TREASURER'S REPORT

- Effective as of the end of November 30, 2014
- Attachments
    - Balance Sheet November 30, 2014
    - Budget v. Actual Summary November 30, 2014
- All financial documents are available to board members who want copies of them.
- November statements just became available effective December 8 in order to use them for the upcoming meeting

GENERAL COMMENTS

- The changes to the cheque methodologies have been put into place and appear to be working well. I see the list of cheques and expenses at the end of the month which is something that I haven't seen before. The new system allows for more flexibility to the staff but also allows for greater accountability as I have an oversight function as well. It also cuts down on the need for board members to sign cheques **.**
- Most of the income levels remain somewhat under budget at the moment. Other membership services are listed at 65% and professional development is at 66% This is more due to the fact that some of the budgeted revenues were not able to be actively pursued due to some issues in the transition of the ED and aforementioned "legacy" issues. Although some new training has been contracted, the results of this won't show up in the November statements. There was a bit of a delay in hiring the marketing personnel due to trying to address some of the challenges associated with the transition which has made it more difficult for the Ed team to focus on developing and marketing the new revenue streams.

FINANCIAL COMMENTS

- My preference is not to go through all of the financial statements in any great detail as I suspect that it will bog down the process.
- The reserve funds appear low when looked at in isolation compared to prior months, that said, if we look at "Reserve Funds " along with "Cash" together, both of which comprise very liquid assets, we are sitting at just under $70,000 which is very good and an indicator of our growing financial strength.
- The AAMS loan is fully paid in December however this is not reflected in the November statements.
- Looking at last year's budget and last year's results are somewhat difficult to correlate to future predictions given the substantial change in how the budgeted information is being presented. The general comment is that we are in much better shape than last year and it will take looking at next year's budget and results before we can really have anything more than anecdotal evidence of where we are going and what we are spending tracked in a meaningful way

between education and membership and accreditation. Also, in 2015, we will be able to look back over ADRIA's financial affairs along the newly organized business lines.

- The previous general comment that our budget is fairly "thin" remains valid. We are able to get by but we need to be mindful of expenses with a view to keeping the overall budget intact.
- **REMEMBER TO GET YOUR EXPENSE REIMBURSEMENT FORMS IN RIGHT AWAY FOLLOWING THIS MEETING . THIS INCLUDES ANY EXPENSE CLAIMS THAT YOU HAVE NOT YET SUBMITTED FOR EARLIER MEETINGS AND EVENTS.**

COMMENTS ON BUDGET

- Paul will be presenting the budget in more detail but I wanted to indicate that I have gone over it with him and am in approval of the budget.
- The budget follows more of the form discussed previously where we have a more meaningful breakdown between sources of revenue and the associated expenses. Staffing costs have been estimated insofar as they are linked to one revenue source or another. More generalized administrative expenses have all been lumped together. Although these will be distributed along business lines in a special Quickbooks report that Karen and Paul are working on for 2015.
- Karen and Paul did a great deal of work in changing the presentation from the format preferred by Erika to the present form. I feel that the present form is far more informative and will better assist us in tracking revenues and expenses. There have been some additional expenses in making this transition as Karen has had to do a great deal of additional work to change everything but this has been money well spent for the future.
- The budget has been prepared on more of a "baseline" projection. It shows a modest surplus of only about $3,000.00. Although this appears "thin", it has not incorporated some increased revenues that Paul anticipates will likely be realized. The message is "budget for stability but plan for success". We have a more optimistic goal of resulting in revenues in excess of $40,000.00. That figure reflects more of the hopes of the administration. If we do better than budgeted that will be great but rather than have inflated revenue hopes that skew our results as showing less than budgeted amounts these "hopes" will hopefully show successes and windfalls at the end of the year. Paul and his staff will also be conducting regular quarterly reviews to monitor the financial health of the organization.