

Strategies for Financial Efficiencies 2014-2015

ERLC has taken the following steps to ensure we are fiscally responsible by implementing the following guidelines.

Successes:

Goal	Change in Process	Potential Cost Savings
Reduce catering costs at the ATA	<p>In response to participant feedback, and to offer a consistent service at multiple locations, ERLC eliminated breakfast, reducing the cost from \$12.50 to \$5.75/person.</p> <p>Decision to offer sandwiches/wraps each day instead of hot lunch 3 times/week.</p>	<p>A savings of \$6.75/person or approximately \$30,000 - \$50,000/year.</p> <p>A savings of \$3.00/person or \$2,250/year.</p> <p><i>The above numbers are based on 751 participants, (the actual number that were in attendance at ERLC sessions held at the ATA from September 1, 2014 to October 31, 2014).</i></p>
Reduced catering costs	<p>We have worked and negotiated with the catering company and now have 3 different lunch packages which are rotated throughout the week to provide variety and rates are fixed for the year.</p> <p>Examined the practice of supplying soft drinks, juices, granola bars, snacks and sweets at lunch and eliminated these items reducing the cost from \$1.00 to \$0/person.</p> <p>Eliminated dessert at lunch.</p>	<p>The savings are in the form of efficiencies/logistics for the ERLC office staff. Valuable time is not spent on placing orders. A fixed rate makes for easier budgeting.</p> <p>A savings of \$1.00/person.</p> <p>A savings of \$1.57/person.</p>
Increase revenue of ERLC's two session rooms	<p>ERLC has worked towards maximizing utilization of its 2 session rooms. By maximizing space and configuring the tables and chairs/furniture in different layouts, we can now accommodate up to 30 participants comfortably as compared to the previous maximum of 18, thereby generating more revenue with less overhead.</p> <p>Eliminated the practice of purchasing "swag".</p>	<p>An increase in revenue of \$1,140.</p> <p>A savings of \$4.00/person.</p> <p>A savings of \$2,500/year.</p> <p>A reduction in time for office staff involved in finding, purchasing and stocking items.</p> <p>A reduction in office staff expenses.</p>

Streamlined mobile communications.	Telus mobility account eliminated, and a per month stipend implemented for those requiring cell phone in their role.	A savings of \$3,300/year.
Cost savings on Telus maintenance Agreement.	ERLC will be working with Telus to see if a reduction can be obtained.	TBD
Cost savings on Moneris transactions charges.	ERLC worked with Moneris to reduce monthly transaction fees and rates.	A savings of 6% on the Moneris base rate, 54% savings on the non-qualifying rate, 20% on the account service package and a 30% savings on the e-select plus package. Total savings of approximately \$6,000/year.

ERLC continues to work on improving processes and procedures to increase cost savings and become more financially responsible.

Challenges:

1. Reduction of grant dollars from Alberta Education.
2. Cost to have contractors vs secondees.
3. Competition for conference and meeting space at hotel and conference venues.
4. Lease Agreement of \$28,000 based on 4 rooms with one room in-kind from Optimist Club. Potential increase in 2015.