

AGENDA – SPECIAL BUDGET
 Board of Directors Meeting # S18
 April 11, 2022 – 6:00 pm
 Microsoft Teams



S18.0	Call to Order	
S18.1	Land Acknowledgement Shilik Hamad	
S18.2	Adoption of the Agenda S18.2.1 Approve the Agenda S18.2.2 Declarations of Conflicts	Pg. 2
S18.3	Ratifications and De-Ratifications S18.3.1	
S18.4	Comments from the Chair S18.4.1 Introductions and Pronouns	
S18.5	Business S18.5.1 MOTION: 2022-2023 Budget	Pg. 3
S18.6	New Business S18.6.1	
S18.7	In Camera	
S18.8	Announcements	
S18.9	Adjournment	Pg. 23

Motion

Board of Directors Meeting # S18

April 11, 2022



**Item S18.2.1
Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # S18 on **April 11, 2022**, be approved as distributed in the board agenda package.

Moved:

Seconded:

POSSIBLE AMENDMENT (REORDER)

MOTION TO AMEND: To reorder the agenda so that:

- Items ... follows item ... above.

Moved:

Seconded:

POSSIBLE AMENDMENT (NEW BUSINESS ITEM)

MOTION TO AMEND: To add item ... under New Business items.

Moved:

Seconded:

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # S18 on **April 11, 2022**, be approved as amended:

- a) To reorder the agenda so that item ... immediately follows item S18.4.1 Introductions and Pronouns.

Moved: Same as original motion

Seconded: Same as original motion

Central Student Association

DRAFT

OPERATING BUDGET 2022 – 2023

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Comments & General Overview of the 2022-2023 Budget

The 2022-2023 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 April 4, 2022, 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 **15 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 from operations funded by CSA membership fees 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**.

Funds received from the **FoodBank, SafeWalk and Media/Entertainment fees** have been proportionately allocated per the original **referendum** questions. Any net revenue at year end from these portfolios or any other budget line funded from these fees, is transferred to **dedicated reserve accounts** 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 2022-2023 is **3.5%**. CSA fees for full-time undergraduate students will increase from \$19.79 to **\$20.48**. Similarly, the part time undergraduate fee will increase from \$6.19 to **\$6.41**. Enrollment is not expected to increase. Total revenue from CSA membership fees is anticipated at **\$785,000.00** for 2022-2023.

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 for reasons far beyond our control. From the **impact** of the PC government's legislated Student Choice Initiative (**SCI**), which changed the financial position of all Ontario university student groups in 2019-2020, to the havoc wreaked by the **global pandemic**, revenues from the Bullring, Printing and Promotional Services, Live Entertainment, campus investments and interest earned, and the Imagus poster sale were **shattered**. That said, 2021-2022 marked a year of transition. As restrictions slowly lifted and students returned to campus, the CSA moved toward operational and financial recovery.

Unlike the budgets of the past three years, the 2022-2023 budget is well funded, forward looking, hopeful of an optimistic future, and is driven by our **CSA Mandate and Indicators of Success**. We now have the financial opportunity to **reset** our presence on campus and be central to the needs of students. This budget provides funds to increase our ability to engage our members, promote the CSA, support operational excellence, provide valuable and relevant services, increase programming, meet our legislative requirements, and create rewarding employment and volunteer opportunities for students.

The significant variances to our budget when comparing year over year are as direct result of the lessons learned from the Student Choice Initiative and the impact of the global pandemic.

STUDENT FEE & REVENUE SUMMARY 2022-2023				
PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 46,000.00	\$ -	\$ 4,500.00	\$ 50,500.00
Administration	\$ 444,500.00	\$ 11,000.00	\$ 164,000.00	\$ 619,500.00
Bullring	\$ -	\$ 15,000.00	\$ 564,500.00	\$ 579,500.00
Council	\$ 64,100.00	\$ 7,265.00	\$ -	\$ 71,365.00
External	\$ 47,450.00	\$ -	\$ -	\$ 47,450.00
Films	\$ -	\$ 11,360.00	\$ -	\$ 11,360.00
FoodBank	\$ -	\$ -	\$ 155,900.00	\$ 155,900.00
Live Entertainment	\$ -	\$ 22,000.00	\$ -	\$ 22,000.00
Programmer	\$ 5,500.00	\$ -	\$ 19,000.00	\$ 24,500.00
Promotion Service	\$ 47,600.00	\$ -	\$ 16,715.00	\$ 64,315.00
Student Experience	\$ 30,500.00	\$ 12,000.00	\$ -	\$ 42,500.00
Service Programme Summary				<i>(see below)</i>
Bike Centre	\$ 49,000.00	\$ -	\$ 3,650.00	\$ 52,650.00
Clubs	\$ 28,650.00	\$ -	\$ -	\$ 28,650.00
SafeWalk	\$ -	\$ -	\$ 33,900.00	\$ 33,900.00
Student Help & Advocacy Centre	\$ 21,700.00	\$ -	\$ -	\$ 21,700.00
TOTAL PROPOSED BUDGET	\$ 785,000.00	\$ 78,625.00	\$ 962,165.00	\$ 1,825,790.00
TOTAL ANTICIPATED FEES	\$ 785,000.00	\$ 78,625.00		
TOTAL PREVIOUS BUDGET 2021-22	\$ 758,000.00	\$ 153,020.00	\$ 639,950.00	\$ 1,550,970.00

RESTRICTED FEES	Actual	Receivable	Anticipated	Fees/Surplus
<small>Not part of CSA Operating Budget</small>	<small>YTD Feb 28/22</small>	<small>(Payable)</small>	<small>22-23 Fees/Rev</small>	<small>Revenue 22-23</small>
Affordable Housing	\$ 155,256.00	\$ -	\$ 51,250.00	\$ 206,506.00
Bus Pass	\$ -	\$ -	\$ 5,890,000.00	\$ 5,890,000.00
Late Night Bus Pass	\$ -	\$ -	\$ 367,800.00	\$ 367,800.00
Late Night Service Reserve	\$ 58,876.00	\$ 46,000.00	\$ -	\$ 104,876.00
Cannon - CSA Portion of Surplus	\$ 55,738.00	\$ (5,000.00)	\$ -	\$ 50,738.00
Dental Plan		\$ -	\$ 2,184,000.00	\$ 2,184,000.00
Dental Plan Reserve	\$ 828,335.00	\$ (37,037.00)	\$ (77,760.00)	\$ 713,538.00
Entertainment Fee Reserve	\$ 119,197.00	\$ 105,700.00	\$ -	\$ 224,897.00
FoodBank Reserve	\$ 29,323.00	\$ 15,000.00		\$ 44,323.00
Health Plan		\$ -	\$ 4,059,000.00	\$ 4,059,000.00
Health Plan Reserve	\$ 644,608.00	\$ 68,400.00	\$ (134,786.00)	\$ 578,222.00
Menstrual Hygiene Products	\$ 87,904.00	\$ -	\$ -	\$ 87,904.00
SafeWalk Reserve	\$ (8,109.00)		\$ 13,109.00	\$ 5,000.00

ENTERTAINMENT / MEDIA FEE						
** Media Fee is split between CSA 60%, CFRU 20%, Ontario 20%						
Distribution		2021-2022			2022-2023	
		Fee Charged Per Student	37500 ~Total 3 Semesters		Fee Charged Per Student	37500/18500 ~Total 3 Semesters
CFRU - Media	20%	\$ 1.38	\$ 51,750.00		\$ 1.42	\$ 53,250.00
Ontarion - Media	20%	\$ 1.38	\$ 51,750.00		\$ 1.42	\$ 53,250.00
CSA - Concerts/Speakers	40%	\$ 2.73	\$ 102,375.00	} CSA = \$4.25 Fee suspended in F'22	\$ 2.83	\$ 52,355.00
CSA - Films	10%	\$ 0.68	\$ 25,500.00		\$ 0.71	\$ 13,135.00
CSA - Cross Campus Events	10%	\$ 0.68	\$ 25,500.00		\$ 0.71	\$ 13,135.00
TOTALS	100%	\$ 6.85	\$ 153,375.00		\$ 7.09	\$ 78,625.00

Entertainment Fee (ENT)					
	2017-2018	2019-2020	2020-2021	2021-2022	2022-2023
CONCERTS					
Live Ent - Concerts	\$ 28,400.00	\$ 22,500.00	\$ -	\$ -	\$ -
Live Ent - Free Concerts	\$ 23,000.00	\$ 18,250.00	\$ 85,000.00	\$ 75,000.00	\$ 22,000.00
Live Ent - Speakers	\$ 12,000.00	\$ 10,000.00	\$ -	\$ -	\$ -
Human Rights/SHAC - Speakers	\$ 3,300.00	\$ -	\$ -	\$ -	\$ -
Bullring Entertainment	\$ 10,500.00	\$ 10,500.00	\$ -	\$ 12,000.00	\$ 15,000.00
Coordination Expenses	\$ 15,000.00	\$ 11,250.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00
TOTAL	\$ 92,200.00	\$ 72,500.00	\$ 100,000.00	\$ 102,000.00	\$ 44,500.00
ENTERTAINMENT FEE	\$ 93,255.80	\$ 72,610.00	\$ 100,068.00	\$ 102,375.00	\$ 52,355.00
<i>Over (Under)</i>	\$ (1,055.80)	\$ (110.00)	\$ (68.00)	\$ (375.00)	\$ (7,855.00)
FILMS					
Free Film Series	\$ 9,850.00	\$ 7,850.00	\$ 21,200.00	\$ 22,000.00	\$ 11,360.00
Film Cost Subsidy	\$ 9,850.00	\$ 7,850.00	\$ -	\$ -	\$ -
Coordination Expenses	\$ 3,500.00	\$ 2,400.00	\$ 3,500.00	\$ 3,500.00	\$ 1,750.00
TOTAL	\$ 23,200.00	\$ 18,100.00	\$ 24,700.00	\$ 25,500.00	\$ 13,110.00
ENTERTAINMENT FEE	\$ 23,221.80	\$ 18,084.00	\$ 24,924.00	\$ 25,500.00	\$ 13,135.00
<i>Over (Under)</i>	\$ (21.80)	\$ 16.00	\$ (224.00)	\$ -	\$ (25.00)
CAMPUS WIDE EVENTS					
College Royal	\$ 6,484.00	\$ 6,750.00	\$ 6,892.00	\$ 7,020.00	\$ 7,265.00
Cultural Entertainment Events (PDR)	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
O-Week Programming (Student Experience)	\$ 5,500.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 12,000.00
Programming (Student Experience)	\$ -	\$ -	\$ 6,500.00	\$ 7,000.00	\$ -
Meal Exchange Trick or Eat	\$ 6,900.00	\$ -	\$ -	\$ -	\$ -
Coordination Expenses	\$ 3,500.00	\$ 3,350.00	\$ 3,500.00	\$ 3,500.00	\$ 1,750.00
TOTAL	\$ 24,384.00	\$ 18,100.00	\$ 24,892.00	\$ 25,520.00	\$ 21,015.00
ENTERTAINMENT FEE	\$ 23,221.80	\$ 18,084.00	\$ 24,924.00	\$ 25,500.00	\$ 13,135.00
<i>Over (Under)</i>	\$ 1,162.20	\$ 16.00	\$ (32.00)	\$ 20.00	\$ 7,880.00
ACCUMULATED TOTALS					
Budget Total	\$ 139,784.00	\$ 108,700.00	\$ 149,592.00	\$ 153,020.00	\$ 78,625.00
Anticipated ENT Fee Total	\$ 140,000.00	\$ 108,700.00	\$ 150,000.00	\$ 153,375.00	\$ 78,625.00
<i>(Remaining to Spend)</i>	\$ (216.00)	\$ -	\$ (408.00)	\$ (355.00)	\$ -

Note: Coordination Expenses generally total \$22,000.00. The corresponding Entertainment Student Fee is found in the Administration Budget. In 2022-2023, the Entertainment portion of the fee was suspended in the Summer and Fall semesters to draw down our substantial reserve. As such, Coordination Expenses were reduced by 50% to \$11,000.

ACADEMIC: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
Revenue				
24100	CSA Student Fees	45,000	45,000	46,000
24120	Student Health Plan Reserve Support - Memorial	2,480	-	4,000
24140	Bullring Promotional Support - Artwork	-	-	500
	TOTAL REVENUE	47,480	45,000	50,500
Expenditure				
24200	Salaries (Includes 3% RSP/Educ)	31,460	38,565	39,240
24220	Employee Benefits	3,796	4,825	5,110
24450	Academic Campaigns	-	350	350
24451	Student Artwork @ Bullring	880	800	1,000
24452	Student Memorial Tree Service	2,480	-	4,000
24453	Teaching Excellence Award	-	150	400
24600	Advertising & Promotion	-	135	150
24800	Supplies	-	75	150
24870	Photocopying	44	100	100
	TOTAL EXPENSES	38,660	45,000	50,500
	Under (Over) Budget	8,820	-	-

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. A tree will be purchased in 2022-2023.

Prepared March 2022

Finance Committee

ADMINISTRATION (President): Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
Revenue				
82100	CSA Student Fees	385,823	377,080	444,500
82101	Entertainment Student Fee <i>(General Coordination)</i>	13,014	22,000	11,000
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 <i>(Admin Fees BR, MHI, SW, Cannon, misc)</i>	10,959	27,170	51,625
82620	Pro Ink - Net	85	-	325
82700	UCS - ROI (Digital Signs & Photo Arts Space)	-	11,250	11,250
82870	Black & White Photocopy Income	304	500	500
82875	Colour Photocopy Income	1,197	1,500	1,500
82910	Bus Pass - Net	-	-	40,000
82920	Interest Earned	7,957	8,000	12,300
	TOTAL REVENUE	465,839	494,000	619,500
Expenditure				
83200	Salaries/Wages <i>(includes RSP benefit)</i>	275,889	340,000	406,800
83210	Student Risk Management	3,751	550	570
83220	Employee Benefits	27,362	35,150	42,500
83380	Professional Fees <i>(Audit/Legal/HR)</i>	43,065	37,000	44,000
83390	Travel <i>(Business Office mileage, guest parking)</i>	43	300	330
83440	Temporary Wages	-	2,000	3,500
83500	Staff Appreciation <i>(incls coffee/water, mtg food, year end)</i>	1,138	2,000	3,000
83501	Staff Training (incls WSIB) & Transition	303	3,000	3,300
83550	Purchase of Equipment	3,307	6,000	14,000
83600	Advertising & Promotion	1,194	5,000	10,000
83610	Promotional Swag	1,000	2,500	5,000
83660	Software/Licensing/CCS Managed Desktops	14,281	14,000	16,000
83700	University Services <i>(lock/keys/minor repairs)</i>	2,192	700	3,000
83701	Leasehold Improvements	-	-	18,000
83800	Office Supplies <i>(includes postage chrgs)</i>	7,618	8,000	9,000
83820	Telephone and Internet <i>(all lines)</i>	9,590	11,800	11,800
83850	Maintenance & Repair	440	300	700
83870	Photocopier Expense	11,333	11,500	13,000
83900	Bank Charges	1,194	1,200	1,600
83930	Insurance	12,730	13,000	13,400
	TOTAL EXPENSES	416,430	494,000	619,500
	Under (Over) Budget	49,409	-	-

Wages Include

83200	President, Office Manager, Policy & Transition Manager, Business Manager FT Bookkeeper, PT Bookkeeper, FT HR Coordinator, PT Front Office Assistants (3) F/W
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BULLRING: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
Revenue				
92100	CSA Student Fees	-	-	-
92101	Entertainment Student Fee *(net zero, see #93400)	1,528	12,000	15,000
92425	Beverage Sales - Gross Margin	45,752	47,000	80,000
92465	Food Sales - Gross Margin	202,796	292,000	473,000
92490	Miscellaneous Income (less register/over)	1,992	35,750	11,500
	TOTAL REVENUE	252,068	386,750	579,500
Expenditure				
93200	Managerial Salaries (incls 10% RSP benefit)	122,593	148,450	117,720
93210	Hourly Wages	112,161	105,000	255,600
93220	Managerial Benefits	11,447	13,350	13,430
93225	Hourly Staff Benefits	10,971	12,000	21,230
93250	Staff Safety Training	295	300	1,000
93280	Staff Appreciation/Uniform (FixedTerm)	756	500	2,000
93290	Staff Meals	-	6,080	-
93380	Administrative Fee to CSA Operating	10,925	21,850	45,200
93390	Travel/Mileage	51	50	200
93400	Entertainment Costs *	1,528	12,000	15,000
93550	Purchase of Equipment/Furniture	-	-	5,500
93560	Lease of Equipment	1,190	1,500	1,500
93580	Maintenance of Equipment	2,882	1,500	3,500
93590	Maintenance of Front House	3,036	1,000	1,500
93600	Advertising & Promotion	2,101	1,000	4,000
93660	Memberships & Licenses	1,484	1,030	1,050
93700	University Services	130	1,000	1,000
93720	University Space Costs	13,189	13,000	15,830
93730	Express Card Commission/LCR Rental	18,551	23,000	36,200
93735	Debit Machine Commission/Rental	3,145	4,100	6,550
93800	Supplies (incls replacement flatware)	10,189	6,000	15,000
93810	Janitorial Supplies	1,909	1,500	2,800
93815	Janitorial Services	3,463	5,500	7,000
93870	Photocopying	65	40	90
93930	Insurance	6,365	7,000	6,600
	TOTAL EXPENSES	338,426	386,750	579,500
	Under (Over) Budget	(86,358)	-	-

COUNCIL: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
Revenue				
22100	CSA Student Fees	50,000	50,000	64,100
22101	Entertainment Fee <i>(see below *)</i>	7,020	7,020	7,265
22560	Survival Guide Revenue	-	-	-
	TOTAL REVENUE	57,020	57,020	71,365
Expenditure				
PDR Committee Motion Required				
23200	Grants - Fall & Winter	5,428	9,000	10,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	-	500	1,000
23391	Travel & Conference: CFS/CFS-O	-	1,500	1,500
23392	Travel & Conference: Student Leadership	-	200	500
23510	Executive Visioning/Training /Transition 50/50 split	290	1,000	1,500
23515	Executive Discretionary Fund	180	1,000	2,000
President				
23225	Grants - CSA FoodBank Support	7,500	7,500	7,500
23226	Grants - Move Out Madness	-	500	-
23228	Grants - College Royal * <i>(Entertainment Fee Funding)</i>	7,020	7,020	7,265
23300	Elections	8,028	11,000	11,500
23440	Honoraria (Chair/Scribe)	3,995	4,500	5,500
23500	Board Training & Appreciation	3,780	7,300	9,000
23560	Residence Room Stuffer <i>(formerly Survival Guide)</i>	-	-	7,200
23750	General Members Meeting (Fall & Winter)	-	5,000	6,200
23800	Supplies	94	500	500
23870	Photocopying	-	500	200
	TOTAL EXPENSES	36,315	57,020	71,365
	Under (Over) Budget	20,705	-	-

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

Prepared March 2022
Finance Committee

EXTERNAL: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
Revenue				
25100	CSA Student Fees	46,500	46,500	47,450
	TOTAL REVENUE	46,500	46,500	47,450
Expenditure				
25200	Salaries <i>(incl 3% Education/RSP)</i>	31,459	38,565	39,240
25220	Employee Benefits	3,532	4,825	5,110
25450	Campaigns & Solidarity Events	769	2,400	2,400
25600	Advertising & Promotion	-	385	400
25660	Memberships & Subscriptions	50	50	50
25800	Supplies	-	75	150
25870	Photocopying	29	200	100
	TOTAL EXPENSES	35,839	46,500	47,450
	Under (Over) Budget	10,661	-	-

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Finance Committee

FILMS: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
				F'22 Fee Suspended
Revenue				
42101	Entertainment Student Fees	22,000	22,000	11,360
42400	Door Receipts/Misc Revenue	-	-	-
	TOTAL REVENUE	22,000	22,000	11,360
Expenditure				
43210	Temporary Wages	-	200	
43400	Film Rental	1,000	12,800	11,000
43550	Purchase of Equipment/Upgrades	-	6,000	
43600	Advertising & Promotion	125	1,000	300
43660	Memberships/Domain renewal	30	50	30
43800	Supplies	-	200	
43840	Freight & Shipping	-	50	
43850	Maintenance of Film Equipment	-	1,600	
43870	Photocopying	-	100	30
	TOTAL EXPENSES	1,155	22,000	11,360
	Under (Over) Budget	20,845	-	-

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Finance Committee

Restricted Fee, information only

FOODBANK: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
Revenue				
28100	FB Student Fees: Undergraduate	116,917	109,100	119,000
28120	Solicitations	24,357	10,000	8,900
28130	FB Student Fees: Graduate	12,867	19,070	20,000
28135	CSA Support	7,500	7,500	7,500
28140	Bullring Support for Cooking Classes	-	-	500
	TOTAL REVENUE	161,641	145,670	155,900
Expenditure				
28210	Co-ordinators Wages	36,748	49,378	51,047
28220	Employee Benefits	3,890	3,722	4,890
28390	Transportation Costs	-	100	200
28450	Cooking Classes	-	-	500
28451	Garden Supplies (In & Out)	-	160	340
28500	Volunteer Appreciation	-	-	400
28501	Staff or Volunteer Training	155	400	220
28510	Compassionate Fund	-	200	200
28540	Food Acquisition	75,856	85,250	95,000
28541	Special Diet	1,520	3,840	-
28600	Advertising	153	550	300
28700	University Services	-	300	250
28800	Supplies	2,061	1,700	2,500
28870	Photocopying	-	70	53
	TOTAL EXPENSES	120,383	145,670	155,900
	Under (Over) Budget	41,258	-	-

Staff	FoodBank Coordinator - full time	35 hrs/wk		\$	36,157.00
	3% RSP/ESP Benefit for FT staff			\$	1,085.00
	Assistant - May 9 - April 21, 2023	S-7 hrs, FW 12 hrs/wk	444	\$	7,530.00
	Assistant - Sept 6 - April 21, 2023	12 hrs/wk	370	\$	6,275.00
				\$	51,047.00

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LIVE ENTERTAINMENT: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
				F'22 Fee Suspended
Revenue				
32101	Entertainment Student Fees	75,000	75,000	22,000
32400	Tickets / Sales	650	-	-
32500	Partnership Support	-	-	-
	TOTAL REVENUE	75,650	75,000	22,000
Expenditure				
33210	Temporary Wages	-	-	-
33400	Performer Fees	5,240	24,000	12,000
33410	Performer Rider	217	1,400	1,000
33420	Setup & Sound/Streaming	2,725	17,950	7,000
33500	Partnership Expenses	-	-	-
33550	Purchase of Equipment/Sound/Staging	668	6,000	-
33600	Advertising & Promotion	-	2,000	600
33700	Facility Costs	1,000	23,000	1,000
33720	Free Concert Programming	-	-	-
33730	Community Concert Programming - Net	-	-	-
33740	Speakers	-	-	-
33800	Supplies	70	550	300
33870	Photocopying	-	100	100
	TOTAL EXPENSES	9,920	75,000	22,000
	Under (Over) Budget	65,730	-	-

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PROGRAMMER (Gen Entertainment): Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
				<i>Student Experience</i>
Revenue				<i>Coordinator</i>
72100	CSA Student Fees	78,400	78,400	5,500
72600	Imaginus Sales - Net	-	-	19,000
	TOTAL REVENUE	78,400	78,400	24,500
Expenditure				
73200	Salary/Wages	106,597	71,700	21,700
73220	Employee Benefits	3,788	6,700	2,500
73800	Supplies	-	-	300
	TOTAL EXPENSES	110,385	78,400	24,500
	Under (Over) Budget	(31,985)	-	-

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PROMOTIONAL SERVICES: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
Revenue				
52100	CSA Student Fees	51,700	51,700	47,600
52300	Graphic Design	-	-	1,000
52400	Postering - Net	1,650	2,500	6,500
52500	Large Format Service - Net	2,013	2,500	5,000
52600	Button Maker & Miscellaneous - Net	77	-	215
52700	Space Rentals - Kiosk & UC Banner	1,516	2,000	4,000
	TOTAL REVENUE	56,956	58,700	64,315
Expenditure				
53200	Wages - Promotional Services Coordinator	41,047	49,306	48,410
53210	Wages - Poster Runners	1,662	2,850	5,540
53220	Benefits - Promotional Services Coordinator	4,182	6,044	5,240
53225	Benefits - Poster Runners	103	125	225
53600	Advertising & Promotion	130	-	600
53660	Memberships & Subscriptions	-	300	300
53800	Supplies (including poster stands, sandwich boards)	19	75	4,000
53870	Photocopying	-	-	-
	TOTAL EXPENSES	47,143	58,700	64,315
	Under (Over) Budget	9,813	-	-

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STUDENT EXPERIENCE: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
Revenue				Current Vacancy
27100	CSA Student Fees	48,340	48,340	30,500
27101	Entertainment Fee: Cross Campus Orientation	15,000	15,000	12,000
	TOTAL REVENUE	63,340	63,340	42,500
Expenditure				
27200	Salaries <i>(Includes 3% Education/RSP)</i>	23,043	37,860	19,280
27220	Employee Benefits	3,213	4,770	2,640
27450	Orientation Week <i>(included Sexy Bingo in 2021-22)</i>	13,217	15,000	12,000
27453	Summer Programming	-	200	800
27454	Fall Programming <i>(includes Stressbusters)</i>	863	2,500	2,500
27455	Winter Programming <i>(Includes Stressbusters & Last Toast)</i>	-	2,500	4,500
27600	Advertising & Promotion	131	300	530
27800	Supplies	63	75	150
27870	Photocopying	102	135	100
	TOTAL EXPENSES	40,632	63,340	42,500
	Under (Over) Budget	22,708	-	-

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2022-23

SERVICE PROGRAMMES: Budgeted Allocation of Funding						
Account Name	PROGRAMMES	Bike Centre	Clubs	SafeWalk	SHAC	
REVENUE						
CSA Student Fees	62100	99,350	49,000	28,650	-	21,700
Solicitations/SSF - Undergraduate	62120	35,400	3,400	-	32,000	
SSF - Graduate	62130	1,900	-		1,900	
Other Income from Sales	62400	250	250	-		
		136,900	52,650	28,650	33,900	21,700
EXPENDITURES						
Co-ordinators/Temp Wages	63210	78,729	44,366	8,310	12,721	13,332
Employee Benefits	63220	6,481	4,734	400	709	638
Professional Fees (Legal Aid)	63380	6,000	-	-	-	6,000
CSA Administrative Fee - SW	63370	3,050	-	-	3,050	-
Conference/Taxi/Van Rental	63390	1,400	-	-	1,400	
Campaigns/Events/Workshops	63450	1,700	700	400	-	600
Volunteer Appreciation/Training	63500	2,200	500	-	1,200	500
SW Electric Vehicle	63550	12,500	-	-	12,500	-
Advertising & Promotion	63600	4,900	1,000	2,000	1,400	500
Schedule Software/Security Agmts	63660	15,250	250	15,000	-	-
Club Days Set Up	63700	2,440	-	2,440	-	-
Supplies	63800	1,500	1,100	70	250	80
Telephone/Internet x 53200	63820	600	-	-	600	-
Photocopying	63870	150	-	30	70	50
		136,900	52,650	28,650	33,900	21,700

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Finance Committee

For Information Only: See *Programmes Budget*

BIKE CENTRE: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
BIKE 62100	CSA Student Fees	25,700	25,700	49,000
62120	Donations/Fundraising	160	3,400	3,400
62335	Solicitation Surplus from Previous Yr	-	-	-
62400	Sales - net	(378)	250	250
	TOTAL REVENUE	25,482	29,350	52,650
	Expenditure			
BIKE 63210	Co-ordinators Wages	16,712	23,910	44,366
63220	Employee Benefits (CPP & EI)	1,545	1,840	4,734
63450	Workshops	160	300	700
63500	Volunteer Appreciation	-	450	500
63600	Advertising	16	600	1,000
63660	Scheduling Software/Licensing	220	-	250
63800	Supplies and tools	7	2,250	1,100
63870	Photocopying	5	-	-
	TOTAL EXPENSES	18,665	29,350	52,650
	Under (Over) Budget	6,817	-	-

Staff	Bike Centre Coordinator - FT (includes 3% RSP/ESP)	35 hrs/wk		\$	37,242.00
	Bike Centre Assistant - May 9 to Apr 21/23	10 hrs/wk S/F/W	420 hrs	\$	7,124.00
				\$	44,366.00

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For Information Only: See Programmes Budget

CLUBS: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
Revenue				
CLUB 62100	CSA Student Fees	15,900	15,900	28,650
	TOTAL REVENUE			
		15,900	15,900	28,650
Expenditure				
CLUB 63210	Co-ordinators Wages	6,615	8,154	8,310
63220	Employee Benefits (CPP, EI)	432	426	400
63450	Meeting Expenses (food & incentives)	-	300	400
63600	Advertising & Promo (includes engagement activity Winter Sem)	98	220	2,000
63660	UC Services - Security/Maintenance Club Hallway	6,000	6,000	15,000
63700	Club Days (Setup & incentive prizes, \$500 per semester)	-	720	2,440
63800	Supplies	-	50	70
63870	Photocopying	3	30	30
	TOTAL EXPENSES	13,148	15,900	28,650
	Under (Over) Budget	2,752	-	-

Staff	Administrative Coordinator - Sept 6 to Apr 21, 2023	25 Flex + 10 hrs/wk	325 Hours	\$	5,511.50
	Clubs Programming Coordinator - Sept 6 to Apr 21, 2023	15 Flex + 5 hrs/wk	165 Hours	\$	2,798.50
				\$	8,310.00

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Restricted Fee, Information Only

SAFEWALK: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
Revenue				
Safe 62120	SW Student Fees - Undergraduate	28,891	30,810	32,000
62130	SW Student Fees - Graduate	1,805	1,520	1,900
	TOTAL REVENUE	30,696	32,330	33,900
Expenditure				
Safe 63210	Co-ordinators Wages	8,277	11,898	12,721
63220	Employee Benefits (CPP, EI)	568	633	709
63350	Surplus/Deficit Transfer Line	-	-	
63370	CSA Administrative Fee (equal to 9% of student fees)	2,762	2,900	3,050
63390	Taxi Expenses	250	1,400	1,400
63500	Volunteer Appreciation & Training	237	1,150	1,200
63550	Electric Vehicle (purchase/maintenance)	-	12,000	12,500
63600	Advertising	234	1,400	1,400
63800	Supplies	26	225	250
63820	Telephone Charges (including UoG x53200)	220	600	600
63870	Photocopying	-	124	70
	TOTAL EXPENSES	12,574	32,330	33,900
	Under (Over) Budget	18,122	-	-

Staff	SafeWalk Coordinator - Sept 6 to April 21, 2023	40 Flex + 12.5 hrs/wk	395	\$	6,700.00
	SafeWalk Volunteer & PR - Sept 6 to April 21, 2023	10 Flex + 12.5 hrs/wk	355	\$	6,021.00
				\$	12,721.00

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Finance Committee

For Information Only: See Programmes Budget

STUDENT HELP & ADVOCACY CENTRE: Budget 2022-2023				
Account No.	Account Name	YTD Feb 28/22	BUDGET 21-22	BUDGET 22-23
			Transition Yr	Reset
SHAC 62100	CSA Student Fees	19,380	19,380	21,700
	TOTAL REVENUE	19,380	19,380	21,700
Expenditure				
SHAC 63210	Co-ordinators Wages	9,810	13,080	13,332
63220	Employee Benefits (CPP & EI)	639	610	638
63380	Professional Fees (Legal Aid Clinic)	5,000	5,000	6,000
63450	Information/Awareness Events	75	410	600
63500	Volunteer Training & Appreciation	-	-	500
63600	Advertising & Promotion	-	200	500
63800	Supplies (incls Resource Material)	-	30	80
63870	Photocopying	1	50	50
	TOTAL EXPENSES	15,525	19,380	21,700
	Under (Over) Budget	3,855	-	-

Staff	SHAC Coordinator - Sept 6 to April 21, 2023	40 Flex +12 hrs/wk	400	\$	6,784.00
	Assistant Coordinator - Sept 6 to April 22, 2023	13 Flex + 6 hrs/wk	193	\$	3,274.00
	Assistant Coordinator - Sept 6 to April 22, 2023	13 Flex + 6 hrs/wk	193	\$	3,274.00
				\$	13,332.00

Prepared March 2022
Finance Committee

Motion

Board of Directors Meeting #S18

April 11, 2022



**Item S18.5.1
CSA 2022-2023 Budget**

S18.5.1(a) Extend Speaking Rights to Business Manager

MOTION to extend speaking rights to Lee Anne Clarke, Business Manager for the duration of item S18.5.1 to respond to questions that arise from members during discussion of this item.

Moved: Nicole Walker, President

Seconded:

Notice of this motion was provided at the April 6, 2022 board meeting.

S18.5.1(b) Approve the 2022-2023 CSA Budget

MOTION that the 2022-2023 CSA Budget be approved as included in the April 11, 2022 Board Package, and as presented by the CSA Business Manager at the April 4, 2022 board meeting.

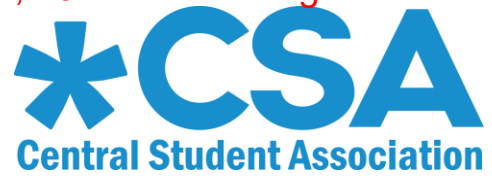
Moved: Nicole Walker, President

Seconded:

Motion

Board of Directors Meeting # S18

April 11, 2022



**Item S18.9
Adjourn**

MOTION to adjourn the CSA Board of Directors Meeting # S18 of **April 11, 2022**, at _____ pm.

Moved:

Seconded: