

# Central Student Association

***APPROVED***

## OPERATING BUDGET

**2021 - 2022**

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*Reviewed by Finance Committee on March 17, 2021*

*Served as Notice on March 24, 2021*

*Approved by CSA Board of Directors on April 7, 2021*

## Comments & General Overview of the 2021-2022 Budget

The 2021-2022 budget was set in consultation with the CSA Finance Committee and has been reviewed in its entirety by the President and the Executive Committee. On March 17, 2021, the Finance Committee reviewed and recommended forward the proposed budget for presentation to, and approval by, the CSA Board of Directors.

The CSA's operating budget is divided into 13 portfolios: each an area of concentration with an assigned budget holder responsible for overseeing expenses and managing the finances. The President is to be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA, as a not-for-profit organization. Portfolios are expected to be spent out during the fiscal year (May 1 to April 30). Any net revenue remaining at year end is transferred into the CSA's Accumulated Surplus. A portion of the surplus is internally restricted to ensure our long term financial viability. However, the balance remaining is available for special projects and initiatives that better provide service to students, though not as a portion of the CSA operating budget.

Funds received from the 'Entertainment Fee' have been proportionately allocated per the original referendum question of 1976 and are recorded primarily in the Live and Films budgets. Any net revenue at year end from these portfolios or any other budget line funded from this fee, is transferred to a dedicated Entertainment Reserve account for future use.

The CSA student fee increases annually by the Consumer Price Index (CPI) for Ontario as announced by the University administration in January of every year; the CPI increase for 2021-2022 is 1.85%. CSA fees for full-time undergraduate students will increase from \$19.43 to \$19.79. Similarly, the part time undergraduate fee will increase from \$6.08 to \$6.19. Enrollment is not expected to increase. Total revenue from CSA membership fees is anticipated at \$746,500.00 for 2021-2022 and has remained relatively constant for the past two years.

The CSA's budget is also dependent on revenue from 'other' sources to fund our operations. This revenue stream has been erratic since January 2019 when the PC government legislated the Student Choice Initiative (SCI) that would change the financial position of all student groups in Ontario. The CSA introduced administrative fees for the first time to offset the loss of student fee revenue. Then **Covid-19** appeared on the world stage and created havoc. The University of Guelph moved to on-line course delivery, students were asked to study from home, the campus was quiet. The CSA reduced operations, temporarily closed two services, laid off staff and pivoted to online events and services. Our ability to generate revenue from the Bullring, Printing and Promotional Services, Live Entertainment and Imaginus poster sale was shattered. Dividends from campus investments were deferred and interest earnings dropped nearly \$20,000.

The 2021-2022 budget is a Transition Budget, providing a financial path forward to operational recovery. Revenue streams are budgeted to slowly upturn, all services will be operational with modifications, staff working on reduced hours will be able to return to full wages, on-campus events are anticipated, as is the return of students to campus. Though circumstances beyond our control may change, this budget will financially position the CSA to continue to respond effectively, offer value, service, and representation to our membership.

**The significant variances to our budget when comparing year over year are as direct result of the dual impact of the Student Choice Initiative and Covid-19.**

## STUDENT FEE & REVENUE SUMMARY 2021-2022

PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 45,000.00		\$ -	\$ 45,000.00
Administration	\$ 377,080.00	\$ 22,000.00	\$ 94,920.00	\$ 494,000.00
Bullring	\$ -	\$ -	\$ 374,750.00	\$ 374,750.00
Council	\$ 46,500.00	\$ 7,020.00	\$ -	\$ 53,520.00
External	\$ 46,500.00	\$ -	\$ -	\$ 46,500.00
Films		\$ 22,000.00	\$ -	\$ 22,000.00
Live Entertainment		\$ 87,000.00	\$ -	\$ 87,000.00
Programmer	\$ 78,400.00	\$ -	\$ -	\$ 78,400.00
Promotion Service <i>(incls poster runners)</i>	\$ 51,700.00		\$ 7,000.00	\$ 58,700.00
Student Experience	\$ 48,340.00	\$ 15,000.00	\$ -	\$ 63,340.00
<b>Service Programme Summary</b>				<i>(see below)</i>
Bike Centre	\$ 17,700.00	\$ -	\$ 3,400.00	\$ 21,100.00
Clubs	\$ 15,900.00	\$ -	\$ -	\$ 15,900.00
Student Help & Advocacy Centre	\$ 19,380.00	\$ -	\$ -	\$ 19,380.00
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ 746,500.00</b>	<b>\$ 153,020.00</b>	<b>\$ 480,070.00</b>	<b>\$ 1,379,590.00</b>
<b>TOTAL PREVIOUS BUDGET 2020-21</b>	<b>\$ 746,500.00</b>	<b>\$ 149,552.00</b>	<b>\$ 186,500.00</b>	<b>\$ 1,082,552.00</b>

Updated May 2021

RESTRICTED FEES Not part of CSA Operating Budget	Actual Feb 28/21	Receivable (Payable)	Anticipated 21-22 Fees/Rev	Fees/Surplus Revenue 21-22
Affordable Housing	\$ 99,462.00	\$ -	\$ 51,000.00	\$ 150,462.00
Bus Pass	\$ -	\$ -	\$ -	\$ -
Late Night Bus Pass	\$ -	\$ -	\$ -	\$ -
Late Night Service Reserve	\$ 54,563.00	\$ -	\$ 290.00	\$ 54,853.00
Cannon - CSA Portion of Surplus	\$ 62,158.59	\$ (1,000.00)	\$ -	\$ 61,158.59
Dental Plan			\$ 2,461,920.00	\$ 2,461,920.00
Dental Plan Reserve	\$ 816,625.38	\$ 25,560.40	\$ (33,440.00)	\$ 808,745.78
Entertainment Fee Reserve	\$ 57,244.86	\$ 61,951.00	\$ -	\$ 119,195.86
FoodBank			\$ 127,300.00	\$ 127,300.00
FoodBank Reserve	\$ 19,031.22	\$ 10,576.90	\$ -	\$ 29,608.12
Health Plan			\$ 3,567,915.00	\$ 3,567,915.00
Health Plan Reserve	\$ 901,744.80	\$ (239,252.80)	\$ -	\$ 662,492.00
Menstrual Hygiene Products	\$ 69,084.06		\$ 39,000.00	\$ 108,084.06
SafeWalk Reserve	\$ 5,365.00	\$ (28,884.00)	\$ 19,500.00	\$ (4,019.00)

## ENTERTAINMENT / MEDIA FEE

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

Distribution		2020-2021		2021-2022	
		Fee Charged Per Student	37200 ~Total 3 Semesters	Fee Charged Per Student	37500 ~Total 3 Semesters
CFRU - Media	20%	\$ 1.35	\$ 50,220.00	\$ 1.38	\$ 51,750.00
Ontarion - Media	20%	\$ 1.35	\$ 50,220.00	\$ 1.38	\$ 51,750.00
CSA - Concerts/Speakers	40%	\$ 2.69	\$ 100,068.00	\$ 2.73	\$ 102,375.00
CSA - Films	10%	\$ 0.67	\$ 24,924.00	\$ 0.68	\$ 25,500.00
CSA - Cross Campus Events	10%	\$ 0.67	\$ 24,924.00	\$ 0.68	\$ 25,500.00
<b>TOTALS</b>	<b>100%</b>	<b>\$ 6.73</b>	<b>\$ 149,916.00</b>	<b>\$ 6.85</b>	<b>\$ 153,375.00</b>

Entertainment Fee (ENT)					
CONCERTS	2016-2017	2017-2018	2019-2020	2020-2021	2021-2022
Live Ent - Concerts	\$ 27,800.00	\$ 28,400.00	\$ 22,500.00	\$ -	\$ -
Live Ent - Free Concerts	\$ 22,500.00	\$ 23,000.00	\$ 18,250.00	\$ 85,000.00	\$ 87,000.00
Live Ent - Speakers	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ -	\$ -
Human Rights/SHAC - Speakers	\$ 4,000.00	\$ 3,300.00	\$ -	\$ -	\$ -
Bullring Entertainment	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ -	\$ -
Coordination Expenses	\$ 15,000.00	\$ 15,000.00	\$ 11,250.00	\$ 15,000.00	\$ 15,000.00
TOTAL	<b>\$ 91,800.00</b>	<b>\$ 92,200.00</b>	<b>\$ 72,500.00</b>	<b>\$ 100,000.00</b>	<b>\$ 102,000.00</b>
ENTERTAINMENT FEE	\$ 91,400.00	\$ 93,255.80	\$ 72,610.00	\$ 100,068.00	\$ 102,375.00
<i>Over (Under)</i>	\$ 400.00	\$ (1,055.80)	\$ (110.00)	\$ (68.00)	\$ (375.00)
FILMS	2016-2017	2017-2018	2019-2020	2020-2021	2021-2022
Free Film Series	\$ 9,675.00	\$ 9,850.00	\$ 7,850.00	\$ 21,200.00	\$ 22,000.00
Film Cost Subsidy	\$ 9,675.00	\$ 9,850.00	\$ 7,850.00	\$ -	\$ -
Coordination Expenses	\$ 3,500.00	\$ 3,500.00	\$ 2,400.00	\$ 3,500.00	\$ 3,500.00
TOTAL	<b>\$ 22,850.00</b>	<b>\$ 23,200.00</b>	<b>\$ 18,100.00</b>	<b>\$ 24,700.00</b>	<b>\$ 25,500.00</b>
ENTERTAINMENT FEE	\$ 22,850.00	\$ 23,221.80	\$ 18,084.00	\$ 24,924.00	\$ 25,500.00
<i>Over (Under)</i>	\$ -	\$ (21.80)	\$ 16.00	\$ (224.00)	\$ -
CAMPUS WIDE EVENTS	2016-2017	2017-2018	2019-2020	2020-2021	2021-2022
College Royal	\$ 6,369.00	\$ 6,484.00	\$ 6,750.00	\$ 6,892.00	\$ 7,020.00
Cultural Entertainment Events (PDR)	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -
O-Week Programming (Student Experience)	\$ 4,500.00	\$ 5,500.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Winter Programming (Student Experience)	\$ -	\$ -	\$ -	\$ 6,500.00	\$ 7,000.00
Meal Exchange Trick or Eat	\$ 6,200.00	\$ 6,900.00	\$ -	\$ -	\$ -
Coordination Expenses	\$ 3,500.00	\$ 3,500.00	\$ 3,350.00	\$ 3,500.00	\$ 3,500.00
TOTAL	<b>\$ 22,569.00</b>	<b>\$ 24,384.00</b>	<b>\$ 18,100.00</b>	<b>\$ 24,892.00</b>	<b>\$ 25,520.00</b>
ENTERTAINMENT FEE	\$ 22,850.00	\$ 23,221.80	\$ 18,084.00	\$ 24,924.00	\$ 25,500.00
<i>Over (Under)</i>	\$ (281.00)	\$ 1,162.20	\$ 16.00	\$ (32.00)	\$ 20.00
ACCUMULATED TOTALS	2016-2017	2017-2018	2019-2020	2020-2021	2021-2022
Budget Total	\$ 137,219.00	\$ 139,784.00	\$ 108,700.00	\$ 149,592.00	\$ 153,020.00
Anticipated ENT Fee Total	\$ 137,200.00	\$ 140,000.00	\$ 108,700.00	\$ 150,000.00	\$ 153,000.00
<i>(Remaining to Spend)</i>	\$ 19.00	\$ (216.00)	\$ -	\$ (408.00)	\$ 20.00

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

## ACADEMIC: Budget 2021-2022

Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
24100	CSA Student Fees	39,300	26,000	45,000
24120	Student Health Plan Reserve Support - Memorial	3,500	-	-
24140	Bullring Promotional Support - Artwork	500	-	-
	<b>TOTAL REVENUE</b>	<b>43,300</b>	<b>26,000</b>	<b>45,000</b>
<b>Expenditure</b>				
24200	Salaries (Includes 3% RSP/Educ)	32,765	21,000	38,565
24220	Employee Benefits	4,225	3,200	4,825
24450	Academic Campaigns	700	700	350
24451	Student Artwork @ Bullring	1,100	700	800
24452	Student Memorial Tree Service	3,500	-	-
24453	Teaching Excellence Award	300	200	150
24600	Advertising & Promotion	270	100	135
24800	Supplies	240	50	75
24870	Photocopying	200	50	100
	<b>TOTAL EXPENSES</b>	<b>43,300</b>	<b>26,000</b>	<b>45,000</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Notes:**

**24120/24452** The total cost of the Student Memorial Tree Service is paid through the Student Health Plan Reserve. The reserve is managed by the Student Health & Dental Plan Committee. The VP Academic must submit a final report with all budget information to the committee before funds are released. The cost related to the purchase and maintenance of a memorial tree in the UofG Arboretum is incurred every other year, however a service is held every academic year and each tree has two plaques installed - one for each academic year. The cost to purchase and maintain a memorial tree is \$2,000; services generally cost between \$800 and \$1,600 depending on the number of anticipated family members and friends. We did not hold a Student Memorial Service in September 2020 due to the pandemic.

Prepared March 2021  
Finance Committee

## ADMINISTRATION (President): Budget 2021-2022

Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
82100	Student Fees	231,850	337,000	377,080
82101	Entertainment Student Fee (General Coordination)	17,000	22,000	22,000
82200	Dental Plan - Admin Fee	18,000	18,000	18,000
82300	Health Plan - Admin Fee	28,500	28,500	28,500
82600	Other Income (Admin Fees BR, MHI, SW,Cannon,/Commission Vending, ATM)	47,600	2,000	27,170
82620	Pro Ink - Net	700	-	-
82700	UCS - ROI (Digital Signs & Photo Arts Space)	11,250	-	11,250
82870	Black & White Photocopy Income	8,000	-	500
82875	Colour Photocopy Income	11,200	-	1,500
82910	Bus Pass - Net	63,000	-	-
82920	Interest Earned	22,000	28,000	8,000
	<b>TOTAL REVENUE</b>	<b>459,100</b>	<b>435,500</b>	<b>494,000</b>
<b>Expenditure</b>				
83200	Salaries/Wages (includes RSP benefit)	275,000	287,800	340,000
83210	Student Risk Management	600	600	550
83220	Employee Benefits	30,950	26,000	35,150
83240	Employer Health Tax Premium	7,200	7,000	-
83380	Professional Fees (Audit/Legal/HR))	31,000	42,000	37,000
83390	Travel (Business Office mileage, guest parking)	600	200	300
83440	Temporary Wages	15,000	1,000	2,000
83500	Staff Appreciation (inclcs coffee/water, mtg food)	3,000	2,000	2,000
83501	Staff Training (inclcs WSIB) & Transition	5,000	4,000	3,000
83550	Purchase of Equipment	6,000	8,000	6,000
83600	Advertising & Promotion	7,000	2,000	5,000
83610	Promotional Swag	3,000	-	2,500
83660	Software/Licensing/CCS Managed Desktops	12,200	11,100	14,000
83700	University Services (lock/keys/minor repairs)	800	1,000	700
83701	Leasehold Improvements to CSA Main Office	10,000	-	-
83800	Office Supplies (includes postage chrgs)	8,000	5,000	8,000
83820	Telephone and Internet (all lines, except Bullring)	11,000	11,000	11,800
83850	Maintenance & Repair	660	300	300
83870	Photocopier Expense	20,000	11,500	11,500
83900	Bank Charges	690	1,000	1,200
83930	Insurance	11,400	14,000	13,000
	<b>TOTAL EXPENSES</b>	<b>459,100</b>	<b>435,500</b>	<b>494,000</b>
	<b>Under (Over) Budget</b>	-	-	-

**Wages Include**

83200 President, Office Manager, Policy & Transition Manager, Business Manager  
 FT Bookkeeper, PT Bookkeeper, Front Office Assistants 1Summer FT, 2 PT FW

Prepared March 2021  
 Finance Committee

## BULLRING: Budget 2021-2022 (Post Covid-19)

Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
92100	Student Fees	0	111,500	0
92101	Entertainment Student Fee	6,300	0	0
92425	Beverage Sales - Gross Margin	92,000	11,000	47,000
92465	Food Sales - Gross Margin	630,000	64,000	292,000
92490	Miscellaneous Income (less register/over)	10,000	35,000	35,750
	<b>TOTAL REVENUE</b>	<b>738,300</b>	<b>221,500</b>	<b>374,750</b>
<b>Expenditure</b>				
93200	Managerial Salaries (incls 10% RSP benefit)	135,500	121,500	148,450
93210	Hourly Wages	290,000	39,500	105,000
93220	Managerial Benefits	13,300	10,080	13,350
93225	Hourly Staff Benefits	27,000	3,515	12,000
93240	Employer Health Tax (Taxation Yr)	4,800	0	0
93250	Staff Safety Training	800	0	300
93280	Staff Appreciation/Uniform (FixedTerm)	3,200	0	500
93290	Staff Meals	17,950	0	6,080
93380	Administrative Fee to CSA Operating	42,900	0	21,850
93390	Travel/Mileage	400	50	50
93400	Entertainment Costs	10,000	0	0
93550	Purchase of Equipment/Furniture	10,000	0	0
93560	Lease of Equipment	1,500	1,428	1,500
93580	Maintenance of Equipment	5,500	3,500	1,500
93590	Maintenance of Front House	1,800	0	1,000
93600	Advertising & Promotion	9,000	700	1,000
93660	Memberships & Licenses	220	460	1,030
93700	University Services	11,000	5,640	1,000
93720	University Space Costs	14,615	15,586	13,000
93730	Express Card Commission/LCR Rental	52,000	7,200	23,000
93735	Debit Machine Commission/Rental	7,000	1,677	4,100
93800	Supplies (incls replacement flatware)	17,600	2,000	6,000
93810	Janitorial Supplies	4,800	1,000	1,500
93815	Janitorial Services	7,480	1,664	5,500
93820	Telephone and Internet	1,750	0	0
93870	Photocopying	135	0	40
93930	Insurance	6,050	6,000	7,000
93950	Contingency	42,000	0	0
	<b>TOTAL EXPENSES</b>	<b>738,300</b>	<b>221,500</b>	<b>374,750</b>
	<b>Net Revenue (Loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>

Prepared March 15, 2021  
 KL/LAC  
 Finance Committee

## COUNCIL: Budget 2021-2022

Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
22100	CSA Student Fees	60,800	36,500	46,500
22101	Entertainment Fee ( <i>see below *</i> )	6,750	6,892	7,020
22560	Survival Guide Revenue	51,050	-	-
	<b>TOTAL REVENUE</b>	<b>118,600</b>	<b>43,392</b>	<b>53,520</b>
<b>Expenditure</b>				
PDR Committee Motion Required				
23200	Grants - Fall & Winter	9,000	9,000	9,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	1,200	-	500
23391	Travel & Conference: CFS/CFS-O	2,300	500	1,500
23392	Travel & Conference: Student Leadership	1,500	-	200
23510	Executive Visioning/Training /Transition 50/50 split	4,000	2,000	1,000
23515	Executive Discretionary Fund	3,000	-	1,000
President				
23225	Grants - CSA FoodBank Support	4,000	1,500	4,000
23226	Grants - Move Out Madness	500	500	500
23228	Grants - College Royal *	6,750	6,892	7,020
23300	Elections	14,500	10,000	11,000
23440	Honoraria (Chair/Scribe)	4,000	2,800	4,500
23500	Board Training & Appreciation	8,000	7,500	7,300
23560	Survival Guide Expense	51,050	-	-
23750	General Members Meeting (Fall & Winter)	7,000	2,000	5,000
23800	Supplies	600	700	500
23870	Photocopying	1,200	-	500
	<b>TOTAL EXPENSES</b>	<b>118,600</b>	<b>43,392</b>	<b>53,520</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

Prepared March 2021  
Finance Committee



## EXTERNAL: Budget 2021-2022

Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
25100	CSA Student Fees	40,700	44,000	46,500
	<b>TOTAL REVENUE</b>	<b>40,700</b>	<b>44,000</b>	<b>46,500</b>
<b>Expenditure</b>				
25200	Salaries (incl 3% Education/RSP)	32,765	37,772	38,565
25220	Employee Benefits	4,225	4,500	4,825
25450	Campaigns & Solidarity Events	2,500	1,500	2,400
25600	Advertising & Promotion	500	100	385
25660	Memberships & Subscriptions	50	50	50
25800	Supplies	200	50	75
25870	Photocopying	460	28	200
	<b>TOTAL EXPENSES</b>	<b>40,700</b>	<b>44,000</b>	<b>46,500</b>
	<b>Under (Over) Budget</b>	-	-	-

Prepared March 2021  
Finance Committee

## FILMS: Budget 2021-2022

Account No.	Account Name	YTD Feb 28/21	BUDGET 20-21	BUDGET 21-22
		Covid-19	Covid-19	Transition Yr
<b>Revenue</b>				
42101	Entertainment Student Fees	21,200	21,200	22,000
42400	Door Receipts	-	-	-
	<b>TOTAL REVENUE</b>	<b>21,200</b>	<b>21,200</b>	<b>22,000</b>
<b>Expenditure</b>				
43210	Temporary Wages	-	200	200
43400	Film Rental	-	12,000	12,800
43550	Purchase of Equipment/Upgrades	-	6,000	6,000
43600	Advertising & Promotion	-	1,000	1,000
43660	Memberships/Domain renewal	30	50	50
43800	Supplies	-	200	200
43840	Freight & Shipping	-	50	50
43850	Maintenance of Film Equipment	-	1,600	1,600
43870	Photocopying	-	100	100
	<b>TOTAL EXPENSES</b>	<b>30</b>	<b>21,200</b>	<b>22,000</b>
	<b>Under (Over) Budget</b>	<b>21,170</b>	<b>-</b>	<b>-</b>

Prepared March 2021

Finance Committee

## LIVE ENTERTAINMENT: Budget 2021-2022

Account No.	Account Name	YTD Feb 28/21	BUDGET 20-21	BUDGET 21-22
		Covid-19	Covid-19	Transition Yr
<b>Revenue</b>				
32101	Entertainment Student Fees	85,000	85,000	87,000
32400	Tickets / Sales	-	-	-
32500	Partnership Support	-	-	-
	<b>TOTAL REVENUE</b>	<b>85,000</b>	<b>85,000</b>	<b>87,000</b>
<b>Expenditure</b>				
33210	Temporary Wages	-	-	-
33400	Performer Fees	1,500	18,000	24,000
33410	Performer Rider	170	1,200	1,400
33420	Setup & Sound/Streaming	4,842	16,200	17,950
33500	Partnership Expenses	-	-	-
33550	Purchase of Equipment/Sound/Staging	10,631	12,000	6,000
33600	Advertising & Promotion	-	2,000	2,000
33700	Facility Costs	20,000	35,000	35,000
33720	Free Concert Programming	-	-	-
33730	Community Concert Programming - Net	-	-	-
33740	Speakers	-	-	-
33800	Supplies	-	550	550
33870	Photocopying	-	50	100
	<b>TOTAL EXPENSES</b>	<b>37,143</b>	<b>85,000</b>	<b>87,000</b>
	<b>Under (Over) Budget</b>	<b>47,857</b>	<b>-</b>	<b>-</b>

Prepared March 2021  
Finance Committee

## PROGRAMMER (General Entertainment): Budget 2021-2022

Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
72100	Student Fees	49,400	63,600	78,400
72600	Imaginus Sales - Net	24,000	-	-
	<b>TOTAL REVENUE</b>	<b>73,400</b>	<b>63,600</b>	<b>78,400</b>
<b>Expenditure</b>				
73200	Salaries (Includes 10% RSP benefit)	66,800	57,600	71,700
73220	Employee Benefits	6,550	6,000	6,700
73800	Supplies	50	-	-
	<b>TOTAL EXPENSES</b>	<b>73,400</b>	<b>63,600</b>	<b>78,400</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## PROMOTIONAL SERVICES: Budget 2021-2022

Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
52100	Student Fees	38,640	50,650	51,700
52300	Graphic Design	750	-	-
52400	Postering - Net	7,000	-	2,500
52500	Large Format Service - Net	5,000	-	2,500
52600	Button Maker & Miscellaneous - Net	100	-	-
52700	Space Rentals - Kiosk & UC Banner	4,000	-	2,000
	<b>TOTAL REVENUE</b>	<b>55,490</b>	<b>50,650</b>	<b>58,700</b>
<b>Expenditure</b>				
53200	Wages - Graphic Designer	44,300	45,320	49,306
53210	Wages - Poster Runners	5,000	-	2,850
53220	Benefits - Graphic Designer	5,400	4,900	6,044
53225	Benefits - Poster Runners (CPP, EI)	250	-	125
53600	Advertising & Promotion	100	50	-
53660	Memberships & Subscriptions	300	300	300
53800	Office Supplies	140	80	75
53870	Photocopying	-	-	-
	<b>TOTAL EXPENSES</b>	<b>55,490</b>	<b>50,650</b>	<b>58,700</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

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## STUDENT EXPERIENCE: Budget 2021-2022

Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
27100	CSA Student Fees	45,200	47,650	48,340
27101	Entertainment Fee: Cross Campus Orientation	8,000	14,500	15,000
	<b>TOTAL REVENUE</b>	<b>53,200</b>	<b>62,150</b>	<b>63,340</b>
<b>Expenditure</b>				
27200	Salaries (Includes 3% Education/RSP)	32,765	37,772	37,860
27220	Employee Benefits	4,225	4,500	4,770
27450	Orientation Week Programming	8,000	8,000	8,000
27450	Winter Orientation (Winterfest)	-	6,500	7,000
27453	Summer Programming	-	-	200
27454	Fall Programming (includes Stressbusters)	2,500	2,500	2,500
27455	Winter Programming (Includes Stressbusters)	4,000	2,500	2,500
27600	Advertising & Promotion	1,000	300	300
27800	Supplies	200	50	75
27870	Photocopying	510	28	135
	<b>TOTAL EXPENSES</b>	<b>53,200</b>	<b>62,150</b>	<b>63,340</b>
	<b>Under (Over) Budget</b>	-	-	-

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<b>SERVICE PROGRAMMES: Budgeted Allocation of Funding</b>						
<b>Account Name</b>	<b>PROGRAMMES</b>	<b>Bike Centre</b>	<b>Clubs</b>	<b>MEAL</b>	<b>SafeWalk</b>	<b>SHAC</b>
				Temporarily	Separate	
<b>REVENUE</b>				Suspended	Budget	
Student Fees	62100	52,980	17,700	15,900	in 2020-2021	19,380
Entertainment Student Fees	62101	-	-	-		
Solicitations/SSF	62120	3,400	3,400	-		
Other Income from Sales	62400	-	-	-		
Other Income from Partners	62600	-	-	-		
		<b>56,380</b>	<b>21,100</b>	<b>15,900</b>	<b>-</b>	<b>19,380</b>
<b>EXPENDITURES</b>						
Co-ordinators/Temp Wages	63210	37,434	16,200	8,154		13,080
Employee Benefits	63220	1,856	820	426		610
Professional Fees (Legal Aid)	63380	5,000	-	-		5,000
Conference/Taxi/Van Rental	63390	-	-	-		-
Speaker Expenses	63400	-	-	-		-
Campaigns/Events/Workshops	63450	2,710	2,000	300		410
Volunteer Appreciation/Training	63500	-	-	-		-
Advertising & Promotion	63600	820	400	220		200
Membership/Security Agreement	63660	6,000	-	6,000		-
Club Days Set Up	63700	720	-	720		-
Supplies	63800	1,760	1,680	50		30
Telephone/Internet x 53200	63820	-	-	-		-
Photocopying	63870	80	-	30		50
		<b>56,380</b>	<b>21,100</b>	<b>15,900</b>	<b>-</b>	<b>19,380</b>

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For Information Only: See Programmes Budget

<b>BIKE CENTRE: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>Actual 2020</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
BIKE 62100	Student Fees	18,850	-	17,700
62120	Solicitations/Donations	1,362	-	3,400
62335	Solicitation Surplus from Previous Yr	4,988	-	-
62400	Sales - net	(227)	-	-
	<b>TOTAL REVENUE</b>	<b>24,973</b>	<b>-</b>	<b>21,100</b>
	<b>Expenditure</b>			
BIKE 63210	Co-ordinators Wages	18,906	-	16,200
63220	Employee Benefits (CPP & EI)	1,151	-	820
63450	Workshops	277	-	2,000
63500	Volunteer Appreciation	1,708	-	-
63600	Advertising	798	-	400
63800	Supplies and tools	1,653	-	1,680
63870	Photocopying	29	-	-
	<b>TOTAL EXPENSES</b>	<b>24,522</b>	<b>-</b>	<b>21,100</b>
	<b>Under (Over) Budget</b>	<b>451</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	Position A	12 hrs/wk	372 Hours	\$	6,190.00
	Position B	10 hrs/wk	300 Hours	\$	4,992.00
	Position C	10 hrs/wk	300 Hours	\$	4,992.00
				<b>\$</b>	<b>16,174.00</b>

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<b>CLUBS: Budget 2021-2022</b>				
Account No.	Account Name	BUDGET 19-20	BUDGET 20-21	BUDGET 21-22
		SCI	Covid-19	Transition Yr
<b>Revenue</b>				
CLUB 62100	CSA Student Fees	24,100	11,450	15,900
	<b>TOTAL REVENUE</b>			
		<b>24,100</b>	<b>11,450</b>	<b>15,900</b>
<b>Expenditure</b>				
CLUB 63210	Co-ordinators Wages	9,825	7,760	8,154
63220	Employee Benefits (CPP, EI)	450	370	426
63450	Meeting Expenses (food & incentives)	750	200	300
63600	Advertising & Promo	500	50	220
63660	UC Services - Security/Maintenance Club Hallway	10,900	3,000	6,000
63700	Club Days Set Up	1,440	-	720
63800	Supplies	150	50	50
63870	Photocopying	85	20	30
	<b>TOTAL EXPENSES</b>	<b>24,100</b>	<b>11,450</b>	<b>15,900</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	Administrative Coordinator - Sept 7 to April 22, 2022	25 Flex + 10 hrs/wk	325 Hours	\$	5,408.00
	Programming Coordinator - Sept 7 to April 22, 2022	15 Flex + 5 hrs/wk	165 Hours	\$	2,746.00
				<b>\$</b>	<b>8,154.00</b>

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<b>STUDENT HELP &amp; ADVOCACY CENTRE: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
SHAC 62100	CSA Student Fees	21,750	18,150	19,380
	<b>TOTAL REVENUE</b>	<b>21,750</b>	<b>18,150</b>	<b>19,380</b>
<b>Expenditure</b>				
SHAC 63210	Co-ordinators Wages	12,405	12,192	13,080
63220	Employee Benefits (CPP & EI)	745	570	610
63380	Professional Fees (Legal Aid Clinic)	6,000	5,000	5,000
63450	Information/Awareness Events	800	300	410
63500	Volunteer Training & Appreciation	600	-	-
63600	Advertising & Promotion	870	50	200
63800	Supplies (incls Resource Material)	200	38	30
63870	Photocopying	130	-	50
	<b>TOTAL EXPENSES</b>	<b>21,750</b>	<b>18,150</b>	<b>19,380</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	SHAC Coordinator - Sept 7 to April 22, 2022	40 Flex +12 hrs/wk	400	\$	6,656.00
	Assistant Coordinator - Sept 7 to April 22, 2022	13 Flex + 6 hrs/wk	193	\$	3,212.00
	Assistant Coordinator - Sept 7 to April 22, 2022	13 Flex + 6 hrs/wk	193	\$	3,212.00
				<b>\$</b>	<b>13,080.00</b>

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<b>FOODBANK: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 28/21</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		Covid-19	Covid-19	Transition Yr
<b>Revenue</b>				
28100	Student Fees: Undergraduate	104,915	105,500	108,500
28120	Solicitations	7,999	5,410	10,000
28130	Student Fees: Graduate	18,448	16,000	18,800
28135	CSA Support	1,500	1,500	4,000
28140	Bullring Support for Cooking Classes	-	-	-
	<b>TOTAL REVENUE</b>	<b>132,862</b>	<b>128,410</b>	<b>141,300</b>
<b>Expenditure</b>				
28210	Co-ordinators Wages	33,157	41,605	46,427
28220	Employee Benefits	2,993	4,950	3,453
28390	Transportation Costs	-	75	100
28440	Service Support and Resource	340	1,500	-
28450	Cooking Classes	-	-	-
28451	Garden Supplies (In & Out)	-	160	160
28500	Volunteer Appreciation	73	-	-
28501	Staff or Volunteer Training	-	-	-
28510	Compassionate Fund	50	200	200
28540	Food Acquisition	77,200	74,000	84,500
28541	Special Diet	960	2,560	3,840
28600	Advertising	-	400	550
28700	University Services	586	300	300
28800	Supplies	1,206	2,560	1,700
28870	Photocopying	-	100	70
	<b>TOTAL EXPENSES</b>	<b>116,565</b>	<b>128,410</b>	<b>141,300</b>
	<b>Under (Over) Budget</b>	<b>16,297</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	FoodBank Coordinator - full time	35 hrs/wk	1560	\$	36,359.00
	Assistant - Sept 7 - April 22, 2022	10.5 hrs/wk	325	\$	5,408.00
	Assistant - Sept 7 - April 22, 2022	9 hrs/wk	280	\$	4,660.00
				<b>\$</b>	<b>46,427.00</b>

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<b>SAFEWALK: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>			Fee suspended	
26100	CSA Student Fees	4,000	-	-
26120	SSF - Undergraduates (NEW SW Fee collected W'20)	12,200	-	30,810
26130	SSF - Graduates	1,435	-	1,520
	<b>TOTAL REVENUE</b>	<b>17,635</b>	<b>-</b>	<b>32,330</b>
<b>Expenditure</b>				
26210	Co-ordinators Wages	11,285	-	11,898
26220	Employee Benefits (CPP, EI)	700	-	633
<b>26350</b>	<b>Surplus/Deficit Transfer Line</b>	<b>-</b>	<b>(5,365)</b>	<b>-</b>
26380	CSA Administrative Fee (9% of fees)	-	-	1,450
26390	Taxi Expenses	1,850	-	925
26500	Volunteer Appreciation & Training	1,500	-	750
26550	Electric Vehicle (purchase/maintenance)	-	28,884	15,370
26600	Advertising	1,110	-	550
26800	Supplies	200	-	100
26820	Telephone Charge for UoG x53200	850	-	600
26870	Photocopying	140	-	54
	<b>TOTAL EXPENSES</b>	<b>17,635</b>	<b>23,519</b>	<b>32,330</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>(23,519)</b>	<b>-</b>

<b>Staff</b>	SafeWalk Coordinator - Sept 7 to April 22, 2022	7.5 Flex + 12.5 hrs/wk	362.5	\$	6,032.00
	SafeWalk Volunteer & PR - Sept 7 to April 22, 2022	7.5 Flex + 12.5 hrs/wk	352.5	\$	5,866.00
				<b>\$</b>	<b>11,898.00</b>

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LAC/NW

<b>SAFEWALK: Budget 2021-2022</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>BUDGET 19-20</b>	<b>BUDGET 20-21</b>	<b>BUDGET 21-22</b>
		SCI	Covid-19	Transition Yr
<b>Revenue</b>			Fee suspended	
26100	CSA Student Fees	4,000	-	-
26120	SSF - Undergraduates (NEW SW Fee collected W'20)	12,200	-	30,810
26130	SSF - Graduates	1,435	-	1,520
	<b>TOTAL REVENUE</b>	<b>17,635</b>	<b>-</b>	<b>32,330</b>
<b>Expenditure</b>				
26210	Co-ordinators Wages	11,285	-	6,156
26220	Employee Benefits (CPP, EI)	700	-	245
<b>26350</b>	<b>Surplus/Deficit Transfer Line</b>	<b>-</b>	<b>(5,365)</b>	<b>-</b>
26380	CSA Administrative Fee (9% of fees)	-	-	1,450
26390	Taxi Expenses	1,850	-	925
26500	Volunteer Appreciation & Training	1,500	-	750
26550	Electric Vehicle (purchase/maintenance)	-	28,884	21,500
26600	Advertising	1,110	-	550
26800	Supplies	200	-	100
26820	Telephone Charge for UoG x53200	850	-	600
26870	Photocopying	140	-	54
	<b>TOTAL EXPENSES</b>	<b>17,635</b>	<b>23,519</b>	<b>32,330</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>(23,519)</b>	<b>-</b>

<b>Staff</b>	SafeWalk - Position A (start date mid-Oct)	10 hrs/wk	220	\$	3,660.00
	SafeWalk - Position B (start date Jan 2022)	10 hrs/wk	150	\$	2,496.00
				<b>\$</b>	<b>6,156.00</b>

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LAC/TP