

## **University of Saskatchewan – Graduate Students’ Association**

### **Budget and Finance Committee Meeting Minutes**

**October 24, 2024 – In Person at GSA Commons**

Attendees: Lindsay Gray Carlson (VP Finance and Operations, and Committee Chair), David Ohene-Amoako (President), Matthew Chapelski (Councilor), Lordina Baidoo (Regular Member), Ope Adenekan (Regular Member), Bilal Bare (Regular Member), Jennifer Amarualik-Yaremko (VP Indigenous Engagement, Non-voting in committee)

Regrets: None

The VP Finance (hereafter Chair) provided all committee members with the proposed budget and supporting documents one week before the meeting date.

Meeting start: 4:15 pm

The GSA President made short remarks expressing appreciation to committee members for their time and efforts. The Chair explained the process of approving a GSA budget. The Chair provided context regarding why this meeting is occurring in fall – in brief, previous executives failed to pass a budget for the 2024-2025 academic year at the last AGM, and it was not possible to convene the B&F committee until a new committee was formed in fall, because quorum of the previous committee could not be reached due to members graduating or being unresponsive. The chair noted that the current executives will reconvene this committee again in spring to pass a budget for the 2025-2026 academic year prior to the AGM in spring 2025. The Chair provided information discovered in her research of GSA budget history and expressed that very few changes to the budget have been made since 2013 or prior, despite substantial changes in the economy/inflation and GSA initiatives. The Chair explained that she had done extensive analysis of past GSA spending to better align all areas of the budget with actualized values, including removing defunct revenue sources (Cold Beverage Agreement) and expenses (Think Grad membership dues).

Information/Discussion Items:

Revenues:

GSA Fees: The Chair informed the committee that the GSA operates with five fees: Canadian Federation of Students, UPASS, Studentcare Health and Dental Plans, GSA membership, but only the GSA membership is a source of revenue. All other fees are remitted in their entirety to the vendors, leaving a net 0 profit on those items for GSA.

1. Canadian Federation of Students – The CFS fee charged to students is remitted in full to Canadian Federation of Students in order to enroll all GSA members. GSA members benefit from the CFS in a variety of ways (student discount card, handbook/planner, advocacy), but the GSA Council will review utility of membership this academic year. There is no voluntary opt-out for this fee.
2. UPass – The Upass fee is determined by a contract with Sask Transit in collaboration with USSU. The USSU handles UPASS distribution, and the GSA pays a \$3/student fee to USSU for the app and distribution logistics. The remainder of the fee is remitted to

Sask Transit to purchase UPass for all enrolled graduate students. Students can opt out under a few circumstances.

3. Studentcare Health and Dental Plans – GSA previously negotiated an insurance contract with Studentcare to provide health and dental coverage to all graduate students (unless otherwise covered and opt-out) and their dependents (if they choose to enroll them). The Health and Dental fees (separate) are remitted in full to Studentcare.
4. GSA Membership Fee: The GSA membership fee is GSA's only student-based source of revenue, and is used to pay support staff (GSA office manager and coordinators) as well as fund events (orientation, health chats, etc). There is no plan to increase membership fees next year to avoid financial strain on members. The Chair also noted a decline in postdocs purchasing GSA memberships, but noted this is likely an awareness/marketing problem.

The Chair explained other sources of GSA revenue including the GSA Commons, the incomes of which have been inflated in previous budgets. The Chair noted that some defunct revenue sources (notary and cold beverage) had been removed, and that interest and investment incomes were added as a revenue source.

#### Expenses:

Student Support items: The chair described major student support items, including the bursary which was raised last year from \$30,000 to \$70,000. CGPS contributes an additional \$40,000 for a total disbursement of \$110,000. The Chair provided statistics for use of the Crisis Financial Aid program and the UFood program by graduate students, citing economic hardship and increasing need for these programs. The Chair explained the difference in budget lines 51610 and 51600, and noted that the current event budget line is not being fully used so kept as is, whereas the academic council funding is proposed to be increased from \$7,500 to \$10,000 with hopes to provide an avenue for changing the academic council funding policy to provide more support.

Operating and event costs: The chair described each changing budget line and provided rationale, including projects such as the GSA website redesign, and a more conservative approach to the GSA Awards Gala. Questions were asked about the GSA handbook/planner, and the fall orientation event was discussed. Questions were asked about the purpose of the D&O and liability insurance. Liability insurance covers GSA if an injury were to occur on GSA grounds, or otherwise a lawsuit was brought regarding use of the facility. D&O insurance covers directors or officers of a business or other organization if a lawsuit is brought against them. The chair also described the increasing cost of bookkeeping, and shared that the new bookkeeper is a great improvement to GSA operations and adding much value to GSA.

Administrative costs: The chair provided a table showing lack of changes to executive fees and office staff budget lines since 2013. The chair described which portion of the office staff budget line is paid to coordinators, and noted that the value was chosen based on predicted coordinator hour needs and a market analysis (Willis-Towers-Watson survey) of office manager salary ranges. The chair also provided history of the salary range of the office manager position. The chair noted that increasing this budget line does not necessitate that it will be fully used. The chair then explained the issues she sees in offering such a low executive fee, which include 1) lack of high-quality candidates running for GSA including some positions uncontested and 2) lack of commitment of GSA executives, leading to major oversights at all students' expense. The

rationale for changing this budget line now is to attract higher-quality applicants during the spring elections, which will occur before the AGM (and next budget is passed). The chair also shared stipend values for USSU executives and other U15 graduate student associations to provide further context.

Finally, the chair explained why the budget was not balanced. The chair explained that many budget items are not ever fully spent out, for example the 61001 which are expenses reserved for legal contingencies. Also, most GSA events are kept under budget, and GSA does seek funding from CGPS and other sources to support events such as the conference and gala. Additionally, the chair cited that GSA has had net profits in the last few years, perhaps in part due to shrinking of operations due to COVID, and that a small deficit is not a significant concern. The chair also noted that the previous budget was not technically balanced because the expected incomes reported were vastly overestimated.

A question was asked about whether GSA receives other support from the university, and the chair replied that use of the GSA commons was the other source of support aside from CGPS sponsorship of the bursary and small amounts for events. A question was asked about whether USSU receives financial support from the university, but the chair was not sure, aside from university contribution to the UFood program. A question was asked about whether GSA could explore fundraising from non-university sources, and the chair replied that some fundraising is done, but more is definitely possible, it just requires time and dedication and that the current executives are working on it.

After walking through the entire budget, the chair asked if there were any discussions or concerns about any budget items. Members expressed support and were pleased with the work and thought the executives had put into the budget.

There was a motion to approve the budget.

Mover: Matthew Chapelski

Secunder: Ope Adenekan

Votes in favor: 6

Votes opposed: 0

The chair thanked the member of the committee for their thoughtful questions and consideration of the budget.

Motion to adjourn the meeting: Lindsay Carlson

Secunder: Lordina Baidoo

Votes in favor: 6

Votes opposed: 0

Meeting adjourned: 5:58 pm

## Proposed GSA Budget 2024-2025

<b>REVENUE</b>		
	<b>ACCRUED REVENUE</b>	<b>2024-2025 Fiscal Year</b>
12225	UPASS	<b>0</b>
12226	HEALTH AND DENTAL	<b>0</b>
12227	CFS Membership	<b>0</b>
<b>FEE-BASED REVENUE</b>		
41200	GSA Membership Fees (grad)	<b>282,800</b>
46500	GSA Membership Fees (non-grad)	<b>1,200</b>
41301	UPASS Administration Fees	<b>10,054</b>
<b>FUNDRAISING/SALES BASED</b>		
46100	GSA Commons Rental	<b>21,000</b>
46200	GSA/CFS Handbook Advertisement Sales	<b>500</b>
43801	Orientation Fundraising/Support	<b>**FT</b>
43802	3MT and Conference Fundraising/Support	<b>**FT</b>
43803	Sustainability/Diversity Fundraising/Support	<b>**FT</b>
43804	Awards Gala Fundraising/Support	<b>**FT</b>
43805	Health Chats Fundraising/Support	<b>**FT</b>
43806	Social Event Revenues	<b>**FT</b>
44104	Awards Gala Ticket Sales	<b>**FT</b>
<b>OTHER REVENUES</b>		
46900	Miscellaneous Revenues	<b>1,000</b>
43800	Cash Donations/Contributions	<b>3,000</b>
46800	Interest and Investment Income	<b>29,400</b>
	<b>Total</b>	<b>348,954</b>

**Proposed GSA Budget 2024-2025**

<b>EXPENSES</b>		
	<b>GSA STUDENT SUPPORT</b>	<b>2024-2025 Fiscal Year</b>
51500	<i>GSA Bursary Expenses</i>	<b>70,000</b>
51551	<i>U of S Travel Award Contribution</i>	<b>8,500</b>
51552	<i>U of S Crisis Aid Program Contribution</i>	<b>10,000</b>
51553	<i>USSU Food Bank Contribution</i>	<b>10,000</b>
51610	<i>Ratified Student Club/Group Event Funding</i>	<b>10,000</b>
	<b>BANKING, DEBIT, AND CREDIT FEES AND CHARGES</b>	
52200	<i>Banking and Credit Fees and Charges</i>	<b>1,179</b>
	<b>GSA OFFICE OPERATIONS AND EXPENSES</b>	
52300	<i>Office Stationary and Supplies</i>	<b>500</b>
52301	<i>Office Electronic Equipment, Software, and Batteries</i>	<b>3,893</b>
52303	<i>Printer Toner/Cartridges</i>	<b>328</b>
52310	<i>Postage, Courier, and Freight</i>	<b>84</b>
	<b>GSA COMMONS OPERATIONS AND EXPENSES</b>	
52320	<i>Commons Supplies</i>	<b>800</b>
52321	<i>Coffee/Tea Bar Supplies and Expenses</i>	<b>934</b>
52322	<i>Commons Renewal, Repair and Maintenance</i>	<b>1,400</b>

## Proposed GSA Budget 2024-2025

	<b>GSA ADVERTISING AND COMMUNICATIONS</b>	
52330	<i>Expenses for Digital and Print Ads/Communication</i>	<b>250</b>
	<b>INSURANCE</b>	
52400	<i>GSA Liability Insurance</i>	<b>4,761</b>
52401	<i>GSA D&amp;O Insurance</i>	<b>1,587</b>
	<b>TELEPHONE, FAX, AND INTERNET/ICT COSTS</b>	
52500	<i>Telephone, Facsimile, Telecommunications Costs</i>	<b>1,969</b>
52550	<i>IT/ICT Technical Support</i>	<b>2,170</b>
	<b>PROFESSIONAL FEES AND EXPENSES</b>	
52601	<i>Legal Expenses</i>	<b>2,000</b>
52603	<i>Internal Auditing/Consulting</i>	<b>450</b>
52604	<i>Financial Auditing and taxes</i>	<b>16,200</b>
52650	<i>Bookkeeping</i>	<b>14,000</b>
	<b>STAFF SALARIES AND EXECUTIVE FEE</b>	
52701	<i>President Fee</i>	<b>12,000</b>
52702	<i>VP External Fee</i>	<b>12,000</b>
52703	<i>VP Finance and Operations Fee</i>	<b>12,000</b>
52704	<i>VP Student Affairs Fee</i>	<b>12,000</b>
52705	<i>VP Indigenous Engagement Fee</i>	<b>12,000</b>
52707	<i>Chairperson Fee</i>	<b>2,175</b>
52708	<i>Election and Referenda Expenses</i>	<b>350</b>
52709	<i>Recording Secretary Fee</i>	<b>1,250</b>
21501	<i>CPP and EI Employer Contribution</i>	<b>975</b>
52800	<i>Office Staff and Coordinator Salaries</i>	<b>81,500</b>

## Proposed GSA Budget 2024-2025

	<b>GSA EXECUTIVE OPERATIONS</b>	
52900	<i>Executive Meeting and Retreat Expenses</i>	<b>365</b>
52910	<i>Executive Meetings with External Delegates/Guests</i>	<b>252</b>
52333	<i>Executive Business Cards, Pictures, Plaque Updates and Name Tags</i>	<b>107</b>
52920	<i>Executive Travel</i>	<b>2,500</b>
52930	<i>Executive Training and Professional Development</i>	<b>525</b>
62701	<i>President's Discretionary Fund</i>	<b>1,000</b>
62702	<i>VP External Discretionary Fund</i>	<b>1,000</b>
62703	<i>VP Operations and Finance Discretionary Fund</i>	<b>1,000</b>
62704	<i>VP Student Affairs Discretionary Fund</i>	<b>1,000</b>
62705	<i>Indigenous Engagement Discretionary Fund</i>	<b>1,000</b>
	<b>GSA ACADEMIC COUNCIL OPERATIONS</b>	
51600	<i>Academic Council Funding</i>	<b>10,000</b>
52903	<i>Academic Council Foods and Beverage</i>	<b>2,000</b>
52904	<i>GSA Committees Food and Beverage</i>	<b>1,000</b>
52905	<i>Town Hall Food and Beverage</i>	<b>250</b>

## Proposed GSA Budget 2024-2025

	<b>GSA EVENTS</b>	
53300	GSA Awards Gala	5,000
53301	3MT or GSA Conference	500
53302	Fall Orientation	7,000
53303	Winter Orientation	2,000
53304	Campus Rec./Intramural Sports	210
53305	GSA Health Chats	500
53306	GSA Social Events	4,750
53307	Sustainability/Diversity Initiatives	500
53308	Workshops	1,800
53309	New Initiatives	2,000
	<b>GSA OPERATING COSTS</b>	
51301	UPASS USSU Administration Fees	10,054
52810	WCB Expenses	600
52811	ISC and Incorporation Costs	90
52340	GSA Handbook Expenses	2,255
55130	Leasehold Annual Charges	20
61000	Miscellaneous Expenses	500
61001	Financial and Legal Contingency Fund Contribution	2,500
46901	Notary Services	50
	<b>Total</b>	<b>369,728</b>



## **Rationale for budget changes**

46100 The GSA Commons does not regularly make more than \$10k annually in revenues, despite previous budgets including revenue up to \$30k. However, this year we are in negotiations with a regular renter which would result in ~\$12k in revenue from those rentals alone.

46901 GSA used to offer notary services to students at a low cost because the Office Manager was a SK notary. However, this is no longer the case, but GSA will still cover notary expenses for graduate students, so this becomes an expense line.

46902 This agreement ended two years ago, so is no longer a revenue source for GSA.

46800 New budget line for account interest and investment incomes. GSA's current savings account yields >\$13k in interest annually. We are exploring other high-yield savings account options to increase this substantially by end of fiscal year.

51553 Last academic year, USSU's uFood Program provided \$25,289 of food hampers, of which \$18,638 went to graduate students. The uFood program saw a 333 % increase last year, serving 1051 students out of which 760 students were graduate students.

51552 The Crisis Financial Aid program provides \$600,000 in crisis aid annually, of which half goes to graduate students even though graduate students do not comprise half the student population.

52325 Commons Special Upgrades was a 5-year commitment which was completed in the 2023-2024 academic year.

52550 The GSA website is poorly organized and sporadically updated. We received a quote from the USask IT team to redesign the website so that it is more user-friendly, aesthetically pleasing, and most importantly, easier to train staff/executives to update.

52603 ....

52650 GSA hired a new bookkeeper to catch up on bookkeeping left unfinished by the previous bookkeeper, modernize our record-keeping system, and improve our electronic payment processes so we can avoid cheque-writing. This is the annual quote for the current bookkeeper.

52701-52705 The GSA executive fees have changed by <\$1000 since 2013. The current executive fee is about \$550 per month after taxes. Executives do not expect to be paid hourly, but are regularly working 100 hours per month for GSA, which would translate to ~\$2200 per month before taxes at the graduate student wage of \$22.12 per hour. The executives are expected to treat GSA as a nearly full-time job, but are not compensated for even a fraction of their time. We believe this has resulted in 1) lack of high-quality candidates running for GSA including some positions uncontested and 2) lack of commitment of GSA executives, leading to major oversights at all students' expense. This salary is still well below what the USSU executive stipend (~\$50k annually), and other U15 institution Graduate Student Association executive stipends (Univ of Toronto \$23k, Univ of Ottawa \$16k). This salary equates to about 11 paid hours per week (45 hours per month), which is less than half of actualized commitment. We also

feel strongly that all executives should be paid equally, rather than having the president position paid more, which follows precedent prior to 2016.

52707 The Chairperson fee was just raised last year, but we increased it ~3% based on inflation.

52709 The Recording Secretary fee was just raised last year, but we increased it ~3% based on inflation.

52800 The Office Staff budget line includes both part-time GSA coordinators one full time Office Manager. This budget line has not changed since 2013 (which is earliest budget I can find). Since then, over 30% inflation has occurred, but the office manager salary offered currently is less than it was in 2016. We used data from the Willis Towers Watson country-wide market analysis of similar positions to assess the current value of an office manager salary, and found the median ranged from \$63k-\$68k, dependent on supervisory responsibilities. However, we would also like to budget for ~12 hours per week of paid coordinator hours to support the office manager and various events, which translates to ~\$14k annually. The proposed budget line would leave \$67,500 as a maximum salary for the office manager, which is more in line with competitive rates. Note that this budget line may not be fully spent, and an increase to the budget line does not necessitate a raise given to the office manager.

51600 The current academic council funding model provides \$3 per student to each academic council, adjusted for the number of meetings attended by their council representative, capped at \$500. Most councils receive between \$150-350 from GSA annually, which is not enough to do much of anything. We would like to provide a budget which will allow the Governance Committee to reassess this value, and we plan to propose an increase in academic council funding from \$3/student and a \$500 max to \$6/student and a \$600 max. Assuming normal growth in academic councils and perfect meeting attendance, this budget line will be fully spent.

53301 The GSA conference or 3MT competition (recently done as an elevator pitch competition) is not regularly fully-funded by sponsorships, so we are allocating a small budget to the event.

description	code	prev budget	current budget	pct	prev budget	current budget	pct	rationale
		revenue	revenue	change	expenses	expenses	change	
UPASS	12225							
Health and Dental	12226							
CFS Membership	12227							
GSA Membership Fees (grad)	41200	280000	282800					based on # students this year
GSA Membership Fees (non-grad)	46500	2000	1200					based on last year's post doc membership sales
UPASS Administration Fees	41301	10000	10054					based on # students this year
GSA Commons Rental	46100	30000	21000	-30.00%				based on expected revenue this year, past years incomes
GSA/CFS Handbook Advertisement Sales	46200	5000	500	-90.00%				actual value fundraised for this year
Orientation Fundraising/Support	43801 FT							
3MT and Conference Fundraising/Support	43802 FT							
Sustainability/Diversity Fundraising/Support	43803 FT							
Awards Gala Fundraising/Support	43804 FT							
Health Chats Fundraising/Support	43805 FT							
Social Event Revenues	43806 FT							
Awards Gala Ticket Sales	44104 FT							
Miscellaneous Revenues	46900	1000	1000					
Notary Services	46901	2000			50			100% defunct revenue source - change to expense (~10 students using notary services at \$5 each)
U of S Cold Beverage Agreement	46902	10000	0					defunct revenue source as of 2021 - remove
Health and Dental Continuum Revenues	46903	250	0					
Cash Donations/Contributions	43800	3000	3000					
Interest and Investment Income	46800		29400					new budget code - based on health fund in high yield savings account + small, low-risk investment account with RBC
GSA Bursary Expenses	51500				70000	70000		
U of S Travel Award Contribution	51551				8500	8500		
USSU Food Bank Contribution	51553				6000	10000	66.67%	increase due to increased need given current economic situation/inflation
U of S Crisis Aid Program	51552				7500	10000	33.33%	increase due to increased need given current economic situation/inflation
Ratified Student Club/Group Event Funding	51610				10000	10000		increase not needed due to lack of uptake in previous years
Banking and Credit Fees and	52200				2400	1179	-50.88%	based on previous spending adjusted for inflation and buffer
Office Stationary and Supplies	52300				1000	645	-35.50%	based on previous spending adjusted for inflation and buffer
Office Electronic Equipment	52301				5000	3893	-22.14%	based on new printer purchase + previous spending adjusted for inflation and buffer
Printer Toner/Cartridges	52303				1000	328	-67.20%	based on previous spending adjusted for inflation and buffer
Postage, Courier, and Freight	52310				300	84	-72.00%	based on previous spending adjusted for inflation and buffer
Commons Supplies	52320				800	800		
Coffee/Tea Bar Supplies and	52321				1800	934	-48.11%	based on previous spending adjusted for inflation and buffer
Commons Renewal, Repair and Maintenance	52322				2000	1400	-30.00%	based on previous spending adjusted for inflation and buffer
Commons Special Upgrades (5 year commitment until 2023-2024)	52325				3500	0		remove from budget entirely (expired commitment)
Expenses for Digital and Print	52330				250	250		
GSA Liability Insurance	52400				6000	4761	-20.65%	based on 5 year max expenditure
GSA D&O Insurance	52401				2000	1587	-20.65%	based on current contract value
Telephone, Facsimile,	52500				2000	1969	-1.55%	based on current contract value
IT/ICT Technical Support	52550				250	2170	768.00%	includes regular annual spending + ~\$1800 for website redesign by Usask IT
Legal Expenses	52601				5000	2000	-60.00%	based on history of use (or lack thereof)
Internal Auditing/Consulting	52603				1000	450	-55.00%	based on history of use (or lack thereof)/ 5 hours of work by bookkeeper
Financial Auditing and taxes	52604				15000	16200	8.00%	adjusted for inflation and increased taxes
Bookkeeping	52650				12000	14000	16.67%	actual value of contract with new bookkeeper
President Fee	52701				7200	12000	66.67%	executive fees have hardly changed for >10 years, increase executive fees to economic situation/other GSA orgs
VP External Fee	52702				6700	12000	79.10%	this breaks down to graduate TA wage for ~12 hours per week
VP Operations and Finance Fee	52703				6700	12000	79.10%	there is no expectation of executives being paid "hourly"
VP Student Affairs Fee	52704				6700	12000	79.10%	but the reality is we are all working 20-30 hours per week for GSA
VP Indigenous Engagement Fee	52705				6700	12000	79.10%	we also all felt strongly that all executives should be paid equally
Chairperson / CEO Fee	52707				2100	2175	3.57%	increase for 1 year inflation since increase
Election and Referenda Expenses	52708				500	350	-30.00%	based on history of use (or lack thereof)
Recording Secretary Fee	52709				1200	1250	4.17%	increase for 1 year inflation and history of use (hourly not salary)
CPP and EI Employer Contribution	21501				600	975	62.50%	increase based on increasing employee salaries
Office Staff and Coordinator Salary	52800				70000	81500	16.43%	increase based on market value of office manager position and anticipated coordinator salaries
Executive Meeting and Retreat	52900				250	365	46.00%	actual cost of retreat this year
Executive Meetings with External	52910				350	252	-28.00%	based on 18.00 lunch per diem and 14 people (5 executives + 1 guest two times)
Executive Business Cards, Pictures,	52333				450	107	-76.22%	based on history of use (or lack thereof)
Executive Travel	52920				2500	2500		
Executive Training and Professional Development	52930				600	525	-12.50%	based on cost of mental health first aid course for 5 executives + some buffer for other opportunities
President's Discretionary Fund	62701				1100	1000	-9.09%	make all VPSs and president have same discretionary, discretionary should be defined
VP External Discretionary Fund	62702				1000	1000		
VP Fin Discretionary Fund	62703				1000	1000		
VP Student Affairs Discretionary	62704				1000	1000		
Indigenous Engagement Discretionary	62705				1000	1000		
Academic Council Foods and Beverage	52903				2000	2000		
GSA Committees Food and Beverage	52904				1000	1000		
Town Hall Food and Beverage	52905				500	250	-50.00%	based on history of use (or lack thereof)
Academic Council Funding	51600				7500	10000	33.33%	increase based on anticipated increase to academic council funding from \$3/student to \$6/student
GSA Awards Gala	53300				5000	5000		
GSA 3MT and Conference	53301			FT		500	100.00%	increase based on previous costs/fundraising
GSA Fall Orientation	53302				7000	7000		
GSA Winter Orientation	53303				2000	2000		
GSA Campus Rec./Intramural Sports	53304				500	210	-58.00%	support for 4 teams, this budget line has not been used in previous 4 years
GSA Health Chats	53305				500	500		
GSA Social Events	53306				6000	4750	-20.83%	based on history of use (or lack thereof)
GSA Sustainability/Diversity Initiative	53307				500	500		
GSA Workshops/Initiatives	53308				3000	1800	-40.00%	based on history of use (or lack thereof)
GSA New Initiatives	53309				2000	2000		
UPASS USSU Administration Fees	51301				12000	10054	-16.22%	based on # of students for this year
ThinkGRAD Membership Fees	52000				1000	0	-100.00%	defunct organization remove from budget
WCB Expenses	52810				500	600	20.00%	this is workers comp, increase based on inflation
ISC and Incorporation Costs	52811				200	90	-55.00%	based on non-profit organization registration cost for SK
GSA Handbook Expenses	52340				5000	2255	-54.90%	actual cost of handbook this year
Leasehold Annual Charges	55130				20	20		
Miscellaneous Expenses	61000				1000	500	-50.00%	based on history of use (or lack thereof)
Financial and Legal Contingency Fund	61001				5000	2500	-50.00%	based on history of use (or lack thereof)
Totals		343250	348954	2%	343170	369728	7.74%	

■ decreased revenue or increased expense  
■ increased revenue or decreased expense  
■ remove, recategorize, or new

# University of Saskatchewan Graduate Students' Association Inc.

## 2022-2023 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.

Based on the GSA's agreement with Saskatoon Transit, the GSA collects \$3.00 of administration fees per UPASS assessed. This budget line represents the remaining dollar amount after deducting the 1% University administration charge from each UPASS fee collected from graduate students. This budget line is used to cover the USSU-UPASS administration costs (Expense line 51301).

## 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 (i.e. Studentcare) 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. The last payment will be made on the 2021-2022 fiscal year. No payments will be received in the future.

**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 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. 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 line 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.

**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.

**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 Discretionary Fund; **62703** VP Operations and Finance Discretionary Fund; **62704** VP 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: February 22, 2022*