

**2013-2014 CCPA National Conference, Victoria Conference Centre,  
Victoria, BC.**

**Treasurer's Report**

**Report to the Annual Meeting of the Career Counsellors Chapter**

**May 7, 2014**

**Overview**

Since the Treasurer's Report of May 15, 2013 the last year has proceeded efficiently without a problem. The RBC Business Account produces monthly statements on or about the 5<sup>th</sup> of each month with all transactions duly noted. The Chapter continues to use a paper-based chequing system in which two executive members are required to sign each cheque which creates a lag time between the date the cheque is issued by the Treasurer, the date the cheque is cashed and the date this transaction is recorded on the RBC Statement received by the Treasurer. The Treasurer is then able to check that all cheques are cashed and appropriately recorded by a third party thus ensuring accountability.

The cheques received from CCPA are received by the Chapter twice a year; once in July/August 2013 and the second in March, 2014. These are from membership payments and include a charge-back for the cost of monthly conference calls, honorariums for webinars, translation funds and annual conference expenses including a modest 10% for the President's costs to attend the Annual Career Counsellors meeting each year in a different Canadian city.

**2013-2014 Budget Notes**

**Income.** In August, 2013, the CC received \$1,738.00 from CCPA which was the first installment of membership fees while a second installment from memberships was received from CCPA in February, 2014. Both cheques showed the charge-back costs to the Career Counsellor Chapter from expenses paid by CCPA on behalf of this Chapter.

**Expenses.** Over the year, the CC Chapter paid for two webinar presentations (\$1,050.00); the cost of conference payment for an CC executive member to attend the Cannexus14 Conference in Ottawa (\$536.75) as a pilot to promote the Career Counsellors profile outside CCPA; printing/translation costs for the new CC brochure (\$50.00), CCPA National Conference at the Westin Hotel, NS expenses (\$177.61); partial fees for the CC President to chair the annual Career Counsellors meeting at the Westin, NS (\$663.00), refreshment and photocopying expenses at the Westin Hotel for the 2013 national conference (\$34.50), and the CC's decision to forward a donation to the Canadian Council for Career Development Foundation (\$500.00). We also supported two Vance Peavy Awards presented to Jon

Woodend at Cannexus14 Conference (\$300.00) and Denni Lei at the 2014 CCPA Conference (\$300.00).

RBC Bank fees included a \$1.00 deposit fee twice in 2013-2014 for receipt of the two CCPA cheques and a \$2.00 monthly fee for production of a paper statement from RBC which was introduced in 2013. This is applicable to the CC account because an online statement is not possible for a community account requiring dual check signatures. This was partially offset by an interest rate earnings of approximately \$0.50 per month.

## **Summary**

In conclusion, the Career Counsellors Chapter had a balance of \$7,516.21 at the close of March 5, 2013 followed by a closing monthly budget of \$7,991.13 for March 5, 2014. We remain in a good financial position at the close of the 2014 year.

Respectfully,

Dr. Jo-Anne H. Willment

Treasurer, Career Counsellors Chapter, CCPA &

Associate Professor

Werkland School of Education,

University of Calgary