

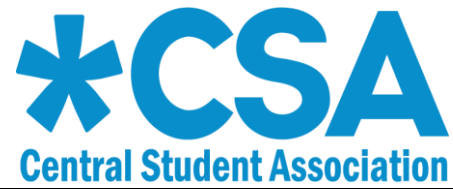
AGENDA
Board of Directors (Special) Meeting # 2
September 18, 2019 – 7:00 pm – UC 441



-
- 2.0. Call to Order**
 - 2.1. Land Acknowledgement**
 - 2.2. Adoption of the Agenda**
 - 2.3. Comments from the Chair**
 - 2.3.1. Introductions and Pronouns
 - 2.4. Business**
 - 2.4.1. Revised 2019-2020 CSA Budget
 - 2.5. New Business**
 - 2.6. *In Camera* Session**
 - 2.7. Adjournment**

Motion

Board of Directors Meeting # 2
September 18, 2019



Item 2.4.1.

Approval of Revised 2019-2020 CSA Budget

WHEREAS the amended CSA budget approved at the Board meeting on April 3, 2019

- Directed the Finance Committee to “attempt to balance the budget”
- Empowered the Finance Committee to make changes in the budget; and
- Required an update report to the first meeting of the next Board (September 11, 2019);

WHEREAS new and relevant information was released from the University administration during the summer, which necessitated further amendments in the budget amounts;

MOTION: That the revised 2019-2020 CSA Budget be approved as amended.

Moved:

Seconded:

Central Student Association

REVISED

OPERATING BUDGET

2019 - 2020

| | |
|--|-----------|
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| SafeWalk | 18 |
| Student Help & Advocacy Centre | 19 |
| FoodBank <i>(Restricted fee, information only)</i> | 20 |

Comments & General Overview of the 2019-2020 Revised Budget

On January 17, 2019, the PC government announced the Student Choice Initiative, which would directly affect the financial position of all student groups in Ontario. In late March, the Ministry of Training, Colleges and Universities released a document entitled *Tuition Fee Framework and Ancillary Fee Guidelines* which categorized ancillary fees as Essential or Non-essential. These guidelines determined the CSA fee was non-essential, thereby undermining the CSA's democratically approved universal fee structure (fixed revenue), to one that is optional (variable revenue). On March 27, 2019, the Finance Committee presented to the Board of Directors a balanced budget anticipating a 60% participation rate. The budget, as presented, was approved with pending amendments. On April 3, 2019, the CSA Board directed and empowered the Finance Committee to rework the budget to include all four executive portfolios.

Over the course of the summer semester, new and relevant information was released from the University administration. The UofG Task Force supported our defensible request to **add** an administration fee on those 'Essential' services the CSA is required to manage, but not compensated for; services such as the Bus Pass, Late Night Bus Service, Health Plan and Dental Plan. Details of how the University administration would roll out the collection of non-essential fees were provided in early June. The University took the position that all non-essential ancillary fees would be charged; students would then have a three week opt-out period to review the fee descriptions and make their selections. In addition, non-essential fees would no longer be pro-rated for part time students, therefore the CSA fee of **\$18.49** would be charged to all undergrads.

In late July, after the opt-out period had closed, the CSA was informed by the Registrar's Office that 16,780 students were invoiced the CSA fee. We were advised that 5% was a likely attrition rate. Therefore, the revised CSA budget for 2019-20 is based upon the reasonable and anticipated collection of 16,000 undergrad fees in the Fall Semester and 15,000 in the Winter Semester.

This budget was set in consultation with the CSA Finance Committee, inclusive of the latest fee information and has been reviewed in its entirety by the President.

The most notable changes are listed below.

| Pg | Portfolio | Budget Line | Amount | Detail |
|----|-----------|--------------------------|--------------|---|
| 5 | Admin | #82200 Dental Plan | \$ 18,000.00 | Increase to annual Admin Fee from \$11,000 |
| 5 | Admin | #82300 Health Plan | \$ 28,500.00 | Increase to annual Admin Fee from \$14,000 |
| 5 | Admin | #82600 - Other Income | \$ 47,600.00 | Includes BR, Menstrual Hygiene Initiative and theCannon.ca Admin Fee |
| 5 | Admin | #82700 UCS - ROI | \$ 11,250.00 | Return on Investments, Digital Signage & Boo Lounge (5 year return) |
| 5 | Admin | #82910 Bus Pass | \$ 63,000.00 | Introduced per student Admin Fee, increase from \$4,100 |
| 5 | Admin | #82920 Interest Earned | \$ 22,000.00 | Restructured Investments |
| 6 | Bullring | #93380 - CSA Admin Fee | \$ 42,900.00 | COLA applied only, BR retains contingency, no longer directed to CSA operations |
| 7 | Council | #23120 - #23320 PDR | \$ 9,000.00 | Reduced PDR funding from \$13,700 |
| 8 | External | #25100 - #25870 | \$ 40,700.00 | Restored funding for External Portfolio |
| 17 | MEAL | MEAL #62100 - #63870 | \$ - | Suspended programme (Trick or Eat) for 2019-2020 |
| 18 | SafeWalk | Safe #62120 - #62130 SSF | \$ 13,635.00 | New SSF fee structure @ \$0.33 per UG & G, increase from \$8,000 |
| 19 | SHAC | SHAC #62100 Student Fees | \$ 21,750.00 | Restructured Service, decrease from \$42,200 |

STUDENT FEE & REVENUE SUMMARY 2019-2020

| PORTFOLIO | CSA Fees | Entertain Fees | Other Revenue | Budget Total |
|--|----------------------|----------------------|------------------------|------------------------|
| Academic | \$ 39,300.00 | \$ - | \$ 4,000.00 | \$ 43,300.00 |
| Administration | \$ 231,850.00 | \$ 17,000.00 | \$ 210,250.00 | \$ 459,100.00 |
| Bullring | \$ - | \$ 10,500.00 | \$ 732,000.00 | \$ 742,500.00 |
| Council | \$ 60,800.00 | \$ 6,750.00 | \$ 51,050.00 | \$ 118,600.00 |
| External | \$ 40,700.00 | \$ - | \$ - | \$ 40,700.00 |
| Films | \$ - | \$ 15,700.00 | \$ 1,000.00 | \$ 16,700.00 |
| Live Entertainment | \$ - | \$ 50,750.00 | \$ 29,000.00 | \$ 79,750.00 |
| Programmer | \$ 49,400.00 | \$ - | \$ 24,000.00 | \$ 73,400.00 |
| Promotion Service (incls poster runners) | \$ 38,640.00 | \$ - | \$ 16,850.00 | \$ 55,490.00 |
| Student Experience | \$ 45,200.00 | \$ 8,000.00 | \$ - | \$ 53,200.00 |
| Service Programme Summary | | | | (see below) |
| Bike Centre | \$ 18,850.00 | \$ - | \$ 5,700.00 | \$ 24,550.00 |
| Clubs | \$ 24,100.00 | \$ - | \$ - | \$ 24,100.00 |
| Meal Exchange | \$ - | \$ - | \$ - | \$ - |
| SafeWalk | \$ 4,000.00 | \$ - | \$ 13,635.00 | \$ 17,635.00 |
| Student Help & Advocacy Centre | \$ 21,750.00 | \$ - | \$ - | \$ 21,750.00 |
| TOTAL PROPOSED BUDGET | \$ 574,590.00 | \$ 108,700.00 | \$ 1,087,485.00 | \$ 1,770,775.00 |
| TOTAL Anticipated Fees | \$ 575,000.00 | \$ 108,700.00 | | |

| RESTRICTED FEES Not part of CSA Operating Budget | Actual YE April 30 2019 | Receivable (Payable) | Anticipated 19-20 Fees/Rev | Fees/Surplus Revenue 19-20 |
|---|----------------------------|-------------------------|-------------------------------|-------------------------------|
| Affordable Housing | \$ 32,841.38 | \$ - | \$ 34,000.00 | \$ 66,841.38 |
| Bus Pass | | | \$ 6,257,100.00 | \$ 6,257,100.00 |
| Late Night Bus Pass | | | \$ 378,000.00 | \$ 378,000.00 |
| Late Night Service Reserve | \$ 37,438.25 | \$ - | \$ - | \$ 37,438.25 |
| Cannon - CSA Portion of Surplus | \$ 44,831.96 | \$ - | \$ - | \$ 29,648.00 |
| Dental Plan | | | \$ 2,006,000.00 | \$ 2,006,000.00 |
| Dental Plan Reserve | \$ 323,211.56 | \$ - | | \$ 323,211.56 |
| Entertainment Fee Reserve | \$ 66,206.25 | \$ - | \$ - | \$ 66,206.25 |
| FoodBank | | | \$ 94,500.00 | \$ 94,500.00 |
| FoodBank Reserve | \$ 31,519.59 | \$ - | | \$ 31,519.59 |
| Health Plan | | | \$ 2,975,000.00 | \$ 2,975,000.00 |
| Health Plan Reserve | \$ 793,628.90 | \$ - | | \$ 793,628.90 |
| Menstrual Hygiene Products | \$ 41,451.25 | \$ - | \$ 31,500.00 | \$ 72,951.25 |

ENTERTAINMENT / MEDIA FEE

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

| Distribution | | 2018-2019 | | | 2019-2020 | | |
|---------------------------|-------------|----------------------------|----------------------|--------------|----------------------------|----------------------|--|
| | | Fee Charged Per Student | 37800 | | Fee Charged Per Student | 27400 | |
| | | | ~Total 3 Semesters | | | ~Total 3 Semesters | |
| CFRU - Media | 20% | \$ 1.29 | \$ 48,762.00 | CSA = \$3.97 | \$ 1.31 | \$ 35,894.00 | |
| Ontario - Media | 20% | \$ 1.29 | \$ 48,762.00 | | \$ 1.31 | \$ 35,894.00 | |
| CSA - Concerts/Speakers | 40% | \$ 2.56 | \$ 96,768.00 | | \$ 2.65 | \$ 72,610.00 | |
| CSA - Films | 10% | \$ 0.65 | \$ 24,570.00 | | \$ 0.66 | \$ 18,084.00 | |
| CSA - Cross Campus Events | 10% | \$ 0.65 | \$ 24,570.00 | | \$ 0.66 | \$ 18,084.00 | |
| TOTALS | 100% | \$ 6.44 | \$ 145,908.00 | | \$ 6.59 | \$ 108,778.00 | |

Entertainment Fee (ENT)

| | 2015-2016 | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 |
|--|---------------------|---------------------|----------------------|---------------------|---------------------|
| CONCERTS | | | | | |
| Live Ent - Concerts | \$ 27,000.00 | \$ 27,800.00 | \$ 28,400.00 | \$ 28,400.00 | \$ 22,500.00 |
| Live Ent - Free Concerts | \$ 25,000.00 | \$ 22,500.00 | \$ 23,000.00 | \$ 25,000.00 | \$ 18,250.00 |
| Live Ent - Speakers | \$ 10,000.00 | \$ 12,000.00 | \$ 12,000.00 | \$ 14,500.00 | \$ 10,000.00 |
| Human Rights/SHAC - Speakers | \$ 4,000.00 | \$ 4,000.00 | \$ 3,300.00 | \$ 3,300.00 | \$ - |
| Bullring Entertainment | \$ 7,300.00 | \$ 10,500.00 | \$ 10,500.00 | \$ 10,500.00 | \$ 10,500.00 |
| Coordination Expenses | \$ 15,500.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 11,250.00 |
| TOTAL | \$ 88,800.00 | \$ 91,800.00 | \$ 92,200.00 | \$ 96,700.00 | \$ 72,500.00 |
| ENTERTAINMENT FEE | \$ 89,537.50 | \$ 91,400.00 | \$ 93,255.80 | \$ 2.65 | \$ 72,610.00 |
| <i>Over (Under)</i> | <i>\$ (737.50)</i> | <i>\$ 400.00</i> | <i>\$ (1,055.80)</i> | <i>\$ 96,697.35</i> | <i>\$ (110.00)</i> |
| FILMS | | | | | |
| Free Film Series | \$ 9,400.00 | \$ 9,675.00 | \$ 9,850.00 | \$ 10,500.00 | \$ 7,850.00 |
| Film Cost Subsidy | \$ 9,400.00 | \$ 9,675.00 | \$ 9,850.00 | \$ 10,500.00 | \$ 7,850.00 |
| Coordination Expenses | \$ 3,250.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 2,400.00 |
| TOTAL | \$ 22,050.00 | \$ 22,850.00 | \$ 23,200.00 | \$ 24,500.00 | \$ 18,100.00 |
| ENTERTAINMENT FEE | \$ 22,112.50 | \$ 22,850.00 | \$ 23,221.80 | \$ 0.66 | \$ 18,084.00 |
| <i>Over (Under)</i> | <i>\$ (62.50)</i> | <i>\$ -</i> | <i>\$ (21.80)</i> | <i>\$ 24,499.34</i> | <i>\$ 16.00</i> |
| CAMPUS WIDE EVENTS | | | | | |
| College Royal | \$ 6,293.00 | \$ 6,369.00 | \$ 6,484.00 | \$ 6,595.00 | \$ 6,750.00 |
| Cultural Entertainment Events (PDR) | \$ 1,500.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 675.00 | \$ - |
| Orientation Event (Student Experience) | \$ 3,500.00 | \$ 4,500.00 | \$ 5,500.00 | \$ 6,000.00 | \$ 8,000.00 |
| Meal Exchange Trick or Eat | \$ 7,600.00 | \$ 6,200.00 | \$ 6,900.00 | \$ 7,800.00 | \$ - |
| Coordination Expenses | \$ 3,250.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,350.00 |
| TOTAL | \$ 22,143.00 | \$ 22,569.00 | \$ 24,384.00 | \$ 24,570.00 | \$ 18,100.00 |
| ENTERTAINMENT FEE | \$ 22,112.50 | \$ 22,850.00 | \$ 23,221.80 | \$ 0.66 | \$ 18,084.00 |
| <i>Over (Under)</i> | <i>\$ 30.50</i> | <i>\$ (281.00)</i> | <i>\$ 1,162.20</i> | <i>\$ 24,569.34</i> | <i>\$ 16.00</i> |
| ACCUMULATED TOTALS | | | | | |
| Budget Total | \$ 132,993.00 | \$ 137,219.00 | \$ 139,784.00 | \$ 145,770.00 | \$ 108,700.00 |
| Anticipated ENT Fee Total | \$ 133,762.50 | \$ 137,200.00 | \$ 140,000.00 | \$ 146,000.00 | \$ 108,700.00 |
| <i>(Remaining to Spend)</i> | <i>\$ (769.50)</i> | <i>\$ 19.00</i> | <i>\$ (216.00)</i> | <i>\$ (230.00)</i> | <i>\$ -</i> |

Note: Coordination Expenses total \$17,000.00 The corresponding Entertainment Student Fee is found in the Administration Budget

Revised August 2019

ACADEMIC: Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|--|---------------|---------------|---------------|
| Revenue | | | | |
| 24100 | CSA Student Fees | 42,660 | 42,660 | 39,300 |
| 24120 | Student Health Plan Reserve Support - Memorial | 1,586 | 1,000 | 3,500 |
| 24140 | Bullring Promotional Support - Artwork | 500 | 500 | 500 |
| | TOTAL REVENUE | 44,746 | 44,160 | 43,300 |
| Expenditure | | | | |
| 24200 | Salaries (Includes 3% RSP/Educ) | 36,219 | 36,320 | 32,765 |
| 24220 | Employee Benefits | 4,262 | 4,270 | 4,225 |
| 24450 | Academic Campaigns | - | 400 | 700 |
| 24451 | Student Artwork @ Bullring | 1,073 | 1,100 | 1,100 |
| 24452 | Student Memorial Tree Service | 1,585 | 1,000 | 3,500 |
| 24453 | Teaching Excellence Award | 46 | 360 | 300 |
| 24600 | Advertising & Promotion | 121 | 300 | 270 |
| 24800 | Supplies | 233 | 150 | 240 |
| 24870 | Photocopying | 180 | 260 | 200 |
| | TOTAL EXPENSES | 43,719 | 44,160 | 43,300 |
| | Under (Over) Budget | 1,027 | - | - |

Notes:

24450 Includes funding for December 6th Day of Remembrance

24452 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 purchase a tree in 2018-19

ADMINISTRATION (President): Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|---|------------------|----------------|----------------|
| Revenue | | | | |
| 82100 | Student Fees | 303,377 | 270,010 | 231,850 |
| 82101 | Entertainment Student Fee (General Coordination) | 22,931 | 22,000 | 17,000 |
| 82200 | Dental Plan - Admin Fee | 11,000 | 11,000 | 18,000 |
| 82300 | Health Plan - Admin Fee | 14,000 | 14,000 | 28,500 |
| 82600 | Other Income: BR, MHI, Cannon Admin/Commissions | 46,379 | 51,600 | 47,600 |
| 82620 | Pro Ink - Net | 558 | 42,600 | 700 |
| 82700 | UCS - ROI (Digital Signs & Photo Arts Space) | 5,000 | | 11,250 |
| 82870 | Black & White Photocopy Income | 7,715 | 11,000 | 8,000 |
| 82875 | Colour Photocopy Income | 11,009 | 14,000 | 11,200 |
| 82910 | Bus Pass - Net * | 4,282 | 4,100 | 63,000 |
| 82920 | Interest Earned | 24,513 | 14,560 | 22,000 |
| | TOTAL REVENUE | 450,764 | 454,870 | 459,100 |
| Expenditure | | | | |
| 83200 | Salaries/Wages (includes RSP benefit) | 275,169 | 267,185 | 275,000 |
| 83210 | Student Risk Management | 346 | 600 | 600 |
| 83220 | Employee Benefits | 28,226 | 30,685 | 30,950 |
| 83240 | Employer Health Tax Premium | 7,008 | 6,200 | 7,200 |
| 83380 | Professional Fees (Audit/Legal/HR) | 25,894 | 20,000 | 31,000 |
| 83390 | Travel (Business Office mileage, guest parking) | 499 | 400 | 600 |
| 83440 | Temporary Wages | 406 | 2,000 | 15,000 |
| 83500 | Staff Appreciation (incls coffee/water, mtg food) | 2,369 | 2,300 | 3,000 |
| 83501 | Staff Training (incls WSIB) & Transition | 5,299 | 5,000 | 5,000 |
| 83550 | Purchase of Equipment | 12,042 | 2,000 | 6,000 |
| 83600 | Advertising & Promotion | 8,330 | 3,000 | 7,000 |
| 83610 | Promotional Swag | 4,486 | 3,000 | 3,000 |
| 83660 | Software/Licensing/CCS Managed Desktops | 14,138 | 14,000 | 12,200 |
| 83700 | University Services (lock/keys/minor repairs) | 767 | 450 | 800 |
| 83701 | Leasehold Improvements to CSA Main Office | 53,438 | - | 10,000 |
| 83702 | Return on Investment Projects: UCS | 60,000 | - | - |
| 83800 | Office Supplies (includes postage chrgs) | 8,337 | 8,000 | 8,000 |
| 83820 | Telephone and Internet (all lines, except Bullring) | 12,811 | 13,200 | 11,000 |
| 83850 | Maintenance & Repair | 681 | 300 | 660 |
| 83870 | Photocopier Expense | 23,432 | 24,200 | 20,000 |
| 83900 | Bank Charges | 594 | 450 | 690 |
| 83930 | Insurance | 11,016 | 10,000 | 11,400 |
| | TOTAL EXPENSES | 555,288 | 412,970 | 459,100 |
| | Net Revenue (Loss) | (104,524) | 41,900 | - |

Wages Include

83200 President, Office Manager, Policy & Transition Manager, Business Manager, FT Bookkeeper, PT Bookkeeper, PT Front Office Assistants (3), NO Social Media Assistant

Revised August 2019

Finance Committee

BULLRING: Budget 2019-2020

| Account No. | Account Name | Actual YE 2018 | Actual YE 2019 | BUDGET 19-20 |
|--------------------|---|----------------|----------------|----------------|
| Revenue | | | | |
| 92101 | Entertainment Student Fee | 10,500 | 10,500 | 10,500 |
| 92425 | Beverage Sales - Gross Margin | 85,472 | 102,593 | 92,000 |
| 92465 | Food Sales - Gross Margin | 634,716 | 620,000 | 630,000 |
| 92490 | Miscellaneous Income (less register/over) | 8,597 | 11,278 | 10,000 |
| | TOTAL REVENUE | 739,285 | 744,371 | 742,500 |
| Expenditure | | | | |
| 93200 | Managerial Salaries (incls RSP benefit) | 120,779 | 136,798 | 135,500 |
| 93210 | Hourly Wages | 278,939 | 296,898 | 290,000 |
| 93220 | Managerial Benefits | 13,688 | 13,258 | 13,300 |
| 93225 | Hourly Staff Benefits | 22,802 | 25,562 | 27,000 |
| 93240 | Employer Health Tax (Taxation Yr) | 4,136 | 4,679 | 4,800 |
| 93250 | Staff Safety Training | 796 | 376 | 800 |
| 93280 | Staff Appreciation/Uniform | 3,972 | 2,565 | 4,000 |
| 93290 | Staff Meals | 17,100 | 16,500 | 17,950 |
| 93380 | Administrative Fee to CSA Operating | 41,200 | 41,900 | 42,900 |
| 93390 | Travel/Mileage | 190 | 474 | 400 |
| 93400 | Entertainment Costs | 9,803 | 11,587 | 10,500 |
| 93550 | Purchase of Equipment/Furniture | 1,600 | 13,288 | 12,000 |
| 93560 | Lease of Equipment | 1,547 | 1,309 | 1,500 |
| 93580 | Maintenance of Equipment | 4,499 | 6,971 | 6,400 |
| 93590 | Maintenance of Front House | 959 | 1,976 | 1,800 |
| 93600 | Advertising & Promotion | 10,097 | 4,538 | 9,000 |
| 93660 | Memberships & Licenses | 656 | 206 | 220 |
| 93700 | University Services | 30,000 | 10,744 | 11,000 |
| 93720 | University Space Costs | 18,053 | 13,886 | 14,615 |
| 93730 | Express Card Commission/LCR Rental | 64,274 | 56,781 | 52,000 |
| 93735 | Debit Machine Commission/Rental | 0 | 3,119 | 7,000 |
| 93800 | Supplies (incls replacement flatware) | 21,006 | 17,659 | 17,600 |
| 93810 | Janitorial Supplies | 5,404 | 4,745 | 4,800 |
| 93815 | Janitorial Services | 8,408 | 7,438 | 7,480 |
| 93820 | Telephone and Internet | 1,750 | 1,750 | 1,750 |
| 93870 | Photocopying | 79 | 133 | 135 |
| 93930 | Insurance | 1,970 | 5,944 | 6,050 |
| 93950 | Contingency | 0 | 0 | 42,000 |
| | TOTAL EXPENSES | 683,707 | 701,084 | 742,500 |
| | Net Revenue | 55,578 | 43,287 | 0 |

COUNCIL: Budget 2019-2020

| Account No | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|-------------------------------|--|----------------|----------------|----------------|
| Revenue | | | | |
| 22100 | CSA Student Fees | 64,250 | 64,250 | 60,800 |
| 22101 | Entertainment Fee (see below *) | 7,270 | 7,270 | 6,750 |
| 22560 | Survival Guide Revenue | 48,220 | 61,000 | 51,050 |
| | TOTAL REVENUE | 119,740 | 132,520 | 118,600 |
| Expenditure | | | | |
| PDR Committee Motion Required | | | | |
| 23120 | Grants - Summer | 700 | 700 | - |
| 23200 | Grants - Fall & Winter | 5,960 | 4,500 | 9,000 |
| 23220 | Grants - Winter | 7,205 | 8,500 | - |
| 23221 | Grants - Cultural/CrossCampus * | - | 675 | - |
| CSA Executive Motion Required | | | | |
| 23390 | Travel & Conferences: CSA Staff | 1,194 | 1,200 | 1,200 |
| 23391 | Travel & Conference: CFS/CFS-O | 5,436 | 2,300 | 2,300 |
| 23392 | Travel & Conference: Student Leadership | 375 | 1,500 | 1,500 |
| 23510 | Executive Visioning/Training /Transition 50/50 split | 1,412 | 2,500 | 4,000 |
| 23515 | Executive Discretionary Fund | 242 | 1,000 | 3,000 |
| President | | | | |
| 23225 | Grants - CSA FoodBank Support | - | 3,150 | 4,000 |
| 23226 | Grants - Move Out Madness | 500 | 500 | 500 |
| 23228 | Grants - College Royal * | 6,595 | 6,595 | 6,750 |
| 23300 | Elections | 11,002 | 15,500 | 14,500 |
| 23440 | Honoraria (Chair/Scribe) | 3,155 | 4,500 | 4,000 |
| 23500 | Board Training & Appreciation | 6,498 | 8,000 | 8,000 |
| 23560 | Survival Guide Expense | 55,216 | 60,000 | 51,050 |
| 23750 | General Members Meeting (Fall & Winter) | 4,225 | 7,000 | 7,000 |
| 23800 | Supplies | 294 | 200 | 600 |
| 23870 | Photocopying | 666 | 2,000 | 1,200 |
| 23930 | Director's Insurance | - | 2,200 | - |
| | TOTAL EXPENSES | 110,675 | 132,520 | 118,600 |
| | Net Revenue | 9,065 | - | - |

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

Revised August 2019
Finance Committee

EXTERNAL: Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|--|---------------|---------------|---------------|
| Revenue | | | | |
| 25100 | CSA Student Fees | 43,800 | 43,800 | 40,700 |
| 25120 | Solicitations | - | - | - |
| | TOTAL REVENUE | 43,800 | 43,800 | 40,700 |
| Expenditure | | | | |
| 25200 | Salaries (incl 3% Education/RSP) | 35,651 | 36,320 | 32,765 |
| 25220 | Employee Benefits | 4,221 | 4,270 | 4,225 |
| 25450 | Campaigns | 1,335 | 2,500 | 2,500 |
| 25600 | Advertising & Promotion | 467 | 300 | 500 |
| 25660 | Memberships & Subscriptions | 50 | 50 | 50 |
| 25700 | University Services (TSS/Physical Res) | - | 100 | - |
| 25800 | Supplies | 79 | 100 | 200 |
| 25870 | Photocopying | 472 | 160 | 460 |
| | TOTAL EXPENSES | 42,275 | 43,800 | 40,700 |
| | Under (Over) Budget | 1,525 | - | - |

Revised August 2019

Finance Committee

FILMS: Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|---------------------------------|---------------|---------------|---------------|
| Revenue | | | | |
| 42101 | Entertainment Student Fees | 21,000 | 21,000 | 15,700 |
| 42400 | Door Receipts | 1,113 | 2,000 | 1,000 |
| | TOTAL REVENUE | 22,113 | 23,000 | 16,700 |
| Expenditure | | | | |
| 43210 | Temporary Wages | - | 300 | - |
| 43350 | YE Surplus Transfer Line | 7,009 | - | - |
| 43400 | Film Rental | 11,912 | 13,000 | 11,000 |
| 43550 | Purchase of Equipment/Upgrades | - | 5,000 | 2,000 |
| 43600 | Advertising & Promotion | 1,237 | 2,500 | 1,450 |
| 43660 | Memberships/Domain renewal | 30 | 50 | 50 |
| 43800 | Supplies | 92 | 200 | 200 |
| 43840 | Freight & Shipping | 239 | 400 | 400 |
| 43850 | Maintenance of Film Equipment | 514 | 500 | 500 |
| 43870 | Photocopying | 1,080 | 1,050 | 1,100 |
| | TOTAL EXPENSES | 22,113 | 23,000 | 16,700 |
| | Under (Over) Budget | - | - | - |

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JBLAC

Finance Committee

LIVE ENTERTAINMENT: Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|-------------------------------------|---------------|----------------|---------------|
| Revenue | | | | |
| 32101 | Entertainment Student Fees | 67,900 | 67,900 | 50,750 |
| 32400 | Tickets / Sales | - | 45,000 | 29,000 |
| 32500 | Partnership Support | | - | - |
| | TOTAL REVENUE | 67,900 | 112,900 | 79,750 |
| Expenditure | | | | |
| 33210 | Temporary Wages | - | 3,000 | 2,000 |
| 33350 | Transfer to ENT Reserve @ YE | 19,873 | | - |
| 33400 | Performer Fees | - | 42,000 | 32,000 |
| 33410 | Performer Rider | - | 2,500 | 2,500 |
| 33420 | Setup & Sound | - | 15,000 | 10,000 |
| 33500 | Partnership Expenses | 6,930 | - | - |
| 33550 | Purchase of Equipment/Sound/Staging | 2,528 | 3,900 | - |
| 33600 | Advertising & Promotion | - | 2,000 | 2,000 |
| 33700 | Facility Costs | - | 2,000 | - |
| 33720 | Free Concert Programming | 20,965 | 25,000 | 18,250 |
| 33730 | Community Concert Programming - Net | 973 | 2,000 | 2,000 |
| 33740 | Speakers | 15,000 | 14,500 | 10,000 |
| 33800 | Supplies | 1,631 | 500 | 600 |
| 33870 | Photocopying | - | 500 | 400 |
| | TOTAL EXPENSES | 67,900 | 112,900 | 79,750 |
| | Net Revenue (Loss) | - | - | - |

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JB/LAC

Finance Committee

PROGRAMMER (General Entertainment): Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|--|----------------|---------------|---------------|
| Revenue | | | | |
| 72100 | Student Fees | 52,050 | 52,050 | 49,400 |
| 72600 | Imaginus Sales - Net | 24,299 | 24,000 | 24,000 |
| | TOTAL REVENUE | 76,349 | 76,050 | 73,400 |
| Expenditure | | | | |
| 73200 | Salaries (Includes 10% RSP benefit) | 71,804 | 69,380 | 66,800 |
| 73220 | Employee Benefits | 6,375 | 6,130 | 6,550 |
| 73390 | Travel & Conferences (Mileage Allowance) | 500 | 500 | - |
| 73800 | Supplies | 74 | 40 | 50 |
| | TOTAL EXPENSES | 78,753 | 76,050 | 73,400 |
| | Under (Over) Budget | (2,404) | - | - |

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PROMOTIONAL SERVICES: Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|-------------------------------------|---------------|---------------|---------------|
| Revenue | | | | |
| 52100 | Student Fees | 34,600 | 34,600 | 38,640 |
| 52300 | Graphic Design | 1,141 | 500 | 750 |
| 52400 | Postering - Net | 7,017 | 6,800 | 7,000 |
| 52500 | Large Format Service - Net | 7,382 | 4,200 | 5,000 |
| 52600 | Button Maker & Miscellaneous - Net | 235 | 300 | 100 |
| 52700 | Space Rentals - Kiosk & UC Banner | 3,455 | 2,800 | 4,000 |
| | TOTAL REVENUE | 53,830 | 49,200 | 55,490 |
| Expenditure | | | | |
| 53200 | Wages - Graphic Designer | 43,233 | 38,820 | 44,300 |
| 53210 | Wages - Poster Runners | 4,540 | 4,300 | 5,000 |
| 53220 | Benefits - Graphic Designer | 5,234 | 4,860 | 5,400 |
| 53225 | Benefits - Poster Runners (CPP, EI) | 250 | 200 | 250 |
| 53600 | Advertising & Promotion | - | 100 | 100 |
| 53660 | Memberships & Subscriptions | 989 | 700 | 300 |
| 53800 | Office Supplies | 87 | 220 | 140 |
| 53870 | Photocopying | - | - | - |
| | TOTAL EXPENSES | 54,333 | 49,200 | 55,490 |
| | Net Revenue (Loss) | - 503 | - | - |

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STUDENT EXPERIENCE: Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|---|---------------|---------------|---------------|
| Revenue | | | | |
| 27100 | CSA Student Fees | 47,140 | 47,140 | 45,200 |
| 27101 | Entertainment Fee: Cross Campus (Orientation) | 6,000 | 6,000 | 8,000 |
| | TOTAL REVENUE | 53,140 | 53,140 | 53,200 |
| Expenditure | | | | |
| 27200 | Salaries (Includes 3% Education/RSP) | 36,273 | 36,320 | 32,765 |
| 27220 | Employee Benefits | 4,266 | 4,270 | 4,225 |
| 27450 | Orientation Programming | 5,694 | 6,000 | 8,000 |
| 27453 | Summer Programming | - | 300 | - |
| 27454 | Fall Programming (includes Stressbusters) | 2,387 | 2,000 | 2,500 |
| 27455 | Winter Programming (Includes Stressbusters) | 3,062 | 3,000 | 4,000 |
| 27600 | Advertising & Promotion | 271 | 300 | 1,000 |
| 27700 | University Services | - | 100 | - |
| 27800 | Supplies | 49 | 150 | 200 |
| 27870 | Photocopying | 478 | 700 | 510 |
| | TOTAL EXPENSES | 52,480 | 53,140 | 53,200 |
| | Net Revenue | 660 | - | - |

Notes

27101/27450 Orientation Programming is specifically funded from the Entertainment Fee and should not be used to offset any other budget line within this portfolio

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SERVICE PROGRAMMES: Budgeted Allocation of Funding

| Account Name | PROGRAMMES | Bike Centre | Clubs | MEAL | SafeWalk | SHAC |
|---------------------------------------|---------------|---------------|---------------|--------------------------|---------------|---------------|
| REVENUE | | | | Temporarily Suspended | | |
| Student Fees 62100 | 68,700 | 18,850 | 24,100 | - | 4,000 | 21,750 |
| Entertainment Student Fees 62101 | - | - | - | - | - | - |
| Solicitations/SSF 62120 | 18,835 | 5,200 | - | - | 13,635 | - |
| Other Income from Sales 62400 | 500 | 500 | - | - | - | - |
| Other Income from Partners 62600 | - | - | - | - | - | - |
| | 88,035 | 24,550 | 24,100 | - | 17,635 | 21,750 |
| EXPENDITURES | | | | | | |
| Co-ordinators/Temp Wages 63210 | 53,271 | 19,756 | 9,825 | - | 11,285 | 12,405 |
| Employee Benefits 63220 | 2,964 | 1,069 | 450 | - | 700 | 745 |
| Professional Fees (Legal Aid) 63380 | 6,000 | - | - | - | - | 6,000 |
| Conference/Taxi/Van Rental 63390 | 1,850 | - | - | - | 1,850 | - |
| Speaker Expenses 63400 | - | - | - | - | - | - |
| Campaigns/Events/Workshops 63450 | 2,050 | 500 | 750 | - | - | 800 |
| Volunteer Appreciation/Training 63500 | 3,400 | 1,300 | - | - | 1,500 | 600 |
| Advertising & Promotion 63600 | 3,680 | 1,200 | 500 | - | 1,110 | 870 |
| Membership (Nat'l Conference) 63660 | 10,900 | - | 10,900 | - | - | - |
| Club Days Set Up 63700 | 1,440 | - | 1,440 | - | - | - |
| Supplies 63800 | 1,250 | 700 | 150 | - | 200 | 200 |
| Telephone/Internet x 53200 63820 | 850 | - | - | - | 850 | - |
| Photocopying 63870 | 380 | 25 | 85 | - | 140 | 130 |
| | 88,035 | 24,550 | 24,100 | - | 17,635 | 21,750 |

| BIKE CENTRE: Budget 2019 - 2020 | | | | |
|--|---------------------------------------|-----------------------|---------------------|---------------------|
| Account No. | Account Name | Actual YE 2019 | BUDGET 18-19 | BUDGET 19-20 |
| BIKE 62100 | Student Fees | 22,450 | 22,450 | 18,850 |
| 62120 | Solicitations/Donations | 7,113 | 800 | 5,200 |
| 62335 | Solicitation Surplus from Previous Yr | 500 | - | - |
| 62400 | Sales - net | 334 | 400 | 500 |
| | TOTAL REVENUE | 30,397 | 23,650 | 24,550 |
| Expenditure | | | | |
| BIKE 63210 | Co-ordinators Wages | 19,590 | 19,496 | 19,756 |
| 63220 | Employee Benefits (CPP & EI) | 1,142 | 1,227 | 1,069 |
| 63550 | Solicitation Surplus Transfer Line | 4,988 | - | - |
| 63450 | Workshops | 273 | 300 | 500 |
| 63500 | Volunteer Appreciation | 1,010 | 1,100 | 1,300 |
| 63600 | Advertising | 1,235 | 700 | 1,200 |
| 63800 | Supplies and tools | 2,159 | 800 | 700 |
| 63870 | Photocopying | - | 27 | 25 |
| | TOTAL EXPENSES | 30,397 | 23,650 | 24,550 |
| | Under (Over) Budget | - | - | - |

| | | | | |
|--------------|--|-------------|----|-----------|
| Staff | BC Coordinator - May 1 to April 30/20 | | \$ | 9,026.00 |
| | Repair Coordinator - Sept 1 to Apr 3/20 | | \$ | 4,298.00 |
| | Volunteer Coordinator - May 6 to Apr 17/20 | 12/hrs/wk | \$ | 6,432.00 |
| | | 10 hrs/wk | \$ | 19,756.00 |
| | [Refer to job description for detailed flex/starts/sto | 7/10 hrs/wk | | |

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| CLUBS: Budget 2019-2020 | | | | |
|--------------------------------|--|--------------------|---------------------|---------------------|
| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
| Revenue | | | | |
| CLUB 62100 | CSA Student Fees | \$ 24,640 | 24,640 | 24,100 |
| 62400 | Revenue from Defunct Clubs | \$ 487 | - | - |
| | TOTAL REVENUE | | | |
| | | \$ 25,127 | 24,640 | 24,100 |
| Expenditure | | | | |
| CLUB 63210 | Co-ordinators Wages | \$ 10,669 | 10,669 | 9,825 |
| 63220 | Employee Benefits (CPP, EI) | \$ 664 | 649 | 450 |
| 63450 | Meeting Expenses (food & space fee) | \$ 417 | 750 | 750 |
| 63600 | Advertising & Promo | \$ 328 | 80 | 500 |
| 63660 | University Centre Services Security of Hallway | \$ 10,629 | 10,900 | 10,900 |
| 63700 | Club Days Set Up | \$ 1,465 | 1,440 | 1,440 |
| 63800 | Supplies | \$ 141 | 130 | 150 |
| 63870 | Photocopying | \$ 76 | 22 | 85 |
| | TOTAL EXPENSES | \$ 24,389 | 24,640 | 24,100 |
| | Under (Over) Budget | \$ 738 | - | - |

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| MEAL: Budget 2019-2020 | | | | |
|-------------------------------|--|--------------------|---------------------|---------------------|
| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
| Revenue | | | | |
| MEAL 62100 | CSA Student Fees | 20,600 | 20,200 | S |
| 62101 | Entertainment Fee (Cross Campus): Trick or Eat | 7,800 | 7,800 | |
| 62120 | Solicitations (Bayer Crop Sci) | 1,500 | 1,500 | U |
| | TOTAL REVENUE | 29,900 | 29,500 | S |
| Expenditure | | | | |
| MEAL 63210 | Co-ordinators Wages | 17,960 | 17,960 | P |
| 63220 | Benefits (CPP & EI) | 1,160 | 1,115 | E |
| 63390 | Transportation Costs | 2,713 | 3,700 | |
| 63450 | Events - Misc. Expenses | 924 | 2,600 | N |
| 63500 | Volunteer Appreciation (incls T-shirts) | 120 | 1,500 | |
| 63600 | Advertising & Promotion | 806 | 1,700 | D |
| 63660 | Conference: MEAL National Conference | - | 600 | |
| 63800 | Supplies | 119 | 100 | E |
| 63870 | Photocopying | 54 | 225 | - |
| | TOTAL EXPENSES | 23,856 | 29,500 | - |
| | Net Revenue | 6,044 | - | |

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| SAFEWALK: Budget 2019 - 2020 | | | | |
|-------------------------------------|-----------------------------------|--------------------|---------------------|---------------------|
| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
| Revenue | | | | |
| Safe 62100 | CSA Student Fees | 9,050 | 9,050 | 4,000 |
| 62120 | SSF - Undergraduates | 8,000 | 8,000 | 12,200 |
| 62130 | SSF - Graduates | | - | 1,435 |
| | TOTAL REVENUE | 17,050 | 17,050 | 17,635 |
| Expenditure | | | | |
| Safe 63210 | Co-ordinators Wages | 11,168 | 11,285 | 11,285 |
| 63220 | Employee Benefits (CPP, EI) | 708 | 695 | 700 |
| 63390 | Taxi Expenses | 1,790 | 1,600 | 1,850 |
| 63500 | Volunteer Appreciation & Training | 1,133 | 1,500 | 1,500 |
| 63600 | Advertising | 550 | 1,100 | 1,110 |
| 63800 | Supplies | 108 | 240 | 200 |
| 63820 | Telephone Charge for UoG x53200 | 500 | 500 | 850 |
| 63870 | Photocopying | 123 | 130 | 140 |
| | TOTAL EXPENSES | 16,080 | 17,050 | 17,635 |
| | Under (Over) Budget | 970 | - | - |

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For Information Only: See Programmes Budget

| Student Help & Advocacy Centre (SHAC): Budget 2019-2020 | | | | |
|--|--------------------------------------|--------------------|---------------------|---------------------|
| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
| SHAC 62100 | CSA Student Fees | 42,200 | 42,200 | 21,750 |
| 62101 | Entertainment Fees: Speakers ** | 3,300 | 3,300 | - |
| 62120 | Solicitations (incl. SSF support) | 3,115 | 3,000 | - |
| | TOTAL REVENUE | 48,615 | 48,500 | 21,750 |
| Expenditure | | | | |
| SHAC 63210 | Co-ordinators Wages | 34,961 | 35,114 | 12,405 |
| 63220 | Employee Benefits (CPP & EI) | 2,202 | 2,057 | 745 |
| 63380 | Professional Fees (Legal Aid Clinic) | 5,000 | 5,000 | 6,000 |
| 63400 | Speaker Expense | 450 | 3,000 | - |
| 63450 | Information/Awareness Events | 1,534 | 1,300 | 800 |
| 63500 | Volunteer Training & Appreciation | 284 | 700 | 600 |
| 63600 | Advertising | 336 | 1,000 | 870 |
| 63800 | Supplies (incl. Resource Material) | 133 | 200 | 200 |
| 63870 | Photocopying | 79 | 129 | 130 |
| | TOTAL EXPENSES | 44,979 | 48,500 | 21,750 |
| | Under (Over) Budget | 3,636 | - | - |

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FOODBANK: Budget 2019-2020

| Account No. | Account Name | Actual 2019 | BUDGET 18-19 | BUDGET 19-20 |
|--------------------|--------------------------------------|----------------|----------------|----------------|
| Revenue | | | | |
| 28100 | Student Fees: Undergraduate | 97,188 | 96,500 | 94,500 |
| 28120 | Solicitations (CUPE/Donations) | 4,199 | 11,300 | 13,345 |
| 28130 | Student Fees: Graduate | 16,690 | 16,100 | 16,230 |
| 28135 | CSA Support | - | 3,150 | 4,000 |
| 28140 | Bullring Support for Cooking Classes | 500 | 500 | 500 |
| | TOTAL REVENUE | 118,577 | 127,550 | 128,575 |
| Expenditure | | | | |
| 28210 | Co-ordinators Wages | 41,273 | 41,060 | 40,455 |
| 28220 | Employee Benefits | 3,713 | 4,590 | 3,790 |
| 28390 | Transportation Costs | 160 | 130 | 160 |
| 28440 | Service Support and Resource | - | - | 4,000 |
| 28450 | Cooking Classes | 470 | 500 | 500 |
| 28451 | Garden Supplies (In & Out) | 165 | 100 | 160 |
| 28500 | Volunteer Appreciation | 648 | 800 | 650 |
| 28501 | Staff or Volunteer Training | 531 | 300 | 500 |
| 28510 | Compassionate Fund | 300 | 400 | 300 |
| 28540 | Food Acquisition | 64,164 | 71,000 | 70,000 |
| 28541 | Special Diet | 4,225 | 5,600 | 5,760 |
| 28600 | Advertising | 476 | 900 | 600 |
| 28800 | Supplies | 1,604 | 2,000 | 1,600 |
| 28870 | Photocopying | 79 | 170 | 100 |
| | TOTAL EXPENSES | 117,808 | 127,550 | 128,575 |
| | Net Revenue (Loss) | 769 | - | - |

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