

**ZONE 2  
EXECUTIVE  
2019 - 2020**

**Representative to  
the Board**

Dylan McMahon

**Chair**

Jennifer Willoughby

**Past Chair**

Alison Gray, BAH,  
CMO, AOMC

**1<sup>st</sup> Vice Chair**

Joanne Hyde, AMP

**2<sup>nd</sup> Vice Chair**

Donna Tremblay

**Secretary**

Donna Van Wyck,  
AMCT

**Treasurer**

Lisa Campion

**Zone Directors**

John Daly  
Raylene Martell,  
Dipl. M.M.  
Patty Sinnamon,  
Dipl. M.M.

For detailed zone  
information go to

[www.amcto.com](http://www.amcto.com)

**ANNUAL FINANCIAL REPORT TO THE BOARD  
Zone 2**

To: Members of the AMCTO Board of Directors  
From: Jennifer Willoughby, Chair, Zone 2  
Meeting Date: November 22, 2019  
Subject: Annual Financial Report to the Board for Zone 2

In accordance with the Terms of Reference, below please find the financial report from Zone 2 for the period April 30, 2019 to October 17, 2019 which outlines the financial transactions of the Zone 2 Executive.

**Highlights**

**Revenue:**

Zone 2 generates revenue from registrations received by Zone members who choose to attend zone meetings. The registration fee associated to attend meetings is \$50 for current members and \$20 for retirees. Zone meetings include full day educational and training sessions, lunch is provided. Zone 2 members and host municipalities are required to obtain sponsorship funding to help cover costs associated with hosting meetings which allows the Executive to maintain the registration fee at \$50.00.

**Surplus Funds:**

As of October 17, 2019, the current surplus for Zone 2 is \$9,932.32.

Surplus funds are allocated as follows:

- *Annual Conference Donation*

Zone 2 normally donates \$500 to the annual AMCTO conference. If the conference is held in Zone 2, \$1000 is donated.

- Zone 2 Municipal Excellence Award

The Zone 2 Municipal Excellence Award was created to recognize and acknowledge one-time achievements that have a notable impact on a program, a project, or an individual activity that contributes to the vision and pursuit of excellence within municipal government. The recipient receives a glass award which is given at the annual Spring meeting. The recipient of the 2019 award was Marilyn Zettler, Administrative Assistant/Deputy Clerk, Town of Hanover.

- Charitable Contributions

This is a new initiative by the Zone Executive and commenced in November 2018. Zone 2 donates to a local charity in lieu of providing a gift to our speakers and presenters that attend and present at a Zone meeting. The host municipality chooses the local organization that will receive the donation.

- Membership Training

The Zone Executive endeavours to provide subsidized training for members. For example, our Spring 2019 meeting hosted an AMCTO Educational and Development session - Municipal Freedom of Information and Protection of Privacy Act - (MFIPPA) Learning the Ropes. Zone 2 subsidized and offset costs for members to attend by providing a discounted attendance fee.

- Zone Meeting Attendance Initiative

Zone 2 holds a draw at each Zone meeting for those in attendance to win a free registration to a future Zone meeting. 2 draws are made, gift certificates valued at \$50 each are given to each winner.

The surplus balance will continue to be used to offset the costs associated with holding spring and fall meetings and for educational opportunities for members of Zone 2.



The Executive strives to provide high quality, interactive, relevant educational topics and presentations at our meetings in accordance with our budget parameters.

Respectfully submitted,

Jennifer Willoughby  
 AMCTO Zone 2 Chair  
[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

AMCTO Zone 2 - Treasurer's Report					
April 1 - October 17, 2019					
Opening Balance					\$ 14,211.84
			Revenues	Expenses	
2-Apr-19		Registrations	700.00		
10-Apr-19		Chq - 00184 Supplies for Zone 2 Spring Meeting		73.29	
30-Apr-19		Registrations	2,220.00		
30-Apr-19		Service Charge		3.75	
30-Apr-19		Items Dep Fee		2.86	
13-May-19		Chq - 00187 Zone 2 Spring meeting catering		2,084.62	
16-May-19		Chq - 00186 Zone 2 Spring meeting expense		244.20	
17-May-19		Chq - 00189 Zone 2 Spring meeting supplies		37.91	
21-May-19		Chq - 00190 Zone 2 executive meeting supplies		52.83	
24-May-19		Chq - 00192 Zone 2 award		295.91	
27-May-19		GC 2204	5,850.00		
31-May-19		Service Charge		7.50	
31-May-19		Cash deposit fee		0.25	
31-May-19		Items Dep Fee		5.94	
6-Jun-19		Chq - 00188 Zone 2 Spring meeting expense		685.39	
12-Jun-19		Chq - 00193 Zone 2 Spring meeting workshop fees		11,300.00	
28-Jun-19		Service Charge		2.50	
13-Sep-19		Registrations	1,150.00		
30-Sep-19		Service Charge		1.25	
30-Sep-19		Items Dep Fee		1.32	
17-Oct-19		Registrations	600.00		
		<b>Total Revenue and Expenses</b>	<b>\$ 10,520.00</b>	<b>\$ 14,799.52</b>	
		<b>Bank Balance</b>			<b>\$ 9,932.32</b>

