

**2017 ANNUAL GENERAL MEETING
Alberta Municipal Clerks Association
April 28, 2017 @ 8:00 a.m.
Coast Hotel and Conference Centre
Canmore, Alberta**

-
1. **Call to Order** Aleta Neufeld
 2. **Adoption of the Agenda** Aleta Neufeld
 3. **Adoption of Previous Minutes**
Annual General Meeting of April 22, 2016
 4. **Reports:**
 - a) **Executive Committee Report** Aleta Neufeld and Nancy Lougheed
Recommendations:
 - (1) *following the nominations for the positions open on the Executive, either confirmation of appointment of the members to the positions occurs or an election takes place if more members are nominated than for the positions available.*
 - a) *Nominations for President*
 - b) *Nominations for Secretary (1-year term)*
 - c) *Nominations for the two Director positions*
 - (2) *that, in lieu of Auditor Audrey Rogers' absence,Carolynn Grey be appointed as the Auditor for the 2016 financial statements.*
 - b) **Auditor's Report** Joanne Onciul and Carolynn Grey
Recommendation: That the Auditor's Report be accepted as presented.
 - c) **Treasurer's Report** Nancy Lougheed
Recommendations: (1) Approve the 2016 Budget Variance Report as presented
(2) Approve the 2018 Budget as presented.
(3) Approve the 2016 Audited Financial Statements as presented.
 5. **Other Business:**
2017 Educational Session
 6. **Adjournment**

**Minutes of the Annual General Meeting of the Alberta Clerks Association Held on
Friday, April 22, 2016, at the Coast Hotel and Conference Centre, Canmore, AB**

PRESENT:

Executive Members:

| | |
|------------------------------|-----------------------------------|
| President | Aleta Neufeld, City of Lethbridge |
| Vice President | Nona Housenga, Rocky View County |
| Secretary | Wanda Pintye, City of Calgary |
| Communications Director | Cheryl Hyde, Town of Canmore |
| Program & Education Director | Bonnie Hilford, City of Calgary |
| Treasurer | Nancy Loughheed, Red Deer County |

Membership:

| | |
|----------------------|---|
| Alex Kotyk | City of Edmonton |
| Alexandra Codispodi | MacKenzie County |
| Amanda Oravec | County of Grande Prairie |
| Angela Cruickshank | City of Medicine Hat |
| Annette Boissonnault | Town of Westlock |
| Darlene Ashcroft | Town of Whitecourt |
| Audrey Rogers | Regional Municipality of Wood Buffalo |
| Leslie Rae | Municipal District of Bighorn |
| Kari Kitiuk | City of Airdrie |
| Paul Denys | City of Calgary |
| Carolynn Grey | Municipal Affairs |
| Marj Bradshaw | City of Spruce Grove |
| Marlene Hanson | County of Stettler No.6 |
| Carol Gabriel | MacKenzie County |
| Cathy Duplessis | Town of Okotoks |
| Eilish Fallon | Town of Peace River |
| Eva Beyer | Town of Stony Plain |
| Susan Valentine | Alberta Association of MDs and Counties |
| Barbara Clifford | City of Calgary |
| Lindsay Thompson | Red Deer County |
| Doug Tymchyshyn | Parkland County |
| Freida McDougall | City of Red Deer |
| Jackie Kleinfeldt | County of Barrhead |
| Jacqueline Roblin | Strathcona County |
| Mavis Nathoo | Strathcona County |
| Brenda Molter | City of Fort Saskatchewan |
| Jesse Sopko | Town of Beaumont |
| Tara Johnston-Lee | Town of Banff |
| Chris Pinault | Town of Gibbons |
| Joanne Onciul | Lac La Biche County |

| | |
|------------------|--|
| Chris Belke | City of St. Albert |
| Karie Nothof | Town of Stony Plain |
| Karine Picard | M.D. of Smoky River |
| Shannon Wharton | Woodland County |
| Tracy Haight | Clearwater County |
| Kayla Parsons | Town of Edson |
| Kerry Van Ham | Town of Taber |
| Kristy Isert | City of Cold Lake |
| Kyle Attanasio | County of St. Paul |
| Kylie Rude | Town of Redwater |
| Lana Spencer | M.D. of Lesser Slave River |
| Lansey Middleton | Vulcan County |
| Laura Kennedy | City of Edmonton |
| Leah Blair | Athabasca County |
| Lisa Germann | Westlock County |
| Lisa Hoffman | City of Lloydminster |
| Lucien Cloutier | City of Westaskiwin |
| Marilyn Lavoie | City of Lloydminster |
| Mary Nordvedt | City of St. Albert |
| Mary Rose | Town of Sylvan Lake |
| Megan McCormick | County of Grande Prairie |
| Melanie Crothers | Town of Devon |
| Moira O'Neill | County of Barrhead |
| Nanette Best | Sturgeon County |
| Patty Huber | Town of Okotoks |
| Phyllis Corbiere | County of St. Paul |
| Shanon Simon | Town of Redcliff |
| Sheila Lupul | Town of Two Hills |
| Susan Valentine | Ab. Assoc. of Municipal Districts & Cnty |
| Tanner Watt | City of Spruce Grove |
| Vangie Wiseman | Town of Sylvan Lake |
| Verna Staples | Town of Black Diamond |
| Vicki Jacob | Town of Peace River |

Call to Order Chairman, Aleta Neufeld, called the meeting to order at 8:19 a.m.

Additions to The Agenda There were no additions to the agenda.

Adoption of the Agenda MOVED by Laura Kennedy that the agenda be adopted.

CARRIED

**Adoption of the
Minutes**

MOVED by Paul Denys that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 24, 2015, be adopted.

CARRIED

Reports

Executive Committee Report

Nancy Lougheed provided an overview of the report posted on the membership website.

2016 Membership current registered membership totals 131.

Fall Parliamentary Procedure and Minute-Taking Workshop in Edmonton had 68 participants attending. In the financial statements, funds have been allocated in 2016 and 2017 for hosting annual workshops.

Website Services new for this year, a new website that includes membership renewals and event/conference registration using credit cards.

Grant Funding the Association applied for and received funding from Alberta Municipal Affairs.

Auditors' Report

The Auditors' Report for 2015 was presented by Jesse Sopko and Doug Tymchyshyn.

Moved by Jacqueline Roblin that the 2015 Auditors' Report be accepted as presented.

CARRIED

Bylaw 1-2016

INTRODUCE, Moved by Laura Kennedy, that Bylaw 1-2016, being a Bylaw of the Alberta Municipal Clerk's Association, be introduced and read a first time.

CARRIED

SECOND, Moved by Doug Tymchyshyn, that Bylaw 1-2016 be read a second time.

CARRIED

AUTHORIZATION, Moved by Brenda Molter that authorization now be given to read Bylaw 1-2016 a third time.

CARRIED UNANIMOUSLY

Executive Committee Appointments

The Executive Committee presented the following candidates for office as follows:

(1) a second two-year term:

| | |
|-----------|---------------------------------|
| Treasurer | Nancy Lougheed, Red Deer County |
| Director | Bonnie Hilford, City of Calgary |

(2) a first two-year term:

| | |
|-----------|-------------------------------|
| Secretary | Jesse Sopko, Town of Beaumont |
|-----------|-------------------------------|

(3) a one-year to fill the opening left with the resignation of current Vice President Nona Housenga

The Executive presented Kayla Parsons as a candidate for the position of Director.

Mavis Nathoo nominated Jacqueline Roblin for the position of Director. No further nominations were submitted.

Moved by Aleta Neufeld that nominations cease.

CARRIED

Vote by secret ballot, Jacqueline Roblin, Strathcona County won 33 to 21.

Moved by Tara Johnston-Lee to confirm the following appointments to the Executive Committee: Director, Jacqueline Roblin, Strathcona County, for a one-year term to April 2017; and Treasurer, Nancy Loughheed, Red Deer County; Director, Bonnie Hilford, City of Calgary; and Secretary, Jesse Sopko, Town of Beaumont, for a two-year term to April 2018.

CARRIED

Appointment of Auditors

MOVED by Doug Tymchyshyn that Audrey Rogers, Regional Municipality of Wood Buffalo, and Joanne Onciul, of Lac La Biche County, be appointed as auditors for a two-year term to April 2018.

CARRIED

2015 Budget Variance Report

MOVED by Laura Kennedy to approve the 2015 Budget Variance Report as presented.

CARRIED

2017 Budget

MOVED by Joanne Onciul to approve the 2017 budget as presented.

CARRIED

Financial Statements for 2015

MOVED by Tara Johnston-Lee to approve the audited Financial Statements for the period ending December 31, 2015, as presented.

CARRIED

Other Business

2016 Educational Session

Members will be contacted for topic thoughts for the fall workshop.

Scholarships

The Executive announced that two scholarships will be awarded towards registration for the 2017 AMCA Conference. Applications can be found on the AMCA website.

Adjournment

Aleta Neufeld declared the meeting closed at 8:50 a.m.

CARRIED

President

Secretary

UNCONFIRMED

Revised

Date: April 7, 2017

Memo To: AMCA Membership

From: Executive Committee

Subject: **Executive Committee Report – April 2016 to April 2017
Proposed Appointments**

1. **Membership** – 2016 ended with a membership total of 150, with 21 of those being new members in 2016. Of those 21, 20 renewed their memberships in 2017. Currently, 2017 membership totals 149 with 18 of these be new members for 2017.
2. **December 2, 2016, Election Workshop** – AMCA hosted an “Elections 101” workshop with former member, Barb Clifford, presenting in Red Deer at the Sheraton. Election Systems vendors were also in attendance to present information on their systems. There were 99 registrants for the event with 64 being AMCA members and 35 being non-members. Feedback received from participants were positive with most noting it was an informative and timely presentation.
3. **2017 Conference** – the executive confirmed the details of the conference by the end of 2016 with the information being shared on the website. Once again, the executive is quite excited about the program for this year’s conference as there are many topics relevant to our day-to-day duties included on the agenda. As has occurred in the past two years, the President of the International Institute of Municipal Clerks (IIMC), Vincent Buttiglieri, will be joining us at the conference. In addition, AMCA President Aleta Neufeld and Director Bonnie Hilford will also be representing IIMC as the Regional Directors for our region.

At the writing of this report, registrations for the 2017 conference are as follows: 87 for the full conference (3 days) and 5 for portions of the conference (1 or 2 days). These numbers are slightly lower than our record-setting registration numbers from last year.

2017 Conference Scholarship Recipients – the executive expanded this grant to include the costs for the conference registration fee and hotel accommodations. Five applications were received, with Ariana Nielsen, Newell County, and Sherry Cote, Town of Bruderheim, being chosen as this year’s recipients.

4. **Grant Funding** – the executive applied for and received \$2,500 grant funding from Alberta Municipal Affairs to assist with the costs of the annual conference. The executive plans to continue to submit applications for grant funding on an annual basis.
5. **Bylaw Review** – the executive is not proposing any amendments to Bylaw No. 1-2015 at this time.
6. **Executive Committee Appointments (Elections)** – Secretary Jesse Sopko tendered his resignation at the end of November 2016. The executive would like to thank former

Secretary, Wanda Pintye, for agreeing to fulfil the duties of that position until this year's AGM (Wanda was appointed pursuant to Section 3.8 of the bylaw). A replacement for the secretary position to fill the balance of the term until April 2018 is required (1-year term).

President Aleta Neufeld and Director Cheryl Hyde have both served the maximum terms on the Executive.

Positions requiring appointment this year: President, two directors (Jacqueline Roblin was appointed in 2016 for a one-year term) and secretary (1-year term).

The members of the Executive Committee believe that having a President who has experience on the Executive Committee would be very beneficial to our Association. Consequently, as Jacqueline Roblin has been assigned the Vice President duties for the committee over the past year, the Executive is planning to nominate Jacqueline for the position of President.

Any member in good standing is eligible to be appointed to any of the open Executive positions available. Nominations will be accepted from the floor for the four positions. In the event more persons are nominated than positions are available, a secret ballot vote by those AMCA members in attendance at the AGM will occur.

7. **Auditors Appointment** – Joanne Onciul and Audrey Rogers were appointed as the auditors at the 2016 AGM. As Audrey Rogers is not available to attend the conference, the Executive solicited memberCarolynn Grey to assist with this duty. Confirmation of appointment of Carolynn Grey as auditor will be included on the agenda for the 2017 AGM prior to review of the financial statements.
8. **MGA, Continuing the Conversation** – Municipal Affairs invited a representative from AMCA to participate in this consultation session held in Edmonton on January 24. Jacqueline Roblin attended on behalf of the executive.

RECOMMENDATIONS

- (1) following the nominations for the positions open on the Executive, either confirmation of appointment of the members to the positions occurs or an election takes place if more members are nominated than for the positions available.

Order of Nominations/Elections to be considered:

- President (2-year term)
- Secretary (1-year term)
- Two Directors (2-year terms)

- (2) that, in lieu of Auditor Audrey Rogers' absence, Carolynn Grey be appointed as the Auditor for the 2016 financial statements.



Alberta
Municipal Clerks
Association

Date: March 24, 2017
Memo To: AMCA Membership
From: Treasurer
Subject: **Financial Statements**

1. **2016 Budget Variance Report** – revenue for the Conference and Election Workshop were considerably higher than budgeted due to higher registration numbers.

Costs for the Conference and Annual Workshop were higher than budgeted as these numbers increase dependent on the number of registrants. A conservative estimate was made in the budget for participation at these events.

In 2016, bank charges increased substantially as the fees charged for Paypal (on-line credit card payments) are included. These fees have been included in the 2017 and 2018 budgets.

2. **2018 Proposed Budget** – contains similar provisions as those included in the 2017 budget that was approved at the 2016 AGM.
3. **Financial Statements as at December 31, 2016** – AMCA is in a strong financial position - \$84,076.25 in Assets (cash in bank - \$58,427.99 - and GICs - \$25,648.26) as at December 31, 2016, with \$6,269.40 being transferred to Reserves (net revenue over costs) in 2016.

RECOMMENDATIONS

- (1) approve the 2016 budget variance report as presented.
- (2) approve the 2018 budget as presented.
- (3) approve the 2016 audited financial statements as presented.

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
BUDGET VARIANCE REPORT
January 1, 2016, to December 31, 2016**

| | BUDGET | ACTUAL | VARIANCE |
|------------------------------------|--------------------|--------------------|---------------------|
| REVENUE | | | |
| Membership Fees | \$20,000.00 | \$22,293.36 | \$2,293.36 |
| Conference Fees | \$30,000.00 | \$42,440.00 | \$12,440.00 |
| Provincial Grant | \$2,500.00 | \$2,500.00 | \$0.00 |
| Interest Income | \$90.00 | \$31.08 | -\$58.92 |
| Workshop (Election) | \$3,000.00 | \$9,666.52 | \$6,666.52 |
| Total Revenue | \$55,590.00 | \$76,930.96 | \$21,340.96 |
| EXPENDITURES | | | |
| Executive Committee: | | | |
| Meeting Expenses | \$5,000.00 | \$857.76 | \$4,142.24 |
| Program / Education: | | | |
| Conference | \$35,000.00 | \$47,786.72 | -\$12,786.72 |
| Annual Workshop | \$7,000.00 | \$12,234.96 | -\$5,234.96 |
| Operations: | | | |
| Bank Charges | \$100.00 | \$1,771.33 | -\$1,671.33 |
| Postage & Office Supplies | \$50.00 | \$0.00 | \$50.00 |
| Miscellaneous | \$50.00 | \$0.00 | \$50.00 |
| Website Maintenance | \$5,000.00 | \$7,736.71 | -\$2,736.71 |
| Membership Recognition | \$100.00 | \$274.08 | -\$174.08 |
| Total Expenditures | \$52,300.00 | \$70,661.56 | -\$18,361.56 |
| Transfer to / from Reserves | \$3,290.00 | \$6,269.40 | \$2,979.40 |

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
2018 PROPOSED BUDGET**

| | 2018 BUDGET | 2017 BUDGET | 2016 ACTUAL |
|------------------------------------|--------------------|--------------------|--------------------|
| REVENUE | | | |
| Membership Fees | \$23,000.00 | \$20,000.00 | \$22,293.36 |
| Conference Fees | \$38,000.00 | \$35,000.00 | \$42,440.00 |
| Provincial Grant | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| Interest Income | \$50.00 | \$50.00 | \$31.08 |
| Annual Workshop | \$8,000.00 | \$7,000.00 | \$9,666.52 |
| Total Revenue | \$71,550.00 | \$64,550.00 | \$76,930.96 |
| EXPENDITURES | | | |
| Executive Committee: | | | |
| Meeting Expenses | \$3,000.00 | \$3,000.00 | \$857.76 |
| Program / Education: | | | |
| Conference | \$48,000.00 | \$45,000.00 | \$47,786.72 |
| Annual Workshop | \$10,000.00 | \$8,000.00 | \$12,234.96 |
| Operations: | | | |
| Bank Charges (Paypal) | \$2,000.00 | \$1,500.00 | \$1,771.33 |
| Postage & Office Supplies | \$100.00 | \$200.00 | \$0.00 |
| Miscellaneous | \$100.00 | \$100.00 | \$0.00 |
| Website Maintenance | \$8,000.00 | \$8,000.00 | \$7,736.71 |
| Membership Recognition | \$300.00 | \$200.00 | \$274.08 |
| Total Expenditures | \$71,500.00 | \$66,000.00 | \$70,661.56 |
| Transfer to / from Reserves | \$50.00 | -\$1,450.00 | \$6,269.40 |

ALBERTA MUNICIPAL CLERKS ASSOCIATION
STATEMENT OF REVENUE AND EXPENDITURES
January 1, 2016, to December 31, 2016

| 2016 | | 2015 | |
|--------------------------------|--------------------|-----------------------------|--------------------|
| | Actual | | Actual |
| REVENUE | | REVENUE | |
| Membership Fees | 22,293.36 | Membership Fees | 21,240.00 |
| Prepaid Membership | 0.00 | Prepaid Membership (2016) | 0.00 |
| Conference Fees | 42,440.00 | Conference Fees | 35,695.00 |
| Prepaid Conference (2017) | 7,290.00 | Prepaid Conference (2016) | |
| Provincial Grant | 2,500.00 | Provincial Grant | 2,500.00 |
| IIMC Grant | 0.00 | | 1,209.60 |
| Interest Income | 31.08 | Interest Income | 84.66 |
| Workshop Fees | 9,666.52 | Workshop Fees | 6,900.00 |
| Total Revenue | \$84,220.96 | Total Revenue | \$67,629.26 |
| | | | |
| EXPENDITURES | | EXPENDITURES | |
| Executive Committee: | | Executive Committee: | |
| Meeting Expenses | 857.76 | Meeting Expenses | 2,107.11 |
| | | | |
| Program / Education: | | Program / Education: | |
| Conference | 43,946.72 | Conference | 34,659.98 |
| Prepaid 2017 Conference | 6,419.93 | Prepaid 2015 Conference | 3,840.00 |
| Workshop | 12,234.96 | Workshop | 10,715.31 |
| | | | |
| Operations: | | Operations: | |
| Bank Charges (includes Paypal) | 1,771.33 | Bank Charges | 62.30 |
| Postage & Office Supplies | 0.00 | Postage & Office Supplies | 150.87 |
| Miscellaneous | 0.00 | Miscellaneous | 0.00 |
| Website Development | 7,736.71 | Website Development | 7,738.50 |
| Prepaid Website Hosting (2017) | 624.73 | | |
| Membership Recognition | 274.08 | Membership Recognition | 0.00 |
| Total Expenditures | \$73,866.22 | Total Expenditures | \$59,274.07 |
| | | | |
| 2016 Profit | \$10,354.74 | 2015 Profit | \$8,355.19 |

ALBERTA MUNICIPAL CLERKS ASSOCIATION

PAYMENTS ISSUED

January 1, 2016, to December 31, 2016

| Cheque No. | Amount | Payee |
|-------------------|--------------------|---|
| 207 | \$650.71 | Nancy Lougheed - Reimburse for Wild Apricot Website Hosting Fee (US Funds) |
| 208 | \$588.00 | Merge Creative - website support |
| 209 | \$588.00 | Merge Creative - website support |
| 210 | \$588.00 | Merge Creative - website support |
| 211 | \$588.00 | Merge Creative - website support |
| 212 | \$275.00 | Town of High River, Change in Conference registration for Lesley Robertson |
| 213 | \$24,407.28 | Aleta Neufeld, Reimburse for Coast Canmore Hotel 2016 Conference Fees |
| 214 | \$588.00 | Merge Creative - website support |
| 215 | \$275.00 | RM of Wood Buffalo, Conference fee refund |
| 216 | \$5,775.00 | Michael Kerr, Humour at Work, Conference presenter |
| 217 | \$2,397.61 | HOJA - 2016 Conference Banquet entertainment |
| 218 | \$180.54 | Wanda Pintye, Refund conference supplies and membership recognition, Barb Clifford |
| 219 | \$26.26 | Aleta Neufeld, IIMC Representatives Wednesday Night Conference Supper |
| 220 | \$588.00 | Merge Creative - website support |
| 221 | \$235.49 | Nancy Lougheed, Thank you to Rick Klumpenhouwer and Executive Mtg. Expense |
| 222 | \$8,605.28 | Coast Canmore Hotel, remainder of conference costs, deposit for 2017 conference |
| 223 | \$644.41 | Karla Graham - Conference Expenses for IIMC Regional Director |
| 224 | \$2,232.15 | Brownlee LLP, Michael Solowan Conference Presenter costs |
| 225 | \$2,676.01 | EMPAC Inc., JoLynn Bright Conference Presenter costs' |
| 226 | \$588.00 | Merge Creative - website support |
| 227 | \$94.50 | Nancy Lougheed, Reimburse flowers for RM of Wood Buffalo Legislative Services Flowers |
| 228 | \$588.00 | Nancy Lougheed, Reimburse Merge Creative - website support paid by Visa (pending mail strike) |
| 229 | \$77.58 | Nancy Lougheed, Reimburse flowers for Nona Housenga retirement recognition |
| 230 | \$1,000.00 | Sheraton Red Deer Hotel, deposit for December 2 workshop |
| 231 | \$588.00 | Merge Creative - website support |
| 232 | \$2,648.80 | Matt Booth, deposit for 2017 conference presenter |
| 233 | \$1,176.00 | Merge Creative - website support (September & October invoices) |
| 234 | \$80.00 | Vulcan County - refund Workshop registration fee |
| 235 | \$80.00 | City of Airdrie - refund Workshop registration fee |
| 236 | \$588.00 | Merge Creative - website support |
| 237 | \$195.00 | MD of Lesser Slave River - refund Workshop registration fee |
| 238 | \$212.86 | Town of Beaumont - refund Workshop registration fee and Supplies for Workshop |
| 239 | \$800.00 | Barbara Clifford, December 2, 2016, workshop presenter fees |
| 240 | \$619.50 | Merge Creative - website support and e-mail hosting fee |
| 241 | \$80.00 | Town of High Level - refund Workshop registration fee |
| 242 | \$771.53 | Select Entertainment, deposit for 2017 conference banquet entertainment |
| 243 | \$11,003.36 | Sheraton Red Deer Hotel, December 2 workshop and Executive Meeting costs |
| 244 | \$624.73 | Nancy Lougheed, reimburse Wild Apricot website hosting fee for 2017 |
| | \$73,724.60 | Total Payments Issued |



**ALBERTA MUNICIPAL CLERKS ASSOCIATION
BANK RECONCILIATION
December 31, 2016**

Chequing Account

| | |
|-------------------------------|--------------------|
| Bank Balance as per Statement | 59,199.52 |
| Outstanding Deposits | 0.00 |
| Outstanding Cheques | 771.53 |
| Balance | \$58,427.99 |

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
INVESTMENTS
January 1, 2016, to December 31, 2016**

INTEREST INCOME

| | |
|------------------------------|----------------|
| Prime-Linked Cashable | \$0.88 |
| Non-Redeemable GIC | \$30.20 |
| Total Interest Income | \$31.08 |

INVESTMENTS

| | 2016 | 2015 |
|---|--------------------|--------------------|
| Prime-Linked Cashable | \$22,085.09 | \$22,084.21 |
| Non-Redeemable GIC | \$3,563.17 | \$3,532.97 |
| Cash Position | \$25,648.26 | \$25,617.18 |
| Annual Net Increase in Investments | \$31.08 | \$84.66 |



ALBERTA MUNICIPAL CLERKS ASSOCIATION
BALANCE SHEET
 January 1, 2016, to December 31, 2016

| ASSETS | | LIABILITIES & EQUITY | |
|--|----------------------------------|--|----------------------------------|
| Current Assets: | | Current Liabilities: | |
| Cash in Bank | \$58,427.99 | Liabilities | \$25.20 |
| Investments | \$25,648.26 | (outstanding invoices) | |
| Prepaid Expenses | <u>\$7,044.66</u> | Prepaid 2017 Conference Fees | <u>\$7,290.00</u> |
| Total Current Assets | <u>\$91,120.91</u> | Total Current Liabilities | <u>\$7,315.20</u> |
| | | Equity | <u>\$83,805.71</u> |
| TOTAL ASSETS | <u><u>\$91,120.91</u></u> | TOTAL LIABILITIES & EQUITY | <u><u>\$91,120.91</u></u> |
| | | | |
| <u>Prepaid Expenses</u> | | <u>Outstanding Liability</u> | |
| Wild Apricot, 2017 Website Hosting | \$624.73 | Executive Mtg. Expense, Jacqueline Roblin Meal | <u>\$25.20</u> |
| Select Entertainment, 2017 Conference Banquet | \$771.53 | | |
| Matt Booth, 2017 Conference Presenter | \$2,648.40 | | |
| Coast Terrace Canmore, Deposit for 2017 Conference | <u>\$3,000.00</u> | | |
| Total Prepaid Expenses | <u><u>\$7,044.66</u></u> | | |

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
STATEMENTS OF EXPENSES AND REVENUES
2016 Events**

| CONFERENCE | | |
|---|--------------------|--------------------|
| Expenses | 2016 | 2015 |
| Hotel | 32,298.68 | 25,372.89 |
| Presenters & Entertainment | 14,381.90 | 14,945.13 |
| <i>Michael Solowan- \$2232.15</i> | | |
| <i>Rick Klumpenhower - \$223.17 (Hotel Room and Gift Certificate)</i> | | |
| <i>Jo Lynn Bright- \$2913.97</i> | | |
| <i>Michael Kerr - \$5775.00</i> | | |
| <i>HOJA - \$3237.61</i> | | |
| IIMC Regional Director Expenses | 1,027.60 | 645.71 |
| Supplies | 78.54 | |
| Total Conference Expenses | \$47,786.72 | \$40,963.73 |
| | | |
| Revenues | | |
| Registration Fees (96 registered) | 42,440.00 | 35,695.00 |
| Grants - AB Municipal Affairs | 2,500.00 | 3,709.60 |
| Total Conference Revenue | \$44,940.00 | \$39,404.60 |
| | | |
| Conference Profit / Expense | -\$2,846.72 | -\$1,559.13 |

| ELECTION WORKSHOP - December 2, 2016 | | |
|---|--|--|
|---|--|--|

| | | |
|------------------------------------|--------------------|--|
| Expenses | | |
| Barb Clifford, Presenter | 800.00 | |
| Sheraton Hotel, Red Deer | 11,302.10 | |
| Supplies | 132.86 | |
| Total Workshop Expenses | \$12,234.96 | |
| | | |
| Revenues | | |
| Registration Fees (99 registrants) | \$9,666.52 | |
| | | |
| Workshop Profit / Expense | -\$2,568.44 | |