
Report for the Month of September and October 1 -20, 2016

- I. Tasks completed during the month
 - 1. Prepared expense statement for the month of September, October 2016
 - 2. Updated and tallied all the expenses in the QuickBooks system
- II. Follow up of previous month tasks
 - 1. All pending payments are paid and settled and payees informed
- III. Expense report

Expenses details (Amount in CAD unless mentioned explicitly)

Graduate Student's Association

Expenditure report

September 1 -30, 2016	Total
French Class – teacher payments and expenses	\$ 2410.83
2 Expenses	
2.1 Salaries and Wages	
Staff Salary	\$ 10979.15
2.1.1a Executive Bursary (2 execs for September)	\$2200.00
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	\$ 250.00
2.1.2.2 Council Chair Honorarium	\$ 75.00
Total 2.1.2 Council Expenses	\$ 325.00
Total 2.1 Salaries and Wages	\$ 13504.15
2.14 Bank Charges	\$ 137.00
2.3 Office/general administrative expenses	
2.3.1 Office Supplies, Stationery & Printing	\$ 196.18
2.3.5 Dues and Subscriptions	\$ 145.14
Total 2.3 Office/general administrative expenses	\$ 341.32
2.5 Meeting Expenses	
2.5.1 Council Meeting Expenses	\$ 169.85
2.5.5 Committee Meeting Expenses	\$ 61.00
Total 2.5 Meeting Expenses	\$ 230.85
2.6.1 Fall Orientation	\$ 9,615.10
2.7 Campaigns and Communications	\$ 167.88
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.3 Special Projects Funding	\$ 500.00
2.16.4 Conference Subsidies for Students	\$ 100.00
2.16.6 Allocations	\$ 400.00
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$ 1,000.00
Total expenses	\$ 27,407.13

Graduate Student's Association	
Expenditure report	
October 1 to October 20, 2016	Total
French Class – teacher payments and expenses	\$ 1610.00
2 Expenses	
2.1 Salaries and Wages	
Staff Salary	\$ 3136.10
2.1.1a Executive Bursary (3 execs for September)	\$3300.00
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	\$ 300.00
2.100 Staff Award	\$ 50.00
Total 2.1 Salaries and Wages	\$ 6,786.10
2.3 Office/general administrative expenses	
2.3.1 Office Supplies, Stationery & Printing	\$ 181.14
2.3.2 Courier charges	\$ 1.43
2.3.5 Dues and Subscriptions (including Replicon annual fee)	\$ 865.06
Total 2.3 Office/general administrative expenses	\$ 1,047.63
2.5 Meeting Expenses	
2.5.1 Council Meeting Expenses	\$ 6.32
2.5.3 Other meeting expenses (CSU meetings and external meetings)	\$ 111.36
2.5.5 Committee Meeting Expenses	\$ 22.11
Total 2.5 Meeting Expenses	\$ 139.81
2.6 Social & Administrative Events	
2.6.2 Trips	\$ 1,837.28
2.6.5 General Assemblies	\$ 82.77
2.6.1 Fall Orientation	\$ 4,672.37
Total 2.6 Social & Administrative Events	\$ 6,592.42
2.2 Office Equipment	\$ 3,117.73
2.7 Campaigns and Communications	\$ 91.26
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.4 Conference Subsidies for Students	\$ 2,150.00
2.16.6 Allocations	\$ 2,028.00
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$ 4,178.00
Total expenses	\$ 23, 562.95

*This is a tentative expense report subject to few adjustments and cheque realizations.

IV. Any other information –

1. Funds received in Fall 2016

- Health and Dental Insurance fees not part of GSA's Income

Item	Amount in CAD	Total Amount in CAD
Health Insurance Premium	120,498.50	233,807.44
Dental Insurance Premium	113,262.06	
Advocacy centre Fees	16,077.5	16,077.5
Student GSA Fees	363,846.84	363,846.84
French Classes – income	\$ 5840.00	\$ 5840.00
Total		385,764.34

2. Other details of fund receipt and expenditure

a. For GSA website

ITEM	NEEDED
Grant received from ASEQ	\$ 7,910.00
Amount spent till date	\$ 2, 874.38

b. Pending Invoices

<i>Items</i>	<i>Remarks</i>	<i>Amount in CAD</i>
<i>Agenda book -GSA Libyan students</i>	Pending invoices	2,600
	Expenses	275.94
	Received	413.91
	Excess	137.97

3. Expenditure report

Total expenses of GSA from June 1, 2016 to October 20, 2016 as per table below

Graduate Student Association (GSA)

Annual Budget for 2016-17 June, 2016 to May, 2017

EXPENDITURES

Funding, Allocation and Academic-related projects	CAD 101,000	CAD 4,178	CAD 6,528	6%	94%	Remarks
Allocations to Departmental and Faculty	CAD 76,000	2028	2428	3%	97%	
Academic Projects	CAD 5,000	0	0	0%	100%	
Special Projects	CAD 5,000	0	500	10%	90%	
Conference subsidies for students	CAD 15,000	2150	3600	24%	76%	
Salaries, Bursaries & Wages	CAD 246,208	CAD 8,396	CAD 72,617	29%	71%	
Executive Bursary	CAD 69,500	3300	22000	32%	68%	
Executive Business-related Expenses	CAD 1,000	0	0	0%	100%	
Directors Honorarium	CAD 14,000	300	2150	15%	85%	
Council chair Honorarium	CAD 975	0	300	31%	69%	
Staff Salary	CAD 149,510	3186.1	41565.69	28%	72%	\$ 50 staff award
Classes Salary	CAD 8,000	1610	6600.83	83%	17%	
Staff Insurance	CAD 3,223	0	0	0%	100%	
Events	CAD 101,500	CAD 6,592	CAD 21,924	22%	78%	
Fall Orientation	CAD 28,000	4672.37	14287.47	51%	49%	
Winter Orientation	CAD 10,000	0	0	0%	100%	
Academic events	CAD 10,000	0	0	0%	100%	
Social events	CAD 36,000	1837.28	7498.41	21%	79%	
General Assembly	CAD 7,500	82.77	82.77	1%	99%	
Election	CAD 10,000	0	55.8	1%	99%	2015-16 expenses
Meeting expenses	CAD 7,000	CAD 140	CAD 1,238	18%	82%	
Council meeting	CAD 4,500	6.32	998.13	22%	78%	

Committee meeting	CAD	500	22.11	90.21	18%	82%	
Staff meeting	CAD	500	0	0	0%	100%	
Executive meeting	CAD	500	0	38.54	8%	92%	
Other meetings	CAD	1,000	111.36	111.36	11%	89%	
Administrative expenses	CAD	36,879	CAD 4,165	CAD 9,272	25%	75%	
Furniture & Equipment	CAD	5,000	3117.73	3117.73	62%	38%	PS4 etc
Office Supplies, Stationery & printing	CAD	10,000	181.14	1794.48	18%	82%	
Overheads	CAD	5,379	866.49	1958.51	36%	64%	
Repairs & Maintenance	CAD	10,000	0	101	1%	99%	
Insurance	CAD	2,000	0	1446.57	72%	28%	
Bank charges	CAD	1,000	0	436.65	44%	56%	
New Council Training	CAD	2,000	0	100	5%	95%	
Software expenses	CAD	1,500	0	316.88	21%	79%	
Legal, professional & audit fees	CAD	30,000	CAD -	CAD 3,707	12%	88%	
Legal & Professional fees	CAD	20,000	0	27.79	0%	100%	
Audit fees	CAD	10,000	0	3679.2	37%	63%	
Campaigns & Mobilizations	CAD	15,000	CAD 91	CAD 259	2%	98%	
Events	CAD	11,000	91.26	91.26	1%	99%	
Travels	CAD	1,500	0	167.88	11%	89%	
Supplies & promotion materials	CAD	2,500	0	0	0%	100%	
General & Miscellaneous	CAD	1,000	CAD -	CAD -	0%	100%	
Provision for the Individual student aid	CAD	5,000	0	0	0%	100%	
TOTAL EXPENDITURE	CAD	538,587	CAD 23,563	CAD 115,545	21%	79%	

October 2016 Monthly Report

Nicole Macoretta

Department/Faculty Manager
Graduate Students' Association

Hello all,

Below is the summary of my work within the month of October:

- Final processing, analysis and allocation of the September 2016 Conference Funding Subsidy Recipients
- Continuously promoting, registering, organizing, and recording student association registration. I have been working with the Communications Manager and the Outreach Coordinator to reach out to associations who may not have already registered with the GSA, or to departments which currently do not have student associations
- Answering emails regarding allocation and conference funding eligibility.
- Receiving and organizing the Academic and Special Project Funding applications for the Fall semester and initiating the meeting of the Funding Committee for processing these applications
- Conference Funding processing for the month of October
- Answering email queries and processing Student Association Allocation applications.

Best regards,
Nicole

Communications Manager Report

Completed activities:

- Sent weekly newsletters
- Launched new website
- Created a certificate template
- Began work on graphics for social media to inform students about fee levies
- Made stickers to be used for GSA inventory purposes

Upcoming activities:

- Continuing to update website content
- Incorporating new features onto website (eg. Online application forms)
- Creating section of website with detailed information about conference funding sources available to Concordia grad students

October 2016 Monthly Report

Purna Roy
Services Manager
Graduate Students' Association

Since the last Council meeting, here's a list of tasks completed:

Tasks Completed

- Communicated with IITS about the low quality of their services provided during the Iranian Meet and Greet with MPs event in September
- Communicated and personally spoke with the IITS services manager and ensured that actions were taken to make up for the low quality technical support provided for the Iranian event with the result that all IITS charges were waived for the event for that student group
- Checked GSA's propane gas tanks and informed security about the date and time when the tanks will be picked up as per request by the student group
- Searched for DPS printer and CCP printing company's contact information for printing issues
- Processed request for IKEA tool boxes as requested by students
- Communicated with Communications Manager and got inventory stickers with GSA logo and codes ready
- Enquired Hospitality Concordia about the charges they made to the GSA account for the Council Meetings
- Searched for wheelchair friendly rooms that is also available during the council meeting time slots and booked room for the GSA council meeting for October

- Since the request for booking the rooms (stating the dates) came less than 10 business days, had to make special request to Hospitality to grant permission for booking the space and had to state legitimate reasons for the request to be processed
- Communicated with Hospitality and ensured that zero charges were incurred for the council meetings
- Communicated with Hospitality for Chemistry & Biochem Grad Stud. Association's event and confirmed GSA's budget code for the booking
- Had meeting with VP Mobilization and Outreach Coordinator for upcoming Tabling event
- Booked spaces for upcoming Tabling event for 11/4/2016 Fri at Engineering and Visual Arts 1.116 - Table Time: 11 am - 1pm; 11/7/2016 Mon Engineering and Visual Arts - S2.200 - Table Time: 11 am - 1 pm
- Wrote to CSU to book the CSU Bakesale space for Tabling Event
- Spoke to Facilities Management about expediting painting of the basement room for Advocacy centre and they proposed that they will hire contractors to paint the room which should be done in two weeks
- Booked room for upcoming General Assembly slated for 7th November
- Looked into dates available to book the Alumni Amphitheatre for November/December as per request

Upcoming/Ongoing Tasks

- Now that the inventory stickers are ready, the process of labeling all valuable items in the GSA house can be started