



University of Saskatchewan - Graduate Students' Association

VP Finance and Operations (May-December, 2020)

Annual Report – April, 2021

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

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

Dear GSA Members,

I would like to provide you with a report into my activities (8 months) as the Vice President Finance and Operations of the University of Saskatchewan Graduate Students' Association.

1.1 Audit Information, and Budgeting

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.

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.

1.3 GSA Needs-based Bursaries

The Association recognizes the importance of these bursaries to our members. This year we accepted applications through an online platform and there were 76 completed applications for the spring/summer terms, 120 completed applications for the fall term. Because of uncertainty about the support from the College of Graduate and Postdoctoral Studies (CGPS), it was decided to distribute \$500 dollars among the recipient of spring/summer term. Fortunately, CGPS agreed to match the GSA budget for the bursaries. For spring/summer 18 (a total of \$9,000) bursaries were distributed and 24 bursaries (\$24000) were distributed among the selected applicant. 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 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. The GSA buildings was closed during my term because of COVID-19 and we had online meetings and orientations. I assisted the executive team whenever possible to run the GSA efficiently.

1.5 GSA Commons, Safety and Security Procedures

The GSA building was closed, and with the help of president and office manager we were able to manage working together in the GSA Commons whenever it was required.

Thanks,

Hadi Ramin

Vice-President of Finance and Operations, GSA (May-December 2020)



University of Saskatchewan - Graduate Students' Association
Report VP Finance and Operations from February 1st to April 30th, 2021
Annual General Meeting - April 13, 2021

GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Dear GSA Members,

First of all, I want to express my gratitude towards the Academic Councilors for put their trust on me to serve and represent you as the VP Finance and Operations of the University of Saskatchewan Graduate Students' Association Inc. during the last three months (February to April 2021) of the Fiscal Year. Secondly, I am very humbled to have had this opportunity to have joined the GSA team and I would like to thank the GSA Office Manager (Candace Suessmilch) and our GSA executives (Humaira Inam, Carmen Marquez, Qasim Guill and Tina Alexis) for their commitment and dedication throughout the academic year. I also want to thank the GSA Chair, the GSA recording secretary, all GSA councilors, GSA volunteers, and all members for participating in the different activities, committees, meetings, and others throughout the year. This year we continue providing support to our students, creating new ways to help them. In this report, I want to provide you the main tasks that I have worked since I joined the GSA team:

1. GSA Financial Information

This is a task that was handed to me and I continued to work on. The financial folders are updated daily and a report is provided monthly to all executives as well as to any member that request this information. My role is to keep track of the everyday activities and there is a very detailed ledger that is updated with the books that includes receipts and descriptions of each expense and revenue of GSA. All transactions are assigned to one of the existing budget lines. The finances are

very transparent as any GSA member have right to request and review the original receipt, expense form, as well as invoice and the updated ledger.

I also encourage the next VP Finance and Operations to continue with this tradition as this ensures transparency and accountability on how the membership dues are being used. I also encourage the GSA members to demand openness and transparency of the work done by the GSA executives. The GSA Finance and Budget Committee and the board met several times (in-person and email) to draft and review the next year 2021-2022 Fiscal Year Operating Budget which was presented to the Council for revision and approval. The minutes of those meetings were provided to the GSA chair for inclusion in the agenda of our April GSA Council meeting. As with other years, there is a requirement for GSA executives to work on the fundraising of the events such as the 3MT, Annual Gala, Orientation, Graduate Research Conference. Since the Awards gala was cancelled this year due to COVID-19, Remai Modern has provided GSA with an opportunity to host the event next year (2022) with no additional cost (using the same deposit money that we used last year). The upgrade to the office computers in the Commons is divided into a multi-year plan. The Approved Operating Budget for next fiscal year along with descriptive line notes is provided to this report (annex 01).

2. GSA Need-based Bursary

The College of Graduate and Postdoctoral Studies supported with a monetary value of \$28,000 for the 2021-2022 fiscal year, and the GSA budgeted 29,000 for need-based bursaries during 2020-2021 fiscal year, bringing the total amount to 57,000 directed for need-based bursary. The Association recognizes the importance of these bursaries to our members which is also reflected by the number of applications received. During the winter 2021, we have had over 170 applications with only 24 successful recipients, each bursary awardee received \$1000. This results in a total bursary disbursement in the amount of \$24,000. Moreover, the GSA provided a total of \$33,000 in bursaries during the Spring/Summer and Fall 2020. My experiences reviewing the applications (along with committee members) made me realize that there were far more deserving applicants than the number of bursaries we could award. The Selection process has been updated including all recommendation of members of the Bursary committee and it is

reflected on the GSA website. Going forward, the GSA executives recommended an increase in the number of bursaries it disburses (pending approval from council), and the GSA President has been lobbying extremely hard with CGPS to increase the number of bursaries it makes available via this process.

3. Student Support through Social Clubs and Council Funding

The GSA constantly support student events and initiatives from our different social clubs including the Multicultural Student Association and Engineering graduate Community Council. There were many more interesting events that were planned this year which the executives came to know, and GSA was willing to support, however, due to COVID-19, those events were cancelled. Moreover, 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 (this is also indicated in the GSA Bylaws). We release those cheques at the beginning of the new academic year (early September). We encourage all academic councilors to re-ratify again at the beginning of the new academic year to continue accessing the benefits from the GSA.

Additionally, the GSA raised funds and successfully hosted the Holiday Hangout this year and delivered meals to graduate students during the days of 28-29 of December 2020.

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 graduate students have a strong voice on every committee that I sit on. I am a member of different university scholarship, award committees and GSA committees, city of Saskatoon committees, etc. and bring the voice of our graduate students to the best of my abilities.

Below, I present table 01 with the list of committees I am part of:

Table 01: List of committees I have participated during my tenure as VP Finance and Operations

CGPS Scholarship and Awards Committees	Member	Feb-April 2021
City of Saskatoon: BRT Nutana Stakeholder Committee	Member	Feb-April 2021
President Executive Committee	Member	Feb-April 2021
Planning Response Team	member	Feb-April 2021
GSA Bursary Selection Committee	Chair	Feb-April 2021
GSA Budget and Finance Committee	Chair	Feb-April 2021
Deputy provost search committee	Student Rep.	2021

I am honored to represent the GSA and Graduate Students on those various committees. Additionally, I have attended all the GSA Election orientation/information session to answer any questions of interested candidates. I attended with a 100% attendance rate and 100% minutes report submission rate at all the bi-monthly GSA Executive meetings. I attended our monthly GSA Council Meetings and provided the verbal report to our councilors. I was also fortunate to attend other meetings with the University senior leadership where we raise and advocate on graduate student issues. I was strongly involved in the development of the package for the Board of Directors advocating against tuition hikes and engaging in conversations with our senior leaders.

5. Tax Sessions

Due to COVID-19, the in-person tax clinic got cancelled this year, we had to look at alternative way to help graduate students who needed information filing their taxes. Free tax sessions were scheduled to be hosted in the last week of March 30th and first week of April 7th. There were 2 days scheduled for the tax sessions with more days to be decided in future based on the demand. We have partner with the Canada Agency Revenue Outreach Program to host the tax session information for our graduate students and information on GST/HST credits, Climate Action Incentive, and other benefits were discussed.

6. GSA Commons, Safety and Security Procedures

Our GSA Office Manager has been very active in 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, signing when accessing the building for tracing during COVID-19. The office Manager's has been working remotely with some days in person, going physically to the GSA to keep things running. The office Manager's contract has been renewed for another year. 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 its staff.

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 year-end 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.

Future Directions

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 suggest the incoming Executive members and all interested parties thoroughly examine the following thoughts and suggestions.

The GSA Commons

This is a space of our graduate students. We provide with free coffee, tea, chocolate and invite our graduate students to visit this place. When the pandemic is over, we encourage incoming executives to continue inviting our members to this space and engage our members in social media like the GSA Website, GSA Facebook page and Instagram, they will get to know more about the events and benefits of the GSA Commons.

GSA Finances

The financial folders of the GSA is very strong and transparent. It is pivotal to member confidence in the GSA that this continue. Despite all the positive outcomes, there is always room to improve things, which can be done through constant communication with the office Manager, the GSA president and our Bookkeeping.

Executive performance 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, working, family, etc. it is not unreasonable for them to also have very high standards for their Executive. Regrettably, issues surrounding missed meetings, unwise use of discretionary funds, lack of engagement, and poor communications did arise from time to time, in the past. Executive training should be done from time to time and expectations must be enhanced going forward to better serve the membership.

Thanks once again for choosing me to represent you during February –April 2021 and I wish you a wonderful year ahead.

Mery Mendoza

VP Finance and Operations

Graduate Students' Association

University of Saskatchewan Graduate Students' Association Inc. 2021-2022 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 (i.e Post-doctoral fellows). 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. This value is based on a 1.5 % increase in graduate student fees collected (keeping in line with typical average increases to the number of students).

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. 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. Based on historical averages, membership purchases are expected to be approximately 50.

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 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. In addition, 40 PDF's purchase the UPASS per term (numbers are based on historical averages).

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. 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.

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 (FT) 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 (FT) 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. This is a flow-through (FT) 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. 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 (FT) 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 (FT) 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.

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. This last payment is anticipated for 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 (FT) item.

GSA STUDENT SUPPORT

51500 GSA Bursary Expenses.

This budget line refers to the GSA's financial contribution to the GSA Need-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.

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.

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.

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.

GSA OFFICE OPERATIONS AND EXPENSES

52300 Office Stationery and Supplies.

This budget line refers to the office supplies (non-electronic) and stationery 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. The GSA has two printers including one that prints in colour. 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).

52321 Coffee/Tea Bar Supplies and Expenses.

This budget line refers to the consumable coffee, hot chocolate and tea plus sugar, creamer, etc. purchased by the GSA.

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 (\$4,000), 2020/2021 (\$3,500), 2021/2022 (\$3,500), 2022/2023 (\$3,500) and 2023/2024 (\$3,500) fiscal years.

GSA ADVERTISING AND COMMUNICATIONS

52330 Expenses for Digital and Print Ads/Communication.

This is a budget line to cover the costs of electronic advertising for GSA and GSA events.

INSURANCE

52400 GSA Liability Insurance.

This budget line refers to the GSA's Commons Liability Insurance.

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.

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.

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 and tax return related expenses. 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 amount 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 FEE

52701 President Fee.

This budget line represents the fee received by the President for their duties. The President shall receive this fee on a monthly basis during their time in this position. There is a suggested increase of no more than 1 %, however there is no need for an increase if there is no changes to the role and responsibilities.

52702 VP External Fee; **52703** VP Operations and Finance Fee; **52704** VP Student Affairs Fee; **52705** Vice-President Indigenous Engagement Fee.

These budget lines represent the fees received by the Executive members (other than the President) for their duties. The Vice-Presidents shall receive this fee on a monthly basis during their time in this position. There is a suggested increase of increase of no more than 1 %, however there is no need for an increase if there is no changes to the role and responsibilities.

52707 Chairperson / CEO Fee.

This budget line refers to the yearly fee received by the GSA's Council Chairperson/CEO. The Chairperson shall receive this fee on a monthly basis during their time in this position, only in the months of September – April, inclusive, with no fee paid out in the months of May – August, inclusive.

52708 Election and Referenda Expenses.

This budget line has now changed to Election and Referenda Expenses. It is reserved for the costs of Executive Elections and any referenda costs (poster printing, election forum, forum food, etc...). 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 Fee.

This budget line refers to the fee 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 per meeting. The large number of hours allows for leeway in case of emergency or extra meetings.

21501 CPP and EI Employer Contribution.

This amount refers to the CPP and EI 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 each Executive portfolio. Example includes Mental Health First Aid.

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

GSA ACADEMIC COUNCIL OPERATIONS

52903 Academic Council Foods and Beverage.

This budget line refers to the costs of food and beverage supplied for Council Meetings and General Meetings.

52904 GSA Committees Food and Beverage.

This budget line refers to the costs of food and beverage supplied for Standing Committees.

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. Budget line 53302 and 53303 can collectively be used to cover the costs associated with the Fall and Winter Orientations, but expenses for these two events shall not exceed the combined value of these two budget lines.

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. Suggested total expenditure based on previous years. Budget line 53302 and 53303 can collectively be used to cover the costs associated with the Fall and Winter Orientations, but expenses for these two events shall not exceed the combined value of these two budget lines.

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.

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.

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 hope that many more initiatives/workshops are held as well as any support directed to the Breakfast Initiative and the Holiday Hangout. 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 Initiative: Conflict Management

In the fall 2019, a Conflict Engagement and Management: Advocacy and Problem-Solving Skills for Student Leaders workshop was held. This was available for the Executives; however, there was space available for interested Councilors. The total cost of the session was covered between the GSA, USSU, Office of the University Secretary and Office of the Vice-Provost Teaching Learning and Student Experience. The Executive deem this to be a valuable experience and wish to continue offering this in coming years.

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 of 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.

Last Updated: March 22, 2021

GSA revenue 2020-2021, and Proposed revenue 2021-2022

REVENUE			(YTD to February 28th, 2020)	PROPOSAL
	ACCRUED REVENUE	2020-2021 Budgeted	2019-2020 Actual	2021-2022 Fiscal Year
12225	UPASS	0.00	-1,121.19	0.00
12226	HEALTH AND DENTAL	0.00	527,051.99	0.00
12227	CFS Membership	0.00	0.00	0.00
	FEE-BASED REVENUE			
41200	GSA Membership Fees (grad)	230,000.00	214,543.57	235,000.00
46500	GSA Membership Fees (non-grad)	4,000.00	1,247.18	1,500.00
41301	UPASS Administration Fees	10,000.00	1,950.80	10,000.00
	FUNDRAISING/SALES BASED			
46100	GSA Commons Rental	10,000.00	205.00	5,000.00
46200	GSA/CFS Handbook Advertisement Sales	1,250.00	1,070.00	1,250.00
43801	Orientation Fundraising/Support	**FT	2,500.00	**FT
43802	3MT and Conference Fundraising/Support	**FT	3,500.00	**FT
43803	Sustainability/Diversity Fundraising/Support	**FT	0.00	**FT
43804	Awards Gala Fundraising/Support	**FT	0.00	**FT
43805	Health Chats Fundraising/Support	**FT	0.00	**FT

43806	Social Event Revenues	**FT	0.00	**FT
44104	Awards Gala Ticket Sales	**FT	0.00	**FT
	OTHER REVENUES			
46900	Miscellaneous Revenues	0.00	<i>0.00</i>	0.00
46901	Notary Services	550.00	<i>0.00</i>	500.00
46902	U of S Cold Beverage Agreement	4,000.00	<i>0.00</i>	4,000.00
46903	Health and Dental Continuum Revenues	250.00	173.64	250.00
43800	Cash Donations/Contributions	**FT	28,000.00	**FT
	Total	260,050.00	779,120.99	257,500.00

GSA expenses 2020-2021, and Proposed expenses 2021-2022

EXPENSES			Actual expenses 2020-2021	PROPOSAL
	GSA STUDENT SUPPORT	2020-2021 Budgeted	(YTD to February 28, 2021)	2021-2022 Fiscal Year
51500	<i>GSA Bursary Expenses</i>	29,000.00	32,000.00	30,000.00
51551	<i>U of S Travel Award Contribution</i>	8,500.00	8,500.00	8,500.00
51552	<i>U of S Crisis Aid Program Contribution</i>	7,500.00	7,500.00	7,500.00
51610	<i>Ratified Student Club/Group Funding</i>	5,500.00	0.00	5,000.00
	BANKING, DEBIT, AND CREDIT FEES AND CHARGES			
52200	<i>Banking and Credit Fees and Charges</i>	2,400.00	1,132.06	2,400.00
	GSA OFFICE OPERATIONS AND EXPENSES			
52300	<i>Office Stationery and Supplies</i>	500.00	178.89	500.00
52301	<i>Office Electronic Equipment, Software, and Batteries</i>	250.00	0.00	250.00
52303	<i>Printer Toner/Cartridges</i>	800.00	233.10	800.00
52310	<i>Postage, Courier, and Freight</i>	200.00	123.22	200.00
	GSA COMMONS OPERATIONS AND EXPENSES			
52320	<i>Commons Supplies</i>	500.00	0.00	500.00
52321	<i>Coffee/Tea Bar Supplies and Expenses</i>	1,500.00	0.00	1,500.00
52322	<i>Commons Renewal, Repair and Maintenance</i>	1,500.00	0.00	1,500.00
52325	<i>Commons Special Upgrades (A/V System) - (a 5 year commitment till 2023/2024)</i>	3,500.00	3,500.00	3,500.00

	GSA ADVERTISING AND COMMUNICATIONS			
52330	<i>Expenses for Digital and Print Ads/Communication</i>	100.00	0.00	100.00
	INSURANCE			
52400	<i>GSA Liability Insurance</i>	4,600.00	4,360.00	4,600.00
52401	<i>GSA D&O Insurance</i>	1,200.00	1,100.00	1,200.00
	TELEPHONE, FAX, AND INTERNET/ICT COSTS			
52500	<i>Telephone, Facsimile, Telecommunications Costs</i>	2,000.00	1,332.11	2,000.00
52550	<i>IT/ICT Technical Support</i>	250.00	0.00	235.00
	PROFESSIONAL FEES AND EXPENSES			
52601	<i>Legal Expenses</i>	5,000.00	1,000.00	5,000.00
52603	<i>Internal Auditing/Consulting</i>	1,000.00	0.00	1,000.00
52604	<i>Financial Auditing and taxes</i>	10,000.00	10,200.00	11,000.00
52650	<i>Bookkeeping</i>	10,000.00	5,642.92	10,000.00
	STAFF SALARIES AND EXECUTIVE FEE			
52701	<i>President Fee</i>	7,200.00	5,983.81	7,200.00
52702	<i>VP External Affairs Fee</i>	6,700.00	5,583.30	6,700.00
52703	<i>VP Finance and Operations Fee</i>	6,700.00	4,572.92	6,700.00
52704	<i>VP Academic and Student Affairs Fee</i>	6,700.00	5,583.30	6,700.00
52705	<i>VP Indigenous Engagement Fee</i>	6,700.00	1,660.46	6,700.00
52707	<i>Chairperson / CEO Fee</i>	1,800.00	1,248.39	1,800.00
52708	<i>Election and Referenda Expenses</i>	500.00	22.20	400.00
52709	<i>Recording Secretary Fee</i>	1,000.00	469.48	1,000.00
21501	<i>CPP and EI Employer Contribution</i>	500.00	364.06	600.00
52800	<i>Office Staff and Coordinator Salaries</i>	70,000.00	44,692.44	70,000.00
	GSA EXECUTIVE OPERATIONS			

52900	<i>Executive Meeting and Retreat Expenses</i>	250.00	104.27	250.00
52910	<i>Executive Meetings with External Delegates/Guests</i>	350.00	0.00	250.00
52333	<i>Executive Business Cards, Pictures, Plaque Updates and Name Tags</i>	285.00	286.03	250.00
52920	<i>Executive Travel</i>	4,000.00	0.00	2,000.00
52930	<i>Executive Training and Professional Development</i>	500.00	0.00	500.00
62701	<i>President's Discretionary Fund</i>	500.00	187.12	500.00
62702	<i>VP External Affairs Discretionary Fund</i>	400.00	62.31	400.00
62703	<i>VP Finance and Operations Discretionary Fund</i>	400.00	64.40	400.00
62704	<i>VP Academic and Student Affairs Discretionary Fund</i>	400.00	62.31	400.00
62705	<i>VP Indigenous Engagement Discretionary Fund</i>	400.00	20.00	400.00
	GSA ACADEMIC COUNCIL OPERATIONS			
52903	<i>Academic Council Foods and Beverage</i>	3,000.00	0.00	3,000.00
52904	<i>GSA Committees Food and Beverage</i>	1,000.00	0.00	1,000.00
52905	<i>Town Hall Food and Beverage</i>	500.00	0.00	500.00
51600	<i>Academic Council Funding</i>	5,000.00	5,214.80	5,500.00
	GSA EVENTS			
53300	<i>GSA Awards Gala</i>	3,000.00	69.71	3,000.00
53301	<i>GSA 3MT and Conference</i>	**FT	69.71	**FT
53302	<i>GSA Fall Orientation</i>	6,500.00	4,128.46	6,500.00
53303	<i>GSA Winter Orientation</i>	800.00	2,251.37	800.00
53304	<i>GSA Campus Rec./Intramural Sports</i>	300.00	0.00	300.00
53305	<i>GSA Health Chats</i>	500.00	0.00	500.00
53306	<i>GSA Social Events</i>	500.00	247.82	500.00
53307	<i>GSA Sustainability/Diversity Initiative</i>	800.00	0.00	500.00

53308	<i>GSA Workshops/Initiatives</i>	1,000.00	26.41	1,200.00
53309	<i>New initiative: Conflict Management</i>	1,000.00	0.00	0.00
	GSA OPERATING COSTS			
51301	<i>UPASS USSU Administration Fees</i>	10,000.00	5,358.15	10,000.00
52000	<i>ThinkGRAD Membership Fees</i>	800.00	0.00	0.00
52810	<i>WCB Expenses</i>	200.00	47.67	200.00
52811	<i>ISC and Incorporation Costs</i>	50.00	36.00	50.00
52340	<i>GSA Handbook Expenses</i>	4,000.00	4,370.10	3,500.00
55130	<i>Leasehold Annual Charges</i>	15.00	12.60	15.00
61000	<i>Miscellaneous Expenses</i>	0.00	50.00	0.00
61001	<i>Financial and Legal Contingency Fund Contribution</i>	10,000.00	0.00	10,000.00
	Total	260,050.00	169,651.90	257,500.00