

Central Student Association

AMENDED

OPERATING BUDGET

2017 - 2018

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Comments & General Overview of the 2017-2018 Budget

This budget has been set in consultation with primary budget holders and the Business Manager, and has been reviewed in its entirety by the Finances & Operations Commissioner and the Executive Committee. On March 28, 2017, the Finance Committee reviewed and recommended forward the proposed budget for 2017-2018.

The Consumer Price Index (CPI) annual average for Ontario (2015) of 1.2% has been applied to all wage expenditure lines relating to Executive and part time contract student staff wages. The minimum wage rate will increase to \$11.60 per hour in October 2017. Permanent and renewable full time contract staff receive the current CPI annual average for Ontario (2016) of 1.8%. *[Of note, in 2018-19 Executive and part time student staff will receive the CPI rate of 1.8%. Permanent and renewable staff will receive the most current CPI annual average when announced in January 2018.]*

Enrollment is not expected to increase notably in 2017-2018.

Anticipated Student Fee revenues are based upon actual receipts from the previous fiscal year and adjusted by the current CPI rate of 1.8%.

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

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

Most changes to the proposed budget are based on "actual" spending or revenue patterns from the current budget year that are expected to continue on into the next fiscal year. We do have past years' trends and history to help us understand any significant variances and make a determination as to whether they are one-time occurrences or an actual change to operations.

The 2017-18 budget reflects the recent structural changes to the organization which reduced the number of executive from 5 to 4. Funding is now available to support the reinstatement of the Policy & Transition Manager position, increasing the number of full time permanent/renewable staff to 8.

Additionally, a number of previously underfunded budget lines have been restored, partially or in full, to previous funding levels. Underutilized budget lines have been amalgamated with other similarly purposed lines.

Pg	Portfolio	Budget Line	Recorded As		Rationale
			Revenue	Expense	
5	Administration	83200 Wages		\$ 284,493.00	Increase of \$44,300. Wages paid through this line include the President, HR Manager, Policy & Transition Manager, Office Manager, Business Manager, FT & PT Bookkeeper, FT Summer Office Assistant, 2 PT Front Office Assistants.
5	Administration	93550 Purchase of Equipment		\$ 6,000.00	Funding increased to prior levels. Increase of \$2,000 necessary to address aging equipment
5	Administration	83660 Software/Licensing		\$ 6,000.00	Funding increased by \$3,000 to secure the benefits of GryphLife
7	Council	23225 Grants-CSA FoodBank		\$ 1,700.00	Due to the successful FoodBank referendum, CSA funding, previously necessary to address budgetary shortfalls, has been reduced from \$3,330
7	Council	23500 Board Training/Apprec		\$ 7,500.00	Increased funding of \$1,500 to provide additional training and support to members of the board
13	Student Experience	27453/54/55 Programming		\$ 5,500.00	Increase of \$4,000 over previous levels of funding specific to student engagement and support (stress busters)
16	Meal	62101	\$ 6,900.00		Increase of \$700 to support the revived growth of Trick or Eat

STUDENT FEE & REVENUE SUMMARY 2017-2018

PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 37,600.00	\$ -	\$ 3,350.00	\$ 40,950.00
Administration (President)	\$ 305,000.00	\$ 22,000.00	\$ 119,200.00	\$ 446,200.00
Bullring	\$ -	\$ 10,500.00	\$ 710,000.00	\$ 720,500.00
Council	\$ 58,000.00	\$ 8,484.00	\$ 60,000.00	\$ 126,484.00
External	\$ 39,300.00	\$ -	\$ -	\$ 39,300.00
Films	\$ -	\$ 19,700.00	\$ 2,500.00	\$ 22,200.00
Live Entertainment		\$ 63,400.00	\$ 45,000.00	\$ 108,400.00
Local Affairs (Merged into External)	\$ -	\$ -	\$ -	\$ -
Programmer	\$ 48,800.00		\$ 23,850.00	\$ 72,650.00
Promotion Service (incls Campaign Coord)	\$ 32,800.00	\$ -	\$ 15,900.00	\$ 48,700.00
Student Experience (formerly Communications)	\$ 42,900.00	\$ 5,500.00	\$ -	\$ 48,400.00
Service Programme Summary				(see below)
Bike Centre	\$ 17,000.00	\$ -	\$ 1,200.00	\$ 18,200.00
Meal Exchange	\$ 15,900.00	\$ 6,900.00	\$ 1,500.00	\$ 24,300.00
SafeWalk	\$ 7,200.00	\$ -	\$ 8,000.00	\$ 15,200.00
Student Help & Advocacy Centre	\$ 35,500.00	\$ 3,300.00	\$ 3,000.00	\$ 41,800.00
TOTAL PROPOSED BUDGET	\$ 640,000.00	\$ 139,784.00	\$ 993,500.00	\$ 1,773,284.00
TOTAL Anticipated Fees	\$ 640,000.00	\$ 140,000.00		

Difference \$ -

RESTRICTED FEES	Actual Feb 28/17	Receivable (Payable)	Anticipated 17-18 Fees/Rev	~ Available Revenue 17-18
Not part of CSA Operating Budget				
Affordable Housing	\$ 87,685.88	\$ -	\$ 44,385.00	\$ 132,070.88
Bus Pass			\$ 5,155,900.00	\$ 5,155,900.00
Late Night Service Reserve	\$ 43,059.54	\$ (4,500.00)		\$ 38,559.54
Cannon - CSA Portion of Surplus	\$ 18,776.00	\$ (9,945.00)		\$ 8,831.00
Dental Plan			\$ 1,748,110.00	\$ 1,748,110.00
Dental Plan Reserve	\$ 359,121.42	\$ (101,000.00)		\$ 258,121.42
Food Bank	\$ -		\$ 93,000.00	\$ 93,000.00
Food Bank Reserve	\$ 28,254.00			\$ 28,254.00
Health Plan			\$ 3,170,200.00	\$ 3,170,200.00
Health Plan Reserve	\$ 342,070.60	\$ (52,000.00)		\$ 290,070.60
Compassionate Health Bursary	\$ -	\$ (15,000.00)		\$ (15,000.00)
Menstrual Hygiene Products	\$ -	\$ -	\$ 33,000.00	\$ 33,000.00

ENTERTAINMENT ~ MEDIA FEE

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

Distribution		2016-2017		2017-2018		
		Fee Charged Per Student	36860 ~Total 3 Semesters	Fee Charged Per Student	36860 ~Total 3 Semesters	
CFRU - Media	20%	\$ 1.25	\$ 46,075.00	\$ 1.27	\$ 46,812.20	
Ontario - Media	20%	\$ 1.25	\$ 46,075.00	\$ 1.27	\$ 46,812.20	
CSA - Concerts/Speakers	40%	\$ 2.48	\$ 91,412.80	} CSA = \$3.79	\$ 2.53	\$ 93,255.80
CSA - Films	10%	\$ 0.62	\$ 22,853.20		\$ 0.63	\$ 23,221.80
CSA - Cross Campus Events	10%	\$ 0.62	\$ 22,853.20		\$ 0.63	\$ 23,221.80
TOTALS	100%	\$ 6.22	\$ 137,119.20		\$ 6.33	\$ 139,699.40

CSA Entertainment Fee

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
CONCERTS					
Live Ent - Concerts	\$ 22,700.00	\$ 20,000.00	\$ 27,000.00	\$ 27,800.00	\$ 28,400.00
Live Ent - Free Concerts	\$ 14,000.00	\$ 22,000.00	\$ 25,000.00	\$ 22,500.00	\$ 23,000.00
Live Ent - Speakers	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00
Human Rights/SHAC - Speakers	\$ 4,900.00	\$ 3,800.00	\$ 4,000.00	\$ 4,000.00	\$ 3,300.00
Bullring Entertainment	\$ 10,000.00	\$ 13,000.00	\$ 7,300.00	\$ 10,500.00	\$ 10,500.00
Coordination Expenses	\$ 14,500.00	\$ 15,000.00	\$ 15,500.00	\$ 15,000.00	\$ 15,000.00
TOTAL	\$ 76,100.00	\$ 83,800.00	\$ 88,800.00	\$ 91,800.00	\$ 92,200.00
ENTERTAINMENT FEE	\$ 83,600.00	\$ 85,084.00	\$ 89,537.50	\$ 91,400.00	\$ 93,255.80
<i>Over (Under)</i>	\$ (7,500.00)	\$ (1,284.00)	\$ (737.50)	\$ 400.00	\$ (1,055.80)
FILMS					
Free Film Series	\$ 9,300.00	\$ 9,300.00	\$ 9,400.00	\$ 9,675.00	\$ 9,850.00
Film Cost Subsidy	\$ 9,300.00	\$ 9,300.00	\$ 9,400.00	\$ 9,675.00	\$ 9,850.00
Coordination Expenses	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00
TOTAL	\$ 21,850.00	\$ 21,850.00	\$ 22,050.00	\$ 22,850.00	\$ 23,200.00
ENTERTAINMENT FEE	\$ 21,000.00	\$ 21,360.00	\$ 22,112.50	\$ 22,850.00	\$ 23,221.80
<i>Over (Under)</i>	\$ 850.00	\$ 490.00	\$ (62.50)	\$ -	\$ (21.80)
CAMPUS WIDE EVENTS					
College Royal	\$ 6,084.00	\$ 6,145.00	\$ 6,293.00	\$ 6,369.00	\$ 6,484.00
Cultural Entertainment Events (PDR)	\$ 2,000.00	\$ 1,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
Fall Orientation Event (Communications)	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,500.00	\$ 5,500.00
Meal Exchange Trick or Eat	\$ 9,000.00	\$ 8,000.00	\$ 7,600.00	\$ 6,200.00	\$ 6,900.00
Coordination Expenses	\$ 3,166.00	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00
TOTAL	\$ 23,750.00	\$ 21,895.00	\$ 22,143.00	\$ 22,569.00	\$ 24,384.00
ENTERTAINMENT FEE	\$ 21,000.00	\$ 21,360.00	\$ 22,112.50	\$ 22,850.00	\$ 23,221.80
<i>Over (Under)</i>	\$ 2,750.00	\$ 535.00	\$ 30.50	\$ (281.00)	\$ 1,162.20
ACCUMULATED TOTALS					
Budget Total	\$ 121,700.00	\$ 127,545.00	\$ 132,993.00	\$ 137,219.00	\$ 139,784.00
Anticipated Entertainment Fee Total	\$ 125,600.00	\$ 128,000.00	\$ 133,762.50	\$ 137,200.00	\$ 140,000.00
<i>(Remaining to Spend)</i>	\$ (3,900.00)	\$ (455.00)	\$ (769.50)	\$ 19.00	\$ (216.00)

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

ACADEMIC (amended) : Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
24100	CSA Student Fees	36,650	36,650	37,600
24120	Student Health Plan Reserve Support - Memorial	796	800	2,850
24140	Bullring Promotional Support - Artwork	500	500	500
	TOTAL REVENUE	37,946	37,950	40,950
Expenditure				
24200	Salaries (Includes 3% RSP/Educ) *	30,848	30,848	31,220
24220	Employee Benefits *	3,616	3,616	3,885
24450	Campaigns	102	400	600
24451	Student Artwork @ Bullring	1,091	1,000	1,100
24452	Student Memorial Tree Service	795	800	2,850
24453	Teaching Excellence Award	28	286	360
24454	Academic Advocacy Work	-	200	-
24600	Advertising & Promotion	221	300	450
24800	Supplies	14	-	100
24870	Photocopying	133	500	385
	TOTAL EXPENSES	36,848	37,950	40,950
	Net Revenue	1,098	-	-

* Fixed Cost - adjusted to year end

Prepared Mar 21/17
MWWLAC

Amendment The CSA Board of Directors approved the recommendation of the EC to return the responsibilities of the Student Memorial Service and Art in the Bullring, back to the Academic portfolio (subsequently funds transferred back from Student Experience Budget)

ADMINISTRATION (President): Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	Estimate YE	BUDGET 16-17	BUDGET 17-18
Revenue					
82100	Student Fees	274,009	280,000	241,185	305,000
82101	Entertainment Student Fee (General Coordination)	22,282	24,800	22,000	22,000
82200	Dental Plan - Admin Fee from Plan	11,000	11,000	11,000	11,000
82300	Health Plan - Admin Fee from Plan	14,000	14,000	14,000	14,000
82600	Other Income - Bullring Admin Fee/ATM/Vending	28,745	52,000	52,000	52,500
82620	Pro Ink - Net	1,063	550	750	600
82870	Black & White Photocopy Income	8,764	11,000	11,000	11,000
82875	Colour Photocopy Income	10,916	13,500	14,000	14,000
82910	Bus Pass - Net *	2,400	4,000	4,000	4,000
82920	Interest Earned	7,823	12,000	14,200	12,100
	TOTAL REVENUE	381,002	422,850	384,135	446,200
Expenditure					
83200	Salaries/Wages (includes RSP benefit)	176,404	210,000	240,100	284,493
83210	Student Risk Management	(790)	590	590	600
83220	Employee Benefits	18,110	22,000	28,788	30,652
83240	Employer Health Tax Premium	5,415	5,415	5,900	5,600
83380	Professional Fees (Audit/Legal/HR))	30,257	33,000	24,000	25,000
83382	Misc. CFS Litigation Expenses	245	550	500	700
83383	HR Litigation	13,000	13,000	-	-
83390	Travel (Business Office mileage, guest parking)	23	200	400	400
83440	Temporary Wages	21,587	24,000	6,000	8,000
83500	Staff Appreciation (incls coffee/water, mtg food)	1,183	1,800	1,200	2,300
83501	Staff Training (incls WSIB) & Transition	2,400	5,400	6,000	7,000
83520	Club Expenses	8,312	10,200	10,850	11,450
83550	Purchase of Equipment	2,162	4,000	4,000	6,000
83600	Advertising & Promotion	1,235	1,500	1,500	3,000
83610	Promotional Swag	-	-	-	3,500
83660	Software/Licensing/Hosting (CSAONLINE/GryphLife)	1,732	5,800	2,600	6,000
83700	University Services (lock/keys/minor repairs)	898	950	390	450
83701	Leasehold Improvements to CSA Main Office	185,000	200,000	-	-
83800	Office Supplies (includes postage chrgs)	5,351	6,100	6,000	6,300
83820	Telephone and Long Distance (all lines, except Bullring)	10,658	13,200	14,000	13,500
83850	Maintenance & Repair	1,302	2,000	2,000	2,000
83870	Photocopier Expense	16,472	22,200	22,200	22,400
83900	Bank Charges	383	417	417	455
83930	Insurance	6,360	6,360	6,700	6,400
	TOTAL EXPENSES	507,699	588,682	384,135	446,200
	Net Revenue (Loss)	(126,697)	(165,832)	-	0

Wages Include
 83200 President, HR Manager, Office Manager, Policy & Transition Manager, Business Manager, FT Bookkeeper, PT Bookkeeper, FT Summer Front Office Assistant, PT Front Office Assistants (2)
 83850 Tech Support paid through this line

BULLRING: Budget 2017-2018

Account No.	Account Name	Actual YE 2016	Last Feb YTD	YTD Feb 28/17	Estimated YE	BUDGET 17-18
Revenue						
92101	Entertainment Student Fee	7,800	7,800	10,500	10,500	10,500
92425	Beverage Sales - Gross Margin	97,088	82,948	70,466	77,000	81,500
92465	Food Sales - Gross Margin	595,359	440,453	480,529	635,500	619,000
92490	Miscellaneous Income (less register/over)	11,766	11,147	8,931	9,300	9,500
	TOTAL REVENUE	712,013	542,348	570,426	732,300	720,500
Expenditure						
93200	Managerial Salaries (incls RSP benefit)	60,578	52,817	59,912	76,800	118,860
93210	Hourly Wages	352,409	261,466	226,886	285,000	262,000
93220	Managerial Benefits	6,415	5,727	7,689	10,000	13,460
93225	Hourly Staff Benefits	33,722	25,871	21,931	27,000	23,000
93240	Employer Health Tax (Taxation Yr)	3,917	3,918	3,881	3,881	4,020
93250	Staff Safety Training	1,328	1,328	504	504	2,000
93280	Staff Appreciation/Uniform	4,406	3,567	2,667	4,500	6,000
93290	Staff Meals	14,000	11,100	12,920	16,340	17,100
93380	Administrative Fee to CSA Operating	40,500	20,250	20,250	40,500	41,200
93390	Travel/Mileage	383	347	47	150	500
93400	Entertainment Costs	8,245	5,944	7,599	8,900	10,500
93550	Purchase of Equipment/Furniture	4,643	4,643	1,088	3,500	5,000
93560	Lease of Equipment	1,312	990	1,170	1,408	1,600
93580	Maintenance of Equipment	7,092	6,634	5,393	5,800	7,500
93590	Maintenance of Front House	2,343	2,343	1,119	4,100	3,000
93600	Advertising & Promotion	9,873	6,312	4,632	10,000	7,500
93660	Memberships & Licenses	198	198	206	206	800
93700	University Services	26,560	32,656	1,093	1,500	10,000
93720	University Space Costs	21,210	17,655	17,259	20,710	22,000
93730	Express Card Commission/LCR Rental	61,564	43,332	43,625	62,000	63,000
93750	University Loan Repayment	15,143	15,185	0	0	0
93800	Supplies (incls replacement flatware)	23,376	19,663	14,957	18,500	21,500
93810	Janitorial Supplies	5,307	4,208	4,158	5,600	6,200
93815	Janitorial Services	7,549	5,863	6,282	7,700	8,500
93820	Telephone and Internet	750	750	750	750	1,750
93870	Photocopying	64	58	15	30	110
93930	Insurance	4,228	4,228	4,273	4,273	4,400
93950	Contingency/Capital Reserve	0	0	0	30,000	59,000
	TOTAL EXPENSES	717,115	557,053	470,306	649,652	720,500
	Net Revenue	-5,102	-14,705	100,120	82,648	0

COUNCIL: Budget 2017-2018

Account No	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
22100	CSA Student Fees	57,530	57,530	58,000
22101	Entertainment Fee (see below *)	8,369	8,369	8,484
22560	Survival Guide Revenue	55,872	60,000	60,000
	TOTAL REVENUE	121,771	125,899	126,484
Expenditure				
PDR Committee Motion Required				
23120	Grants - Summer	670	700	700
23200	Grants - Fall	4,385	4,500	4,500
23220	Grants - Winter	4,825	8,500	8,500
23221	Grants - Cultural/CrossCampus *	500	2,000	2,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	-	500	1,250
23391	Travel & Conference: CFS/CFS-O	861	2,500	1,500
23392	Travel & Conference: Student Leadership	276	1,000	1,000
23510	Executive Visioning/Training /Transition 50/50 split	1,212	2,500	2,500
23515	Executive Discretionary Fund	762	2,300	2,500
23516	Equity	-	1,500	-
President				
23225	Grants - CSA FoodBank Support	3,330	3,330	1,700
23226	Grants - Move Out Madness	-	500	500
23228	Grants - College Royal *	6,369	6,369	6,484
23300	Elections	13,260	13,000	14,000
23440	Honoraria (Chair/Scribe/Committee Scribe)	2,614	3,500	3,200
23500	Board Training/Appreciation	4,048	6,000	7,500
23560	Survival Guide Expense	40,266	60,000	60,000
23750	General Members Meeting (Fall & Winter)	7,064	4,000	5,000
23800	Supplies	1	-	200
23870	Photocopying	1,041	1,000	1,250
23930	Director's Insurance	2,078	2,200	2,200
	TOTAL EXPENSES	93,562	125,899	126,484
	Net Revenue	28,209	-	-

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

Prepared Mar 27/17

Executive Committee/LAC

EXTERNAL: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
25100	CSA Student Fees	37,865	37,865	39,300
25120	Solicitations	-	-	-
	TOTAL REVENUE	37,865	37,865	39,300
Expenditure				
25200	Salaries (Includes 3% Education/RSP)*	30,848	30,848	31,220
25220	Employee Benefits *	3,616	3,616	3,885
25450	Campaigns	788	1,600	2,500
25451	Campaigns: Equity	-	200	-
25600	Advertising & Promotion	13	500	700
25700	University Services (TSS/Physical Resources)	-	-	100
25800	Supplies	38	101	100
25870	Photocopying	134	1,000	795
	TOTAL EXPENSES	35,437	37,865	39,300
	Net Revenue (Loss)	2,428	-	-

* Fixed Cost - adjusted to year end

Revised Mar 27/17

EV/EC/LAC

FILMS: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
42101	Entertainment Student Fees	19,350	19,350	19,700
42400	Door Receipts	909	3,500	2,500
	TOTAL REVENUE	20,259	22,850	22,200
Expenditure				
43210	Temporary Wages	-	300	300
43400	Film Rental	6,466	11,650	13,000
43550	Purchase of Equipment/Upgrades	3,555	4,000	5,400
43600	Advertising & Promotion	602	2,000	1,000
43660	Memberships/Domain renewal	-	30	30
43700	Facility Cost	-	1,000	-
43800	Supplies	78	1,000	200
43840	Freight & Shipping	140	670	300
43850	Maintenance of Film Equipment	1,359	1,000	1,000
43870	Photocopying	930	1,200	970
	TOTAL EXPENSES	13,130	22,850	22,200
	Under (Over) Budget	7,129	-	-

Prepared Mar 21/17

JB/LAC

LIVE ENTERTAINMENT: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
32101	Entertainment Student Fees	62,300	62,300	63,400
32400	Tickets / Sales	30,914	45,000	45,000
32500	Partnership Support	8,885	-	-
	TOTAL REVENUE	102,099	107,300	108,400
Expenditure				
33210	Temporary Wages	-	2,800	3,000
33400	Performer Fees	35,500	42,000	42,000
33410	Performer Rider	702	2,500	2,500
33420	Setup & Sound	10,554	14,700	15,000
33550	Purchase of Equipment/Sound/Staging	1,134	6,000	3,900
33600	Advertising & Promotion	1,008	2,000	2,000
33700	Facility Costs	-	1,000	2,000
33720	Free Concert Programming	12,625	22,500	23,000
33730	Community Concert Programming (net loss)	1,000	1,000	2,000
33740	Speakers	-	12,000	12,000
33800	Supplies	400	300	500
33870	Photocopying	-	500	500
	TOTAL EXPENSES	62,923	107,300	108,400
	Net Revenue (Loss)	39,176	-	-

Prepared Mar 21/17
JB/LAC

PROGRAMMER (General Entertainment): Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
72100	Student Fees	48,545	48,545	48,800
72500	Courtyard Sales - Net	-	-	-
72600	Imaginus Sales - Net	23,883	23,000	23,850
	TOTAL REVENUE	72,428	71,545	72,650
Expenditure				
73200	Salaries (Includes 10% RSP benefit) *	64,730	64,730	65,892
73220	Employee Benefits *	6,315	6,315	6,198
73390	Travel & Conferences (Mileage Allowance)	-	500	500
73800	Supplies	-	-	60
	TOTAL EXPENSES	71,045	71,545	72,650
	Under (Over) Budget	1,383	-	-

* Fixed Cost - adjusted to year end

Prepared Mar 21/17
JB/LAC

PROMOTIONAL SERVICES: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
52100	Student Fees	32,400	32,400	32,800
52300	Graphic Design	225	1,000	500
52400	Postering - Net	5,624	6,800	6,800
52500	Large Format Service - Net	4,340	3,000	5,500
52600	Button Maker & Miscellaneous - Net	(260)	500	300
52700	Space Rentals - Kiosk & UC Banner	1,925	2,800	2,800
	TOTAL REVENUE	44,254	46,500	48,700
Expenditure				
53200	Wages - Graphic Designer *	33,300	31,710	38,420
53210	Wages - Poster Runners	4,900	9,350	5,000
53220	Benefits - Graphic Designer *	4,500	4,291	4,660
53225	Benefits - Poster Runners (CPP, EI)	280	709	300
53600	Advertising & Promotion	28	100	100
53660	Memberships & Subscriptions	-	100	100
53800	Supplies	54	240	120
53870	Photocopying	-	-	-
	TOTAL EXPENSES	43,062	46,500	48,700
	Net Revenue (Loss)	1,192	-	-

* Fixed Cost - adjusted to year end

Note: The Promotional Service budget consists of all costs and revenues associated with the Large Format Printing/Design and Poster Run services. Staff who play a role in these services will be paid through this budget, which include the Graphic Designer and two Poster Runners (the Campaign & Services Support Coordinator position has been collapsed)

Revenue History	2015	2016	~ 2017
Graphic Design	\$ 125.00	\$ 1,000.00	\$ 250.00
Poster Service Net	\$ 8,552.00	\$ 7,070.00	\$ 6,800.00
Large Format Service Net	\$ 4,189.00	\$ 2,918.00	\$ 5,300.00
Space Rentals & Miscellaneous Sales	\$ 3,335.00	\$ 3,293.00	\$ 3,100.00
	\$ 16,201.00	\$ 14,281.00	\$ 15,450.00

STUDENT EXPERIENCE (amended) : Budget 2017-2018

(Formerly Communications & CA)

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
			<i>Communications & CA</i>	<i>Student Experience</i>
Revenue				
27100	CSA Student Fees	42,035	42,035	42,900
27101	Entertainment Fee: Cross Campus (Orientation)	4,500	4,500	5,500
	TOTAL REVENUE	46,535	46,535	48,400
Expenditure				
27200	Salaries (Includes 3% Education/RSP) *	30,848	30,848	31,220
27220	Employee Benefits *	3,616	3,616	3,885
27450	Orientation Programming	3,997	4,500	5,500
27453	Summer Programming	-	-	500
27454	Fall Programming (includes Stressbusters)	-	-	2,500
27455	Winter Programming (includes Stressbusters)	-	-	2,500
27600	Advertising & Promotion	2,380	3,465	1,000
27610	Promotional Swag Material	3,003	3,500	-
27700	University Services	-	-	200
27800	Supplies	54	-	100
27870	Photocopying	571	606	995
	TOTAL EXPENSES	44,469	46,535	48,400
	Net Revenue	2,066	-	-

* Fixed Cost - adjusted to year end

Notes

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

Prepared Mar 27/17

RS/EC/LAC

Amendment

The CSA Board of Directors approved the recommendation of the EC to return the responsibilities of the Student Memorial Service and Art in the Bullring, back to the Academic portfolio (subsequently funds transferred to the Academic Budget)

SERVICE PROGRAMMES: Specific Allocation of Funding

Account Name	PROGRAMMES	Bike Centre	MEAL	SafeWalk	SHAC
REVENUE					
Student Fees	62100	17,000	15,900	7,200	35,500
Entertainment Student Fees	62101	-	6,900	-	3,300
Solicitations/SSF	62120	800	1,500	8,000	3,000
GSA Support	62130	-	-	-	-
Other Income from Sales	62400	400	-	-	-
Other Income from Partners	62600	-	-	-	-
	99,500	18,200	24,300	15,200	41,800
EXPENDITURES					
Co-ordinators/Temp Wages	63210	14,982	14,377	9,589	28,896
Employee Benefits	63220	892	800	566	1,592
Professional Fees (Legal Aid)	63380	-	-	-	5,000
Conference/Taxi/ Van Rental	63390	-	2,700	1,500	-
Speaker Expenses	63400	-	-	-	3,000
Campaigns/Events/Workshops	63450	-	2,200	-	1,200
Volunteer Appreciation/Training	63500	900	1,500	1,500	700
Advertising & Promotion	63600	700	1,700	1,100	1,000
Memberships/Licenses	63660	-	600	-	-
University Services	63700	-	-	-	-
Supplies	63800	700	100	300	200
Telephone/Internet x 53200	63820	-	-	500	-
Photocopying	63870	26	323	145	212
	99,500	18,200	24,300	15,200	41,800

For Information Only: See Programmes Budget

BIKE CENTRE: Budget 2017-2018				
Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
BIKE 62100	Student Fees	16,750	16,750	17,000
62120	Solicitations & Donations	971	800	800
62400	Sales - Net Income	472	400	400
	TOTAL REVENUE	18,193	17,950	18,200
Expenditure				
BIKE 63210	Co-ordinators Wages *	14,807	14,807	14,982
63220	Employee Benefits (CPP & EI) *	1,083	1,083	892
63500	Volunteer Appreciation	284	860	900
63600	Advertising	593	600	700
63800	Supplies	542	600	700
63870	Photocopying	3	-	26
	TOTAL EXPENSES	17,312	17,950	18,200
	Under (Over) Budget	881	-	-

* Fixed Cost - adjusted to year end

Staff				
BC Coordinator - May 1 to April 30/18	12/10 hrs/wk	556 hrs total	\$	7,156.00
Repair Coordinator - May 1 to Dec 1/17 + 40 W'18 Flex	7 hrs/wk	222 hrs total	\$	2,858.00
Volunteer Coordinator - May 1 to Apr 6/18	7/10 hrs/wk	386 hrs total	\$	4,968.00
			\$	<u>14,982.00</u>

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

Prepared Mar 17/17
SB/LAC

For Information Only: See Programmes Budget

MEAL: Budget 2017-2018				
Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
MEAL 62100	CSA Student Fees	15,950	15,950	15,900
62101	Entertainment Fee (Cross Campus): Trick or Eat	6,200	6,200	6,900
62120	Solicitations (Bayer Crop Sci)	1,500	1,500	1,500
	TOTAL REVENUE	23,650	23,650	24,300
Expenditure				
MEAL 63210	Co-ordinators Wages *	13,917	13,917	14,377
63220	Benefits (CPP & EI) *	1,014	1,014	800
63390	Transportation Costs	2,018	2,500	2,700
63450	Events - Misc. Expenses	1,439	2,500	2,200
63500	Volunteer Appreciation (inclcs T-shirts)	553	1,500	1,500
63600	Advertising & Promotion	1,420	1,000	1,700
63660	Conference: MEAL National Conference	408	600	600
63800	Supplies	15	100	100
63870	Photocopying	128	519	323
	TOTAL EXPENSES	20,912	23,650	24,300
	Net Revenue	2,738	-	-

* Fixed Cost - Adjusted to year end

Staff	ME Central Coordinator - Sept 5 to Apr 6/18 + Flex	15 hrs/wk	430 hrs total	\$	5,535.00
	Volunteer & Donation Coordi - Sept 5 to Apr 7/18 + Flex	12.5 hrs/wk	345 hrs total	\$	4,440.00
	Education & Promo Coordinator - Sept 5 to Ap 6/18 + Flex	12.5 hrs/wk	342 hrs total	\$	4,402.00
				\$	14,377.00
	Trick or Eat		Transportation	\$	2,200.00
			Events	\$	1,200.00
			Volunteer Apprec	\$	1,200.00
			Advertising & Promo	\$	1,300.00
			MEAL Nat'l Conf	\$	600.00
			Photocopy Routes	\$	400.00
				\$	6,900.00
	General Programming				\$2,200.00

Prepared Mar 16/17
MD/LAC

For Information Only: See Programmes Budget

SAFEWALK: Budget 2017-2018				
Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
Revenue				
Safe 62100	CSA Student Fees	6,500	6,500	7,200
62120	Solicitation -SSF/Student Affairs	8,000	8,000	8,000
	TOTAL REVENUE	14,500	14,500	15,200
Expenditure				
Safe 63210	Co-ordinators Wages *	9,283	9,286	9,589
63220	Employee Benefits (CPP, EI) *	676	676	566
63390	Taxi Expenses	1,191	1,200	1,500
63500	Volunteer Appreciation & Training	1,349	1,400	1,500
63600	Advertising	512	1,000	1,100
63800	Supplies	239	300	300
63820	Telephone Charge for x53200	500	500	500
63870	Photocopying	116	138	145
	TOTAL EXPENSES	13,866	14,500	15,200
	Under (Over) Budget	634	-	-

* Fixed Cost - adjusted to year end

Staff	SW Coordinator - Sept 5 to Apr 20/18 + 30 S Flex	12.5 hrs/wk	385 hrs total	\$	4,955.00
	Vol & PR Coordinator - Sept 5 to Apr 20/18 + S Flex	12.5 hrs/wk	360 hrs total	\$	4,634.00
				\$	<u>9,589.00</u>

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

Prepared Mar 10/17

SA/LAC

For Information Only: See Programmes Budget

Student Help & Advocacy Centre (SHAC): Budget 2017-2018

Account No.	Account Name	YTD Feb 28/17	BUDGET 16-17	BUDGET 17-18
SHAC 62100	CSA Student Fees	37,200	37,200	35,500
62101	Entertainment Fees: Speakers **	4,000	4,000	3,300
62120	Solicitations (incl. SSF support)	3,000	3,000	3,000
	TOTAL REVENUE	44,200	44,200	41,800
Expenditure				
SHAC 63210	Co-ordinators Wages *	30,015	30,015	28,896
63220	Employee Benefits (CPP & EI) *	2,028	2,028	1,592
63380	Professional Fees (Legal Aid Clinic)*	5,000	5,000	5,000
63400	Speaker Expense	2,200	3,500	3,000
63450	Information/Awareness Events	160	1,700	1,200
63500	Volunteer Training & Appreciation	225	700	700
63600	Advertising	744	800	1,000
63800	Supplies (incl. Resource Material)	69	200	200
63870	Photocopying	46	207	212
	TOTAL EXPENSES	40,487	44,150	41,800
	Under (Over) Budget	3,713	50	-

* Fixed Cost - adjusted to year end

** Funding for Major Events

Staff					
	SHAC Coordinator - May 8 to April 20/18	15 hrs/wk	705 hrs total	\$	9,074.00
	HR Advocacy - May 8 to April 20/18	7 /12.5 hrs/wk	494 hrs total	\$	6,358.00
	HR Educ & Events - Aug 28 to April 6/18 + S Flex	15 hrs/wk	445 hrs total	\$	5,728.00
	Legal - Aug 28 to April 20, 2018 + S Flex	10 hrs/wk	311 hrs total	\$	4,003.00
	Volunteer - Aug 28 to April 6, 2018 + S Flex	10 hrs/wk	290 hrs total	\$	3,733.00
				\$	<u>28,896.00</u>

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

Primary Events/Awareness Resources

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

Prepared Mar 27/17
ECLAC

FOODBANK: Budget 2017-2018

Account No.	Account Name	YTD Feb 28/16	Actual 2016	YTD Feb 28/17	Budget 17-18
Revenue					
28100	Student Fees: Undergraduate	67,432	69,078	78,837	93,000
28120	Solicitations (CUPE/Donations)	5,673	13,238	9,882	9,000
28130	Student Fees: Graduate	13,467	13,684	14,231	14,400
28135	CSA Support	3,000	3,000	3,330	1,700
28140	Bullring Support for Cooking Classes	-	-	500	500
	TOTAL REVENUE	89,572	99,000	106,780	118,600
Expenditure					
28210	Co-ordinators Wages	28,145	28,133	31,500	34,539
28220	Employee Benefits	3,147	2,986	3,300	3,461
28390	Transportation Costs	158	-	-	200
28450	Cooking Classes	42	42	309	500
28451	Garden Supplies (In & Out)	-	-	16	100
28452	Breakfast Club (UFWH)	-	-	-	-
28500	Volunteer Appreciation	274	558	733	800
28501	Staff or Volunteer Training	-	-	44	300
28510	Compassionate Fund	250	300	300	400
28540	Food Acquisition	50,849	61,668	52,839	70,000
28541	Special Diet	4,000	4,800	4,290	5,200
28600	Advertising	566	567	493	900
28700	University Services/Rentals	-	-	-	50
28800	Supplies	1,011	1,249	1,656	2,000
28870	Photocopying	85	109	83	150
	TOTAL EXPENSES	88,527	100,412	95,563	118,600
	Net Revenue (Loss)	1,045		11,217	-

Staff	Food Bank Coordinator - Aug 2017 to Aug 2018 (incls 3% RSP)	35 hrs/wk 52 weeks	\$ 30,350.00
	Volunteer Coordinator - Aug 29/16 to Apr 21/17	10.5 hrs/wk	\$ 4,189.00
			<u>\$ 34,539.00</u>

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

Prepared Mar 17/17
SVLAC