

Central Student Association

APPROVED

OPERATING BUDGET

2018 - 2019

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Comments & General Overview of the 2018–2019 Budget

This budget was set in consultation with primary budget holders and the Business Manager, and has been reviewed in its entirety by the President and the Executive Committee. On March 22, 2018, the Finance Committee reviewed and recommended forward the proposed budget for 2018-2019.

The CSA student fee increases by the Consumer Price Index (CPI) annual average for Ontario as announced by the university administration in January of every year. The CPI increase for the 2018-2019 academic year is set at 1.7%. Additionally, the CSA Board of Directors approved a further 3% increase (maximum permissible), yielding a 4.7% increase for 2018-2019 raising the FT student fee per semester from \$16.76 to \$17.55. The anticipated revenue from this combined increase is \$31,800.

Enrollment is not expected to increase in 2018-2019.

The 2018-2019 budget reflects the recent 21% increase to minimum wage (from \$11.60 to \$14 in January 2018) and the anticipated 7% increase in January 2019 (from \$14 to \$15). The base hourly rate for a part time student staff position approved by the CSA Board of Directors is \$15.35.

The 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 and are recorded primarily in the Live and Films budgets. Any net revenue at year end from these specific budgets is generally carried forward into the next fiscal year.

Most changes to the proposed budget are based on actual spending or revenue patterns from the current budget year that are expected or required to continue into the next fiscal year. However, the impact of increased wages and increased operational expenses will require some previously funded initiatives to be funded from the accumulated surplus via the Finance Committee and Board of Directors on a case by case basis. The most notable changes are listed below.

Pg	Portfolio	Budget Line	Amount	Detail
5	Admin	#83520 Club Expense	Increase from \$11,450 to \$24,640	Club Hallway Security
5	Admin	#83660 Software	Increase from \$6,000 to \$14,000	CCS Managed Desktop Service
5	Admin	#83930 Insurance	Increase from \$6,400 to \$10,000	Changes to SRM policy
7	Council	#23225 Grants: FoodBank	Increase from \$1,700 to \$3,150	Offset cost of increased wages
7	Council	#23300 Elections	Increase from \$14,000 to \$15,500	Increased wages for CEO & AEO
7	Council	#23750 AGM	Increase from \$5,000 to \$7,000	Quorum must be achieved in 2018-19
5	Admin	#83380 Professional Fees	Decrease from \$25,000 to \$20,000	Project based consultants may be funded from surplus
5	Admin	#83550 Purchase Equipment	Decrease from \$6,000 to \$2,000	Equipment may be funded from surplus
7	Council	#23515 Exec Discretionary	Decrease from \$2,500 to \$1,000	Projects may be funded from surplus
9	Films	#42400 Door Receipts	Decrease revenue	50/50 split to bolster FoodBank budget

STUDENT FEE & REVENUE SUMMARY 2018-2019

PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 42,660.00	\$ -	\$ 1,500.00	\$ 44,160.00
Administration (incls Entertainment Co-ord)	\$ 270,010.00	\$ 22,000.00	\$ 120,960.00	\$ 412,970.00
Bullring	\$ -	\$ 10,500.00	\$ 719,500.00	\$ 730,000.00
Council	\$ 64,250.00	\$ 7,270.00	\$ 61,000.00	\$ 132,520.00
External	\$ 43,800.00	\$ -	\$ -	\$ 43,800.00
Films	\$ -	\$ 21,000.00	\$ 2,000.00	\$ 23,000.00
Live Entertainment	\$ -	\$ 67,900.00	\$ 45,000.00	\$ 112,900.00
Programmer	\$ 52,050.00	\$ -	\$ 24,000.00	\$ 76,050.00
Promotion Service (incls poster runners)	\$ 34,600.00	\$ -	\$ 14,600.00	\$ 49,200.00
Student Experience	\$ 47,140.00	\$ 6,000.00	\$ -	\$ 53,140.00
Service Programme Summary				<i>(see below)</i>
Bike Centre	\$ 22,450.00	\$ -	\$ 1,200.00	\$ 23,650.00
Clubs	\$ 24,640.00	\$ -	\$ -	\$ 24,640.00
Meal Exchange	\$ 20,600.00	\$ 7,800.00	\$ 1,500.00	\$ 29,900.00
SafeWalk	\$ 9,050.00	\$ -	\$ 8,000.00	\$ 17,050.00
Student Help & Advocacy Centre	\$ 42,100.00	\$ 3,300.00	\$ 3,000.00	\$ 48,400.00
TOTAL PROPOSED BUDGET	\$ 673,350.00	\$ 145,770.00	\$ 1,002,260.00	\$ 1,821,380.00
TOTAL Anticipated Fees	\$ 673,350.00	\$ 146,000.00		

Difference \$ -

RESTRICTED FEES Not part of CSA Operating Budget	Actual Feb 28/18	Receivable (Payable)	Anticipated 18-19 Fees/Rev	~ Available Revenue 18-19
Affordable Housing	\$ 134,182.26	\$ -	\$ 46,700.00	\$ 180,882.26
Bus Pass	\$ -	\$ -	\$ 5,662,000.00	\$ 5,662,000.00
Late Night Service Reserve	\$ 42,523.32	\$ (2,000.00)		\$ 40,523.32
Cannon - CSA Portion of Surplus	\$ 6,090.00	\$ -	\$ 52,890.00	\$ 58,980.00
Dental Plan	\$ -	\$ -	\$ 1,867,500.00	\$ 1,867,500.00
Dental Plan Reserve	\$ 261,462.14	\$ 15,604.00	\$ -	\$ 277,066.14
Food Bank	\$ -	\$ -	\$ 96,500.00	\$ 96,500.00
Food Bank Reserve	\$ 28,215.28	\$ -	\$ -	\$ 28,215.28
Health Plan	\$ -	\$ -	\$ 2,829,000.00	\$ 2,829,000.00
Health Plan Reserve	\$ 308,530.00	\$ 208,500.00	\$ -	\$ 517,030.00
Compassionate Health Bursary	\$ -	\$ (15,000.00)	\$ -	\$ (15,000.00)
Menstrual Hygiene Products	\$ 21,937.03	\$ (5,500.00)	\$ 35,144.00	51581.03

ENTERTAINMENT ~ MEDIA FEE

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

Distribution		2017-2018			2018-2019	
		Fee Charged Per Student	36860		Fee Charged Per Student	37800
			~Total 3 Semesters			~Total 3 Semesters
CFRU - Media	20%	\$ 1.27	\$ 46,812.20	CSA = \$3.86	\$ 1.29	\$ 48,762.00
Ontario - Media	20%	\$ 1.27	\$ 46,812.20		\$ 1.29	\$ 48,762.00
CSA - Concerts/Speakers	40%	\$ 2.53	\$ 93,255.80		\$ 2.56	\$ 96,768.00
CSA - Films	10%	\$ 0.63	\$ 23,221.80		\$ 0.65	\$ 24,570.00
CSA - Cross Campus Events	10%	\$ 0.63	\$ 23,221.80		\$ 0.65	\$ 24,570.00
TOTALS	100%	\$ 6.33	\$ 139,699.40		\$ 6.44	\$ 145,908.00

CSA Entertainment Fee

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
CONCERTS					
Live Ent - Concerts	\$ 20,000.00	\$ 27,000.00	\$ 27,800.00	\$ 28,400.00	\$ 28,400.00
Live Ent - Free Concerts	\$ 22,000.00	\$ 25,000.00	\$ 22,500.00	\$ 23,000.00	\$ 25,000.00
Live Ent - Speakers	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 14,500.00
Human Rights/SHAC - Speakers	\$ 3,800.00	\$ 4,000.00	\$ 4,000.00	\$ 3,300.00	\$ 3,300.00
Bullring Entertainment	\$ 13,000.00	\$ 7,300.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
Coordination Expenses	\$ 15,000.00	\$ 15,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
TOTAL	\$ 83,800.00	\$ 88,800.00	\$ 91,800.00	\$ 92,200.00	\$ 96,700.00
ENTERTAINMENT FEE	\$ 85,084.00	\$ 89,537.50	\$ 91,400.00	\$ 93,255.80	\$ 96,768.00
<i>Over (Under)</i>	\$ (1,284.00)	\$ (737.50)	\$ 400.00	\$ (1,055.80)	\$ (68.00)
FILMS					
Free Film Series	\$ 9,300.00	\$ 9,400.00	\$ 9,675.00	\$ 9,850.00	\$ 10,500.00
Film Cost Subsidy	\$ 9,300.00	\$ 9,400.00	\$ 9,675.00	\$ 9,850.00	\$ 10,500.00
Coordination Expenses	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
TOTAL	\$ 21,850.00	\$ 22,050.00	\$ 22,850.00	\$ 23,200.00	\$ 24,500.00
ENTERTAINMENT FEE	\$ 21,360.00	\$ 22,112.50	\$ 22,850.00	\$ 23,221.80	\$ 24,570.00
<i>Over (Under)</i>	\$ 490.00	\$ (62.50)	\$ -	\$ (21.80)	\$ (70.00)
CAMPUS WIDE EVENTS					
College Royal	\$ 6,145.00	\$ 6,293.00	\$ 6,369.00	\$ 6,484.00	\$ 6,595.00
Cultural Entertainment Events (PDR)	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 675.00
Orientation Event (Student Experience)	\$ 3,500.00	\$ 3,500.00	\$ 4,500.00	\$ 5,500.00	\$ 6,000.00
Meal Exchange Trick or Eat	\$ 8,000.00	\$ 7,600.00	\$ 6,200.00	\$ 6,900.00	\$ 7,800.00
Coordination Expenses	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
TOTAL	\$ 21,895.00	\$ 22,143.00	\$ 22,569.00	\$ 24,384.00	\$ 24,570.00
ENTERTAINMENT FEE	\$ 21,360.00	\$ 22,112.50	\$ 22,850.00	\$ 23,221.80	\$ 24,570.00
<i>Over (Under)</i>	\$ 535.00	\$ 30.50	\$ (281.00)	\$ 1,162.20	\$ -
ACCUMULATED TOTALS					
Budget Total	\$ 127,545.00	\$ 132,993.00	\$ 137,219.00	\$ 139,784.00	\$ 145,770.00
Anticipated Entertainment Fee Total	\$ 128,000.00	\$ 133,762.50	\$ 137,200.00	\$ 140,000.00	\$ 146,000.00
<i>(Remaining to Spend)</i>	\$ (455.00)	\$ (769.50)	\$ 19.00	\$ (216.00)	\$ (230.00)

Note: Coordination Expenses total \$22,000.00 The corresponding Entertainment Student Fee is found in the Administration Budget

ACADEMIC: Budget 2018-2019

Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
24100	CSA Student Fees	37,600	37,600	42,660
24120	Student Health Plan Reserve Support - Memorial	3,783	2,850	1,000
24140	Bullring Promotional Support - Artwork	500	500	500
	TOTAL REVENUE	41,883	40,950	44,160
Expenditure				
24200	Salaries (Includes 3% RSP/Educ) *	32,308	31,220	36,320
24220	Employee Benefits *	3,970	3,885	4,270
24450	Campaigns	85	600	400
24451	Student Artwork @ Bullring	947	1,100	1,100
24452	Student Memorial Tree Service	3,783	2,850	1,000
24453	Teaching Excellence Award	25	360	360
24600	Advertising & Promotion	119	450	300
24800	Supplies	141	100	150
24870	Photocopying	135	385	260
	TOTAL EXPENSES	41,513	40,950	44,160
	Net Revenue	370	-	-

* Fixed Cost - adjusted to year end

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BC/LAC

ADMINISTRATION (President): Budget 2018-2019

Account No.	Account Name	YTD Feb 28/18	Estimate YE	BUDGET 17-18	BUDGET 18-19
Revenue					
82100	Student Fees	322,113	334,000	305,000	270,010
82101	Entertainment Student Fee (General Coordination)	23,333	28,000	22,000	22,000
82200	Dental Plan - Admin Fee from Plan	11,000	11,000	11,000	11,000
82300	Health Plan - Admin Fee from Plan	14,000	14,000	14,000	14,000
82600	Other Income - Bullring Admin Fee/ATM/Vending	26,475	49,000	52,500	51,600
82620	Pro Ink - Net	560	700	600	700
82870	Black & White Photocopy Income	7,218	9,050	11,000	11,000
82875	Colour Photocopy Income	10,196	14,000	14,000	14,000
82910	Bus Pass - Net *	2,400	4,000	4,000	4,100
82920	Interest Earned	9,945	14,000	12,100	14,560
	TOTAL REVENUE	427,240	477,750	446,200	412,970
Expenditure					
83200	Salaries/Wages (includes RSP benefit)	235,886	273,000	284,493	267,185
83210	Student Risk Management	600	600	600	600
83220	Employee Benefits	23,177	27,000	30,652	30,685
83240	Employer Health Tax Premium	6,172	6,172	5,600	6,200
83380	Professional Fees (Audit/Legal/HR))	18,920	23,000	25,000	20,000
83382	Misc. CFS Litigation Expenses	1,734	1,734	700	-
83390	Travel (Business Office mileage, guest parking)	238	300	400	400
83440	Temporary Wages	1,535	1,600	8,000	2,000
83500	Staff Appreciation (incls coffee/water, mtg food)	1,323	2,000	2,300	2,300
83501	Staff Training (incls WSIB) & Transition	1,370	3,000	7,000	5,000
83520	Club Expenses (moved to Service Programmes)	16,194	19,700	11,450	-
83550	Purchase of Equipment	11,672	13,000	6,000	2,000
83600	Advertising & Promotion	2,745	3,000	3,000	3,000
83610	Promotional Swag	1,983	2,000	3,500	3,000
83660	Software/Licensing/CCS Managed Desktops	4,566	12,400	6,000	14,000
83700	University Services (lock/keys/minor repairs)	3,033	3,600	450	450
83701	Leasehold Improvements to CSA Main Office	-	-	-	-
83800	Office Supplies (includes postage chrgs)	6,292	8,100	6,300	8,000
83820	Telephone and Long Distance (all lines, except Bullring)	10,686	13,100	13,500	13,200
83850	Maintenance & Repair	331	331	2,000	300
83870	Photocopier Expense	16,650	23,800	22,400	24,200
83900	Bank Charges	346	440	455	450
83930	Insurance	11,691		6,400	10,000
	TOTAL EXPENSES	377,144	437,877	446,200	412,970
	Net Revenue (Loss)	50,096	39,873	0	-

Wages Include
 83200 President, Office Manager, FT Bookkeeper, PT Bookkeeper, FT Summer Front Office Assistant, Policy & Transition Manager, Business Manager (pro-rated)
 PT Front Office Assistants (2), Social Media Assistant

BULLRING: Budget 2018-2019

Account No.	Account Name	Actual YE 2017	YTD Feb 28/17	YTD Feb 28/18	Estimated YE	BUDGET 18-19
Revenue						
92101	Entertainment Student Fee	10,500	10,500	10,500	10,500	10,500
92425	Beverage Sales - Gross Margin	85,933	70,466	70,395	82,500	81,000
92465	Food Sales - Gross Margin	638,396	480,529	488,797	640,000	630,000
92490	Miscellaneous Income (less register/over)	10,484	8,931	8,058	9,000	8,500
	TOTAL REVENUE	745,313	570,426	577,750	742,000	730,000
Expenditure						
93200	Managerial Salaries (incls RSP benefit)	76,781	59,912	102,365	121,000	132,200
93210	Hourly Wages	296,885	226,886	206,908	270,000	294,630
93220	Managerial Benefits	9,676	7,689	11,045	13,000	13,500
93225	Hourly Staff Benefits	27,558	21,931	17,547	23,200	25,500
93240	Employer Health Tax (Taxation Yr)	3,881	3,881	4,136	4,136	5,000
93250	Staff Safety Training	801	504	593	820	1,000
93280	Staff Appreciation/Uniform	3,879	2,667	2,767	3,400	4,500
93290	Staff Meals	16,340	12,920	13,500	17,100	16,500
93380	Administrative Fee to CSA Operating	40,500	20,250	20,600	41,200	41,900
93390	Travel/Mileage	132	47	154	175	500
93400	Entertainment Costs	9,865	7,599	5,449	10,500	10,500
93550	Purchase of Equipment/Furniture	3,693	1,088	1,600	2,000	6,000
93560	Lease of Equipment	1,408	1,170	1,190	1,600	1,600
93580	Maintenance of Equipment	6,055	5,393	3,136	3,400	7,500
93590	Maintenance of Front House	1,204	1,119	959	1,500	5,000
93600	Advertising & Promotion	7,715	4,632	7,661	9,500	8,500
93660	Memberships & Licenses	206	206	656	656	220
93700	University Services	1,093	1,093	8,000	8,000	9,000
93720	University Space Costs	20,710	17,259	15,043	18,053	21,000
93730	Express Card Commission/LCR Rental	62,378	43,625	46,395	65,500	69,700
93735	Debit Machine Commission/Rental	0	0	0	0	0
93800	Supplies (incls replacement flatware)	20,143	14,957	16,628	19,500	21,500
93810	Janitorial Supplies	5,070	4,158	4,331	5,300	6,000
93815	Janitorial Services	7,569	6,282	6,581	8,150	12,000
93820	Telephone and Internet	750	750	1,750	1,750	1,750
93870	Photocopying	63	15	43	70	100
93930	Insurance	4,274	4,273	1,970	1,970	4,400
93950	Contingency/Capital Reserve	0	0	0		10,000
	TOTAL EXPENSES	628,629	470,306	501,007	651,480	730,000
	Net Revenue	116,684	100,120	76,743	90,520	0

COUNCIL: Budget 2018-2019

Account No	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
22100	CSA Student Fees	62,700	58,000	64,250
22101	Entertainment Fee <i>(see below *)</i>	8,484	8,484	7,270
22560	Survival Guide Revenue	60,360	60,000	61,000
	TOTAL REVENUE	131,544	126,484	132,520
Expenditure				
PDR Committee Motion Required				
23120	Grants - Summer	1,050	700	700
23200	Grants - Fall	6,100	4,500	4,500
23220	Grants - Winter	3,500	8,500	8,500
23221	Grants - Cultural/CrossCampus *	-	2,000	675
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	726	1,250	1,200
23391	Travel & Conference: CFS/CFS-O	2,309	1,500	2,300
23392	Travel & Conference: Student Leadership	3,235	1,000	1,500
23510	Executive Visioning/Training /Transition 50/50 split	1,052	2,500	2,500
23515	Executive Discretionary Fund	700	2,500	1,000
President				
23225	Grants - CSA FoodBank Support	1,700	1,700	3,150
23226	Grants - Move Out Madness	-	500	500
23228	Grants - College Royal *	6,484	6,484	6,595
23300	Elections	9,736	14,000	15,500
23440	Honoraria (Chair/Scribe/Committee Scribe)	5,123	3,200	4,500
23500	Board Training/Appreciation	4,768	7,500	8,000
23560	Survival Guide Expense	59,039	60,000	60,000
23750	General Members Meeting (Fall & Winter)	7,528	5,000	7,000
23800	Supplies	152	200	200
23870	Photocopying	1,788	1,250	2,000
23930	Director's Insurance	-	2,200	2,200
	TOTAL EXPENSES	114,990	126,484	132,520
	Net Revenue	16,554	-	-

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

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CMLAC

EXTERNAL: Budget 2018-2019

Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
25100	CSA Student Fees	39,300	39,300	43,800
25120	Solicitations	-	-	-
	TOTAL REVENUE	39,300	39,300	43,800
Expenditure				
25200	Salaries (Includes 3% Education/RSP)*	32,308	31,220	36,320
25220	Employee Benefits *	3,970	3,885	4,270
25450	Campaigns	1,113	2,500	2,500
25600	Advertising & Promotion	207	700	300
25660	Memberships & Subscriptions	50	-	50
25700	University Services (TSS/Physical Resources)	-	100	100
25800	Supplies	83	100	100
25870	Photocopying	90	795	160
	TOTAL EXPENSES	37,821	39,300	43,800
	Net Revenue (Loss)	1,479	-	-

* Fixed Cost - adjusted to year end

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KW/LAC

FILMS: Budget 2018-2019

Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
42101	Entertainment Student Fees	19,700	19,700	21,000
42400	Door Receipts	2,509	2,500	2,000
	TOTAL REVENUE	22,209	22,200	23,000
Expenditure				
43210	Temporary Wages	-	300	300
43400	Film Rental	7,097	13,000	13,000
43550	Purchase of Equipment/Upgrades	-	5,400	5,000
43600	Advertising & Promotion	797	1,000	2,500
43660	Memberships/Domain renewal	-	30	50
43700	Facility Cost	-	-	-
43800	Supplies	-	200	200
43840	Freight & Shipping	165	300	400
43850	Maintenance of Film Equipment	-	1,000	500
43870	Photocopying	1,202	970	1,050
	TOTAL EXPENSES	9,261	22,200	23,000
	Under (Over) Budget	12,948	-	-

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JB/LAC

LIVE ENTERTAINMENT: Budget 2018-2019

Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
32101	Entertainment Student Fees	63,400	63,400	67,900
32400	Tickets / Sales	-	45,000	45,000
32500	Partnership Support	-	-	-
	TOTAL REVENUE	63,400	108,400	112,900
Expenditure				
33210	Temporary Wages	-	3,000	3,000
	Surplus carried forward	(26,881)	-	-
33400	Performer Fees	15,322	42,000	42,000
33410	Performer Rider		2,500	2,500
33420	Setup & Sound	400	15,000	15,000
33500	Partnership Expenses	4,593	-	-
33550	Purchase of Equipment/Sound/Staging	-	3,900	3,900
33600	Advertising & Promotion	1,199	2,000	2,000
33700	Facility Costs	-	2,000	2,000
33720	Free Concert Programming	16,957	23,000	25,000
33730	Community Concert Programming (net loss)	2,083	2,000	2,000
33740	Speakers	1,000	12,000	14,500
33800	Supplies	160	500	500
33870	Photocopying	10	500	500
	TOTAL EXPENSES	14,843	108,400	112,900
	Net Revenue (Loss)	48,557	-	-

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JB/LAC

PROGRAMMER (General Entertainment): Budget 2018-2019

Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
72100	Student Fees	48,800	48,800	52,050
72500	Courtyard Sales - Net	-	-	-
72600	Imaginus Sales - Net	24,091	23,850	24,000
	TOTAL REVENUE	72,891	72,650	76,050
Expenditure				
73200	Salaries (Includes 10% RSP benefit) *	67,000	65,892	69,380
73220	Employee Benefits *	6,400	6,198	6,130
73390	Travel & Conferences (Mileage Allowance)	-	500	500
73800	Supplies	-	60	40
	TOTAL EXPENSES	73,400	72,650	76,050
	Under (Over) Budget	(509)	-	-

* Fixed Cost - Adjusted to Year End

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JB/LAC

PROMOTIONAL SERVICES: Budget 2018-2019

Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
52100	Student Fees	32,800	32,800	34,600
52300	Graphic Design	-	500	500
52400	Postering - Net	5,954	6,800	6,800
52500	Large Format Service - Net	2,488	5,500	4,200
52600	Button Maker & Miscellaneous - Net	(590)	300	300
52700	Space Rentals - Kiosk & UC Banner	2,110	2,800	2,800
	TOTAL REVENUE	42,762	48,700	49,200
Expenditure				
53200	Wages - Graphic Designer *	34,500	38,420	38,820
53210	Wages - Poster Runners	2,652	5,000	4,300
53220	Benefits - Graphic Designer *	4,000	4,660	4,860
53225	Benefits - Poster Runners (CPP, EI)	166	300	200
53600	Advertising & Promotion	-	100	100
53660	Memberships & Subscriptions (primarily for social media)	-	100	700
53800	Office Supplies	207	120	220
53870	Photocopying	-	-	-
	TOTAL EXPENSES	41,525	48,700	49,200
	Net Revenue (Loss)	1,237	-	-

* Fixed Cost - adjusted to year end

Prepared Mar 19/18

VRP/LAC

STUDENT EXPERIENCE: Budget 2018-2019

Account No.	Account Name	YTD Feb 28/17	BUDGET 17-18	BUDGET 18-19
Revenue				
27100	CSA Student Fees	42,900	42,900	47,140
27101	Entertainment Fee: Cross Campus (Orientation)	5,500	5,500	6,000
	TOTAL REVENUE	48,400	48,400	53,140
Expenditure				
27200	Salaries (Includes 3% Education/RSP) *	31,736	31,220	36,320
27220	Employee Benefits *	3,935	3,885	4,270
27450	Orientation Programming	7,810	5,500	6,000
24453	Summer Programming	-	500	300
24454	Fall Programming (includes Stressbusters)	833	2,500	2,000
24455	Winter Programming (Includes Stressbusters)	1,526	2,500	3,000
27600	Advertising & Promotion	549	1,000	300
27700	University Services	-	200	100
27800	Supplies	264	100	150
27870	Photocopying	559	995	700
	TOTAL EXPENSES	47,212	48,400	53,140
	Net Revenue	1,188	-	-

* Fixed Cost - adjusted to year end

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

Prepared Mar 20/18

EV/LAC

SERVICE PROGRAMMES: Specific Allocation of Funding

Account Name	PROGRAMMES	Bike Centre	Clubs Previously #83520 ADMIN	MEAL	SafeWalk	SHAC
REVENUE						
Student Fees	119,090	22,450	24,640	20,600	9,300	42,100
Entertainment Student Fees	11,100	-	-	7,800	-	3,300
Solicitations/SSF	13,300	800	-	1,500	8,000	3,000
GSA Support	-	-	-	-	-	-
Other Income from Sales	400	400	-	-	-	-
Other Income from Partners	-	-	-	-	-	-
	143,890	23,650	24,640	29,900	17,300	48,400
EXPENDITURES						
Co-ordinators/Temp Wages	94,524	19,496	10,669	17,960	11,285	35,114
Employee Benefits	5,743	1,227	649	1,115	695	2,057
Professional Fees (Legal Aid)	5,000	-	-	-	-	5,000
Conference/Taxi/Van Rental	5,200	-	-	3,600	1,600	-
Speaker Expenses	3,000	-	-	-	-	3,000
Campaigns/Events/Workshops	4,550	300	750	2,300	-	1,200
Volunteer Appreciation/Training	5,000	1,100	-	1,700	1,500	700
Advertising & Promotion	4,580	700	80	1,700	1,100	1,000
Membership (Nat'l Conference)	12,100	-	10,900	1,200	-	-
Club Days Set Up	-	-	1,440	-	-	-
Supplies	1,390	800	130	100	160	200
Telephone/Internet x 53200	850	-	-	-	850	-
Photocopying	513	27	22	225	110	129
	143,890	23,650	24,640	29,900	17,300	48,400

For Information Only: See Programmes Budget

BIKE CENTRE: Budget 2018-2019				
Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
BIKE 62100	Student Fees	17,000	17,000	22,450
62120	Solicitations & Donations	3,205	800	800
62400	Sales - Net Income	(6)	400	400
	TOTAL REVENUE	20,199	18,200	23,650
Expenditure				
BIKE 63210	Co-ordinators Wages *	17,337	14,982	19,496
63220	Employee Benefits (CPP & EI) *	877	892	1,227
63450	Workshops	629	-	300
63500	Volunteer Appreciation	792	900	1,100
63600	Advertising	805	700	700
63800	Supplies	1,645	700	800
63870	Photocopying	2	26	27
	TOTAL EXPENSES	22,087	18,200	23,650
	Under (Over) Budget	(1,888)	-	-

* Fixed Cost - Adjusted to Year End

Staff	BC Coordinator - May 1 to April 30/19	12/10 hrs/wk	556 hrs total	\$	8,535.00
	Repair Coordinator - May 1 to Mar 29/19	7/10 hrs/wk	305 hrs total	\$	4,882.00
	Volunteer Coordinator - May 1 to Apr 5/19	7/10 hrs/wk	396 hrs total	\$	6,079.00
				\$	<u>19,496.00</u>

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

Prepared Mar 14/18

NG/LAC

CLUBS: Budget 2018-2019				
Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
CLUB 62100	CSA Student Fees	-	-	24,640
	TOTAL REVENUE	-	-	24,640
Expenditure				
CLUB 63210	Co-ordinators Wages			10,669
63220	Employee Benefits (CPP, EI)			649
63450	Meeting Expenses (food)			750
63600	Advertising			80
63660	University Centre Services Security of Hallway			10,900
83700	Club Days Set Up			1,440
63800	Supplies			130
63870	Photocopying			22
	TOTAL EXPENSES	-	-	24,640
	Under (Over) Budget	-	-	-

Notes: Clubs formerly expensed through Administration budget line #83520

Staff	Club Administrative Coord - Sept 4 to Apr 19/19 + 25 S Flex	25 Flex +12 hrs/wk	385 hrs total	\$	5,910.00
	Club Programming Coord - Sept 2 to Apr 19/19 +10 S Flex	10 Flex +10 hrs/wk	310 hrs total	\$	4,759.00
				\$	<u>10,669.00</u>

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

Prepared April 2/18

SK/LAC

MEAL: Budget 2018-2019				
Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
MEAL 62100	CSA Student Fees	15,900	15,900	20,600
62101	Entertainment Fee (Cross Campus): Trick or Eat	6,900	6,900	7,800
62120	Solicitations (Bayer Crop Sci)	1,500	1,500	1,500
	TOTAL REVENUE	24,300	24,300	29,900
Expenditure				
MEAL 63210	Co-ordinators Wages *	15,554	14,377	17,960
63220	Benefits (CPP & EI) *	970	800	1,115
63390	Transportation Costs	3,184	2,700	3,600
63450	Events - Misc. Expenses	778	2,200	2,300
63500	Volunteer Appreciation (incls T-shirts)	1,411	1,500	1,700
63600	Advertising & Promotion	1,410	1,700	1,700
63660	Conference: MEAL National Conference	810	600	1,200
63800	Supplies	-	100	100
63870	Photocopying	139	323	225
	TOTAL EXPENSES	24,256	24,300	29,900
	Net Revenue	44	-	-

* Fixed Cost - Adjusted to Year End

Staff	ME Central Coordinator - Sept 4 to Apr 5/19 + S Flex	50 Flex +15 hrs/wk	440 hrs total	\$	6,754.00
	Volunteer & Donation Coord - Sept 2 to Apr 5/19 + S Flex	40 Flex +12.5 hrs/wk	365 hrs total	\$	5,603.00
	Social Media & Promo Coord - Sept 2 to Apr 5/19 + Flex	40 Flex +12.5 hrs/wk	365 hrs total	\$	5,603.00
	<i>[Refer to job description for detailed summer flex/starts/stops]</i>			\$	<u>17,960.00</u>

Trick or Eat	Transportation	\$	3,300.00
	Events	\$	1,200.00
	Volunteer Apprec	\$	800.00
	Advertising & Promo	\$	1,200.00
	MEAL Nat'l Conf	\$	1,200.00
	Photocopy Routes	\$	100.00
		\$	<u>7,800.00</u>

General Programming \$2,425.00

Prepared Mar 20/18

CL/LAC

For Information Only: See Programmes Budget

SAFEWALK: Budget 2018-2019				
Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
Revenue				
Safe 62100	CSA Student Fees	7,200	7,200	9,050
62120	Solicitation -SSF/Student Affairs	8,000	8,000	8,000
62130	GSA Support	-	-	-
	TOTAL REVENUE	15,200	15,200	17,050
Expenditure				
Safe 63210	Co-ordinators Wages *	10,340	9,589	11,285
63220	Employee Benefits (CPP, EI) *	643	566	695
63390	Taxi Expenses	1,550	1,500	1,600
63500	Volunteer Appreciation & Training	988	1,500	1,500
63600	Advertising	833	1,100	1,100
63800	Supplies (incl cell phone top up)	184	300	240
63820	Telephone Charge for UoG x53200	500	500	500
63870	Photocopying	82	145	130
	TOTAL EXPENSES	15,120	15,200	17,050
	Under (Over) Budget	80	-	-

* Fixed Cost - adjusted to year end

Staff	SW Coordinator - Sept 4 to Apr 5/19 + 20 S Flex + 30 Exam Flex	50 Flex +12.5 hrs/wk	375 hrs total	\$ 5,757.00
	Vol & PR Coord - Sept 5 to Apr 20/18 +15 S Flex + 20 Exam Flex	35 Flex +12.5 hrs/wk	360 hrs total	\$ 5,526.00
				<u>\$ 11,283.00</u>

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

Prepared Mar 17/17

LD/LAC

Student Help & Advocacy Centre (SHAC): Budget 2018-2019				
Account No.	Account Name	YTD Feb 28/18	BUDGET 17-18	BUDGET 18-19
SHAC 62100	CSA Student Fees	35,500	35,500	42,200
62101	Entertainment Fees: Speakers **	3,300	3,300	3,300
62120	Solicitations (incls. SSF support)	3,000	3,000	3,000
	TOTAL REVENUE	41,800	41,800	48,500
Expenditure				
SHAC 63210	Co-ordinators Wages *	31,276	28,896	35,114
63220	Employee Benefits (CPP & EI) *	1,873	1,592	2,057
63380	Professional Fees (Legal Aid Clinic)*	5,000	5,000	5,000
63400	Speaker Expense	(50)	3,000	3,000
63450	Information/Awareness Events	380	1,200	1,300
63500	Volunteer Training & Appreciation	390	700	700
63600	Advertising	357	1,000	1,000
63800	Supplies (incls Resource Material)	-	200	200
63870	Photocopying	10	212	129
	TOTAL EXPENSES	39,236	41,800	48,500
	Under (Over) Budget	2,564	-	-

* Fixed Cost - adjusted to year end

** Funding for Major Events

Staff					
	SHAC Coordinator - May 7 to April 19/19	15 hrs/wk	705 hrs total	\$	10,822.00
	HR Advocacy - May 7 to April 19/19	12.5 hrs/wk	552.5 hrs total	\$	8,481.00
	HR Educ & Events - Sept 3 to April 5/1 + S Flex	50 Flex +15 hrs/wk	445 hrs total	\$	6,831.00
	Legal - Sept 3 to April 19, 2019 + S Flex	25 Flex + 10 hrs/wk	300 hrs total	\$	4,605.00
	Volunteer - Sept 3 to April 5, 2019 + S Flex	30 Flex +10 hrs/wk	285 hrs total	\$	4,375.00
				\$	<u>35,114.00</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

FOODBANK: Budget 2018-2019

Account No.	Account Name	YTD Feb 28/18	Budget 17-18	Budget 18-19
Revenue				
28100	Student Fees: Undergraduate	92,895	93,000	96,500
28120	Solicitations (CUPE/Donations)	4,839	9,000	11,300
28130	Student Fees: Graduate	15,541	14,400	16,100
28135	CSA Support	1,700	1,700	3,150
28140	Bullring Support for Cooking Classes	500	500	500
	TOTAL REVENUE	115,475	118,600	127,550
Expenditure				
28210	Co-ordinators Wages	31,142	34,539	41,060
28220	Employee Benefits	3,232	3,461	4,590
28390	Transportation Costs	105	200	130
28450	Cooking Classes	422	500	500
28451	Garden Supplies (In & Out)	49	100	100
28500	Volunteer Appreciation	405	800	800
28501	Staff or Volunteer Training	(800)	300	300
28510	Compassionate Fund	250	400	400
28540	Food Acquisition	56,790	70,000	71,000
28541	Special Diet	4,400	5,200	5,600
28600	Advertising	739	900	900
28700	University Services/Rentals	-	50	-
28800	Supplies	1,502	2,000	2,000
28870	Photocopying	247	150	170
	TOTAL EXPENSES	98,483	118,600	127,550
	Net Revenue (Loss)	16,992	-	-

Staff	Food Bank Coordinator - Aug 2018 to Aug 2019 + RSP	35 hrs/wk 52 weeks	\$	36,062.00
	Volunteer Coordinator - Aug 27 to Apr 19/19	10.5 hrs/wk	\$	4,997.00
			\$	41,059.00

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

Prepared Mar 21/18
SV/LAC