



Annual Budget Notes

2013-2014

This budget covers the period June 1, 2013 to May 31, 2014 – our fiscal year. All expenditures from June 1, 2013 to date have been reflected and considered in the preparation of this budget.

The GSA annual budget is not a static document. It may undergo changes throughout the year, per approval of the budget committee, student council and/or general assembly.

The annual budget, as it appears today, has been prepared by the budget committee and was approved by the student council on October 11, 2013.

Revenues

Fall Fees:

This represents our estimated revenues based on the number of fee paying students. To date we have received \$323,285 of this amount, and expect to receive the remainder over the course of the semester. Some students pay their fees late, and the GSA does not receive these fees until they are paid by students.

Winter Fees:

The GSA receives student payments in the winter semester, albeit much less than the fall fee. \$35,000 approximates the amount received last year.

Advocacy:

The GSA receives a fee levy for advocacy service in the amount of \$2.50 per student both in the fall and winter semester.

Opening Budget Carryover:

This was our cash balance as at June 1, 2013, as follows:

Bank Account Balance	\$62,432
Cash	370
Outstanding Cheques	-8,051
GSA Internal Account	36,774
GSA Advocacy Account	30,038
Total	<u>\$121,563</u>

Salaries**Executive Honoraria:**

GSA executives receive a \$15/hour honorarium for 13 hours/week. The budget was prepared under the assumption that two new executive positions will be added today. The amount presented also includes other payroll expenses.

Managers:

The GSA employs seven staff members, including: a finance manager (10 hours/week), advocacy manager with administrative assistant duties (36 hours/week), departmental and campaign advocate (16 hours/week), services manager (15 hours/week), administrative coordinator (20 hours/week), administrative assistant (20 hours/week), and outreach coordinator (7 hours/week). All staff members are paid \$18/hour. The GSA staff members have voted to join a union, and a collective agreement is currently being drafted. We do not project any significant changes to the payroll costs as a result of this agreement.

Meetings**Directors' Honoraria:**

Student council members are paid a \$50 honorarium for attending student council meetings in order to cover any additional child care, transportation, or other additional costs incurred to attend the meetings. Meetings usually take place once per month; however, there are circumstances when additional meetings are called. The budget reflects this possibility by projecting 14 meetings during the year.

GA Expenses:

The amount budgeted is quite conservative, assuming the cost will be \$1,500/GA for three GAs. Although only one GA is required per year, others may be called when important decisions need to be made. Costs incurred for GAs include room rental fees, promotional materials and food, among others.

Other Meeting Expenses:

This is the forecasted cost to hold council meetings, executive meetings, staff meetings, and any other necessary meetings.

Overhead**Professional Fees:**

This includes the forecasted cost of our annual financial statement review (approximately \$4,000) plus any legal fees.

Insurance:

This has already been paid.

Internally Billed:

These are fees charged to our internal account at Concordia, and includes telephone charges, fax charges, house maintenance etc.

Other:

This includes the cost of office supplies, cable TV, and other minor expenses.

CFS Contingency Fund

The GSA has a contingency fund held in trust with our lawyer in case we lose our court case with the Canadian Federation of Students (CFS). The amount budgeted is approximately equivalent to their annual fees. This issue is complicated to explain in a short paragraph. You may read this news article for some details:

<http://oncampus.macleans.ca/education/2011/04/25/concordia-grad-students-sue-canadain-federation-of-students/>

Classes

Teacher Wages:

The GSA runs approximately 10 language classes per semester (depending on demand), and pays the teachers a wage that is contingent on total enrollment. The GSA ensures that the classes are moderately profitable.

Student Payments:

The student payment estimate is based on enrollment from prior years. The GSA does not expect a significant fluctuation. Fall enrollment yielded \$4,200 in revenues this year.

Funding

Academic Associations:

The GSA's funding policy for student associations is as follows:

Associations That Collect Their Own Fee Levy	\$11/student
All Other Associations	\$13/student
Minimum Allocation For Small Associations (≤ 30 Students)	\$400

JMGSA Unpaid Allocation 2012-2013:

The JMGSA did not receive their 2012-2013 department allocation because they did not meet the GSA's conditions for receiving the funds. The GSA has been working with the JMGSA to help them meet these conditions, and has promised to release these funds once the conditions are met.

Dip. In Communication Studies Unpaid Allocation 2012-2013:

Same situation as JMGSA noted above. This allocation was made in fall 2013.

French Lit. Association Unpaid Allocation 2012-2013:

Same situation as JMGSA noted above. This allocation was made in fall 2013.

Funds and Subsidies Committee:

This is a committee with members representing each of Concordia's academic departments. Their duty is to allocate these funds to students and student groups to support academic, cultural and political initiatives. \$20,000 was allocated to each of the funds and subsidies committee, student life committee, and campaigns committee. The amount selected was

based on the judgement of the budget committee, and took into account fund availability and the goals of the GSA.

Support for HIV Aids Project:

This was a sponsorship voted on by the prior year's student council. It was paid during the summer.

Elections Candidates:

This is the total expected cost of the annual executive and student council election. The last election's cost breakdown is as follows:

Chief Recruiting Officer Honorarium	\$3,078
Polling Clerks	3,294
Candidate Expense Reimbursements	1,871
Promotional Materials	<u>966</u>
Total	<u>\$9,209</u>

GSA Discretionary Spending

Fall Orientation:

This was the actual cost of our fall orientation.

Winter Orientation:

Winter orientation will be smaller than fall orientation. A detailed budget for winter orientation has not been finalized at this moment, so the budgeted amount is a rough estimate.

Student Life Committee:

This is a committee with members representing each of Concordia's academic departments. Their duty is to allocate these funds to social and cultural events for GSA members. \$20,000 was allocated to each of the funds and subsidies committee, student life committee, and campaigns committee. The amount selected was based on the judgement of the budget committee, and took into account fund availability and the goals of the GSA.

Summer Events:

The GSA organized several events throughout the summer. The cost breakdown is as follows:

Strawberry Picking	\$391
Paintball	2,934
Cave Diving	134
Symphony	757
Arbraska	<u>1,855</u>
Total	<u>\$6,071</u>

Campaigns Committee:

This is a committee with members representing each of Concordia's academic departments. Their duty is to allocate these funds to political events and other campaigns for GSA members. \$20,000 was allocated to each of the funds and subsidies committee, student life committee, and campaigns committee. The amount selected was based on the judgement of the budget committee, and took into account fund availability and the goals of the GSA.

Agenda:

We earned a small profit on our annual agenda from advertising revenue. The goal of the agenda is not to earn a profit, and our aim was to break even.

Website Update:

This includes the cost of upgrading our website, plus some archiving of records. To date we have spent \$900 of this amount for website design.

House Improvements:

\$1,583 was spent during the summer for various items (mini refrigerator, microwave, fans etc...). Additional office chairs and computer equipment are included in this budget line as well. The budget committee wanted to ensure that there is adequate room under this budget line to meet any unforeseen house improvement needs.

GSA Promotional:

The GSA is planning launch a promotional campaign for our advocacy services.

Excess

The funds remaining at the end of the year are to be carried forward, and used to cover the expenses incurred in summer 2014. The GSA does not receive student fees in the summer time and it is essential to have sufficient funds available to cover obligatory expenses during this

time. Unless there are circumstances which could inhibit the GSA's ability to operate, these funds may not be used for any other purpose.