

2018 ANNUAL GENERAL MEETING
Alberta Municipal Clerks Association
April 20, 2018 @ 10:00 a.m.
Coast Hotel and Conference Centre
Canmore, Alberta

-
1. **Call to Order** Jacqueline Roblin

 2. **Adoption of the Agenda** Jacqueline Roblin

 3. **Adoption of Previous Minutes**

Annual General Meeting of April 28, 2018

 4. **Reports:**
 - a) **Executive Committee Report** Jacqueline Roblin
Recommendations:

(1) *that, in lieu of Auditors Joanne Onciul's and Audrey Rogers' absence, Tara Johnston-Lee and Lana Unger be appointed as the Auditors for the 2017 financial statements.*

(2) *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 Secretary*
 - b) *Nominations for Treasurer*
 - c) *Nominations for one Director positions*

 - b) **Auditor's Report** Tara Johnston-Lee and Lana Unger
Recommendation: That the Auditor's Report be accepted as presented.

 - c) **Treasurer's Report** Nancy Loughheed
Recommendations: (1) Approve the 2017 Budget Variance Report as presented
(2) Approve the 2019 Budget as presented.
(3) Approve the 2018 Audited Financial Statements as presented.

 5. **Other Business:**

Proposal to Host the 2023 IIMC Conference in Calgary

 6. **Adjournment**

**Minutes of the Annual General Meeting of the Alberta Clerks Association Held on
Friday, April 28, 2017, at the Coast Hotel and Conference Centre, Canmore, AB**

PRESENT:

Executive Members:

| | |
|------------------|--------------------------------------|
| President | Aleta Neufeld, City of Lethbridge |
| Director | Jacqueline Roblin, Strathcona County |
| Acting Secretary | Wanda Pintye, City of Calgary |
| Director | Cheryl Hyde, Town of Canmore |
| Director | Bonnie Hilford, City of Calgary |
| Treasurer | Nancy Lougheed, Red Deer County |

Membership:

| | |
|----------------------|---------------------------|
| Amy Rommens | City of Brooks |
| Anne Peck | Town of Blackfalds |
| Annette Boissonnault | Town of Westlock |
| Ariana Nielsen | County of Newell |
| Brenda Coles | Town of Carstairs |
| Carolynn Grey | City of Spruce Grove |
| Carol Gabriel | MacKenzie County |
| Chris Belke | City of St. Albert |
| Chris Pinault | Town of Gibbons |
| Craig Barry | MD of Greenview |
| Darlene Ashcroft | Town of Whitecourt |
| Doug Tymchyshyn | Parkland County |
| Esther Quiambao | MD of Bonnyville |
| Eva Beyer | Town of Stony Plain |
| Heather Howey | Town of Westlock |
| Jaylene Knight | Town of Cochrane |
| Jillian Borsuk | City of Chestermere |
| Jessica Robinson | City of Lethbridge |
| Jenna Kester | Kneehill County |
| Kari Kitiuk | City of Airdrie |
| Karie Nothof | Town of Stony Plain |
| Kayla Parsons | Town of Edson |
| Kate Martin | City of Calgary |
| Kelly Kruger | Strathcona County |
| Lana Unger | Town of Coaldale |
| LaRae Ellis | Alberta Municipal Affairs |
| Lindsay Thompson | Red Deer County |
| Maggie Nguyen | City of Chestermere |
| Marj Bradshaw | City of Spruce Grove |
| Marlene Hanson | County of Stettler |

| | |
|-------------------|-------------------------------|
| Mary Rose | Town of Sylvan Lake |
| Mavis Nathoo | Strathcona County |
| Paul Denys | City of Calgary |
| Samantha Rodwell | City of Red Deer |
| Sandy Bugeja | Summer Village of Sandy Beach |
| Shanon Simon | Town of Redcliff |
| Shannon Wharton | Woodlands County |
| Sherry Cote | Town of Bruderheim |
| Shirley Moerman | Thorhild County |
| Stacey Loe | Town of Cochrane |
| Tara Johnston-Lee | Town of Banff |
| Tracy Ghostkeeper | Town of Bonnyville |
| Tracy Mindus | Lac Ste. Anne County |
| Tracy Parker | Yellowhead County |
| Val Somerville | Town of Ponoka |
| Vangie Wiseman | Town of Sylvan Lake |
| Verna Staples | Town of Black Diamond |

Call to Order Chairman, Aleta Neufeld, called the meeting to order at 8:12 a.m.

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

Adoption of the Agenda MOVED by Doug Tymchyshyn that the agenda be adopted.

CARRIED

Adoption of the Minutes MOVED by Tracy Parker that the Minutes of the Annual General Meeting of the Alberta Municipal Clerks Association held April 22, 2016, be adopted.

CARRIED

Reports **Executive Committee Report**

Nancy Lougheed provided an overview to the membership to be received for information

2017 Membership current registered membership totals 151.

Election Workshop in Red Deer was well received by participants attending. In the financial statements, funds have been allocated in 2017 and 2018 for hosting annual workshops.

Appointment of Auditors

MOVED by Carol Gabriel that, in lieu of absences of Audrey Rogers and Joanne Onciul, that Carolyn Grey and Sharon Pollyck be appointed as the Auditors for the 2016 financial statements.

CARRIED

Auditors' Report

The Auditors' Report for 2016 was presented by Carolyn Grey.

Moved by Marlene Hanson that the 2016 Auditors' Report be accepted as presented.

CARRIED

Executive Committee Appointments

The following open positions on the Executive were filled.

(1) President – two year term:

Doug Tymchyshyn nominated Jacqueline Roblin for the position of President. No further nominations were submitted.

Moved by Aleta Neufeld that nominations cease.

CARRIED

(2) a one-year term to fill the opening left with the resignation of the Secretary Jesse Sopko a first two-year term:

Carolynn Grey nominated LaRae Ellis for the position of Secretary. No further nominations were submitted.

Moved by Aleta Neufeld that nominations cease.

CARRIED

(3) Nomination for two Director positions – two year terms

Marj Bradshaw nominated Carolynn Grey for the position of Director. No further nominations were submitted.

Kari Katiuk nominated Sharon Pollyck for the position of Director. No further nominations were submitted.

Moved by Aleta Neufeld that nominations cease.

CARRIED

Moved by Paul Denys to confirm the following appointments to the Executive Committee: President, Jacqueline Roblin, Strathcona County, for a two-year term to April 2019; and Secretary, LaRae Ellis, Municipal Affairs, for a one-year term to April 2018; Director, Carolynn Grey, City of Spruce Grove, for a two-year term to April 2019; and Director, Sharon Pollyck, City of Airdrie, for a two-year term to April 2019.

CARRIED

2016 Budget Variance Report

MOVED by Shannon Wharton to approve the 2016 Budget Variance Report as presented.

CARRIED

2018 Budget

MOVED by Marlene Hanson to approve the 2018 budget as presented.

CARRIED

Financial Statements for 2016

MOVED by LaRae Ellis to approve the audited Financial Statements for the period ending December 31, 2016, as presented.

CARRIED

Other Business **2017 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 2018 AMCA Conference. Applications can be found on the AMCA website.

**Items Directly
To Membership**

Resolution to Write Letter of Support

MOVED by Annette Boissonnault that the following resolution introduced.

NOW THEREFORE BE IT RESOLVED that the Alberta Municipal Clerks Association Executive write the appropriate letter of support, on behalf of the Association, for the 2022 IIMC conference to be hosted in Calgary.

CARRIED

Adjournment

Aleta Neufeld declared the meeting closed at 8:45 a.m.

CARRIED

President

Secretary



Alberta
Municipal Clerks
Association

Date: April 13, 2018
Memo To: AMCA Membership
From: Executive Committee
Subject: **Executive Committee Report – April 2017 to April 2018
Proposed Appointments**

1. **Membership** – 2017 ended with a membership total of 157, with 27 of those being new members in 2017. Currently, 2018 membership totals 152 with 12 of these being new members for 2018.
2. **November 30 to December 1, 2017, Fall Workshop** – AMCA hosted this workshop in Red Deer at the Sheraton. There were 48 registrants for the event with 39 being AMCA members and 9 being non-members.
3. **2018 Conference** – the executive confirmed the details of the conference in January 2018 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 few years, the President of the International Institute of Municipal Clerks (IIMC), Mary Kayser, will be joining us at the conference. In addition, AMCA Past 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 2018 conference are as follows: 75 for the full conference (3 days) and 4 for portions of the conference (1 or 2 days). These numbers show a slight decrease from last year's registration numbers.

2018 Conference Scholarship Recipients – in 2017, this grant was expanded to include the costs for the conference registration fee and hotel accommodations for two members. This year's recipients of the scholarships are Melodie Steele, Town of Moronville, and Lana Unger, Town of Coaldale.

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)** – Treasurer Nancy Loughheed and Director Bonnie Hilford have both served the maximum terms on the Executive. LaRae Ellis's first term as Secretary expires April 2018, and she is in agreement with continuing in this position for a second 2-year term. As a result, she is willing to let her name stand as a nominee for the position of Secretary.

Positions requiring appointment this year: Secretary, Treasurer and one Director.

Any member in good standing is eligible to be appointed to any of the Executive positions available. Nominations will be accepted from the floor for the three 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 for a two-year term at the 2016 AGM. As neither of these members are available to attend the conference, the Executive has solicited members Tara Johnston-Lee and Lana Unger to assist with this duty. Confirmation of appointment of Tara and Lana as auditors will be included on the agenda for the 2018 AGM prior to review of the financial statements.

As the current process of appointing auditors for a two-year term on even numbered years (i.e. 2018) does not appear to be effective, the Executive Committee is looking to review this process in the upcoming months in an effort to have a new process in place for 2019. As a result, the Executive is recommending that the auditors for the 2018 and 2019 financial statements not be appointed at this time.

8. **2023 IIMC Conference Bid** – In collaboration with AMCA, Calgary Meetings and Conventions is planning to submit a bid to host the 2023 International Institute of Municipal Clerks Conference in Calgary. There are several criteria considered during the selection process, and one is whether the local association will cancel its annual conference should the bid be successful. The Executive is supportive of this action, but is seeking official approval by motion from its membership. Please note that the AMCA will continue to host its fall workshop that year. The IIMC conference will take place over May long weekend

RECOMMENDATIONS

- (1) that, in lieu of Auditors Joanne Onciul's and Audrey Rogers' absence, Tara Johnston-Lee and Lana Unger be appointed as the Auditors for the 2017 financial statements.
- (2) 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:

- Secretary (2-year term)
- Treasurer (2-year term)
- One Director (2-year terms)

- (3) appointment of the auditors for the 2018 and 2019 financial statements (2-year term) not occur at this time as a review of the process of appointment of the auditors is to be undertaken by the Executive and considered by the membership in the upcoming year.
- (4) adopt a resolution as follows: Moved that, in the event, Calgary Meetings and Conventions is successful in its bid to host the 2023 International Institute of Municipal Clerks (IIMC) Conference in Calgary, the AMCA membership is in agreement with cancelling its annual spring conference for that year.



Alberta
Municipal Clerks
Association

Date: April 8, 2018
Memo To: AMCA Membership
From: Treasurer
Subject: **Financial Statements**

1. **2017 Budget Variance Report** – revenue from membership fees and conference fees were considerably higher than budgeted. An increase to both of these revenues was approved in the 2018 budget, which should result in less of a variance next year. Revenue for the Fall 2017 Workshop was less than budgeted as fewer participants registered for this event.

Costs for both the Conference and Fall Workshop were higher than budgeted; again an increase to these amounts was approved in the 2018 budget so a lesser variance should be experienced next year. Membership Recognition was considerably higher than budgeted; however, a supply of recognition gifts were purchased in 2017 that will be awarded in future years.

2. **2019 Proposed Budget** – contains similar provisions as those included in the 2018 budget that was approved at the 2017 AGM; however, the proposed budget is showing a transfer from reserves in the amount of \$2,480 (expenses higher than revenue). Changes from the 2018 approved budget to the 2019 proposed budget are shown in blue ink. Further explanations on these proposed changes can be provided at the AGM if required.
3. **Financial Statements as at December 31, 2017** – AMCA continues to be in a strong financial position - \$80,822.16 in Assets (cash in bank, \$55,141.43; GICs, \$25,680.73) as at December 31, 2017, with \$4,512.64 being transferred to Reserves (net revenue over costs) in 2017.

RECOMMENDATIONS

- (1) approve the 2017 budget variance report as presented.
- (2) approve the 2019 budget as presented.
- (3) approve the 2017 audited financial statements as presented.

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
BUDGET VARIANCE REPORT
January 1, 2017, to December 31, 2017**

| | BUDGET | ACTUAL | VARIANCE |
|------------------------------------|--------------------|--------------------|--------------------|
| REVENUE | | | |
| Membership Fees | \$20,000.00 | \$24,520.00 | \$4,520.00 |
| Conference Fees | \$35,000.00 | \$43,410.00 | \$8,410.00 |
| Provincial Grant | \$2,500.00 | \$2,500.00 | \$0.00 |
| Interest Income | \$50.00 | \$32.47 | -\$17.53 |
| Workshop (Fall 2017) | \$7,000.00 | \$5,250.00 | -\$1,750.00 |
| Total Revenue | \$64,550.00 | \$75,712.47 | \$11,162.47 |
| EXPENDITURES | | | |
| Executive Committee: | | | |
| Meeting Expenses | \$3,000.00 | \$1,959.11 | \$1,040.89 |
| Program / Education: | | | |
| Conference | \$45,000.00 | \$48,321.00 | -\$3,321.00 |
| Annual Workshop | \$8,000.00 | \$11,072.46 | -\$3,072.46 |
| Operations: | | | |
| Bank Charges | \$1,500.00 | \$1,657.77 | -\$157.77 |
| Postage & Office Supplies | \$200.00 | \$0.00 | \$200.00 |
| Miscellaneous | \$100.00 | \$0.00 | \$100.00 |
| Website Maintenance | \$8,000.00 | \$8,207.84 | -\$207.84 |
| Membership Recognition | \$200.00 | \$341.65 | -\$141.65 |
| Total Expenditures | \$66,000.00 | \$71,559.83 | -\$5,559.83 |
| Transfer to / from Reserves | -\$1,450.00 | \$4,152.64 | \$5,602.64 |

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
2019 PROPOSED BUDGET**

| | 2019 BUDGET | 2018 BUDGET | 2017 ACTUAL |
|------------------------------------|--------------------|--------------------|--------------------|
| REVENUE | | | |
| Membership Fees | \$24,000.00 | \$23,000.00 | \$24,520.00 |
| Conference Fees | \$38,000.00 | \$38,000.00 | \$43,410.00 |
| Provincial Grant | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| Interest Income | \$20.00 | \$50.00 | \$32.47 |
| Annual Workshop | \$7,000.00 | \$8,000.00 | \$5,250.00 |
| Total Revenue | \$71,520.00 | \$71,550.00 | \$75,712.47 |
| EXPENDITURES | | | |
| Executive Committee: | | | |
| Meeting Expenses | \$3,000.00 | \$3,000.00 | \$1,959.11 |
| Program / Education: | | | |
| Conference | \$48,000.00 | \$48,000.00 | \$48,321.00 |
| Annual Workshop | \$12,000.00 | \$10,000.00 | \$11,072.46 |
| Operations: | | | |
| Bank Charges (Paypal) | \$2,000.00 | \$2,000.00 | \$1,657.77 |
| Postage & Office Supplies | \$100.00 | \$100.00 | \$0.00 |
| Miscellaneous | \$100.00 | \$100.00 | \$0.00 |
| Website Maintenance | \$8,500.00 | \$8,000.00 | \$8,207.84 |
| Membership Recognition | \$300.00 | \$300.00 | \$341.65 |
| Total Expenditures | \$74,000.00 | \$71,500.00 | \$71,559.83 |
| Transfer to / from Reserves | -\$2,480.00 | \$50.00 | \$4,152.64 |

ALBERTA MUNICIPAL CLERKS ASSOCIATION
STATEMENT OF REVENUE AND EXPENDITURES
January 1, 2017, to December 31, 2017

| 2017 | | 2016 | |
|--------------------------------|--------------------|--------------------------------|--------------------|
| | Actual | | Actual |
| REVENUE | | REVENUE | |
| Membership Fees | 24,520.00 | Membership Fees | 22,293.36 |
| Conference Fees | 43,410.00 | Conference Fees | 42,440.00 |
| Prepaid Conference (2018) | 0.00 | Prepaid Conference (2017) | 7,290.00 |
| Provincial Grant | 2,500.00 | Provincial Grant | 2,500.00 |
| Interest Income | 32.47 | Interest Income | 31.08 |
| Workshop Fees | 5,250.00 | Workshop Fees | 9,666.52 |
| Total Revenue | \$75,712.47 | Total Revenue | \$84,220.96 |
| | | | |
| EXPENDITURES | | EXPENDITURES | |
| Executive Committee: | | Executive Committee: | |
| Meeting Expenses | 1,959.11 | Meeting Expenses | 857.76 |
| | | | |
| Program / Education: | | Program / Education: | |
| Conference | 41,901.27 | Conference | 43,946.72 |
| Prepaid 2018 Conference | 9,746.25 | Prepaid 2017 Conference | 6,419.93 |
| Workshop | 11,072.46 | Workshop | 12,234.96 |
| | | | |
| Operations: | | Operations: | |
| Bank Charges (includes Paypal) | 1,657.77 | Bank Charges (includes Paypal) | 1,771.33 |
| Postage & Office Supplies | 0.00 | Postage & Office Supplies | 0.00 |
| Miscellaneous | 0.00 | Miscellaneous | 0.00 |
| Website Development | 8,207.84 | Website Development | 7,736.71 |
| | | Prepaid Website Hosting (2017) | 624.73 |
| Membership Recognition | 341.65 | Membership Recognition | 274.08 |
| Total Expenditures | \$74,886.35 | Total Expenditures | \$73,866.22 |
| | | | |
| 2017 Profit | \$826.12 | 2016 Profit | \$10,354.74 |

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
PAYMENTS ISSUED
January 1, 2017, to December 31, 2017**

| Cheque No. | Amount | Payee |
|-------------------|--------------------|--|
| 245 | \$588.00 | Merge Creative Inc. |
| 246 | \$56.53 | Jacqueline Roblin, Executive Mtg and Municipal Affairs Consultation Session |
| 247 | \$618.00 | Merge Creative Inc., Survey Monkey fee |
| 248 | \$475.00 | AAMDC, refund conference registration fee for S. Valentine |
| 249 | \$871.50 | Merge Creative Inc., 2-year domain renewal and SSL Certificate |
| 250 | \$475.00 | Town of Bonnyville, refund conference registration fee for A. Himschoot |
| 251 | \$71.86 | Nancy Lougheed, reimbursement for Wild Apricot Billing |
| 252 | \$588.00 | Merge Creative Inc. |
| 253 | \$29,520.82 | Aleta Neufeld, reimburse hotel conference costs |
| 254 | \$275.00 | MD of Bighorn, refund partial conference registration fee for L. Rea |
| 255 | \$1,379.03 | Roberta Wondra, Conference Presenter |
| 256 | \$2,434.33 | Pete Oldridge, Conference Entertainment |
| 257 | \$68.65 | Aleta Neufeld, gifts for presenters and AMCA retiring executive |
| 258* | \$33.92 | <i>Wanda Pintye, Conference Supplies (Cheque not processed)</i> |
| 259 | \$450.00 | Lac La Biche County, refund partial conference registration fee for J. Onciul |
| 260 | \$5,637.18 | Mattitude, Matt Booth Conference Presenter |
| 261 | \$2,702.44 | Strategic Steps Inc., Ian McCormack Conference Presenter |
| 262 | \$588.00 | Merge Creative Inc. |
| 263 | \$273.00 | The Engravers Inc., recognition gifts for AMCA and IIMC |
| 264 | \$206.05 | Royal Bank Visa (Executive Mtg Expense and annual fee) |
| 265 | \$2,237.54 | Brownlee LLP, Michael Solowan Conference Presenter |
| 266 | \$624.75 | Merge Creative Inc., Survey Monkey fee |
| 267 | \$1,361.34 | Royal Bank Visa (Coast Terrace, remainder for 2017 conference and \$1000 deposit for 2018) |
| 268 | \$1,000.00 | Sheraton Red Deer Hotel, deposit for fall workshop |
| 269 | \$624.75 | Merge Creative Inc., Survey Monkey fee |
| 270 | \$588.00 | Merge Creative Inc. |
| 271 | \$588.00 | Merge Creative Inc. |
| 272 | \$966.00 | RBC Visa - Books for December Workshop |
| 273 | \$588.00 | Merge Creative Inc. |
| 274 | \$95.00 | Town of Cochrane, refund workshop registration fee due to cancellation |
| 275 | \$588.00 | Merge Creative Inc. |
| 276 | \$9,996.56 | Sheraton Red Deer Hotel, fall workshop costs <i>(Refund \$1,972.54 received March 8, 2018)</i> |
| 277 | \$41.20 | City of Spruce Grove - Duty charge for books for December 1 workshop |
| 278 | \$142.50 | Sturgeon County - refund workshop registration fee due to cancellation |
| 279 | \$2,604.00 | Wilton Consulting Inc. (Wendy Wilton presentation fee December workshop) |
| 280 | \$656.25 | Merge Creative Inc., Survey Monkey fee and Annual Email hosting fee |
| 281 | \$6,746.25 | The Lavin Agency Ltd., Drew Dudley deposit for 2018 conference |
| | | |
| | \$76,760.45 | Total Payments Issued |
| 258 | -\$33.92 | Cheque not processed |
| | \$76,726.53 | Total paid from account |



**ALBERTA MUNICIPAL CLERKS ASSOCIATION
BANK RECONCILIATION
December 31, 2017**

Chequing Account

| | |
|-------------------------------|--------------------|
| Bank Balance as per Statement | 55,797.68 |
| Outstanding Deposits | 0.00 |
| Outstanding Cheques | 656.25 |
| Balance | \$55,141.43 |

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
INVESTMENTS
January 1, 2017, to December 31, 2017**

INTEREST INCOME

| | |
|------------------------------|----------------|
| Prime-Linked Cashable | \$0.22 |
| Non-Redeemable GIC | \$32.25 |
| Total Interest Income | \$32.47 |

INVESTMENTS

| | 2017 | 2016 |
|---|--------------------|--------------------|
| Prime-Linked Cashable | \$22,085.31 | \$22,085.09 |
| Non-Redeemable GIC | \$3,595.42 | \$3,563.17 |
| Cash Position | \$25,680.73 | \$25,648.26 |
| Annual Net Increase in Investments | \$32.47 | \$31.08 |



ALBERTA MUNICIPAL CLERKS ASSOCIATION
BALANCE SHEET
 January 1, 2017, to December 31, 2017

| ASSETS | | LIABILITIES & EQUITY | |
|-----------------------------|----------------------------------|---------------------------------------|----------------------------------|
| Current Assets: | | Current Liabilities: | |
| Cash in Bank | \$55,141.43 | Liabilities | \$0.00 |
| Investments | \$25,680.73 | (outstanding invoices) | |
| Prepaid Expenses | <u>\$9,746.25</u> | Prepaid 2018 Conference Fees | <u>\$0.00</u> |
| Total Current Assets | <u>\$90,568.41</u> | Total Current Liabilities | <u>\$0.00</u> |
| | | Equity | <u>\$90,568.41</u> |
| TOTAL ASSETS | <u><u>\$90,568.41</u></u> | TOTAL LIABILITIES & EQUITY | <u><u>\$90,568.41</u></u> |

Prepaid Expenses

| | |
|---|---------------------------------|
| The Lavin Agency Ltd., Drew Dudley, 2018 Conference presenter | \$6,746.25 |
| Coast Terrace Canmore, Deposit for 2018 Conference | <u>\$3,000.00</u> |
| Total Prepaid Expenses | <u><u>\$9,746.25</u></u> |

**ALBERTA MUNICIPAL CLERKS ASSOCIATION
STATEMENTS OF EXPENSES AND REVENUES
2017 Events**

| CONFERENCE | | |
|--|--------------------|--------------------|
| Expenses | 2017 | 2016 |
| Hotel | 31,125.27 | 32,298.68 |
| Presenters & Entertainment | 15,903.92 | 14,381.90 |
| <i>Michael Solowan - \$2237.54</i> | | |
| <i>Sergeant Robert Wondra - \$1,643.35</i> | | |
| <i>Matt Booth - \$6,114.73</i> | | |
| <i>Ian McCormick - \$2,702.44</i> | | |
| <i>Velvet Hand - \$3,338.02</i> | | |
| IIMC Regional President Expenses | 396.48 | 1,027.60 |
| Scholarship Recipients Expenses | 792.96 | |
| Supplies | 102.57 | 78.54 |
| Total Conference Expenses | \$48,321.20 | \$47,786.72 |
| | | |
| Revenues | | |
| Registration Fees (93 registered) | 43,410.00 | 42,440.00 |
| Grants - AB Municipal Affairs | 2,500.00 | 2,500.00 |
| Total Conference Revenue | \$45,910.00 | \$44,940.00 |
| | | |
| Conference Profit / Expense | -\$2,411.20 | -\$2,846.72 |

FALL WORKSHOP - November 30 to December 1, 2017

| | | |
|------------------------------------|--------------------|--|
| Expenses | | |
| Wendy Wilton, Presenter | 2,604.00 | |
| Sheraton Hotel, Red Deer | 7,461.26 | |
| Supplies / Books | 1,007.20 | |
| Total Workshop Expenses | \$11,072.46 | |
| | | |
| Revenues | | |
| Registration Fees (48 registrants) | \$5,250.00 | |
| | | |
| Workshop Profit / Expense | -\$6,009.22 | |