

Treasurer's Report Parkland Teacher's Local 10 November 2023

Hi All,

This month we received our August and September Fee rebates, paid our NCTCA deposit, sent members to CBC and PDC, and we took care of our monthly financial obligations. We also completed our first financial guidelines/policy for the Local which will be posted on our website. Below are the financial highlights.

November 2023 Financial Highlights

1. Bank Account Balance as of November 26, 2023: **\$\$250,625.75**
2. Balance Sheet:
 - a. Increase of about **\$10,000** from last month in "Total Current Assets" due to our Fee Rebate received.
3. Profit and Loss (Significant Transactions):
 - a. Line 4100 – Fee Rebate – Increase of \$36,300 as we received our August and September Fee Rebates.
 - b. Line 5030 – Convention – Our 30% Deposit was paid (\$22,900)
 - c. Line 5100 – Clerical – Regina's Salary ending 15 11 2023 Paid (\$1,022)
 - d. Line 5320 – Prof Dev – One grant paid this month (\$600)
 - e. Line 5325 – Wellness – One grant paid this month (\$190)

Financial Policy: The Table Officers undertook the important task of creating a Financial Guidelines Policy to ensure transparency and accountability for matters involving the monies of our local members. It was important for the table officers to ensure, moving forward, we had a policy in place to safeguard the financial stability of our local. The Financial Guidelines will be posted to the members only section of our website and can be accessed by any member of our local.

Please keep track of any Local Council mileage (when in person) and Local Council Meetings you have attended online (\$20 meal allowance) on a claim form which you can submit at anytime throughout the year. Deadline for submission of expenses is June 15th. If you need clarity for the mileage claims, we pay mileage for the distance from your school to the meeting then home. Unfortunately, if you live AND work in Spruce Grove, you do not qualify for Local Council Mileage claims.

If you have an expense, please forward your claim form (found on our website) along with receipts to treasurerparkland@gmail.com **Please include your home mailing address.** If you have moved recently, please ensure your mailing address is up to date with the local office.

If you have received a cheque from the Local Executive, we encourage all members to deposit the cheque as soon as it is received so they can clear our books in a timely manner.

As always, if you have any questions, recommendations, or concerns, please email me.

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