**PDAC – Proposed Budget Revisions for 2021-2022**

The goals of the next budget are:

1. Maintain the current schedule of fees for PDAC membership
2. Allocate funding to allow for an additional executive team member: VP – Community Engagement
3. Increase the monthly contribution to the defense fund from 2% to 10%
4. Remove items in the current budget that are not being utilized
5. Allocate funding for the hiring of an executive assistant should one be deemed necessary
6. Ensure the financial health of PDAC going forward

Proposed budget for 2021-2022

* This budget assumes constant labour costs until the next window of collective bargaining.
* This budget is based on a conservative projection of $14,000.00 per month in member dues. To-date, PDAC has averaged $14,862.80 per month in member dues

|  |  |  |  |
| --- | --- | --- | --- |
| Item  | Monthly | Yearly | Comments |
|  |  |  |  |
| Membership Dues  | $14,000.00 | $168,000.00 |  |
| Defense Fund Contribution | $1,400.00 | $16,800.00 | 10% of revenue from member dues |
| Executive Director Salary  | $3,625.42 | $43,505.04 | After tax based on current rate of $62.00/hour and 15 hours per week  |
| Payroll Taxes  | $1,454.32 | $17,451.84 | Includes employee and employer contribution |
| Executive Honoraria  | $2,450.00 | $29,400.00 | Compensation for 7 executive team members, including the new VP – Community Engagement |
|  |  |  |  |
| Compensation – Terry Sway  | $250.00 | $3,000.00 |  |
| Accounting/bookkeeping (Leverage Consulting) | $400.00 | $4,800.00 | This number may increase if it is deemed necessary for an annual financial audit of PDAC |
| Bank Fees  | $60.00 | $720.00 | Variable depending on the # of monthly transactions  |
| Last Pass | $3.35 | $40.16 |  |
| WIX Premium  | $18.50 | $222.00 | For PDAC website  |
| Website domain and gmail | $13.01 | $156.10 |  |
| Office supplies | $250.00 | $3,000.00 |  |
| Office furniture  | $300.00 | $3,600.00 | This is a one-time expense and will be removed from the next budget  |
| Peer support  | $833.00 | $10,000.00 | Forty $250.00 awards to cover conference attendance fees for PDAC members\* |
| Community Engagement (Events, Workshops, Prizes, etc.) | $833.00 | $10,000.00 | Adjusted proportionally to actual amount collected |
|  |  |  |  |
| Executive Assistant  | $2,048.28 | $24,579.39 | Includes salary + taxes for assistant at a rate of $25.00/hour for 15 hours/week  |
| Unallocated  | $161.12 | $1,933.44 | To account for unforeseen expenses. If unused, will be added to defense fund |
| Total | $14,000 | $168,000 |  |

Note: Any amount collected in excess of this budget will be contributed to the defense fund to allow for use towards PDAC expenses at the discretion of the PDAC executive.