



EXECUTIVE 2011-2013

DISTRICT PRESIDENT

Dr. Jeannette Montufar, P.Eng.
Department of Civil Engineering
University of Manitoba
15 Gillson Street
Winnipeg, MB R3T 5V6
T: (204) 474-6799 F: (204) 474-7513
president@cite7.org

DISTRICT VICE PRESIDENT

Mr. Peter A. Truch, P.Eng., PTOE
City of Kelowna
Infrastructure Planning
1435 Water Street
Kelowna, BC V1Y 1J4
T: (250) 469-8692 F: (250) 862-3363
vicepresident@cite7.org

**DISTRICT SECRETARY
TREASURER**

Ms. Jen Malzer, P.Eng., M.Sc.
City of Calgary
PO Box 2100, Stn. M, #8124
Calgary, AB T2P 2M5
T: (403) 268-2071 F: (403) 268-1874
treasurer@cite7.org

**DISTRICT IMMEDIATE PAST
PRESIDENT**

Mr. Gene Chartier, P.Eng.
Hatch Mott MacDonald
15 Allstate Parkway, Suite 300
Markham, ON L3R 5B4
T : (905) 940-5827
pastpresident@cite7.org

**DISTRICT INTERNATIONAL
DIRECTOR**

Mr. Russell Brownlee, P.Eng.
Giffin Koerth Forensic Engineering
40 University Avenue, Suite 800
Toronto, ON M5J 1T1
T: 1 (800) 564-5313 F: (416) 368-5576
director@cite7.org

DISTRICT ADMINISTRATOR

Mr. Ralph Hessian, P.Eng.
5559 Sentinel Square
Halifax, NS B3K 4A8
T: (202) 334-1330 F: (202) 334-3471
administrator@cite7.org

Dear CITE Members,

Attached is the interim 2011 Revenue & Expense Statement for the first half of the calendar year. This statement was prepared by CITE's contracted bookkeeping service – Dynamic Bookkeeping – as per the Financial Review Committee recommendation. The attached Revenue & Expense Statement provides an accounting of operating income versus expenses to date as managed on a cash basis, and also provides the 2011 budget in the last column for comparison.

The following are a listing of notes in numerical order that relate to specific line items on the statement:

- 1) Any line items without associated income/expense has not yet incurred transactions
- 2) In 2011 CITE transitioned the annual meeting/conference financial management to the District level. The resulting accounting for the 2011 meeting has not yet been completed for inclusion.
- 3) Communications Coordinator expenses for annual meeting/conference were to develop materials that could also be used at future AGM meetings
- 4) Online Payment System Set-up was a one-time expense to establish the two e-commerce stores dedicated to the annual meeting registration processing and the career store, which eliminates the problem of invoicing and collecting on services rendered.

We would also like to take this opportunity to thank Mr. Andy Vandertol for his ongoing commitment to assisting with the generation of these statements, and providing consultation to our newest Executive member, Jen Malzer, as she takes on her role as Secretary/Treasurer during a busier than usual time in CITE's history.

If you have any questions or concerns regarding this letter or the attached Revenue & Expense Statement then please do not hesitate to contact any member of the CITE Executive.

Regards,

Dr. Jeannette Montufar, P.Eng., FITE
President, Canadian Institute of Transportation Engineers

CANADIAN INSTITUTE OF TRANSPORTATION ENGINEERS
REVENUE & EXPENSE STATEMENT
(as of June 30, 2011)

	Jan - Mar	Apr - Jun	Jan - Jun	2011 Budget
INCOME				
80th Anniversary Fund	700.00	350.00	1,050.00	
Currency Exchange	-804.36	-1.12	-805.48	500.00
John Vardon Scholarship	500.00	0.00	500.00	
Membership Dues	21,436.19	262.00	21,698.19	65,000.00
Transportation Talk Advertising	4,881.25	4,840.00	9,721.25	9,000.00
Website Advertisements	14,775.00	13,700.00	28,475.00	50,000.00
Education / Training				5,000.00
Interest				2,500.00
Miscellaneous				5,000.00
TOTAL INCOME	41,488.08	19,150.88	60,638.96	137,000.00
EXPENSES				
80th Anniversary	6,300.00	0.00	6,300.00	
Administrator Hon. & Travel	2,181.08	0.00	2,181.08	6,500.00
Awards - Awards/Scholarships	0.00	3,500.00	3,500.00	7,000.00
Awards - Travel	921.49	0.00	921.49	5,500.00
Bank Charges	68.25	660.58	728.83	200.00
Bookkeeping	927.50	350.00	1,277.50	500.00
Certificates (conference plaques)	0.00	1,203.18	1,203.18	1,000.00
CITE Appointee Travel	500.00	1,203.05	1,703.05	7,000.00
CITE Elections	0.00	747.86	747.86	
Communications Coord - Ann Conf	4,519.16	15,607.51	20,126.67	
Communications Coordinator	6,780.08	3,925.00	10,705.08	12,500.00
Director Expenses	1,395.45	2,025.92	3,421.37	12,000.00
Executive Expenses	3,000.00	8,952.00	11,952.00	22,000.00
Scholarship Support	0.00	4,000.00	4,000.00	
Miscellaneous	250.00	570.00	820.00	500.00
Office Supplies	450.00	193.48	643.48	500.00
Online Payment System Setup	0.00	19,500.00	19,500.00	22,500.00
Postage, Mailing Service	4.47	724.79	729.26	1,000.00
Telephone, Telecommunications	2,407.08	303.44	2,710.52	2,000.00
TLC- Administration	830.91	0.00	830.91	8,000.00
TLC Projects	5,000.00	0.00	5,000.00	17,500.00
Membership Support Programs	0.00	5,950.00	5,950.00	10,000.00
Transportation Talk	1,809.36	2,140.00	3,949.36	12,000.00
Website	2,069.25	1,894.25	3,963.50	7,000.00
Section Rebates				3,750.00
Chapter Rebates				4,000.00
TOTAL EXPENSES	39,414.08	73,451.06	112,865.14	162,950.00
Net Income	2,074.00	-54,300.18	-52,226.18	-25,950.00