

Central Student Association

APPROVED

OPERATING BUDGET

2016 - 2017

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Comments & General Overview of the 2016-2017 Budget

This budget has been set in consultation with primary budget holders and the Business Manager, and has been reviewed in its entirety by the Communications Commissioner and the Academic and University Affairs Commissioner. On March 23, 2016, the Finance Committee reviewed and recommended forward two proposed budget options for 2016-2017.

The Consumer Price Index (CPI) annual average for Ontario (2014) of 2.4% has been applied to all wage expenditure lines relating to Executive and part time contract student staff wages. The minimum wage rate increased to \$11.25 per hour in October 2015. Permanent and renewable full time contract staff receive the current CPI annual average for Ontario (2015) of 1.2%. *[Of note, in 2017-18 Executive and part time student staff will receive the CPI rate of 1.2%. Permanent and renewable staff will receive the most current CPI annual average when announced in January 2017.]*

Enrollment is not expected to increase in 2016-2017.

Anticipated Student Fee revenues are based upon actual receipts from the previous fiscal year and adjusted by the current CPI rate of 1.2%.

Administration, Bullring and Promotional Services budgets are expected to generate revenue to offset those budgets reliant on student fee revenue.

Funds received from the 'Entertainment Fee' have been proportionately allocated per the original referenda question of 1976. All Entertainment Fee related budgets vary significantly from year to year, depending on the number of bands, venue choice, ticket subsidies and co-partnerships.

Most changes to the proposed budget are based on "actual" spending or revenue patterns from the current budget year that are expected to continue on into the next fiscal year. However, independent budget holders can be quite frugal - or the opposite - which create their own variances from year to year. We do have past years' trends and history to help us understand these differences and make a determination as to whether they are one-time occurrences or an actual change to operations. In some instances, funding decreases were as a direct result of new wage requirements. Holiday bonuses are not included for Executive members in this upcoming budget (5 x \$300).

New to the 2016-17 budget is the introduction of a General Manager position and a Campaigns and Services Support Coordinator. The position of Policy and Transition Manager cannot be funded this fiscal year.

Pg	Portfolio	Budget Line	Recorded As		Rationale
			Revenue	Expense	
4	Administration	83200 Wages		\$ 240,100.00	Wages paid through this line include the Finance & Operations Commissioner, the new General Manager, Office Manager, Business Manager, FT Bookkeeper, PT Bookkeeper and 2 Front Office Assistants. The PTM position cannot be funded this fiscal year
5	Bullring	92101 Entertainment Fee	\$ 10,500.00	\$ -	Funding increased by \$2,700 as Wednesday Night Open Mic has become increasingly popular
5	Bullring	93750 University Loan		\$ -	The 12 year renovation loan has now been paid in full
7	Council	23390/23391/23392 Travel & Conferences			The combined total for these travel and conference budget lines has been reduced by \$5,000
16	MEAL	62101 Entertainment Fee	\$ 6,200.00		Entertainment Fees are intended to offset the expenses associated with the Trick or Eat event. Funding has been adjusted to reflect declining participation.
17	SafeWalk	62100 Student Fees	\$ 6,500.00		The CSA is no longer required to match dollar for dollar SSF funding dollars. Funding levels proposed are sufficient.
19	FoodBank	28120	\$ 17,670.00		Student fees no longer keep up with growing demand, hence a strong reliance on fundraising. This level of fundraising is considered as unobtainable by the current staff. A referendum requesting a fee increase is likely in 2016-2018

STUDENT FEE & REVENUE SUMMARY 2016-2017

PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 36,650.00	\$ -	\$ 1,300.00	\$ 37,950.00
Administration (incls Entertainment Co-ord)	\$ 241,185.00	\$ 22,000.00	\$ 120,950.00	\$ 384,135.00
Bullring	\$ -	\$ 10,500.00	\$ 671,000.00	\$ 681,500.00
Communications	\$ 42,035.00	\$ 4,500.00	\$ -	\$ 46,535.00
Council	\$ 57,530.00	\$ 8,369.00	\$ 60,000.00	\$ 125,899.00
External	\$ 37,865.00			\$ 37,865.00
Films	\$ -	\$ 19,350.00	\$ 3,500.00	\$ 22,850.00
Live Entertainment	\$ -	\$ 62,300.00	\$ 45,000.00	\$ 107,300.00
Local Affairs	\$ 35,390.00	\$ -	\$ -	\$ 35,390.00
Programmer	\$ 48,545.00	\$ -	\$ 23,000.00	\$ 71,545.00
Promotion Service (incls Campaign Coord)	\$ 32,400.00	\$ -	\$ 14,100.00	\$ 46,500.00
Service Programme Summary				<i>(see below)</i>
Bike Centre	\$ 16,750.00	\$ -	\$ 1,200.00	\$ 17,950.00
Meal Exchange	\$ 15,950.00	\$ 6,200.00	\$ 1,500.00	\$ 23,650.00
SafeWalk	\$ 6,500.00		\$ 8,000.00	\$ 14,500.00
Student Help & Advocacy Centre	\$ 37,200.00	\$ 4,000.00	\$ 3,000.00	\$ 44,200.00
TOTAL PROPOSED BUDGET	\$ 608,000.00	\$ 137,219.00	\$ 952,550.00	\$ 1,697,769.00
TOTAL Anticipated Fees	\$ 608,000.00	\$ 137,200.00		

Difference \$ -

RESTRICTED FEES Not part of CSA Operating Budget	Actual Feb 28/16	Receivable (Payable)	Anticipated 16-17 Fees/Rev	~ Available Revenue 16-17
Affordable Housing	\$ 97,510.59	\$ -	\$ 43,600.00	\$ 141,110.59
Bus Pass			\$ 4,814,000.00	\$ 4,814,000.00
Late Night Service Reserve	\$ 47,707.00	\$ (5,000.00)		\$ 42,707.00
Cannon - CSA Portion of Surplus	\$ 35,699.00	\$ (13,000.00)		\$ 22,699.00
Dental Plan			\$ 1,613,300.00	\$ 1,613,300.00
Dental Plan Reserve	\$ 405,114.42	\$ (66,000.00)		\$ 339,114.42
Food Bank	\$ -		\$ 70,550.00	\$ 70,550.00
Food Bank Reserve	\$ 32,750.00	\$ (7,250.00)		\$ 25,500.00
Health Plan			\$ 3,008,000.00	\$ 3,008,000.00
Health Plan Reserve	\$ 308,530.00	\$ 25,000.00		\$ 333,530.00
Compassionate Health Bursary	\$ -	\$ (15,000.00)		\$ (15,000.00)

ENTERTAINMENT ~ MEDIA FEE

** Media Fee is split between CSA 60%, CFRU 20%, Ontario 20%

Distribution		2015-2016		2016-2017	
		Fee Charged Per Student	36250	Fee Charged Per Student	36860
			~Total 3 Semesters		~Total 3 Semesters
CFRU - Media	20%	\$ 1.23	\$ 44,587.50	\$ 1.25	\$ 46,075.00
Ontario - Media	20%	\$ 1.23	\$ 44,587.50	\$ 1.25	\$ 46,075.00
CSA - Concerts/Speakers	40%	\$ 2.47	\$ 89,537.50	\$ 2.48	\$ 91,412.80
CSA - Films	10%	\$ 0.61	\$ 22,112.50	\$ 0.62	\$ 22,853.20
CSA - Cross Campus Events	10%	\$ 0.61	\$ 22,112.50	\$ 0.62	\$ 22,853.20
TOTALS	100%	\$ 6.15	\$ 133,762.50	\$ 6.22	\$ 137,119.20

CSA Entertainment Fee

		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
CONCERTS						
	Live Ent - Concerts	\$ 22,700.00	\$ 22,700.00	\$ 20,000.00	\$ 27,000.00	\$ 27,800.00
	Live Ent - Free Concerts	\$ 14,000.00	\$ 14,000.00	\$ 22,000.00	\$ 25,000.00	\$ 22,500.00
	Live Ent - Speakers	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00
	Human Rights/SHAC - Speakers	\$ 4,900.00	\$ 4,900.00	\$ 3,800.00	\$ 4,000.00	\$ 4,000.00
	Bullring Entertainment	\$ 10,000.00	\$ 10,000.00	\$ 13,000.00	\$ 7,300.00	\$ 10,500.00
	Coordination Expenses	\$ 17,700.00	\$ 14,500.00	\$ 15,000.00	\$ 15,500.00	\$ 15,000.00
	TOTAL	\$ 79,300.00	\$ 76,100.00	\$ 83,800.00	\$ 88,800.00	\$ 91,800.00
	ENTERTAINMENT FEE	\$ 82,400.00	\$ 83,600.00	\$ 85,084.00	\$ 89,537.50	\$ 91,400.00
	<i>Over (Under)</i>	\$ (3,100.00)	\$ (7,500.00)	\$ (1,284.00)	\$ (737.50)	\$ 400.00
FILMS						
	Free Film Series	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00	\$ 9,400.00	\$ 9,675.00
	Film Cost Subsidy	\$ 9,300.00	\$ 9,300.00	\$ 9,300.00	\$ 9,400.00	\$ 9,675.00
	Coordination Expenses	\$ 2,000.00	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00
	TOTAL	\$ 20,600.00	\$ 21,850.00	\$ 21,850.00	\$ 22,050.00	\$ 22,850.00
	ENTERTAINMENT FEE	\$ 20,600.00	\$ 21,000.00	\$ 21,360.00	\$ 22,112.50	\$ 22,850.00
	<i>Over (Under)</i>	\$ -	\$ 850.00	\$ 490.00	\$ (62.50)	\$ -
CAMPUS WIDE EVENTS						
	College Royal	\$ 6,000.00	\$ 6,084.00	\$ 6,145.00	\$ 6,293.00	\$ 6,369.00
	Cultural Entertainment Events (PDR)	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00
	Fall Orientation Event (Communications)	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,500.00
	Meal Exchange Trick or Eat	\$ 9,400.00	\$ 9,000.00	\$ 8,000.00	\$ 7,600.00	\$ 6,200.00
	Coordination Expenses	\$ 1,300.00	\$ 3,166.00	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00
	TOTAL	\$ 22,200.00	\$ 23,750.00	\$ 21,895.00	\$ 22,143.00	\$ 22,569.00
	ENTERTAINMENT FEE	\$ 20,600.00	\$ 21,000.00	\$ 21,360.00	\$ 22,112.50	\$ 22,850.00
	<i>Over (Under)</i>	\$ 1,600.00	\$ 2,750.00	\$ 535.00	\$ 30.50	\$ (281.00)
ACCUMULATED TOTALS						
	Budget Total	\$ 122,100.00	\$ 121,700.00	\$ 127,545.00	\$ 132,993.00	\$ 137,219.00
	Anticipated Entertainment Fee Total	\$ 123,600.00	\$ 125,600.00	\$ 128,000.00	\$ 133,762.50	\$ 137,200.00
	<i>(Remaining to Spend)</i>	\$ (1,500.00)	\$ (3,900.00)	\$ (455.00)	\$ (769.50)	\$ 19.00

Note: Coordination Expenses total \$22,000.00 (COLA 2.4% applied over last year). The corresponding Entertainment Student Fee is found in the Administration Budget

ACADEMIC & UNIVERSITY AFFAIRS: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
24100	CSA Student Fees	35,800	35,800	36,650
24120	Student Health Plan Reserve Support - Memorial	2,842	2,900	800
24140	Bullring Promotional Support - Artwork	500	500	500
	TOTAL REVENUE	39,142	39,200	37,950
Expenditure				
24200	Salaries (Includes 3% RSP/Educ) *	29,571	29,571	30,848
24220	Employee Benefits *	3,819	3,819	3,616
24450	Campaigns	(31)	400	400
24451	Student Artwork @ Bullring	1,057	1,000	1,000
24452	Student Memorial Fund (tree purchased alternate years)	2,842	2,900	800
24453	Teaching Excellence Award	145	320	286
24454	Academic Advocacy Work	-	-	200
24500	Advocacy - Discretionary Fund	-	50	-
24600	Advertising & Promotion	131	500	300
24700	University Services (TTS, Room Rentals)	-	50	-
24800	Supplies	-	100	-
24870	Photocopying	941	490	500
	TOTAL EXPENSES	38,475	39,200	37,950
	Net Revenue	667	-	-

* Fixed Cost - adjusted to year end

New Account Academic Advocacy Work

24454 This budget line is for any campaigns for suggested changes to Academic Policies and Procedures at the University of Guelph, informational campaigns about academic policies / procedures at UofG, and informational campaigns about what the Academic and University Affairs Commissioner has to offer when it comes to academic advocacy for students.

Prepared Mar 16/16

PM/LAC

Revised Mar 23/16 - FC

ADMINISTRATION (F&O): Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
82100	Student Fees	252,000	227,630	241,185
82101	Entertainment Student Fee (General Coordination)	23,400	22,000	22,000
82200	Dental Plan - Admin Fee from Plan	-	20,000	11,000
82300	Health Plan - Admin Fee from Plan	-	20,000	14,000
82600	Other Income - Bullring Admin Fee/ATM/Vending	29,915	52,200	52,000
82620	Pro Ink - Net	600	600	750
82870	Black & White Photocopy Income	8,763	11,000	11,000
82875	Colour Photocopy Income	9,510	16,200	14,000
82910	Bus Pass - Net *	6,000	7,200	4,000
82920	Interest Earned	7,301	15,170	14,200
	TOTAL REVENUE	337,489	392,000	384,135
Expenditure				
83200	Salaries/Wages (includes RSP benefit)	207,919	241,600	240,100
83210	Student Risk Management	570	571	590
83220	Employee Benefits	22,788	27,517	28,788
83240	Employer Health Tax Premium	6,284	5,900	5,900
83380	Professional Fees (Audit/Legal/HR))	19,640	30,000	24,000
83382	Misc. CFS Litigation Expenses	-	1,000	500
83390	Travel (Business Office mileage, guest parking)	308	400	400
83440	Temporary Wages	5,798	2,000	6,000
83500	Staff Appreciation (incl coffee/water, mtg food)	1,426	2,000	1,200
83501	Staff Training (incl WSIB) & Transition	2,635	7,300	6,000
83520	Club Expenses	7,152	10,000	10,850
83550	Purchase of Equipment	-	4,000	4,000
83600	Advertising & Promotion	729	2,000	1,500
83660	Software/Licensing/Hosting for CSAONLINE.CA	1,224	4,700	2,600
83700	University Services (lock/keys/minor repairs)	282	300	390
83701	Leasehold Improvements to CSA Main Office	-	-	-
83800	Office Supplies (includes postage chrgs)	4,895	7,500	6,000
83820	Telephone and Long Distance (all lines, except Bullring)	11,094	13,000	14,000
83850	Maintenance & Repair	364	2,500	2,000
83870	Photocopier Expense	19,273	22,600	22,200
83900	Bank Charges	351	412	417
83930	Insurance	6,454	6,700	6,700
	TOTAL EXPENSES	319,186	392,000	384,135
	Net Revenue (Loss)	18,303	-	-

Wages Include

- 83200 F & O, Office Manager, General Manager, Business Manager, FT Bookkeeper, PT Bookkeeper, 2 Front Office Assistants
- 83850 Tech Support paid through this line

BULLRING: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	Estimated YE	BUDGET 16-17
Revenue				
92101	Entertainment Student Fee	7,800	7,800	10,500
92425	Beverage Sales - Gross Margin	82,948	88,000	88,000
92465	Food Sales - Gross Margin	440,453	570,000	570,000
92490	Miscellaneous Income (less register/over)	11,147	12,500	13,000
	TOTAL REVENUE	542,348	678,300	681,500
Expenditure				
93200	Managerial Salaries (incl's RSP benefit)	52,817	61,000	81,332
93210	Hourly Wages	261,466	335,000	295,770
93220	Managerial Benefits	5,727	7,000	10,050
93225	Hourly Staff Benefits	25,871	31,300	27,653
93240	Employer Health Tax (Taxation Yr)	3,918	3,918	4,200
93250	Staff Safety Training	1,328	1,800	2,000
93280	Staff Appreciation/Uniform	3,567	5,500	5,500
93290	Staff Meals	11,100	14,000	16,340
93380	Administrative Fee to CSA Operating	20,250	40,500	40,500
93390	Travel/Mileage	347	400	700
93400	Entertainment Costs	5,944	7,800	10,500
93550	Purchase of Equipment/Furniture	4,643	4,600	5,000
93560	Lease of Equipment	990	1,300	1,300
93580	Maintenance of Equipment	6,634	7,500	7,500
93590	Maintenance of Front House	2,343	2,600	3,000
93600	Advertising & Promotion	6,312	7,200	7,200
93660	Memberships & Licenses	198	198	800
93700	University Services	32,656	27,000	10,000
93720	University Space Costs	17,655	21,200	23,000
93730	Express Card Commission/LCR Rental	43,332	58,000	62,000
93750	University Loan Repayment	15,185	15,185	0
93800	Supplies (incl's replacement flatware)	19,663	22,000	23,000
93810	Janitorial Supplies	4,208	5,500	5,600
93815	Janitorial Services	5,863	7,600	8,300
93820	Telephone and Internet	750	750	750
93870	Photocopying	58	75	105
93930	Insurance	4,228	4,228	4,400
93950	Contingency/Capital Reserve	0	0	25,000
	TOTAL EXPENSES	557,053	693,154	681,500
	Net Revenue	-14,705	-14,854	0

COMMUNICATIONS & CORPORATE AFFAIRS: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
27100	CSA Student Fees	41,700	41,700	42,035
27101	Entertainment Fee: Cross Campus *	3,500	3,500	4,500
	TOTAL REVENUE	45,200	45,200	46,535
Expenditure				
27200	Salaries (Includes 3% Education/RSP) **	29,571	29,571	30,848
27220	Employee Benefits **	3,819	3,819	3,616
27450	Orientation Programming *	3,503	3,500	4,500
27500	Advocacy - Discretionary Fund	-	50	-
27600	Advertising & Promotion for CSA	2,358	3,300	3,465
27610	Promotional Swag Material	2,110	4,200	3,500
27700	University Services	-	50	-
27800	Supplies	-	100	-
27870	Photocopying	223	610	606
	TOTAL EXPENSES	41,584	45,200	46,535
	Net Revenue	3,616	-	-

* Orientation Programming is specifically funded from the Entertainment Fee and should not be used to offset any other budget line within this portfolio

** Fixed Cost - adjusted to year end

Prepared Mar 16/16 per email

SC/LAC

Revised Mar 23/16 - FC

COUNCIL: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	REVISED 16-17
Revenue				
22100	CSA Student Fees	63,700	63,700	57,530
22101	Entertainment Fee (see below *)	7,793	7,793	8,369
22560	Survival Guide Revenue	55,172	65,000	60,000
	TOTAL REVENUE	126,665	136,493	125,899
Expenditure				
CSA Board Motion Required				
23120	Grants - Summer	100	700	700
23200	Grants - Fall	5,250	4,500	4,500
23220	Grants - Winter	5,785	8,500	8,500
23221	Grants - Cultural/CrossCampus *	1,400	1,500	2,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	200	2,000	500
23391	Travel & Conference: CFS/CFS-O	5,740	6,000	2,500
23392	Travel & Conference: Student Leadership	-	1,000	1,000
23510	Executive Visioning/Training /Transition 50/50 split	1,270	3,200	2,500
23515	Executive Discretionary Fund	741	2,300	2,300
23516	Equity	463	1,000	1,500
Communications Commissioner				
23225	Grants - CSA FoodBank Support	3,000	3,000	3,330
23226	Grants - Move Out Madness	-	500	500
23228	Grants - College Royal *	6,293	6,293	6,369
23300	Elections	7,139	13,200	13,000
23440	Honoraria (Chair/Scribe/Committee Scribe)	3,129	4,000	3,500
23500	Board Training/Appreciation	4,000	5,500	6,000
23560	Survival Guide Expense	38,890	65,000	60,000
23700	University Services	-	100	-
23750	General Members Meeting (Fall & Winter)	4,914	4,000	4,000
23800	Supplies	4	200	-
23870	Photocopying	961	2,000	1,000
23930	Director's Insurance	2,078	2,000	2,200
	TOTAL EXPENSES	91,357	136,493	125,899
	Net Revenue	35,308	-	-

Note: * Accounts are linked through the Entertainment Fees (College Royal grant is subject to COLA)

EXTERNAL AFFAIRS: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
25100	CSA Student Fees	38,000	38,000	37,865
25120	Solicitations	-	-	-
	TOTAL REVENUE	38,000	38,000	37,865
Expenditure				
25200	Salaries (Includes 3% Education/RSP)* **	30,123	30,123	30,848
25220	Employee Benefits *	3,861	3,861	3,616
25450	Campaigns	1,055	1,900	1,600
25451	Campaigns: Equity	14	400	200
25500	Advocacy - Discretionary Fund	28	50	-
25600	Advertising & Promotion	423	500	500
25660	Membership & Subscriptions	-	-	-
25700	University Services (TSS/Room Rental)	-	50	-
25800	Supplies	77	116	101
25870	Photocopying	117	1,000	1,000
	TOTAL EXPENSES	35,698	38,000	37,865
	Net Revenue (Loss)	2,302	-	-

* Fixed Cost - adjusted to year end

** Salary line includes one week overlap with new executive during Transition Week. Attendance required

Prepared Mar 17/16

SC/PMLAC

Revised March 23/16 - FC

FILMS: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	Estimated YE	BUDGET 16-17
Revenue				
42101	Entertainment Student Fees	18,800	18,800	19,350
42400	Door Receipts	2,150	3,200	3,500
	TOTAL REVENUE	20,950	22,000	22,850
Expenditure				
43210	Temporary Wages	-	-	300
43400	Film Rental	5,995	9,000	11,650
43550	Purchase of Equipment/Upgrades	-	8,200	4,000
43600	Advertising & Promotion	740	1,000	2,000
43660	Memberships/Domain renewal	-	30	30
43700	Facility Cost	444	444	1,000
43800	Supplies	11	100	1,000
43840	Freight & Shipping	320	600	670
43850	Maintenance of Film Equipment	1,246	1,246	1,000
43870	Photocopying	638	900	1,200
	TOTAL EXPENSES	9,394	21,520	22,850
	Under (Over) Budget	11,556	480	-

Prepared Mar 11/16

JBLAC

LIVE ENTERTAINMENT: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
32101	Entertainment Student Fees	62,000	62,000	62,300
32400	Tickets / Sales	3,540	46,000	45,000
32500	Partnership Support	3,864	-	-
	TOTAL REVENUE	69,404	108,000	107,300
Expenditure				
33210	Temporary Wages	200	2,800	2,800
33400	Performer Fees	9,891	42,000	42,000
33410	Performer Rider	317	2,500	2,500
33420	Setup & Sound	375	14,750	14,700
33550	Purchase of Equipment/Sound/Staging	-	6,000	6,000
33600	Advertising & Promotion	895	2,000	2,000
33700	Facility Costs	-	1,000	1,000
33720	Free Concert Programming	11,761	25,000	22,500
33730	Community Concert Programming (net loss)	1,000	1,000	1,000
33740	Speakers	7,156	10,000	12,000
33800	Supplies	4	350	300
33870	Photocopying	400	600	500
	TOTAL EXPENSES	31,999	108,000	107,300
	Net Revenue (Loss)	37,405	-	-

Prepared Mar 15/16

JB/LAC

LOCAL AFFAIRS: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
26100	CSA Student Fees	35,800	35,800	35,390
26120	Solicitations	-	-	-
	TOTAL REVENUE	35,800	35,800	35,390
Expenditure				
26200	Salary (Includes 3% Education/RSP)* **	30,123	30,123	30,282
26220	Employee Benefits *	3,861	3,861	3,573
26450	Campaigns	-	450	400
26500	Advocacy - Discretionary Fund	-	100	-
26600	Advertising & Promotion	175	500	500
26660	Memberships/Subscriptions	97	150	100
26700	University Services (TSS & Room Rentals)	-	66	-
26800	Supplies	-	100	85
26870	Photocopying	144	450	450
	TOTAL EXPENSES	34,400	35,800	35,390
	Net Revenue	1,400	-	-

* Fixed Cost - adjusted to year end

** Salary line does not include Transition Week pay

Revised Mar 23, 2016

SR/LAC/FC

Revised Mar 23/16 - FC

PROGRAMMER (General Entertainment): Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
72100	Student Fees	44,220	44,220	48,545
72500	Courtyard Sales - Net	-	1,750	-
72600	Imaginus Sales - Net	23,546	25,000	23,000
	TOTAL REVENUE	67,766	70,970	71,545
Expenditure				
73200	Salaries (Includes 10% RSP benefit) *	63,960	63,960	64,730
73220	Employee Benefits *	6,196	6,196	6,315
73660	Memberships & Subscription	-	250	-
73390	Travel & Conferences (Mileage Allowance)	500	500	500
73800	Supplies	-	64	-
	TOTAL EXPENSES	70,656	70,970	71,545
	Under (Over) Budget	(2,890)	-	-

* Fixed Cost - Adjusted to Year End

Prepared Mar 11/16, Revised Mar 17/16

JB/LAC

PROMOTIONAL SERVICES: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
52100	Student Fees	24,100	24,100	32,400
52300	Graphic Design	713	500	1,000
52400	Postering - Net	5,500	8,000	6,800
52500	Large Format Service - Net	2,434	4,000	3,000
52600	Button Maker & Miscellaneous - Net	447	450	500
52700	Space Rentals - Kiosk & UC Banner	2,060	2,800	2,800
	TOTAL REVENUE	35,254	39,850	46,500
Expenditure				
53200	Wages - Graphic Designer *	31,333	31,333	31,710
53210	Wages - Poster Runner, Campaigns & Services	1,835	3,230	9,350
53220	Benefits - Graphic Designer *	4,253	4,253	4,291
53225	Benefits - Poster Runners, Campaigns & SS (CPP, EI)	249	284	709
53600	Advertising & Promotion	26	100	100
53660	Memberships & Subscriptions	-	250	100
53800	Supplies	73	400	240
53870	Photocopying	-	-	-
	TOTAL EXPENSES	37,769	39,850	46,500
	Net Revenue (Loss)	(2,515)	-	-

* Fixed Cost - adjusted to year end

Note: The Promotional Service budget consists of all costs and revenues associated with the Large Format Printing/Design and Poster Run services. Staff who play a role in these services will be paid through this budget, which include the Graphic Designer and two Poster Runners.
New for 2016-17 are the wages for the Campaigns and Services Support Coordinator position

Revenue History	2014	2015	~ 2016
Graphic Design	\$ -	\$ 125.00	\$ 1,000.00
Poster Service Net	\$ 5,665.00	\$ 8,552.00	\$ 6,800.00
Large Format Service Net	\$ 4,581.00	\$ 4,189.00	\$ 3,000.00
Space Rentals & Miscellaneous Sales	\$ 2,146.00	\$ 3,335.00	\$ 3,200.00
	\$ 12,392.00	\$ 16,201.00	\$ 14,000.00

Prepared Mar 14/16

MMLAC

Revised Mar 29/16

SERVICE PROGRAMMES: Specific Allocation of Funding

Account Name	PROGRAMMES	Bike Centre	MEAL	SafeWalk	SHAC
REVENUE					
Student Fees 62100	76,400	16,750	15,950	6,500	37,200
Entertainment Student Fees 62101	10,200	-	6,200	-	4,000
Solicitations/SSF 62120	13,300	800	1,500	8,000	3,000
GSA Support 62130	-	-	-	-	-
Other Income from Sales 62400	400	400	-	-	-
Other Income from Partners 62600	-	-	-	-	-
	100,300	17,950	23,650	14,500	44,200
EXPENDITURES					
Co-ordinators/Temp Wages 63210	68,025	14,807	13,917	9,286	30,015
Employee Benefits 63220	4,801	1,083	1,014	676	2,028
Professional Fees (Legal Aid) 63380	5,000	-	-	-	5,000
Conference/Taxi/Van Rental 63390	3,700	-	2,500	1,200	-
Speaker Expenses 63400	3,500	-	-	-	3,500
Campaigns/Events/Workshops 63450	4,200	-	2,500	-	1,700
Volunteer Appreciation/Training 63500	4,460	860	1,500	1,400	700
Discretionary Fund 63501	50	-	-	-	50
Advertising & Promotion 63600	3,400	600	1,000	1,000	800
Memberships/Licenses 63660	600	-	600	-	-
University Services 63700	-	-	-	-	-
Supplies 63800	1,200	600	100	300	200
Telephone/Internet x 53200 63820	500	-	-	500	-
Photocopying 63870	864	-	519	138	207
	100,300	17,950	23,650	14,500	44,200

BIKE CENTRE: Budget 2016-2017				
Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
BIKE 62100	Student Fees	16,100	16,100	16,750
62120	Solicitations & Donations	1,714	800	800
62400	Sales - Net Income	550	400	400
	TOTAL REVENUE	18,364	17,300	17,950
Expenditure				
BIKE 63210	Co-ordinators Wages *	14,408	14,408	14,807
63220	Employee Benefits (CPP & EI) *	1,051	1,051	1,083
63500	Volunteer Appreciation	592	600	860
63600	Advertising	647	400	600
63800	Supplies	521	820	600
63870	Photocopying	4	21	-
	TOTAL EXPENSES	17,223	17,300	17,950
	Under (Over) Budget	1,141	-	-

* Fixed Cost - Adjusted to Year End

Staff				
	BC Coordinator - May 2 to April 29/17	12 hrs/wk	556 hrs total	\$ 7,073.00
	Repair Coordinator - May 2 to Dec 2/16 + 40 W'17 Flex	7 hrs/wk	222 hrs total	\$ 2,824.00
	Volunteer Coordinator - May 2 to Apr 7/17	7/10 hrs/wk	386 hrs total	\$ 4,910.00
				<u>\$ 14,807.00</u>

[Refer to job description for detailed flex/starts/stops]

Prepared Mar 11/16

LP/LAC

MEAL: Budget 2016-2017

Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
MEAL 62100	CSA Student Fees	15,950	15,950	15,950
62101	Entertainment Fee (Cross Campus): Trick or Eat	7,600	7,600	6,200
62120	Solicitations (Bayer Crop Sci)	-	1,500	1,500
	TOTAL REVENUE	23,550	25,050	23,650
Expenditure				
MEAL 63210	Co-ordinators Wages *	13,961	13,588	13,917
63220	Benefits (CPP & EI) *	1,058	990	1,014
63390	Transportation Costs	1,973	3,800	2,500
63450	Events - Misc. Expenses	515	2,500	2,500
63500	Volunteer Appreciation (incls T-shirts)	77	1,800	1,500
63600	Advertising & Promotion	292	1,000	1,000
63660	Conference: MEAL National Conference	296	600	600
63700	University Services	-	80	-
63800	Supplies	-	100	100
63870	Photocopying	130	592	519
	TOTAL EXPENSES	18,302	25,050	23,650
	Net Revenue	5,248	-	-

* Fixed Cost - Adjusted to Year End

Staff	ME Central Coordinator - Sept 6 to Apr 7/17 + Flex	15 hrs/wk	415 hrs total	\$ 5,279.00
	Volunteer & Donation Coordi - Sept 6 to Apr 7/17 + Flex	12.5 hrs/wk	337 hrs total	\$ 4,287.00
	Education & Promo Coordinator - Sept 6 to Ap 7/17 + Flex	12.5 hrs/wk	342 hrs total	\$ 4,351.00
	<i>[Refer to job description for detailed summer flex/starts/stops]</i>			\$ 13,917.00

Trick or Eat	Transportation	\$	2,000.00
	Events	\$	1,200.00
	Volunteer Apprec	\$	1,200.00
	Advertising & Promo	\$	800.00
	MEAL Nat'l Conf	\$	600.00
	Photocopy Waivers	\$	400.00
		\$	6,200.00

General Programming \$2,400.00

SAFEWALK: Budget 2016-2017				
Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
Revenue				
Safe 62100	CSA Student Fees	8,000	8,000	6,500
62120	Solicitation -SSF/Student Affairs	8,000	8,000	8,000
62130	GSA Support	-	-	-
	TOTAL REVENUE	16,000	16,000	14,500
Expenditure				
Safe 63210	Co-ordinators Wages *	10,714	10,714	9,286
63220	Employee Benefits (CPP, EI) *	771	771	676
63390	Taxi Expenses	827	1,000	1,200
63500	Volunteer Appreciation & Training	995	1,375	1,400
63600	Advertising	322	1,000	1,000
63800	Supplies	16	500	300
63820	Telephone Charge for x53200	500	500	500
63870	Photocopying	126	140	138
	TOTAL EXPENSES	14,271	16,000	14,500
	Under (Over) Budget	1,729	-	-

* Fixed Cost - adjusted to year end

Staff	SW Coordinator - Sept 6 to Apr 21/17 + 30 Flex	12.5 hrs/wk	375 hrs total	\$ 4,770.00
	Vol & PR Coordinator - Sept 6 to Apr 21/17 + 15 Flex	12.5 hrs/wk	355 hrs total	\$ 4,516.00
				<u>\$ 9,286.00</u>

[Refer to job description for detailed flex/starts/stops]

Student Help & Advocacy Centre (SHAC): Budget 2016-2017				
Account No.	Account Name	YTD Feb 29/16	BUDGET 15-16	BUDGET 16-17
SHAC 62100	CSA Student Fees	40,000	40,000	37,200
62101	Entertainment Fees: Speakers **	4,000	4,000	4,000
62120	Solicitations (incls. SSF support)	3,000	3,000	3,000
	TOTAL REVENUE	47,000	47,000	44,200
Expenditure				
SHAC 63210	Co-ordinators Wages *	32,144	32,144	30,015
63220	Employee Benefits (CPP & EI) *	2,190	2,190	2,028
63380	Professional Fees (Legal Aid Clinic)*	5,000	5,000	5,000
63400	Speaker Expense	1,500	3,500	3,500
63450	Information/Awareness Events	1,108	1,750	1,700
63500	Volunteer Training & Appreciation	375	800	700
63501	Advocacy - Discretionary Fund	-	50	50
63600	Advertising	601	900	800
63700	University Services (incls Equipment Rental)	-	100	-
63800	Supplies (incls Resource Material)	33	300	200
63870	Photocopying	89	266	207
	TOTAL EXPENSES	43,040	47,000	44,200
	Under (Over) Budget	3,960	-	-

* Fixed Cost - adjusted to year end

** Funding for Major Events

Staff					
	SHAC Coordinator - May 2 to April 22/17	15 hrs/wk	720 hrs total	\$	9,159.00
	Advocacy - May 2 to April 21/17	7 - 10 hrs/wk	426 hrs total	\$	5,419.00
	HR Educ & Events - Summer Flex, Aug 29 to April 7/17	100 Flex +15 hrs/wk	520 hrs total	\$	6,615.00
	Legal - Summer Flex, Aug 29 to April 21, 2017	30 Flex + 10 hrs/wk	316 hrs total	\$	4,020.00
	Volunteer - Summer Flex, Aug 29 to April 7, 2017	12.5 hrs/wk	377.5hrs total	\$	4,802.00
				\$	<u>30,015.00</u>

[Refer to job description for detailed flex/starts/stops]

Primary Events/Awareness Resources	
December 6th National Day of Remembrance **	DEC6
Black History Month **	BHM
Queer Identities Week **	QIW
HR in an International Context	INT
Housing & Tenancy	HT
Legal Assistance (primarily research)	LA
Student Budgeting and Personal Finances	SBF

FOODBANK: Budget 2016-2017

Account No.	Account Name	Actual YE 2015	YTD Feb 29/16	REVISED 16-17
Revenue				
28100	Student Fees: Undergraduate	66,329	67,432	70,550
28120	Solicitations (CUPE/Donations)	8,089	5,673	17,670
28130	Student Fees: Graduate	13,324	13,467	13,800
28135	CSA Support	4,000	3,000	3,330
28140	Bullring Support for Cooking Classes	-	-	500
	TOTAL REVENUE	91,742	89,572	105,850
Expenditure				
28210	Co-ordinators Wages *	28,061	23,588	28,532
28220	Employee Benefits *	3,056	2,695	3,176
28390	Transportation Costs	-	-	100
28450	Cooking Classes	12	(517)	500
28452	Breakfast Club (UFWH) (net)	-	(517)	-
28500	Volunteer Appreciation	643	275	600
28501	Staff or Volunteer Training	1,602	-	500
28510	Compassionate Fund	300	250	400
28540	Food Acquisition	49,728	50,849	65,000
28541	Special Diet	3,360	4,000	4,800
28600	Advertising	978	567	800
28700	University Services/Rentals	-	-	50
28800	Supplies	1,124	1,011	1,270
28870	Photocopying	192	85	122
	TOTAL EXPENSES	89,056	82,286	105,850
	Net Revenue (Loss)	2,686	7,286	-

* Fixed Cost and/or Adjusted to Year End

Staff	Food Bank Coordinator - Aug 2016 to Aug 2017	30 hrs/wk 52 weeks	\$	24,392.00
	Volunteer Coordinator - Aug 29/16 to Apr 21/17	10.5 hrs/wk	\$	4,140.00
			\$	<u>28,532.00</u>

[Refer to job description for detailed flex/starts/stops]

Prepared Mar 28/16

NT/LAC