**UNION OF NATIONAL DEFENCE EMPLOYEES**

**EDMONTON LOCAL 30905**

**PRE-APPROVED EXPENDITURES for the period of 1 October 2019 to 30 September 2020**

Operating Expenses

* Audit: for the Fiscal Year ending 30 September 2020 - $950
* Postage: per original receipt & must be reasonable & necessary - $100
* Office Supplies – per original receipt & must be reasonable and & necessary - $200
* Per Deim: as per Local 30905 By-Laws to match PSAC current rate
* Mileage: as per Treasury Board high mileage rate with records of dates & rationale – max is $200 per trip
* Personal expenses: per original receipt & must be reasonable & necessary (ie parking, cell phone usages) - $200
	+ *Child care receipts will be compliance with CRA, therefore the receipt (invoice) must contain the beneficiaries name, address, social insurance number, description & place of service – so that this Local can file the receipt with Revenue Canada*.

Donation Expenses

* Register Societies: for present & past member’s behalf not to exceed $75 per donation in memory off

Meeting Expenses

* Annual General Meeting Draw - $250
* General Meeting Draw - $100
* Special General Meetings - $150
* Members attending 3 meetings in the Fiscal year prior to the AGM (only excuse will be due to Union &/or Employer obligations – proof required) are eligible to enter into a Electronic Device w/accessories draw at the next AGM not to exceed $750 including taxes

Annual Summer BBQ – mid May General meeting

Kids Camp – mid May General meeting

Conventions Expenses - Conventions – as mandated by UNDE National

* + *Yearly planning of budgeting to send 3 Observers to the Component’s Tri-Annual Convention. Approve $5K X 3 = $15K, therefore budget of $5K per year.*
		- *Members must have attended 3 meetings (or if could not attend due to Union &/or Employer obligations- proof require) are eligible to enter*
	+ If membership is in favour a separate fund will be set up and at the beginning of each fiscal year the appropriate funds will be set aside – called “Convention Fund”
	+ Executive attending a National &/or Regional Convention may at due diligence offer a donation to a “Stressing” cause up to the amount of $500.

Strike Fund - A *$50K* strike fund will be set aside for this Local – the funds will be in separated into Long Term investment. This is to ensure that there is adequate funds for the future of this Local.

* +
* Members attending 3 meetings in the Fiscal year prior to the AGM (only excuse will be due to Union &/or Employer obligations – proof required) are eligible to enter into a Electronic Device w/accessories draw at the next AGM not to exceed $750 including taxes

Educational/Sports/Musical/Supporting Needs Bursaries - 4 Bursaries of or up to $500 to be drawn at the AGM for a child or grandchild.

* + A members must have attended 3 prior meetings (excused due to Union &/or Employer obligations – proof required) within the Local Fiscal Year are eligible to enter once at the draw at the AGM for this draw
	+ Member of this Local must provide proof payment for this Bursary