



Association of
Canadian Archivists
Association canadienne
des archivistes

ACA Treasurer

Results from 2017: ACA finished the year with a surplus of \$ 16, 233.75¹, which is an improvement from the anticipated deficit of \$ 29, 936.40 approved at the 2016 AGM. Due to transitions and changes that have taken place in the ACA office, the ACA audit was undertaken May 30th to June 1st. Final documents will be provided to membership once they are available online.

1. Revenue highlights: Revenue: \$436,985.41

- Investment income was transferred to operating expenses to cover additional office expenses for the 2017 year.
- Membership and conference revenue were lower for 2017 than 2016, but higher than projected.
- *Archivaria* exceeded its income goal, with a modest increase in individual subscription numbers. The actual income from reprint sales was more than budgeted. Thank you to the *Archivaria* editorial team.
- Education income included one pre-conference workshop held in Ottawa before the conference in 2017.
- One non-operational item contributed to ACA finishing with a surplus in 2017: moving investment income to the ACA operating budget.

2. Expenditure highlights: Expenses: \$430, 207.35

- Board of Directors & committee expenditures were lower than estimates due to reducing attendance to the Fall P&P, and cutting meeting costs. Advocacy expenses were less than budgeted for the year.
- The annual conference costs were higher than estimated due to stronger attendance; some services were reduced as a result of fewer participating sponsors, while the Host Team did a great job in selecting food and beverage options at a lower cost.
- One of two pre-conference workshops were cancelled while the other two events were under budget.

¹ This amount may change slightly once the final audited report is submitted but is more than initially indicated as there were some data entry errors located via the Audit process.



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- *Archivaria* costs were lower due to smaller sized issues and reduced numbers printed while higher mailing costs offset some of the savings.

Preliminary Outlook for 2018: Although a budget deficit of \$16k or 3% was approved at the 2017 AGM, the Board, while supporting priority initiatives, continues to work to constrain costs to match revenues with current estimates.

Revenue: budget \$363,910.00

- Early renewal by members was down from past years, and subscription renewals have been slow.

Expenses: budget \$ 357, 617.37

- The President, VP and Treasurer are continuing a detailed income and expense review, yielding cost savings for the Association.
- Committees are making good use of teleconferencing to advance their projects, while operational adjustments should yield savings in several areas.

Draft Estimates for 2019:

Revenue: budget \$390,500.00

- It is hoped that the conference in Toronto will have a larger number of attendees, and that we will be able to accommodate all those who wish to attend the diversity of events and sessions without limited attendance.

Expenses: budget \$390,108.04

- A change to our membership system software and website platform will yield long term savings and provide for an easier user experience.
- It is hoped that with future surpluses and investment revenue, the ACA will develop funds and programs to assist members who are at different stages in their careers.

Respectfully Submitted,

Chris Trainor, ACA Treasurer

**Association of Canadian Archivists
Financial Details 2017 to 2019**

Actual 2017	Budgeted 2018	Budgeted 2019
REVENUE		
Members		
Membership Fees	127,991.00	129,910.00
Sustaining Mbr Donation	972.44	500.00
Total	128,963.44	130,410.00
CONFERENCE		
Conference Registration	118,208.00	85,000.00
Conference Donations & Sponsors	14,500.00	15,000.00
Conference Advertising	250.00	0.00
Exhibitors Fees	7,864.40	6,500.00
Social Events Ticket Sales	9,903.00	9,500.00
Conference Souvenir Sales	0.00	0.00
Conference Misc	12.43	0.00
Total	150,737.83	116,000.00
ARCHIVARIA		
Archiv. Membership_	17,385.00	15,000.00
Archivaria Subscriptions	54,165.00	55,000.00
Archivaria Grants(SSHRC)	0.00	0.00
Archiv. Reprints & Back Issue Sales	3,028.34	2,500.00
Archivaria Postage	11,015.11	10,000.00
Total	85,593.45	82,500.00
Professional Development (PLC)		
PLC Institute & Wkshps (Conf)	6,500.00	3,000.00
Educational Contributions & Grants	7,000.00	7,000.00
PLC Institute & Wkshps (Reg)	0.00	0.00
Online Learning registration fees	0.00	0.00
Total	13,500.00	10,000.00
REVENUE		
Members		
Membership Fees	125,000.00	125,000.00
Sustaining Mbr Donation	500.00	500.00
Total	125,500.00	125,500.00
CONFERENCE		
Conference Registration	128,000.00	128,000.00
Conference Donations & Sponsors	12,000.00	12,000.00
Conference Advertising	6,000.00	6,000.00
Exhibitors Fees	7,500.00	7,500.00
Social Events Ticket Sales	15,000.00	15,000.00
Conference Souvenir Sales	0.00	0.00
Conference Misc	0.00	0.00
Total	168,500.00	168,500.00
ARCHIVARIA		
Archiv. Membership_	15,000.00	15,000.00
Archivaria Subscriptions	55,000.00	55,000.00
Archivaria Grants(SSHRC)	0.00	0.00
Archiv. Reprints & Back Issue Sales	2,500.00	2,500.00
Archivaria Postage	10,000.00	10,000.00
Total	82,500.00	82,500.00
Professional Development (PLC)		
PLC Institute & Wkshps (Conf)	3,000.00	3,000.00
Educational Contributions & Grants	7,000.00	7,000.00
PLC Institute & Wkshps (Reg)	0.00	0.00
Online Learning registration fees	0.00	0.00
Total	10,000.00	10,000.00

**Association of Canadian Archivists
Financial Details 2017 to 2019**

Other Income Items	
Publications	20.00
Inserts/ads Bulletin/Arch/Dir	0.00
Other Grants(PCH,CCA)	0.00
U.S. Exchange	0.00
Investment Income	71,538.90
Bk Int & Other Income	149.62
Total	71,708.52
TOTAL REVENUE	450,503.24
Expenses	
BOARD OF DIRECTORS	
Board Of Directors-Travel	5,217.59
Communications	488.98
Board of Dir - Printing	61.00
Board of Dir - Special Projects	2,753.31
Board P & P Meeting Travel	8,044.54
P & P Meeting Space F & B	10,343.76
Board Cmtees(Governance & Fin)	50.88
ACA Foundation Donation (per MOU)	387.04
Total	27,347.10
SELECT COMMITTEES	
Ctes/Task Force/Proj Grp-t/m/a	4,908.53
Ctes/Task Force/Proj Grp - Projects	12.15
Total	4,920.68
SPECIAL INTEREST SECTIONS	
SIS - Projects	0.00
Total	0.00

Other Income Items	
Publications	0.00
Inserts/ads Bulletin/Arch/Dir	2,000.00
Other Grants(PCH,CCA)	0.00
U.S. Exchange	0.00
Investment Income	23,000.00
Bk Int & Other Income	0.00
Total	25,000.00
TOTAL REVENUE	363,910.00
Expenses	
BOARD OF DIRECTORS	
Board Of Directors-Travel	5,000.00
Communications	600.00
Board of Dir - Printing	0.00
Board of Dir - Special Projec	0.00
Board P & P Meeting Travel	5,000.00
P & P Meeting Space F & B	7,500.00
Board Cmtees(Governance	0.00
ACA Foundation Donation (per	387.04
Total	18,487.04
SELECT COMMITTEES	
Ctes/Task Force/Proj Grp-t/r	21,000.00
Ctes/Task Force/Proj Grp - F	0.00
Total	21,000.00
SPECIAL INTEREST SECTIONS	
SIS - Projects/Support	1,000.00
Total	1,000.00

Other Income Items	
Publications	0.00
Inserts/ads Bulletin/Arch/Dir	4,000.00
Other Grants(PCH,CCA)	0.00
U.S. Exchange	0.00
Investment Income	0.00
Bk Int & Other Income	0.00
Total	4,000.00
TOTAL REVENUE	390,500.00
Expenses	
BOARD OF DIRECTORS	
Board Of Directors-Travel	5,000.00
Communications	1,000.00
Board of Dir - Printing	0.00
Board of Dir - Special Projects	2,500.00
Board P & P Meeting Travel	5,000.00
P & P Meeting Space F & B	7,500.00
Board Cmtees(Governance & F	2,500.00
ACA Foundation Donation (per M	387.04
Total	23,887.04
SELECT COMMITTEES	
Ctes/Task Force/Proj Grp-t/m/a	5,000.00
Ctes/Task Force/Proj Grp - Projc	0.00
Total	5,000.00
SPECIAL INTEREST SECTIONS	
SIS - Projects/Support	1,500.00
Total	1,500.00

**Association of Canadian Archivists
Financial Details 2017 to 2019**

Professional Development	
PLCttee T/M/A & call Exp	0.00
Instructional Material	0.00
Equipment & Supplies	0.00
Phone, Fax, Postage	523.53
Facility Rental	0.00
Instructors' Honoraria & Exp	0.00
Online Learning Committee	0.00
Online Education Projects	227.58
Online Educaton Events	0.00
Total	751.11
OUTREACH & GOV'T RELATIONS	
Outreach Cmtee Exp(t/m/a calls)	1.21
Advocacy Cmtee Exp (t/m/a calls)	63.82
Advocacy Activities	0.00
Outreach Activities	0.00
ACA Display	0.00
Outreach pamphlets & booklets	0.00
Int'l Cmtes ICA/SPA/NAANICA	0.00
Total	65.03
COMMUNICATIONS	
Communication Cmtee T/M/A & Calls	5.23
Bulletin & Pub Prod	0.00
Bulletin Contract Services	0.00
Bulletin Postage	0.00
Bulletin Editor expense	0.00
Web Sites	14,423.20
Total	14,428.43
CONFERENCE	
Conference Social Functions	53,819.87

Education	
PLCttee T/M/A & call Exp	0.00
Instructional Material	0.00
Equipment & Supplies	0.00
Phone, Fax, Postage	0.00
Facility Rental	0.00
Instructors' Honoraria & Exp	0.00
Online Learning Committee	0.00
Online Education Projects	0.00
Online Educaton Events	0.00
Total	0.00
Committees	
Outreach Cmtee Exp(t/m/a c	100.00
Advocacy Cmtee Exp (t/m/a	100.00
Advocacy Activities	250.00
Ethics Cmtee Exp	100.00
ACA Display	0.00
Outreach pamphlets & bookl	0.00
Int'l Cmtes ICA/SPA/NAANIC	0.00
Total	550.00
COMMUNICATIONS	
Communication Cmtee T/M/	0.00
Bulletin & Pub Prod	0.00
Bulletin Contract Services	0.00
Bulletin Postage	0.00
Bulletin Editor expense	0.00
Web Sites	5,375.00
Total	5,375.00
CONFERENCE	
Conference Social Functions	55,000.00

Education	
PLCttee T/M/A & call Exp	500.00
Instructional Material	500.00
Equipment & Supplies	500.00
Phone, Fax, Postage	0.00
Facility Rental	500.00
Instructors' Honoraria & Exp	1,200.00
Online Learning Committee	0.00
Online Education Projects	2,000.00
Online Educaton Events	1,800.00
Total	7,000.00
Committees	
Outreach Cmtee Exp(t/m/a calls	100.00
Advocacy Cmtee Exp (t/m/a call	100.00
Advocacy Activities	250.00
Ethics Cmtee Exp	100.00
ACA Display	0.00
Outreach pamphlets & booklets	0.00
Int'l Cmtes ICA/SPA/NAANICA	0.00
Total	550.00
COMMUNICATIONS	
Communication Cmtee T/M/A &	100.00
Bulletin & Pub Prod	5,000.00
Bulletin Contract Services	1,200.00
Bulletin Postage	1,600.00
Bulletin Editor expense	400.00
Web Sites	1,500.00
Total	9,800.00
CONFERENCE	
Conference Social Functions	75,000.00

**Association of Canadian Archivists
Financial Details 2017 to 2019**

Conf Value in Kind	0.00
Conf Publications & Materials	6,418.17
Conference Cte Travel	1,116.88
Conf Keynote/Presenter Assist	1,729.08
Conf Rentals A/V etc.	12,790.00
Conf Souvenirs & Promotional items	0.00
Conference Misc	2,905.00
Total	78,779.00
MEMBER SERVICES	
Software	910.00
Membership Cmtee exp	201.98
Member Cmtee proj	5,688.80
Student Chapter exp	600.00
Directory production	0.00
Total	7,400.78
ARCHIVARIA	
Archiv Contract Services	14,832.25
Archivaria Production	3,404.24
Archivaria Shipping & Handling	1,129.56
Archivaria Editorial Board expenses	581.00
Lamb & Taylor & Dodds Prizes	529.30
e-Archivaria prod & hosting	1,351.65
Archivaria Promotion	0.00
Total	21,828.00
OFFICE	
Salaries, Costs and Benefits	222,137.63
Office Rent, Support, Supplies and Utilities	32,905.33
Corporate Insurance (CGL, D&O)	2,298.24
Staff Training & Dev	1,535.00
Total	258,876.20

Conf Value in Kind	0.00
Conf Publications & Material	5,000.00
Conference Trave / Accomr	7,500.00
Conf Keynote/Presenter Ass	1,000.00
Conf Rentals A/V etc.	17,500.00
Conf Souvenirs & Promotion	0.00
Conference Misc	2,500.00
Total	88,500.00
MEMBER SERVICES	
Software	6,000.00
Membership Cmtee exp	1,000.00
Member Cmtee proj	2,500.00
Student Chapter exp	600.00
Directory production	1,000.00
Total	11,100.00
ARCHIVARIA	
Archiv Contract Services	16,000.00
Archivaria Production	2,500.00
Archivaria Shipping & Handl	1,500.00
Archivaria Editorial Board ex	1,500.00
Lamb & Taylor & Dodds Priz	500.00
e-Archivaria prod & hosting	1,500.00
Archivaria Promotion	0.00
Total	23,500.00
OFFICE	
Salaries, Costs and Benefits	141,100.00
Office Rent, Support, Suppl	27,405.33
Corporate Insurance (CGL, I	2,400.00
Staff Training & Dev	1,000.00
Total	171,905.33

Conf Value in Kind	0.00
Conf Publications & Materials	5,000.00
Conference Trave / Accommoda	10,000.00
Conf Keynote/Presenter Assist	2,000.00
Conf Rentals A/V etc.	10,000.00
Conf Souvenirs & Promotional it	2,500.00
Conference Misc	2,500.00
Total	107,000.00
MEMBER SERVICES	
Software	5,321.00
Membership Cmtee exp	1,000.00
Member Cmtee proj	2,500.00
Student Chapter exp	1,200.00
Directory production	1,500.00
Total	11,521.00
ARCHIVARIA	
Archiv Contract Services	17,000.00
Archivaria Production	3,000.00
Archivaria Shipping & Handling	1,500.00
Archivaria Editorial Board expen	2,500.00
Lamb & Taylor & Dodds Prizes	500.00
e-Archivaria prod & hosting	1,500.00
Archivaria Promotion	500.00
Total	26,500.00
OFFICE	
Salaries, Costs and Benefits	148,000.00
Office Rent, Support, Supplies :	29,750.00
Corporate Insurance (CGL, D&C	2,400.00
Staff Training & Dev	1,000.00
Total	181,150.00

**Association of Canadian Archivists
Financial Details 2017 to 2019**

Corp Expenses	
Audit/Legal Fees	8,551.00
Bank & Credit Card Charges	11,257.16
Misc. Expenses	65.00
Total	<u>19,873.16</u>
TOTAL EXPENSE	<u>434,269.49</u>
NET INCOME	16,233.75

Corp Expenses	
Audit/Legal Fees	5,000.00
Bank & Credit Card Charges	10,000.00
Memberships	1,200.00
Total	<u>16,200.00</u>
TOTAL EXPENSE	<u>357,617.37</u>
NET INCOME	6,292.63

Corp Expenses	
Audit/Legal Fees	5,000.00
Bank & Credit Card Charges	10,000.00
Memberships	1,200.00
Total	<u>16,200.00</u>
TOTAL EXPENSE	<u>390,108.04</u>
NET INCOME	391.96

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