 months
2630 Marketing / Communications	0.00	
3390 Printing Services	15,000.00	Printing Services with St. Joseph to re-print forms and manuals for regions for three years
3555 Audio Visual Services	1,000.00	Video production, including filming editing and translating for the Insurance Videos
3556 Rental of Office Buildings	21,300.00	Dare Corporate Centre - 275 Slater Street Rent @ @1775.00/month x 12 months
4100 Automobile Leasing	0.00	Car lease has been terminated, no projected vehicle costs for FY 2012-2013
4105 Automobile Fuel & Maintenance	0.00	Car lease has been terminated, no projected vehicle costs for FY 2012-2013
4120 Repair & Betterment of Computer Equipment, Hardware	500.00	Repair and maintance of office laptop for FY 2012-2013
4125 Repair & Betterment of Other Office Equipment	1,000.00	Repair and maintaince on projector, phone, and DVD burning device for FY 2012-2013
4130 Office Furniture & Furnishings	500.00	Purchase of Coat Rack(100), and Coffee Maker(100), and Storage Units for filing for(300) FY2012-2013
4135 Computer Equipment - Small - Desktop - Portable	1,000.00	Purchase of projector filter and lamp (500), purchase of scanner (200), purchase of two docking stations (300)
5040 Computer Software	1,000.00	Purchase of quickbooks and three licenses (60/month x 12 months = 720) + purchase software upgrades (280)
5070 Other Office Equipment & Parts	500.00	Purchase of extra office and storage equipment for the National Office (storage boxes, dividers, plastic storage units, media unit for all the DVD/VHS in storage)
5090 Other Administrative Expenses	20,000.00	Transitional Contingency Fund as National still going thurough transition period, extra funds for bylaw review (lawyers), extra printing services, funds for epaulettes, and communications and marketing expenses should National decide to be more present in social media.
5091 Honorariums	35,000.00	Honorariums for five regional Presidents and the National President
5111 TOTAL - ADMINISTRATION	241,999.95	
 5147 SUPPORT TO SAR OPERATIONS		
5263 Insurance Premiums	750,000.00	Insurance Premiums for FY 2012-2013, Cyber Liability Coverage Premium
5265 TOTAL SUPPORT TO SAR OPERATIONS	750,000.00	
 5273 TRAINING		
5274 Member Training Courses	800.00	National Employee Training Courses on Quickbooks, and professional development in accounting as accounting will be done in-house
5281 Printing Services (training publications)	0.00	No plans on printing additional training publications for FY 2012-2013
5282 TOTAL - TRAINING	800.00	
 5284 MEMBERS		
5291 Awards, Gifts & Recognition	5,250.00	Purchase of pen/pencil set for award recognition (50/pen x 25 = 1250), purchas of certificate holders (100 x 10/certificate = 1000), purchase of jackets for members winnin the higher level awards (300/jacket x 10 = 3000)
5300 Additional Costs for Contribution Agreement Renewal Meeting (Travel Expenses)	6,000.00	To be approved by the Board: 2 additional meetings with the Executive Board / all Board members to review and renew the Contribution Agreemeent in Ottawa. Costs would be covered by National and would include, flights, hotel, food and transport for two days for Executive members.
5305 Board of Director Meeting Expenses - Hotel & Catering	16,371.78	Costs of the meeting at St. Johns that includes room rental tor] 5 days (275 x 5) , catering for 5 days (87.50 + 582.50 + 944.25 + 1022 + 360 = 2996.25) , and printing and audio visual services (\$500.00) = 4371.00 + 3-4 National Meetings to be held in conjuction with the Contribution Renewal Meetings (catering, room rental, printing and audio visual services) for three days @ 4000/meeting x 3 meetings = \$12,000.00

5325 Board of Director Meeting Travel Expenses - National President	10,000.00
TOTAL - Members	37,621.78
TOTAL SPENDING ALL CATEGORIES	1,030,421.73
Transfer to regions	12,578.27
Total Projected Spending - Operations 2012-2013	1,043,000.00

Travel expenses for the National President for three Board Meetings - \$2000/meeting x 3 meetings = [hotel (130.00x5days), travel (800/flight), transport (80/taxi), meals(87/dayx 5 days)] + Ted Smith Travel with CCG & Office Manager in Ottawa (\$4000.00)

Canadian Coast Guard Auxiliary

Account Number	Budget Item	2011-2012 Budget	2011-2012 Actuals	2012-2013 Budget	
Salaries					
1065	Office Manager		27,211.97	44,880.00	
1070	Hiring Fees		9,020.00		Hiring Fees from Excel HR
1205	Employee Benefits		4,802.22	6,732.00	
1215	Total Salaries	48,232.33	32,014.19	51,612.00	Salary for Office Manager
1220	EI Contributions		886.41	1,429.03	Employer EI Contributions for FY 2012-2013
1300	CPP Contributions	0.00	1,476.37	2,380.14	Employer CPP Contributions for FY 2012-2013
1305	Quebec Payroll Expense	0.00	8.95	0.00	
1310	PST	0.00	0.00	0.00	
1315	HST	0.00	0.00	0.00	
1810	Consultancy Fees		5,495.00	9,420.00	Francois Vezina - help with SAR Reports, Insurance Videos, and as needed for FY 2012-2013 \$785/month x 12 months
1815	Accounting & Audit Services	30,000.00	5,876.63	12,000.00	Auditing Services from Welch LLP @ \$10,000 + Ceridian Payroll @ 31.00 x 12 = \$372.00 + Monthly Reconciliation with Accountant at \$100.00/month x 12 = 1200
1825	Legal Services	10,000.00	0.00	7,000.00	Bylaw Renewal - Legal Services required for new Bylaw Review
1845	Translation Expenses	15,000.00	1,917.35	5,000.00	Translation of new Insurance FAQs, Bylaws, and other document as required
2100	Bank Fees & Charges	1,200.00	699.52	1,500.00	Monthly Bank Charges for CIBC & Line of Credit
2115	Conference & Membership Fees	2,500.00	2,366.82	2,500.00	Membership fee for IMRF for FY 2012-2013 @ 1800.00 EUROS
2140	Storage & Warehousing	10,000.00	4,628.44	2,000.00	Storage and Warehousing Fees for 2012-2013 at St. Joseph at 400.00/month for 5 months (to provide us with enough time to disburse the Inventory across regions and to National)
2150	Vehicle Fuel Expenses	500.00	1,348.85	0.00	No projected vehicle expenses for 2012-2013
2170	Uniform Insignia	0.00	0.00		To be confirmed at the National Meeting
2180	Vessel Pennants	0.00	0.00	0.00	To be confirmed at the National Meeting
2185	Office & Stationary Supplies	5,000.00	1,237.17	5,000.00	Office supplies for the National Office 2012-2013
2230	Administrative Travel	5,000.00	4,198.26	4,146.78	Shannon Laird Training OM on Quickbooks x 3 days x hotel (3x130) + flight (700) + meals and incidentals (88.60x3) = 1355.00 - Tania a Zygar AGM Travel 2 x Flights (700x2) + Hotel 2x(130x3) + Meals 2x(88.60x3) + Taxi 2x(40) = 2791.78
2240	President's Travel	20,000.00	34,364.00	25,000.00	See President's Travel document: CMAC (3000) + CCGA-C&A AGM (2000) + CCGA-M Regional Training and National Awards presentation (2000) + CSBC (2500) + CCGA-NL AGM (2000) + CPS (2000) + SARSCENE (2000) + CMAC (3000) + CCGA-P AGM (2500) + N-TRAIN (2500) + CCGA-Q (1500)
2260	Travel USA	4,000.00	2,346.89	3,000.00	NACON International Roundtable (Flights, Hotel, Meals, Incidentals)
2265	Foreign Travel Other Than USA	0.00	0.00	5,000.00	IMRF Regional Meetings and World Maritime Rescue Congress
2270	Postage	15,000.00	1,083.55	500.00	Purchase of stamps for FY 2012-2013
2340	Courier Services	0.00		2,000.00	Courier Services for FY 2012-2013 to ship uniform items, awards, inventory to regions
2350	Cell Phone Services	0.00	2,582.69	2,160.00	Ted Smith and Tania Zygar's cell phone charges with Telus (\$180.00 month x 12 months)
2370	National Web Site	5,000.00	5,237.67	240.00	Hosting costs for the National Website (20.00 month x 12 months)
2386	Internet Services		320.95	852.00	Internet services for Tania Zygar with Teksaavy (71.00/month x 12 months)
2387	Telephone and internet services	6,500.00	6,762.71	1,800.00	+ Ted Smith Home Phone and Internet Services (100.00/month x 12 months) + Tania Zygar's Office Phone Line (50.00/month x 12 months)
2620	Teleconference Fees	0.00	3,150.19	660.00	Teleconference fees with Arkadin @ 55.00/month x 12 months
2630	Marketing / Communications	10,000.00	245.91	0.00	
3390	Printing Services	5,000.00	4,638.30	15,000.00	Printing Services with St. Joseph to re-print forms and manuals for regions for three years
3555	Audio Visual Services	5,000.00	441.00	1,000.00	Video production, including filming editing and translating for the Insurance Videos
3556	Rental of Office Buildings	0.00	8,575.05	21,300.00	Dare Corporate Centre - 275 Slater Street Rent @\$1775.00/month x 12 months
4100	Automobile Leasing	5,500.00	7,803.88	0.00	Car lease has been terminated, no projected vehicle costs for FY 2012-2013
4105	Automobile Fuel & Maintenance	0.00	1,348.85	0.00	Car lease has been terminated, no projected vehicle costs for FY 2012-2013
4120	Repair & Betterment of Computer Equipment, Hardware	0.00	0.00	500.00	Repair and maintance of office laptop for FY 2012-2013
4125	Repair & Betterment of Other Office Equipment	0.00	0.00	1,000.00	Repair and maintance on projector, phone, and DVD burning device for FY 2012-2013
4130	Office Furniture & Furnishings	0.00	0.00	500.00	Purchase of Coat Rack(100), and Coffee Maker(100), and Storage Units for filing for(300) FY2012-2013
4135	Computer Equipment - Small - Desktop - Portable	1,000.00	4,204.45	1,000.00	Purchase of projector filter and lamp (500), purchase of scanner (200), purchase of two docking stations (300)

5040	Computer Software	0.00	1,000.00	1,000.00	Purchase of quickbooks and three licenses (60/month x 12 months = 720) + purchase software upgrades (280)
5070	Other Office Equipment & Parts	0.00	4,204.45	500.00	Purchase of extra office and storage equipment for the National Office (storage boxes, dividers, plastic storage units, media unit for all the DVD/VHS in storage
5090	Other Administrative Expenses			20,000.00	Transitional Contingency Fund as National still going through transition period, extra funds for bylaw review (lawyers), extra printing services, funds for epaulettes, and communications and marketing expenses should National decide to be more present in social media.
5091	Honorariums	35,000.00	35,000.00	35,000.00	Honorariums for five regional Presidents and the National President
5111	TOTAL - ADMINISTRATION	239,432.33	194,484.50	241,999.96	
5147 SUPPORT TO SAR OPERATIONS					
5263	Insurance Premiums	800,000.00	697,679.60	750,000.00	Insurance Premiums for FY 2012-2013, Cyber Liability Coverage Premium
5265	TOTAL SUPPORT TO SAR OPERATIONS	800,000.00	697,679.60	750,000.00	
5273 TRAINING					
5274	Member Training Courses	0.00	0.00	800.00	National Employee Training Courses on Quickbooks, and professional development in accounting as accounting will be done in-house
5281	Printing Services (training publications)	20,305.61	29,896.10	0.00	No plans on printing additional training publications for FY 2012-2013
5282	TOTAL - TRAINING	20,305.61	29,896.10	800.00	
5284 MEMBERS					
5291	Awards, Gifts & Recognition	5,000.00	153.75	5,250.00	Purchase of pen/pencil set for award recognition (50/pen x 25 = 1250), purchas of certificate holders (100 x 10/certificate = 1000), purchase of jackets for members winnin the higher level awards (300/jacket x 10 = 3000)
5300	Additional Costs for Contribution Agreement Renewal Meeting (Travel Expenses)	0.00	0.00	6,000.00	To be approved by the Board: 2 additional meetings with the Executive Board / all Board members to review and renew the Contribution Agreement in Ottawa. Costs would be covered by National and would include, flights, hotel, food and transport for two days for Executive members.
5305	Board of Director Meeting Expenses - Hotel & Catering	17,500.00	3,852.00	16,371.78	Costs of the meeting at St. Johns that includes room rental for 5 days (275 x 5) , catering for 5 days (87.50 + 582.50 + 944.25 + 1022 + 360 = 2996.25) , and printing and audio visual services (\$500.00) = 4371.00 + 3-4 National Meetings to be held in conjunction with the Contribution Renewal Meetings (catering, room rental, printing and audio visual services) for three days @ 4000/meeting x 3 meetings = \$12,000.00
5325	Board of Director Meeting Travel Expenses - National President	0.00	0.00	10,000.00	Travel expenses for the National President for three Board Meetings - \$2000/meeting x 3 meetings = [hotel (130.00x5days), travel (800/flight), transport (80/taxi), meals(87/dayx 5 days)] + Ted Smith Travel with CCG & Office Manager in Ottawa (\$4000.00)
	TOTAL - Members	22,500.00	4,005.75	37,621.78	
TOTAL SPENDING ALL CATEGORIES					
	Transfer to regions	1,043,000.00	926,065.95	1,030,421.74	
	Total Actual Spending - Operations 2011-2012		46,800.00	12,578.26	
	Current Operations Account Balance		972,865.95		
	Total Projected Spending - Operations 2012-2013		70,134.05	1,043,000.00	