



University of Saskatchewan - Graduate Students' Association

Annual Report – VP Finance and Operation

April 16, 2019

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1. Annual Report to the Membership from the Vice-President of Finance and Operations.

Dear GSA Members,

It is an honour to provide you an annual report into my activities as the Vice President Finance and Operations of the University of Saskatchewan Graduate Students' Association Inc.

Finances have been kept in detail due to the fact that every day we keep our ledgers and books updated with receipts and descriptions of the revenues and expenses. Finances have been transparent regarding our open access policy with regards to any GSA member having the right to come and review any original receipt, expense form, or invoice along with our ledgers. I encourage my successor and the next Executive Team to carry on with this system of transparency and openness as it is accountable in terms of how member dues are being used. I would also hope the general membership continues to demand openness and transparency of its Executive.

1.1 Audit Information and Budgeting.

The 2016 fiscal year audit was finalized. The 2017 fiscal year audit draft was revised and found appropriate, the GSA Executives agreed to proceed with the 2018 audit. This job would not been done without the extraordinary support of the GSA President and the Office Manager. The GSA Finance and Budget Committee, and the Board met separately and several times to draft and review the next year the 2019-2020 Fiscal Year Operating Budget which was presented to the Council for revision and approval. It was agreed that this proposed budget was balanced, focused greatly on student-supports and services and provided ample funds for initiatives, workshops and major events. As with other years, it was emphasized that fundraising was a requirement for the 3MT® competition, the Graduate Student Research Conference and the Awards Gala. With the Awards Gala requiring the most funds, it was appreciated that there was a small buffer that would aid in the start-up costs to the event. With the increase in student fees, an upgrade to the office computers and the audio system in the Commons could be afforded, over a multi-year span. The budget, as presented, is demonstrative of these values as it increases the amounts assigned to the GSA Needs-based bursaries along with increases in our contribution amounts to both the Travel Award Fund

(administered via ISSAC) and the Emergency Crisis Loan/Grant Program (administered via Student Central) while still maintaining the necessary support for strong day-to-day operational costs of the Association. The Draft Operating Budget along with descriptive line notes is provided to this report.

1.2 Student Support and Council Funding

GSA Council funding is calculated based on a formula that states: Academic Councils may receive up to \$3.00 per full time student or \$1.50 per part time students according to the following formula: $c = [x (3 .00) + y (1 .50)][a / b]$ Where c is the funding received by the Academic Council, x is the number of full time students, y is the number of part time students , a is the number of meetings attended by Academic Councillors and b is the possible attendance rate by the number of registered Academic Councillors. I am confident that our record-keeping will allow for prompt payment of Councils in the upcoming academic year and I will be pleased to help my successor in this matter as requested as I understand this funding is vital for successful operation of our constituent Councils. In addition to the funding to Councils that was provided based on the previous year the GSA was proud to support the following student events and initiatives: The Pharmacy and Nutrition Graduate Student Council; ASHRAE; Chemistry Course Council; Women in Chemistry; Indian Students' Association for the Parichay Event; Soil Science Graduate Students' Association; Brazilian Students' Association; IGSC; Plant Sciences Graduate Students' Association; Nepalese Students' Association; Nigerian Students' Association; School of Public Health Students' Association.

1.3 GSA Needs-based Bursaries

The Association recognizes the importance of these bursaries to our members. This year there were 86 completed applications for the spring/summer terms, 126 completed applications for the fall term, and 88 completed applications for the winter term. The GSA was able to disburse 25 bursaries for a monetary value of \$25,000 and the College of Graduate and Postdoctoral Studies matched that number and disbursed 25 further bursaries (selected via the GSA committee and processes) for a monetary value of \$25,000. This results in a total bursary disbursement in the

amount of \$50,000. The GSA provided in total 10 bursaries for the Spring/Summer terms, 20 bursaries for the Fall term, and 20 bursaries for the Winter term. My experiences reviewing the applications (along with my committee members) showed me just how many worthy applicants in need of these funds there are. Many applicants were qualified and deserving of this bursary but the funding was simply too constrained. Going forward, the GSA will increase the number of bursaries it disburses and the GSA President has been lobbying extremely hard with CGPS to increase the amount of bursaries it makes available via this process.

1.4 Committee Appointments and Meetings

A major part of the VP Finance and Operations as an elected Executive member is to attend various meetings representing the GSA and ensuring grad students have a strong voice on every committee that I sit on. Funding and scholarships are obviously a major concern of virtually all grad students. I am a member of two different university scholarship and award committees (one is a sub-committee of University Council and the other is a sub-committee of the College of Graduate Studies and Research). In addition to the above Scholarship and Awards Committees I was honoured to represent the GSA and Graduate Students on various committees and in various forums ensuring grad students had a strong voice.

The VP Finance and Operations is responsible to chair the GSA Bursary Selection Committee and the GSA Budget and Finance Committee. I also served on our GSA Governance Committee. I attended meetings with our Bookkeeper, Consumer Services, and Financial Services. I attended a GSA Election Info. Session along with the Candidates Forum. I also assisted several students in their academic issues, particularly relating to funding. I was honoured to provide few words at the Remembrance day last year at the Memorial Gates. I represented the GSA at the annual Studentcare meeting and one of the ThinkGrad meetings. I attended with a 100% attendance rate and 100% minutes report submission rate all the bi-monthly GSA Executive meetings. I was also fortunate to attend the monthly breakfast meetings with the University senior leadership where we endeavoured to raise and really advocate on grad student issues. I attended our monthly GSA Council Meetings and University Council Meetings.

Also of note, Free Tax Clinic The GSA was pleased to host a series of 'Free Tax Clinics' the first week in April where graduate students along with their spouses and dependents could attend and get help completing their Canadian Income Tax provided they met certain criteria recommended by the CRA regarding no capital gains and losses. The training was offered by the Canada Volunteer Income Tax Program (part of the CRA) and we utilized the Ufile program that we have free access to as members of the Canadian Federation of Students. If there are still any graduate students who require assistance with their Canadian income taxes please do not hesitate to contact me (prior to the filing deadline of April 30th) and I would be more than happy to help you through the process.

1.5 GSA Commons, Safety and Security Procedures

This year three new GSA coordinators were hired to guaranteed the coverage of shifts for internal and external events taking place at the GSA Commons as well as closing the Commons in working hours. Along with the GSA President and Office Manager we reviewed dozens of applications, shortlisted several candidates, and helped draft interview questions. We contacted shortlisted candidates and then arranged and participated in the job interviews. Thus far they have proven themselves to be a wonderful addition to our team.

This year we bought a proper and professional hours opening sign and screened onto the main door to help the GSA look more professional as suggested by the previous VP Finance and Operations. Additionally, we will be able to upgrade the computers at the GSA offices since they have been running for many years and they are close to crash someday. The Office Manager, Executives and Coordinators have experienced difficulties with the computers in terms of delays of signing in their sessions, processing emails and editing documents at the same time, working with different windows and documents at the same time, uncertainty of saving files properly. Thanks the approved budget 2019-20 we will be able to upgrade the computers and provide better tools for the next Executive team to perform their duties more efficiently, safer and faster. Another important upgrade is the audio system in the Commons area which it is nearing 10 years of age and might crash anytime. The upgrades to the audio would include podium video connections, two commercial amplifiers and an audio mixer that is standard to the University.

The GSA has kept procedures to improve the financial safety/security of the Association including a strict two-person rule for counting any monies and submitting all deposits. This protects us from loss due to human error and increases the physical security of our monetary resources. Alerts were set up that are sent via email and text message any time there are transactions to/from the GSA accounts over a minimum dollar value. This means if there ever was a suspicious or unknown transaction we would be able to investigate and/or stop it in a rapid fashion. I take the safety and security of the GSA's financial and physical assets very seriously and I am hopeful that the incoming Executive and VP Finance and Operations will take a similar view and I am sure the membership will demand it of them.

Our GSA Office Manager has been liaising with the University Chief Fire Warden regarding safety procedures for the GSA Commons in the event of a fire or other emergency and is further enhancing policies and procedures related to this. This year we added signs at the Commons to let visitors know it is prohibited to smoke in the washroom and inside of the building. The Office Manager and GSA Coordinators are always pending of suspicious activities that can put in risk the security of the Commons. My congratulations to our Office Manager and staff for ensuring a safe workplace! Worker's Compensation Board, Insurance and ISC Registration and Returns an accurate assessment of The Graduate Students' Association's eligible payroll was provided to the WCB in order to properly protect the Association and it's staff. Our WCB premiums are currently up-to-date.

The GSA maintains commercial liability insurance as well as non-profit Directors and Officers Liability coverage for the Association. The GSA is also mandated to file yearend financial returns and maintain up-to-date registry information with the Information Services Corporation (a government-approved body that manages all business and non-profits registered in Saskatchewan). The deadline for submitting this information every year is August 31st but the information that is being submitted represents the GSA's end-of-year financial position of April 30th.

2. Suggestions Moving Forward

Despite a generally very positive year that the GSA has had there is still always room for growth and improvement. It is important for the continued success of the GSA that we always strive to be better and continue to grow the organization in ways to better serve our members. As such, I would request the incoming Executive members and all interested parties thoroughly examine the following thoughts and suggestions.

2.1. The GSA Commons.

The Commons is a lovely building filled with charisma and is one of the GSA's greatest assets. Renewed efforts should be taken to help ensure that the Commons as a physical space becomes more of a hub for graduate students on campus.

Suggestions include:

1. Better advertising and awareness of the GSA Commons that lets grad students know they are welcome and wanted. By inviting our membership to like the GSA Facebook page and social media, they will get to know more about the events and benefits of the GSA Commons.
2. On occasion provide a bowl of fresh fruits and vegetables for students to snack on (this can be funded from the Coffee and Tea Station Budget line) and can be arranged through the USSU Fresh Food Box Program / Food Centre.
3. Reach out to Fine Arts students to display their artwork on a rotating basis. We can provide contact information if they wish to sell the works they're displaying. Probably, hosting artistic events where grad students could meet and practice artistic activities might be a good initiative for mental health specially in Winter term where outdoor activities are limited.

2.2. GSA Finances.

The financial situation of the Association is quite strong and the finances of the Association have never been more transparent. It is pivotal to member confidence in the GSA that this continue. Despite all the positive outcomes directly under my portfolio there is always room to improve things.

Suggestions include:

1. Once all current financial audits are complete the GSA should consider sending out a competitive RFP (request for proposals) in an attempt to reduce audit costs.
2. Examine the possibility of switching the GSA's banking to a Credit Union which shares similar values with the GSA. This must be balanced against current costs and the convenience of our current banking partners.
3. Once the current financial audits are complete the GSA should consider investing some operating funds into very short-term and very safe investments (i.e. short-term GICs) as way to generate small amounts of residual revenue.

2.3. Support for Gender and Sexual Diversity + Positive Spaces Campaign.

Many of our LGBT2Q* members unfortunately still face challenges on campus related to marginalization and discrimination because of their sexual and/or gender identity. The GSA as an organization needs to step up in this area.

Suggestions include:

1. Mandatory Positive Spaces 101 Training for all GSA Executives and Staff.
2. Re-engage with the Provost's Committee on Gender and Sexual Diversity and send the

President or an Executive as the delegate to highlight the importance of this issue to the GSA.

3. The GSA should explore collaboration with the USSU Pride Centre for Pride Week.

2.4. Communications, Media, and Marketing.

The communications and engagement with our membership is of vital importance to the functioning of the Organization that we communicate in a clear and accessible manner. This applies equally to governance information and the promotion of GSA events and initiatives.

Suggestions include:

1. Allocate a suggestions box in the Commons area, this will provide the opportunity to the GSA members to give feedback or express concerns in an anonymously manner as many students would prefer. This will also demonstrate that the Executive team is willing to listen members ideas and concerns.

2. Continued expansion of our social media presence with all the relevant platforms.

3. The GSA must continue to develop and use a consistent visual identity and branding for all of our communications going forward. It is important that all GSA communications (physical and digital) be properly edited and clear.

4. The work on improving the awareness of the GSA media advisories and press releases should be used to advance our issues, causes, and events. We must engage with the media.

5. Consider including references to the GSA's member in CFS, ThinkGRAD, etc. in some of our communications materials and branding.

6. The GSA must continue to increase its political positive engagement at all levels and with all parties. This must become a routine and regular practice as opposed to an extraordinary practice.

7. The GSA should keep an organized media file of all our mentions/coverage in the media.

2.5 Executive Performance Standard, Expectations, and Training.

The Executive Committee of the GSA is at the core of the daily operations and management of the GSA and receives important honoraria for their work. While the membership is generally sympathetic to the fact that the Executive are also graduate students engaged in research, teaching, life, etc. it is not unreasonable for them to also have very high standards for their Executive (I certainly do). Regrettably, issues surrounding missed meetings, unwise use of discretionary funds, lack of engagement, and poor communications did arise from time to time. Executive training and expectations must be enhanced going forward to better serve the membership.

Suggestions include:

1. Ongoing review of governance documents to ensure that Executive performance requirements are made crystal clear.
2. As front-line student leaders, GSA Executives should receive training in Mental Health Awareness and Applied Suicide Intervention Skills Training (ASIST) which is offered by USSU.
3. GSA Executives and staff should receive orientation and training from the IGSC in regards to Indigenous issues and how to be aware and responsive to the needs of our Indigenous members.
4. All GSA Executives should receive training/orientation in GSA Commons Operations and Customer service expectations in order to work occasional or emergency shifts in the Commons.

5. GSA members should have the opportunity to provide feedback (in an electronic survey manner) regarding their expectations from the Executive team and also to provide ideas of improvement or concerns for the GSA.

3. GSA Fiscal Year 2019-2020 Operating Budget with Descriptive Notes.

| | | 2019-2020 Budgeted | 2019-2020 Percentage | 2018-2019 Budgeted | 2018-2019 YtD Actual (March ending) | Variance + (-) |
|--------------|---|-----------------------|-------------------------|-----------------------|--|----------------|
| 12200 | ACCRUED REVENUE | | | | | |
| 12225 | UPASS | 0.00 | 0.00 | 0.00 | -13,933.38 | -13,933.38 |
| 12226 | Health and Dental | 0.00 | 0.00 | 0.00 | 67,395.77 | 67,395.77 |
| 12227 | CFS Membership | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 41000 | FEE-BASED REVENUE | | | | | |
| 41200 | GSA Membership Fees | 227,000.00 | 87.73 | 210,000.00 | 207,408.46 | -2,591.54 |
| 46500 | GSA Membership Fees (non-grad) | 6,000.00 | 2.32 | 8000.00 | 8,847.64 | 847.64 |
| 41301 | UPASS Administration Fees | 10,000.00 | 3.86 | 11,500.00 | 495.42 | -11,004.58 |
| 46000 | FUNDRAISING / SALES BASED | | | | | |
| 46100 | GSA Commons Bookings | 10,000.00 | 3.86 | 13,000.00 | 9,654.74 | -3,345.26 |
| 46200 | Handbook Advertisement Sales | 1,000.00 | 0.39 | 800.00 | 1,540.00 | 740.00 |
| 43801 | Orientation Fundraising/Support | **FT | - | - | - | - |
| 43802 | 3MT and Conference Fundraising/Support | **FT | - | - | 4,550.00 | 4,550.00 |
| 43803 | Sustainability Initiative Fundraising/Support | **FT | - | - | - | - |
| 43804 | Awards Gala Fundraising/Support | **FT | - | - | 21,500.00 | |
| 43805 | Health Chats Fundraising/Support | **FT | - | - | - | - |
| 43806 | Social Event Revenues | **FT | - | 500 | 490.00 | -10.00 |
| 44104 | Awards Gala Ticket Sales | **FT | - | - | 1,335.00 | - |

| | | | | | | |
|--------------|--|-------------------|-------------|------------|------------------------------|---------------------------------------|
| 43000 | OTHER REVENUES | | | | | |
| 46900 | Miscellaneous Revenues * | 0.00 | 0.00 | - | 6,899.00 | - |
| 46901 | Notary Services | 500.00 | 0.19 | 100 | 772.00 | 672.00 |
| 46902 | U of S Cold Beverage Agreement | 4,000.00 | 1.55 | 4000 | 0.00 | -4,000.00 |
| 46903 | H&D Continuum Revenues | 250.00 | 0.10 | 250 | 0.00 | -250.00 |
| 43800 | Other Donations (Cash donations / contributions) * | - | - | - | 25,249.85 | |
| | | | | | | |
| | Total | 258,750.00 | | 247,650.00 | 288,742.11 | 41,092.11 |
| | | | | | | |
| | | | | | Miscellaneous Revenue | Other Donations |
| | | | | | * \$4000 - TV Loan repayment | * \$25000 - CGPS Bursary Contribution |
| | | | | | * \$100 - key deposit | *249.85 - PSAC Dec. social pay |
| | | | | | * \$2250 - first aid deposit | |
| | | | | | * \$160 - Petty Cash return | |
| | | | | | * \$274 - Sale of TV | |
| | | | | | * \$15 - Raffle TV | |
| | | | | | * \$75 - Election deposit | |

| | | 2019-2020 Budgeted | 2019-2020 Percentage | 2018-2019 Budgeted | 2018-2019 YtD Actual (March ending) | Variance + (-) |
|--------------|--|-----------------------|-------------------------|-----------------------|--|--------------------|
| 51000 | GSA STUDENT SUPPORT | | | | | |
| 51500 | GSA Bursary Expenses | 28,000.00 | 10.82 | 25,000.00 | 50,000.00 | -25,000.00 |
| 51551 | U of S Travel Award Contribution | 8,250.00 | 3.19 | 8,000.00 | 8,000.00 | 0.00 |
| 51552 | U of S Crisis Aid Program Contribution | 7,250.00 | 2.80 | 7,000.00 | 7,000.00 | 0.00 |
| 51610 | Ratified Student Club/Group Funding | 5,500.00 | 2.13 | 5,500.00 | 4,650.00 | 850.00 |
| | | | | | | |
| | BANKING, DEBIT, AND CREDIT FEES AND CHARGES | | | | | |
| 52200 | Banking and Credit Fees and Charges | 2,400.00 | 0.93 | 1,250.00 | 1,609.70 | -359.70 |
| | | | | | | |
| 50000 | GSA OFFICE OPERATIONS AND EXPENSES | | | | | |
| 52300 | Office Stationary and Supplies | 350.00 | 0.14 | 350.00 | 209.90 | 140.10 |
| 52301 | Office Electronic Equipment, Software, and Batteries | 250.00 | 0.10 | 250.00 | 28.84 | 221.16 |
| 52303 | Printer Toner/Cartridges | 800.00 | 0.31 | 800.00 | 331.06 | 468.94 |
| 52310 | Postage, Courier, and Freight | 350.00 | 0.14 | 350.00 | 108.73 | 241.27 |
| | | | | | | |

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|--------------|--|----------|------|----------|----------|----------|
| 57000 | GSA COMMONS OPERATIONS AND EXPENSES | | | | | |
| 52320 | Commons Supplies | 500.00 | 0.19 | 500.00 | 291.46 | 208.54 |
| 52321 | Coffee Bar Supplies and Expenses | 1,500.00 | 0.58 | 1,500.00 | 984.16 | 515.84 |
| 52322 | Commons Renewal and Repair | 1,500.00 | 0.58 | 1,500.00 | 866.29 | 633.71 |
| 52325 | Commons Special Upgrades (A/V System) | 4,000.00 | 1.55 | - | - | - |
| 52326 | Commons Special Upgrades (Chairs/Tables) | - | - | 2,000.00 | 721.39 | 1,278.61 |
| | | | | | | |
| | GSA ADVERTISING AND COMMUNICATIONS | | | | | |
| 52330 | Expenses for Digital and Print Ads/Communication | 100.00 | 0.04 | 350.00 | 40.00 | 310.00 |
| | | | | | | |
| | INSURANCE | | | | | |
| 52400 | GSA Liability Insurance | 4,600.00 | 1.78 | 4,600.00 | 4,248.00 | 352.00 |
| 52401 | GSA D&O Insurance | 1,200.00 | 0.46 | 1,200.00 | 1,100.00 | 100.00 |
| | | | | | | |
| | TELEPHONE, FAX, AND INTERNET/ICT COSTS | | | | | |
| 52500 | Telephone, Facsimile, Telecommunications Costs | 2,000.00 | 0.77 | 2,000.00 | 1,638.75 | 361.25 |
| 52550 | IT/ICT Technical Support | 250.00 | 0.10 | 250.00 | | 250.00 |
| | | | | | | |

| | | | | | | |
|--------------|--|-----------|-------|-----------|-----------|-----------|
| 52600 | PROFESSIONAL FEES AND EXPENSES | | | | | |
| 52601 | Legal Expenses | 5,000.00 | 1.93 | 6,000.00 | | 6,000.00 |
| 52603 | Internal Auditing/Consulting | 1,000.00 | 0.39 | 1,000.00 | | 1,000.00 |
| 52604 | Financial Auditing | 10,000.00 | 3.86 | 14,000.00 | 13,795.00 | 205.00 |
| 52650 | Bookkeeping | 10,000.00 | 3.86 | 7,000.00 | 10,306.94 | -3,306.94 |
| | | | | | | |
| 52700 | STAFF SALARIES AND EXECUTIVE HONORARIA | | | | | |
| 52701 | President Honorarium | 7,100.00 | 2.74 | 7,000.00 | 6,416.63 | 583.37 |
| 52702 | VP External Honorarium | 6,600.00 | 2.55 | 6,566.00 | 6,018.78 | 547.22 |
| 52703 | VP Operations and Finance | 6,600.00 | 2.55 | 6,566.00 | 6,018.78 | 547.22 |
| 52704 | VP Student Affairs Honorarium | 6,600.00 | 2.55 | 6,566.00 | 6,018.78 | 547.22 |
| 52705 | Indigenous Liason Honorarium | 6,600.00 | 2.55 | 6,566.00 | 3,374.16 | 3,191.84 |
| 52707 | Chairperson Honorarium | 1,500.00 | 0.58 | 1,000.00 | 771.75 | 228.25 |
| 52708 | Election Expenses (formally known as CEO/Election) | 500.00 | 0.19 | 1,250.00 | 420.83 | 829.17 |
| 52709 | Recording Secretary Honorarium | 1,000.00 | 0.39 | 1,250.00 | 479.36 | 770.64 |
| 21501 | CPP Employer Contribution | 500.00 | 0.19 | | | |
| 52800 | Office Staff and Coordinator Salaries | 70,000.00 | 27.05 | 70,000.00 | 53,653.08 | 16,346.92 |
| | | | | | | |

| | | | | | | |
|--------------|---|----------|------|----------|----------|--------|
| 54000 | GSA EXECUTIVE OPERATIONS | | | | | |
| 52900 | Executive Meeting and Retreat Expenses | 250.00 | 0.10 | 250.00 | 160.14 | 89.86 |
| 52910 | Executive Meetings with External Delegates/Guests | 350.00 | 0.14 | 350.00 | 222.19 | 127.81 |
| 52333 | Executive Business Cards, Pictures, Plaque Update and Name Tags | 275.00 | 0.11 | 275.00 | 232.09 | 42.91 |
| 52920 | Executive Travel | 4,500.00 | 1.74 | 4,500.00 | 4,349.88 | 150.12 |
| 52930 | Executive Training and Professional Development | 500.00 | 0.19 | 500.00 | 145.25 | 354.75 |
| 62701 | President's Discretionary Fund | 500.00 | 0.19 | 500.00 | 322.25 | 177.75 |
| 62702 | VP External Discretionary Fund | 400.00 | 0.15 | 400.00 | 217.15 | 182.85 |
| 62703 | VP Operations and Finance Discretionary Fund | 400.00 | 0.15 | 400.00 | 288.86 | 111.14 |
| 62704 | VP Student Affairs Discretionary Fund | 400.00 | 0.15 | 400.00 | 75.00 | 325.00 |
| 62705 | Indigenous Liason Discretionary Fund | 400.00 | 0.15 | 400.00 | | 400.00 |
| | | | | | | |
| 52020 | GSA ACADEMIC COUNCIL OPERATIONS | | | | | |
| 52903 | Academic Council Food and Beverage | 3,000.00 | 1.16 | 3,000.00 | 2,459.63 | 540.37 |
| 52904 | GSA Committees Food and Beverage | 1,000.00 | 0.39 | 1,000.00 | 323.67 | 676.33 |

| | | | | | | |
|--------------|-----------------------------------|-----------|------|-----------|----------|----------|
| 52905 | Townhall Food and Beverage | 500.00 | 0.19 | 500.00 | | 500.00 |
| 51600 | Academic Council Funding | 5,000.00 | 1.93 | 5,000.00 | 4,334.57 | 665.43 |
| 53000 | GSA EVENTS | | | | | |
| 53300 | GSA Awards Gala | 3,000.00 | 1.16 | - | 4,100.61 | 4,100.61 |
| 53301 | GSA 3MT and Conference | **FT | - | - | 2,008.74 | 2,008.74 |
| 53302 | GSA Fall Orientation | 6,500.00 | 2.51 | 5,500.00 | 5,319.49 | 180.51 |
| 53303 | GSA Winter Orientation | 800.00 | 0.31 | 800.00 | 498.98 | 301.02 |
| 53304 | GSA Campus Rec./Intramural Sports | 300.00 | 0.12 | 300.00 | 300.00 | 0.00 |
| 53305 | GSA Health Chats | 500.00 | 0.19 | 600.00 | 538.47 | 61.53 |
| 53306 | GSA Social Events | 500.00 | 0.19 | 500.00 | 543.99 | -43.99 |
| 53307 | GSA Sustainability Initiative | 800.00 | 0.31 | 600.00 | | 600.00 |
| 53308 | GSA Workshops / Initiatives | 1,000.00 | 0.39 | 450.00 | 450.00 | 0.00 |
| 53309 | GSA New Initiatives | 1,000.00 | 0.39 | | | |
| 50300 | GSA OPERATING COSTS | | | | | |
| 51301 | UPASS USSU Administration Fees | 10,000.00 | 3.86 | 15.00 | 12.60 | 2.40 |
| 52000 | ThinkGRAD Membership Fees | 800.00 | 0.31 | 200.00 | 106.77 | 93.23 |
| 52810 | WCB Expenses | 200.00 | 0.08 | 50.00 | 36.00 | 14.00 |
| 52811 | ISC and Incorporation Costs | 50.00 | 0.02 | 800.00 | 800.00 | 0.00 |
| 52340 | GSA Handbook Expenses | 4,000.00 | 1.55 | 10,000.00 | 4,567.50 | 5,432.50 |
| 55130 | Leasehold Annual Charges | 15.00 | 0.01 | 4,000.00 | 3,558.45 | 441.55 |
| 61000 | Miscellaneous Expenses | 0.00 | 0.00 | | | |

| | | | | | | |
|--------------|---|-------------------|------|-------------------|----------------------------|------------------|
| 61001 | Financial and Legal Contingency Fund Contribution | 10,000.00 | 3.86 | | | |
| 61000 | Miscellaneous Expenses * | - | - | 2,000.00 | 4,820.04 | -2,820.04 |
| | | | | 10,000.00 | 0.00 | 10,000.00 |
| | | | | | | |
| | Total | <i>258,740.00</i> | | <i>250,454.00</i> | <i>229,894.69</i> | <i>20,559.31</i> |
| | | | | | | |
| | | | | | * \$275 - Petty Cash | |
| | | | | | * \$1960 - First Aid | |
| | | | | | * \$290 - First Aid Refund | |
| | | | | | * \$25 - Key Refund | |
| | | | | | * \$2000 - Repatriation | |
| | | | | | * \$320.04 - CPP | |

University of Saskatchewan Graduate Students' Association Inc.
FY2019-2020 Operating Budget Notes

ACCRUED REVENUE

12225 UPASS.

This budget line refers to the amount of UPASS fees collected by the University from graduate students, and those collected from non-grad members. The amount remitted to Saskatoon Transit is deducted from this amount. Any remaining amount is transferred to the UPASS Administration Fee (Revenue line 41301) so that this budget line remains at zero (0) at the end of the fiscal year.

12226 Health and Dental.

This budget line refers to the amount of Health and Dental fees collected by the University from graduate students. The amount remitted to StudentCare is deducted from this amount. Any remaining amount is transferred to the Health and Dental Reserve fund so that this budget line remains at zero (0) at the end of the fiscal year.

12227 CFS.

This budget line refers to the amount of CFS fees collected by the University from graduate students. The amount collected by the University is remitted to CFS by the GSA and therefore this budget line returns to zero (0) at the end of the fiscal year.

FEE-BASED REVENUE

41200 GSA Membership Fees (grad).

This budget line represents the totality of membership fees collected from graduate students. These fees are collected by the University and remitted to the GSA in three installments (usually October, February and May). This value is based on 3100 graduate students (the approximate number of graduate students as determined from the fall 2018 membership fees collected). This value also takes into account a 4.9 % increase in the GSA membership fees (from \$70.64 / year to \$74.12 / year) that is required to accommodate a new initiative and an audio / computer upgrade. The amount displayed is after the 1 % administration fee charged by the University is deducted.

Note: Potential alteration to budgeted amount may become necessary if a separate Indigenous Students' Union becomes operational and some GSA members wish to leave the GSA to join this new Union.

46500 GSA Membership Fees (non-grad).

This budget line represents the totality of membership fees collected from non -graduate students (usually Postdoctoral Fellows) who join the GSA. While there is an increase in the

GSA membership fee (from \$70.64 / year to \$74.12 / year), PDF's now have a collective bargaining agreement with the University; therefore, there is expected to be a decrease in the number of PDF's that purchase membership in order to access the Health and Dental plan. The number of PDF's purchasing membership to access the UPASS should remain relatively stable (at approximately 80 PDF's / term).

41301 UPASS Administration Fees.

This budget line represents the administration fee of \$3.00 that the GSA collects per UPASS fee assessed, based on the agreement with Saskatoon Transit. The value in this budget line is what remains after deducting the 1 % University administration charge from each UPASS fee collected from graduate students. The GSA receives an administration fee of approximately \$1.8 per each UPASS fee collected, which goes to covering USSU-UPASS administration costs (Expense line 51301). This line is based on having approximately 2700 UPASS fees collected and 80 PDF's / term purchase the UPASS (based on fall 2018 numbers).

FUNDRAISING / SALES BASED REVENUE

46100 GSA Commons Booking.

This budget line represents the revenues from bookings of the Commons to internal and external groups and represents an important revenue source for the GSA. Based on trends this revenue target seems realistic. Increased rental of Commons to outside events / groups after hours and on weekends will boost revenue.

46200 GSA/CFS Handbook Advertisement Sales.

This budget line represents the sales of advertising space in the CFS/GSA Handbooks that are made available to members. There is a slight increase to the current revenue target. It has been shown that strong and diverse sales are possible if sales begin early.

43801 Orientation Fundraising/Support.

This budget line represents fundraising contributions and donations for the GSA's Orientation (fall and winter) events. This is a flow-through budget line. Any and all money raised will be used to supplement funding for the events. Fundraising will be required if it is suspected that the cost of the events will be greater than what is already budgeted in Expense line 53302 and 53303. Expense line 53302 also includes the September social costs and Expense line 53303 also includes the January social costs.

43802 3MT and Conference Fundraising/Support.

This is a flow-through budget line. Any and all money raised for this is utilized for the 3MT and Conference (Expense Line 53301).

48303 Sustainability/Diversity Fundraising/Support.

This budget line represents fundraising contributions and donations for any GSA Sustainability or Diversity Initiatives (previously only referred to Sustainability Initiatives). This is a flow-through budget line. Any and all money raised will be used to supplement funding for any Sustainability / Diversity Initiative. These initiatives are organized by the GSA Sustainability and / or GSA Diversity Committees and should be held at the GSA Commons. Fundraising will be required if it is suspected that the cost of the events will be greater than what is already budgeted in Expense line 53307

43804 Awards Gala Fundraising/Support.

This is a flow-through budget line. Any and all money raised for this is utilized for the Awards Gala to supplement Expenditure Line 53300.

43805 Health Chats Fundraising/Support.

This budget line represents fundraising contributions and donations for GSA Health Chat events. This is a flow-through budget line. Any and all money raised will be used to supplement funding for these Health Chats. The GSA Health Chats are events / initiatives geared towards activities that improve the mental, physical and emotional well-being of graduate students. Fundraising will be required if it is suspected that the cost of the events will be greater than which is already budgeted in Expense line 53305.

43806 Social Event Revenues.

This is a flow-through budget line. Any and all money raised from alcohol sales, during socials, will be used to support subsequent social events (Expense line 53306) in perpetuity throughout the fiscal year.

44104 Awards Gala Ticket Sales.

This budget lines represents revenue raised solely through ticket sales for the GSA's Annual Awards Gala. Any and all money raised for this is utilized for the GSA Annual Awards Gala (Expense Line 53300).

OTHER REVENUES

46900 Miscellaneous Revenues.

This budget line is to be used very rarely to report revenues from any occasional or non-material activities which do not fit other budget lines. There are no anticipated revenues budgeted for this line.

46901 Notary Services.

This budget line represents revenues from GSA notary services to non-members. This service is offered by the Office Manager throughout the year and has been very successful, hence the expected increase in revenue.

46902 U of S Cold Beverage Agreement.

This budget line represents revenues received by the GSA from University of Saskatchewan - Consumer Services based on an agreement with the campus-wide beverage provider (Pepsi-Cola) to support students. The anticipated decrease is based on past years trends. This is anticipated to be finished by the 2021-2022 fiscal year.

46903 Health and Dental Continuum Revenues.

This line represents revenues the GSA receives from Health and Dental Provider sales of continuing Health and Dental Insurance plans to students who are graduating. The GSA receives 5% share of sales to support the activities of the GSA.

43800 Cash Donations/Contributions

This line represents the total value of cash/monetary contributions and donations from any University or external group that does not fit into any other revenue line. This is a flow through item.

GSA STUDENT SUPPORT

51500 GSA Bursary Expenses.

This budget line refers to the GSA's financial contribution to the GSA Needs-based Bursary and excludes CGPS's contributions. There is an increase in this amount in order to ensure that more students receive bursary support, based on the trend of more and more deserving applicants. CGPS has historically contributed an equal amount to what the GSA budgets. Beginning in the 2018-2019 fiscal year, the GSA is responsible for issuing all cheques and CGPS will remit its contributions directly to the GSA (which is to be deposited in Revenue line 43800).

51551 U of S Travel Award Contribution.

This budget line refers to the GSA's contribution to the University's Travel Award which is administered by ISSAC. This amount is reserved for and accessible only to GSA members but is administered via ISSAC. There is a suggested increase to this line based on high demand and the increase in number of applicants.

51552 U of S Crisis Aid Program Contribution.

This budget line represents the GSA's contribution to the University's Crisis Loan/Grant Program administered via the U of S Financial Services Division. This amount is set aside and

accessible only to GSA members. There is a suggested increase to this line based on the high demand and increase in number of applicants.

51610 Ratified Student Club/Group Funding.

This budget line is used to fund ratified graduate student social groups / academic council events as per the GSA Policies. There is no suggested increase in this amount.

BANKING, DEBIT, AND CREDIT FEES AND CHARGES

52200 Banking and Credit Fees and Charges.

This budget line accounts for monthly fees, service fees, debit/credit transaction charges, miscellaneous bank fees, and the printing of cheques. There is a suggested increase to this line based on new debit machine costs and credit card fees.

GSA OFFICE OPERATIONS AND EXPENSES

52300 Office Stationary and Supplies.

This budget line refers to the office supplies (non-electronic) and stationary for the GSA.

52301 Office Electronic Equipment, Software, and Batteries.

This budget line is designated for the purchase of any office electronic equipment, software, and batteries.

52303 Printer Toner/Cartridges.

This budget line refers to the costs of printer toner cartridges (formerly was included in office stationary and supply line). The GSA has two printers including one that prints in colour which has increased costs. Suggest carefully monitoring printing and using it only when necessary (for both environmental and budgetary reasons)

52310 Postage, Courier, and Freight.

This budget line refers to the costs and charges related to postage, couriers, and messengers.

GSA COMMONS OPERATIONS AND EXPENSES

52320 Commons Supplies.

This budget line refers to non-capital equipment and consumable non-food supply purchases for the GSA (i.e. tea lights, plates, cups). This budget line no longer includes coffee/tea.

52321 Coffee/Tea Bar Supplies and Expenses.

This budget line refers to the consumable coffee and tea plus sugar, creamer, etc. purchased by the GSA. This was previously combined with Commons Supplies budget line. Suggested amount based on the need for the GSA to provide higher quality coffee to our members.

52322 Commons Renewal, Repair and Maintenance.

This budget line is designated for any uncovered repairs, cleaning/maintenance or renewal to the GSA Commons and includes replacing any damaged furniture, etc.

52325 Commons Special Upgrades (A/V System).

This budget line was created for the upgrades to the GSA A/V system. This budget line will now accommodate upgrades to the system, as they are now reaching ten (10) years of age as well as new office computers. This is for a five (5) year commitment and will be budgeted for the 2019/2020, 2020/2021, 2021/2022, 2022/2023 and 2023/2024 fiscal years.

GSA ADVERTISING AND COMMUNICATIONS

52330 Expenses for Digital and Print Ads/Communication.

This is a budget line to cover the costs of advertising for the GSA and GSA events. There is a suggested decrease based on the trend.

INSURANCE

52400 GSA Liability Insurance.

This budget line refers to the GSA's Commons Liability Insurance. Based on potential new capital purchases, suggest this to stay the same, even though actual costs may be less.

52401 GSA D&O Insurance.

This budget lines refers to the GSA's Directors and Officers Insurance coverage.

TELEPHONE, FAX, AND INTERNET/ICT COSTS

52500 Telephone, Facsimile, Telecommunications Costs.

This budget line represents the GSA's telephone, voicemail, directory advertising, facsimile, and long distance costs. Based on historical trends suggest this line be maintained as is.

52550 IT/ICT Technical Support.

This budget line refers to the billed costs of the GSA accessing ICT Tech Support including call-outs and hourly rates. No changes are needed to this budget line.

PROFESSIONAL FEES AND EXPENSES

52601 Legal Expenses.

This budget line is designated to pay for any needed GSA legal expenses. Suggested amount based on expected lack of use. Ideally the full budgeted amount will not be spent but it is good to have.

52603 Internal Auditing/Consulting.

This budget line is designated to pay for any needed GSA professional consulting or internal reviews from auditing firms. Ideally none of the budgeted amount will be spent but it is good to have available.

52604 Financial Auditing.

This budget line is designated to pay for any needed annual audits. Suggested amount based on market rates, on completion of historical audits and to provide extra leeway in case of extra work completed by the auditors.

52650 Bookkeeping.

This budget line refers to the costs of the GSA bookkeeping services. Suggested increase is based on the current monthly rate of the Bookkeeper and also because the Bookkeeper takes on the task of preparing T4's, T4A's and the working papers for the audits.

STAFF SALARIES AND EXECUTIVE HONORARIA

52701 President Honorarium.

This budget line represents the honorarium received by the President for their duties. This amount does not include any potential stipends received from the University. Suggested increase in this budget line to reflect the expected and actual amount of work done by GSA Executives.

52702 VP External Honorarium; **52703** VP Operations and Finance; **52704** VP Student Affairs Honorarium; **52705** Indigenous Liaison Honorarium.

These budget lines represent the honorariums received by the Executive members (other than the President) for their duties. This amount does not include any potential stipends received from the University. Suggested increase in this budget line to reflect the expected and actual amount of work done by GSA Executives.

52707 Chairperson / CEO Honorarium.

This budget line refers to the yearly honorarium received by the GSA's Council Chairperson. The Chairperson shall receive this honorarium on a monthly basis during their time in this position.

52708 Election and Referenda Expenses.

This budget line has now changed to Election and Referenda Expenses (was previously CEO / Election Expenses). It is reserved for the costs of Executive Elections and any referenda costs (poster printing, election forum). Budgeted amount allows for some leeway in the case of many By-elections, large number of candidates, or electoral disputes that take time to investigate and resolve.

52709 Recording Secretary Honorarium.

This budget line refers to the honorarium received by the GSA's Council Recording Secretary, based on the number of hours worked and the hourly graduate student rate. Suggested amount calculated based on twelve meetings per year at four hours total time. The large number of hours allows for leeway in case of emergency or extra meetings.

21501 CPP Employer Contribution.

This amount refers to the CPP employer contribution that would take effect after \$3500 is earned (per calendar year) for each of the Executives.

52800 Office Staff and Coordinator Salaries.

This budget line presents the totality of salaries paid to GSA Staff and Commons Coordinators and includes the incentives the Office Manager receives as per the contract (Health and Dental and parking).

GSA EXECUTIVE OPERATIONS

52900 Executive Meeting and Retreat Expenses.

This line is used to provide for the GSA Executive Committee to have an annual retreat, in which the plans for the year are discussed. To maximize GSA funds it is suggested that the retreat be held in town (i.e. the GSA Commons) to avoid excessive costs to the GSA. This budget line can also be used for Executive meetings, should it be required.

52901 Executive Meetings with External Delegates/Guests.

This budget line allows for the GSA to receive or host visiting guests, delegates, and external stakeholders. This budget line allows the GSA to host meeting with external delegates representing different organizations (other student unions, partner groups, experts, etc.).

52333 Executive Business Cards, Pictures, Plaque Updates and Name Tags.

This budget line is used to provide professional name tags and business cards for each GSA Executive. This budget line shall also be used to update the plaques.

52920 Executive Travel

This budget line is used to provide for GSA Executives to attend conferences and meetings related to the development and governance of the Association, such as those hosted by CFS and ThinkGrad. This budget line can also be used to hold a GSA conference in which Office staff and Executives may wish to come together and discuss the development, governance and sustainability of the Association for future years.

52930 Executive Training and Professional Development.

This new budget line allows for Executive necessary training and professional development courses related to their portfolio for the betterment of the Association. Examples include Mental Health First Aid and Conflict Resolution and Advocacy.

62701 President's Discretionary Fund; **62702** VP External Discretionary Fund; **62703** VP Operations and Finance Discretionary Fund; **62704** VP Student Affairs Discretionary Fund; **62705** Indigenous Liaison Discretionary Fund.

These lines are used to provide for Executive discretionary purchases in order to benefit the Association (i.e. hosting/supporting an event, travelling to a conference, or some other GSA initiative). Absolutely not to be used for any personal purchases such as clothing. Based on previous year it is suggested to maintain this budgeted amount.

GSA ACADEMIC COUNCIL OPERATIONS

52903 Academic Council Food and Beverage.

This budget line refers to the costs of food and beverage supplied for GSA Academic Council. Based on current expenses and trends, suggest this line be maintained as is.

52904 GSA Committees Food and Beverage.

This budget line refers to the costs of food and beverage supplied for GSA's volunteer committees. Based on current expenses and trends, suggest this line to remain as is.

52905 Town Hall Food and Beverage

This budget line funds any necessary food and beverages from GSA town hall events. Suggested amount will allow for two town halls per year if necessary.

51600 Academic Council Funding

This budget line refers to funding reserved for Academic Councils of the GSA, attendance and participation in meetings of the academic year. These funds shall be determined after the August Council meeting and shall be made available prior to the September Council meeting.

GSA EVENTS

53300 GSA Awards Gala.

This budget line represents the expenditures and costs related to the GSA's Annual Awards Gala and flows directly from revenue lines: 43804 and 44104. The suggested amount provides a cushion based on the trend of difficulty in obtaining funding.

53301 GSA 3MT and Conference.

This budget line represents the expenditures and costs related to the GSA's 3MT and Graduate Student Research Conference and flows directly from revenue line: 43802.

53302 GSA Fall Orientation.

This budget line represents the costs and expenditures related to the GSA Fall Orientation and September social events. Any revenue raised from budget line 43801 can be used to supplement any extra costs associated with these two events. Suggested total expenditure based on previous years.

53303 GSA Winter Orientation.

This budget line represents the expenses related to GSA's Winter Orientation and January social events. Any revenue raised from budget line 43801 can be used to supplement any extra costs associated with these two events

53304 GSA Campus Rec./Intramural Sports.

This budget line is designated for the registration of various GSA Guppies campus rec./intramural sports teams over the three terms.

53305 GSA Health Chats.

This budget line represents the costs and expenditures related to the GSA Health Chats series of events. All revenue raised from budget line 43805 will be used to supplement any extra costs associated with these events. Suggested decrease in expenditure as there is significant attempts at making these sustainable by utilizing available resources and minimizing their costs.

53306 GSA Social Events.

This budget line represents the expenditures and costs related to GSA social events, other than the September and January social. All sales raised (Revenue line 43805) will be used to support expenses.

53307 GSA Sustainability/Diversity Initiative

This budget line represents the costs and expenditures related to any GSA Sustainability/Diversity events and initiatives. All revenue raised from budget line 43803 will be used to supplement any extra costs associated with these events. Previously, this budget line only encompassed Sustainability events; however, the increase is meant to accommodate both Sustainability and Diversity events/initiatives.

53308 GSA Workshops/Initiatives

This budget line represents the expenditures and costs related to any GSA workshops or other initiatives, such as the Tax Clinic. There is a slight increase as there is a hope that many more initiatives/workshops are held as well as any support directed to the Breakfast Initiative. Should the Sustainability/Diversity Committees require a budget more than what was allocated in 53307, due to the organization of multiple events/initiatives, this budget line can be used to accommodate for this.

53309 New Initiatives

In the fall 2019, a Conflict Engagement and Management: Advocacy and Problem-Solving Skills for Student Leaders workshop will be held. This will be available for the Executives; however, there will be space available for interested Councilors. This workshop will be held on September 28 and 29, 2019 from 9 AM to 5 PM and participants will pay a minimal fee of \$25, which will be used for the purchase of food during the workshop. The budgeted amount will help cover the cost of the session. The total cost of the session will be covered between the GSA, USSU, Office of the University Secretary and Office of the Vice-Provost Teaching Learning and Student Experience.

GSA OPERATING COSTS

51301 UPASS Administration Fees

This budget line represents the administration costs that the GSA pays out per UPASS sold and activated per agreement with USSU.

52000 ThinkGRAD Membership Fees

This line accounts for the GSA's membership affiliation with ThinkGRAD.

52810 WCB Expenses

This budget line refers to the amounts paid to the Workers Compensation Board as required by law.

52811 ISC and Incorporation Costs

This budget line refers to the amounts paid to the Information Services Corporation as required per law for corporate registration and renewal.

52340 GSA Handbook Expenses

This budget line refers to the expenses of printing/distributing the GSA handbook.

55130 Leasehold Annual Charges

This line refers to the licensing cost for the GSA to occupy the Emmanuel and St. Chad. Based on actual costs this amount can be kept as it. Actual values of building are to be reported to auditor.

61000 Miscellaneous Expenses

This budget line represents miscellaneous small, non-recurring expenses where there is no other appropriate budget line. There are currently no budgeted expenses for this line.

61001 Financial and Legal Contingency Fund Contribution

This budget line has been used to park money for any anticipated and/or unanticipated legal and financial contingencies.

4. Special Thanks

I am very proud of the work that has been accomplished under my portfolio this year. There have been numerous positive achievements highlighted in the above report along with my previous reports to our Council. A great deal of my work for the GSA is internally-facing and allows for the smooth and successful operation of the GSA as a non-profit corporation which allows my colleagues on the Executive Team to focus on their external and political goals related to their portfolios with the Association. While this internally-facing work does not have a high profile it is vital to continued daily operations of the GSA. My sincere thanks to the GSA Bursary Selection Committee members, to the GSA Finance and Budget Committee members, I really appreciate to all our great volunteers in the Tax Clinic, my sincere thanks to the GSA Coordinators for their hard work and willingness to help our membership.

I would like to thank specially to our GSA Office Manger Candace Suesmilch and GSA President Naheda Sahtout for their extraordinary support and cooperation to ensure the GSA operates correctly and maintain appropriate financial records and procedures. I also want to express my sincere gratitude to all of our GSA Councillors and volunteers who participated not only on the events I organized but also on the other Executives' events. Finally I want to thank you, the members, for making this a good year for the GSA. I would like to wish all our GSA members the best as this academic year comes to and end.

Sincerely,

Jesus Corona Gomez

Vice-President of Finance and Operations, GSA.