ADR Institute of Alberta
Profit & Loss Budget vs. Actual
January through March 2013

	Jan - Mar 13	Budget	$ Over Budget	% of Budget
Income				
4000 · Membership Revenue				
4010 · Membership Fees				
4011 · Full Member	29,930.00	29,430.00	500.00	101.7%
4012 · Associate Member	5,875.00	8,400.00	-2,525.00	69.94%
4013 · Corporate Member	0.00	3,000.00	-3,000.00	0.0%
4014 · Affiliate	0.00	300.00	-300.00	0.0%
4015 · Administration Fee	2,750.00	2,850.00	-100.00	96.49%
Total 4010 · Membership Fees	38,555.00	43,980.00	-5,425.00	87.67%
4016 · Less ADRI Dues	-10,965.00	-9,775.00	-1,190.00	112.17%
4020 · Directory	13,850.00	13,850.00	0.00	100.0%
4030 · Advertising Newsletter	0.00	0.00	0.00	0.0%
4035 · Outsourcing (PADR's)	0.00	0.00	0.00	0.0%
4040 · ADR Centre Administration	0.00	0.00	0.00	0.0%
4050 · Designation Application Fee	0.00	0.00	0.00	0.0%
4070 · National Rules Administration	631.43	600.00	31.43	105.24%
4075 · Roster Administration	0.00	350.00	-350.00	0.0%
4080 · CAMVAP	13,495.00	14,025.00	-530.00	96.22%
Total 4000 · Membership Revenue	55,566.43	63,030.00	-7,463.57	88.16%
4100 · Professional Development Rev				
4110 · Certificate Programs	120,128.00	107,600.00	12,528.00	111.64%
4111 · AAMS Service Contract	7,000.00	7,000.00	0.00	100.0%
4115 · Less Member Discounts - n/u	0.00	0.00	0.00	0.0%
4125 · On Line Instruction	0.00	0.00	0.00	0.0%
4130 · Course Design	15,750.00	35,750.00	-20,000.00	44.06%
4140 · Course Delivery				
4141 · College	0.00	0.00	0.00	0.0%
4142 · Groups	6,150.00	0.00	6,150.00	100.0%
Total 4140 · Course Delivery	6,150.00	0.00	6,150.00	100.0%
4150 · Exclusive License Agreements				
4151 · ADRIC	0.00	0.00	0.00	0.0%
4152 · AAMS	0.00	0.00	0.00	0.0%
4153 · Specialty Course	0.00	0.00	0.00	0.0%
4154 · MTI Materials	1,659.86	0.00	1,659.86	100.0%
Total 4150 · Exclusive License Agreements	1,659.86	0.00	1,659.86	100.0%
4160 · Instructor Development	0.00	0.00	0.00	0.0%
4170 · AGM/Conference	0.00	0.00	0.00	0.0%
Total 4100 · Professional Development Rev	150,687.86	150,350.00	337.86	100.23%

ADR Institute of Alberta
Profit & Loss Budget vs. Actual
January through March 2013

	Jan - Mar 13	Budget	$ Over Budget	% of Budget
4200 · Designation Revenue				
4210 · Application Fee	3,850.00	1,100.00	2,750.00	350.0%
4220 · Assessments	2,625.00	600.00	2,025.00	437.5%
Total 4200 · Designation Revenue	6,475.00	1,700.00	4,775.00	380.88%
4300 · Accreditation Revenue				
4310 · ADR Program & Courses	0.00	0.00	0.00	0.0%
4320 · Instructor & Coaches	0.00	0.00	0.00	0.0%
4330 · Equivalency	195.25	200.00	-4.75	97.63%
Total 4300 · Accreditation Revenue	195.25	200.00	-4.75	97.63%
4600 · Interest Income	6.85			
4900 · Other Income	470.00	430.00	40.00	109.3%
Total Income	213,401.39	215,710.00	-2,308.61	98.93%

ADR Institute of Alberta
Profit & Loss Budget vs. Actual
January through March 2013

	Jan - Mar 13	Budget	$ Over Budget	% of Budget
Expense				
5000 · Member Expense				
5010 · Advertising/Promotion	0.00	750.00	-750.00	0.0%
5020 · Directory	5,884.12	8,000.00	-2,115.88	73.55%
5025 · Website Development	0.00	1,050.00	-1,050.00	0.0%
5030 · Newsletter	0.00	30.00	-30.00	0.0%
5035 · Outsourcing (PADR's)	0.00	0.00	0.00	0.0%
5040 · ADR Centre Administration	0.00	0.00	0.00	0.0%
5050 · Travel	0.00	300.00	-300.00	0.0%
5060 · Advocacy	0.00	150.00	-150.00	0.0%
Total 5000 · Member Expense	5,884.12	10,280.00	-4,395.88	57.24%
5100 · Professional Development				
5111 · Instructor Fees	37,534.50	36,750.00	784.50	102.14%
5112 · Facility Rentals	2,791.60	9,150.00	-6,358.40	30.51%
5113 · Program Materials	2,217.26	2,230.00	-12.74	99.43%
5114 · Parking/Mileage	1,168.50	640.00	528.50	182.58%
5115 · Travel Expenses	2,392.81	900.00	1,492.81	265.87%
5116 · Courier	225.97	150.00	75.97	150.65%
5117 · Coffee/Tea/Muffins for Learners	199.27	0.00	199.27	100.0%
5130 · Course Design	5,390.49	10,500.00	-5,109.51	51.34%
5125 · On Line Instruction	690.00	700.00	-10.00	98.57%
5140 · Course Delivery	0.00	0.00	0.00	0.0%
5141 · Instructor Fees - Course Del	2,210.00	0.00	2,210.00	100.0%
5143 · Program Material - Course Del	131.50	0.00	131.50	100.0%
5145 · Travel - Course Del	10.00	0.00	10.00	100.0%
5146 · Course Delivery - Courier	28.62	0.00	28.62	100.0%
5150 · Exclusive License Agreements	0.00	0.00	0.00	0.0%
5151 · Instructor Fees - ELA	0.00	0.00	0.00	0.0%
5152 · Facility Rentals - ELA	0.00	0.00	0.00	0.0%
5153 · Program Materials - ELA	0.00	0.00	0.00	0.0%
5154 · MTI Materials	726.08	2,437.50	-1,711.42	29.79%
5157 · License Fee	0.00	0.00	0.00	0.0%
5160 · Instructor Development	0.00	0.00	0.00	0.0%
5170 · AGM Professional Dev Day	2,500.00	0.00	2,500.00	100.0%
Total 5100 · Professional Development	58,216.60	63,457.50	-5,240.90	91.74%
5200 · Designation				
5211 · Instructor Fees	1,225.00	400.00	825.00	306.25%
Total 5200 · Designation	1,225.00	400.00	825.00	306.25%

ADR Institute of Alberta
Profit & Loss Budget vs. Actual
January through March 2013

	Jan - Mar 13	Budget	$ Over Budget	% of Budget
5800 · General & Administrative				
5804 · Amortization	0.00	0.00	0.00	0.0%
5805 · AAMS Loan Interest Expense	83.19	83.19	0.00	100.0%
5806 · Bank Charges/Interest	3,923.21	4,000.00	-76.79	98.08%
5807 · CAMVAP Expenses	0.00	0.00	0.00	0.0%
5808 · Contract/Project	4,575.00	5,175.00	-600.00	88.41%
5810 · Computer Equipment/Software	0.00	375.00	-375.00	0.0%
5811 · Conference	0.00	0.00	0.00	0.0%
5812 · Copying (Administrative Use)	256.64	300.00	-43.36	85.55%
5814 · Courier	18.67	60.00	-41.33	31.12%
5815 · Employee Burden	0.00	0.00	0.00	0.0%
5816 · Equipment Maintenance	1,286.50	900.00	386.50	142.94%
5818 · Equipment Rental Leasing	880.79	880.79	0.00	100.0%
5821 · Insurance	839.49	839.49	0.00	100.0%
5822 · Meals/Entertainment/Gift	135.00	300.00	-165.00	45.0%
5823 · Meeting Expense	138.00	300.00	-162.00	46.0%
5824 · Memberships & Subscriptions	0.00	300.00	-300.00	0.0%
5826 · Office Supplies	1,119.33	1,050.00	69.33	106.6%
5828 · Postage	740.46	525.00	215.46	141.04%
5830 · Printing	365.83	150.00	215.83	243.89%
5832 · Professional Fees	0.00	0.00	0.00	0.0%
5833 · Relocation Expense	1,102.50	0.00	1,102.50	100.0%
5834 · Rent Edmonton	6,620.88	6,621.00	-0.12	100.0%
5835 · Rent Calgary	1,000.00	1,000.00	0.00	100.0%
5836 · Staff Development	0.00	0.00	0.00	0.0%
5838 · Storage Rental	315.00	315.00	0.00	100.0%
5840 · Telephone	982.81	870.00	112.81	112.97%
5842 · Legal and General Council	0.00	750.00	-750.00	0.0%
5869 · Executive Salary Allocation	0.00	0.00	0.00	0.0%
5870 · Blue Cross	3,671.24	3,851.52	-180.28	95.32%
5880 · Salaries				
5881 · Exec Dir - Member Service	15,000.00	15,000.00	0.00	100.0%
5882 · Exec Dir - Prof Dev	12,000.00	12,000.00	0.00	100.0%
5883 · CAMVAP	11,739.00	11,739.00	0.00	100.0%
5884 · Membership Administrator	9,615.00	9,615.00	0.00	100.0%
5885 · Student Liaison Officer	8,749.98	8,749.98	0.00	100.0%
5886 · Administration	7,350.00	7,350.00	0.00	100.0%
Total 5880 · Salaries	64,453.98	64,453.98	0.00	100.0%
5890 · Salaries - Admin	0.00	0.00	0.00	0.0%
5891 · Employee CPP/EI	3,944.38	3,956.00	-11.62	99.71%
5892 · Blue Cross Clearing Account	0.00	0.00	0.00	0.0%
Total 5800 · General & Administrative	96,452.90	97,055.97	-603.07	99.38%

ADR Institute of Alberta
Profit & Loss Budget vs. Actual
January through March 2013

	Jan - Mar 13	Budget	$ Over Budget	% of Budget
5900 · Board of Directors				
5920 · Board Meeting Expense	578.78	3,000.00	-2,421.22	19.29%
5930 · Insurance	918.75	918.75	0.00	100.0%
5940 · Restructure	0.00	0.00	0.00	0.0%
Total 5900 · Board of Directors	1,497.53	3,918.75	-2,421.22	38.21%
Total Expense	163,276.15	175,112.22	-11,836.07	93.24%
Net Income	**50,125.24**	**40,597.78**	**9,527.46**	**123.47%**

ADR Institute of Alberta
BUSINESS UNIT REPORT
Three Months Ended March 31, 2013

	2013 Budget	2013 YTD Budget	3 Months Ended March 31, 2013	YTD Variance Better (Worse) than Budget
Revenue Member Services				
Membership Fees and Services	$ 126,540	$ 48,055	$ 41,440	$ (6,615)
Roster Administration	74,325	14,975	14,126	(849)
Total Member Services Revenue	$ 200,865	$ 63,030	$ 55,566	$ (7,464)
Expense Member Services				
Less: Direct Costs	$ 17,830	$ 10,280	$ 5,884	$ 4,396
Less: Indirect Costs Allocated at 50%	204,829	48,528	48,225	303
Less: Board of Directors Costs Allocated at 70%	10,973	2,743	1,049	1,695
Total Expenses Member Services	$ 233,632	$ 61,551	$ 55,158	$ 6,394
Net Profit (Loss) Member Services	$ (32,767)	$ 1,479	$ 408	$ (1,070)
Number of Members			457	
Net Profit (Loss) per Member			1	
Professional Development	$ 591,410	$ 150,350	$ 150,688	$ 338
Less: Direct Costs	328,590	63,457	58,218	5,239
Less: Indirect Costs Allocated at 50%	204,829	48,528	48,225	303
Less: Board of Directors Costs Allocated at 30%	4,703	1,176	449	726
Net Profit (Loss) Education Certificate Programs	$ 53,289	$ 37,189	$ 43,796	$ 6,606
Total Registrations			74	
Net Profit per Registration			592	
Designations	$ 5,200	$ 1,700	$ 6,475	$ 4,775
Less: Direct Costs	2,000	400	1,225	(825)
Less: Indirect Costs	0	0		0
Less Board of Director's Costs Alloated at	0	0	0	0
Net Profit (Loss) Designations	$ 5,200	$ 1,700	$ 6,475	$ 3,950
Accreditation	$ 7,350	$ 200	$ 195	$ (5)
Less: Direct Costs	0	0	0	0
Less: Indirect Costs	0	0	0	0
Less Board of Director's Costs Alloated at	0	0	0	0
Net Profit (Loss) Accreditation	$ 7,350	$ 200	$ 195	$ (5)
Revenue Other Income	$ 1,720	$ 430	$ 477	$ 47
Total Revenue	$ 806,545	$ 215,710	$ 213,401	$ (2,309)
Total Expense	773,753	175,112	163,275	11,837
Net Profit (Loss)	$ 32,792	$ 40,598	$ 50,126	$ 9,528

ADR Institute of Alberta
INCOME STATEMENT - DETAIL
Three Months Ended March 31, 2013

	Budget 2013	3 Months Ended Mar. 31, 2013	Actual % of Budget
Revenue			
Member Services			
Membership Fees	$ 137,740	$ 38,555	28%
Less ADRI Dues	(28,050)	(10,965)	39%
Net Membership Fee Revenue	$ 109,690	$ 27,590	25%
Directory	13,850	13,850	100%
Newsletter	1,000	0	0%
Outsourcing (PADR's)	1,500	0	0%
ADR Centre Administration	500	0	0%
National Rules Administration	6,000	631	11%
Roster Administration	5,700	0	0%
CAMVAP	62,625	13,495	22%
Total Member Services Revenue	$ 200,865	$ 55,566	28%
Professional Development			
Certificate Programs	$ 394,400	$ 120,128	30%
AAMS Service Contract	7,000	7,000	100%
Net Certificate Programs	$ 401,400	$ 127,128	32%
On Line Instruction	400	0	0%
Course Design	55,750	15,750	28%
Course Delivery	41,360	6,150	15%
Exclusive License Agreemets	67,500	1,660	2%
Instructor Development	0	0	0%
AGM/Conference	25,000	0	0%
Assessments	0	0	0%
Total Professionial Development	$ 591,410	$ 150,688	25%
Designations			
Application Fee	$ 2,200	$ 3,850	175%
Assessments	3,000	2,625	88%
Total Designations	$ 5,200	$ 6,475	125%
Accreditation			
ADR Program & Courses	$ 750	$ 0	0%
Instructors & Coaches	5,600	0	0%
Equivalency	1,000	195	20%
Total Accreditation	$ 7,350	$ 195	3%
Other Income			
Interest Income	$ 0	$ 7	0%
Donations	0	0	0%
Other Income	1,720	470	27%
Total Other Income	$ 1,720	$ 477	28%
Total Revenue	$ 806,545	$ 213,401	26%

ADR Institute of Alberta
INCOME STATEMENT - DETAIL
Three Months Ended March 31, 2013

	Budget 2013	3 Months Ended Mar. 31, 2013	Actual % of Budget
Operating Expenses			
Member Services Expenses			
Advertising/Promotion	$ 3,000	$ 0	0%
Directory	8,000	5,884	74%
Website Development	4,000	0	0%
Newsletter	30	0	0%
Outsourcing (PADR's)	1,000	0	0%
ADR Centre Administration	0	0	0%
Travel	1,200	0	0%
Advocacy	600	0	0%
Total Member Services Expenses	$ 17,830	$ 5,884	33%
Professional Development			
Certificate Programs	0	0	0%
Instructor Fees	159,500	37,535	24%
Facility Rentals	29,050	2,792	10%
Program Materials	9,780	2,217	23%
Parking/Mileage	2,900	1,169	40%
Travel Expenses	3,600	2,393	66%
Courier	600	226	38%
Coffee/Tea/Muffins for Learners	0	199	0%
On Line Instruction	1,000	690	69%
Course Design	25,000	5,390	22%
Course Delivery	0	0	0%
Instructor Fees - Course Del	15,900	2,210	14%
Program Material - Course Del	2,000	132	7%
Travel - Course Del	1,800	10	1%
Course Delivery - Courier	0	29	0%
Exclusive License Agreements	0	0	0%
Instructor Fees - ELA	38,800	0	0%
Facility Rentals - ELA	6,050	0	0%
Program Materials - ELA	960	0	0%
MTI Materials	9,750	726	7%
License Fee	400	0	0%
Instructor Development	6,500	0	0%
AGM Professional Dev Day	15,000	2,500	17%
Total Professional Development Expenses	$ 328,590	$ 58,218	18%
Designations			
Instructor Fees	$ 2,000	$ 1,225	61%
Total Designation Expense	$ 2,000	$ 1,225	61%

ADR Institute of Alberta
INCOME STATEMENT - DETAIL
Three Months Ended March 31, 2013

	Budget 2013	3 Months Ended Mar. 31, 2013	Actual % of Budget
Operations			
Amortization	$ 5,732	$ 0	0%
AAMS Loan Interest Expense	224	83	37%
Bank Charges/Interest	17,500	3,923	22%
Contract/Project	18,975	4,575	24%
Computer Equipment/Software	1,500	0	0%
Conference	2,000	0	0%
Copying (Administrative Use)	1,200	257	21%
Courier	240	19	8%
Employee Burden	18,236	3,944	22%
Equipment Maintenance	3,600	1,287	36%
Equipment Rental Leasing	3,523	881	25%
Insurance	3,358	839	25%
Legal and General Council	3,000	0	0%
Meals/Entertainment/Gift	1,200	135	11%
Meeting Expense	1,200	138	12%
Memberships & Subscriptions	1,200	0	0%
Office Supplies	4,200	1,116	27%
Postage	2,100	740	35%
Printing	600	366	61%
Professional Fees	8,000	0	0%
Relocation Expense	10,000	1,103	11%
Rent Edmonton	21,748	6,621	30%
Rent Calgary	5,500	1,000	18%
Blue Cross	14,202	3,671	26%
Salaries	255,430	64,454	25%
Storage Rental	1,260	315	25%
Telephone	3,930	983	25%
Total Operations Expense	$ 409,658	$ 96,450	24%
Board of Directors Expenses			
Board Education & Governance	$ 0	$ 0	0%
Board Meeting Expense	12,000	579	5%
Insurance	3,675	919	25%
Restructure	0	0	0%
Total Board of Directors Expenses	$ 15,675	$ 1,498	10%
Total Operating Expenses	773,753	163,275	21%
Net Income (Loss)	$ 32,792	$ 50,126	153%