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Report for the Month of December 1 -7, 2016

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- I. Tasks completed during the month
  1. Prepared expense statement for the month of December and Half year ended November 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

<b>Graduate Student's Association</b>	
<b>Profit and Loss</b>	
<b>December 2016</b>	
	<b>Total</b>
<b>Income</b>	
<b>Total Income</b>	
<b>Gross Profit</b>	<b>\$ 0.00</b>
<b>Expenses</b>	
<b>2 Expenses</b>	
<b>2.1 Salaries and Wages</b>	
<b>2.1.1 Executive expenses</b>	
<b>2.1.1a Executive Bursary</b>	<b>2,200.00</b>
<b>Total 2.1.1 Executive expenses</b>	<b>\$ 2,200.00</b>
<b>2.1.2 Council Expenses</b>	
<b>2.1.2.1 Director's Honorarium</b>	<b>100.00</b>
<b>Total 2.1.2 Council Expenses</b>	<b>\$ 100.00</b>
<b>2.100 Staff Award</b>	<b>50.00</b>
<b>Total 2.1 Salaries and Wages</b>	<b>\$ 2,350.00</b>
<b>2.16 Funding &amp; Allocation for Student groups, departments and associations</b>	
<b>2.16.1 Academic Funding</b>	<b>500.00</b>
<b>2.16.6 Allocations</b>	
<b>2.16.6a Allocations- Fall</b>	<b>715.00</b>
<b>Total 2.16.6 Allocations</b>	<b>\$ 715.00</b>
<b>Total 2.16 Funding &amp; Allocation for Student groups, departments and associations</b>	<b>\$ 1,215.00</b>
<b>2.6 Social &amp; Administrative Events</b>	
<b>2.6.4 Academic Events</b>	<b>9.77</b>
<b>2.6.5 General Assemblies</b>	<b>582.72</b>
<b>Total 2.6 Social &amp; Administrative Events</b>	<b>\$ 592.49</b>
<b>2.7 Campaigns and Communications</b>	
<b>881 Events</b>	<b>377.02</b>

Total 2.7 Campaigns and Communications	\$ 377.02
Total 2 Expenses	\$ 4,534.51
390 French Class Expenses	
391 Payroll - Classes	2,120.00
Total 390 French Class Expenses	\$ 2,120.00
Total Expenses	\$ 6,654.51

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

IV. Any other information

Please attached Half Year Report

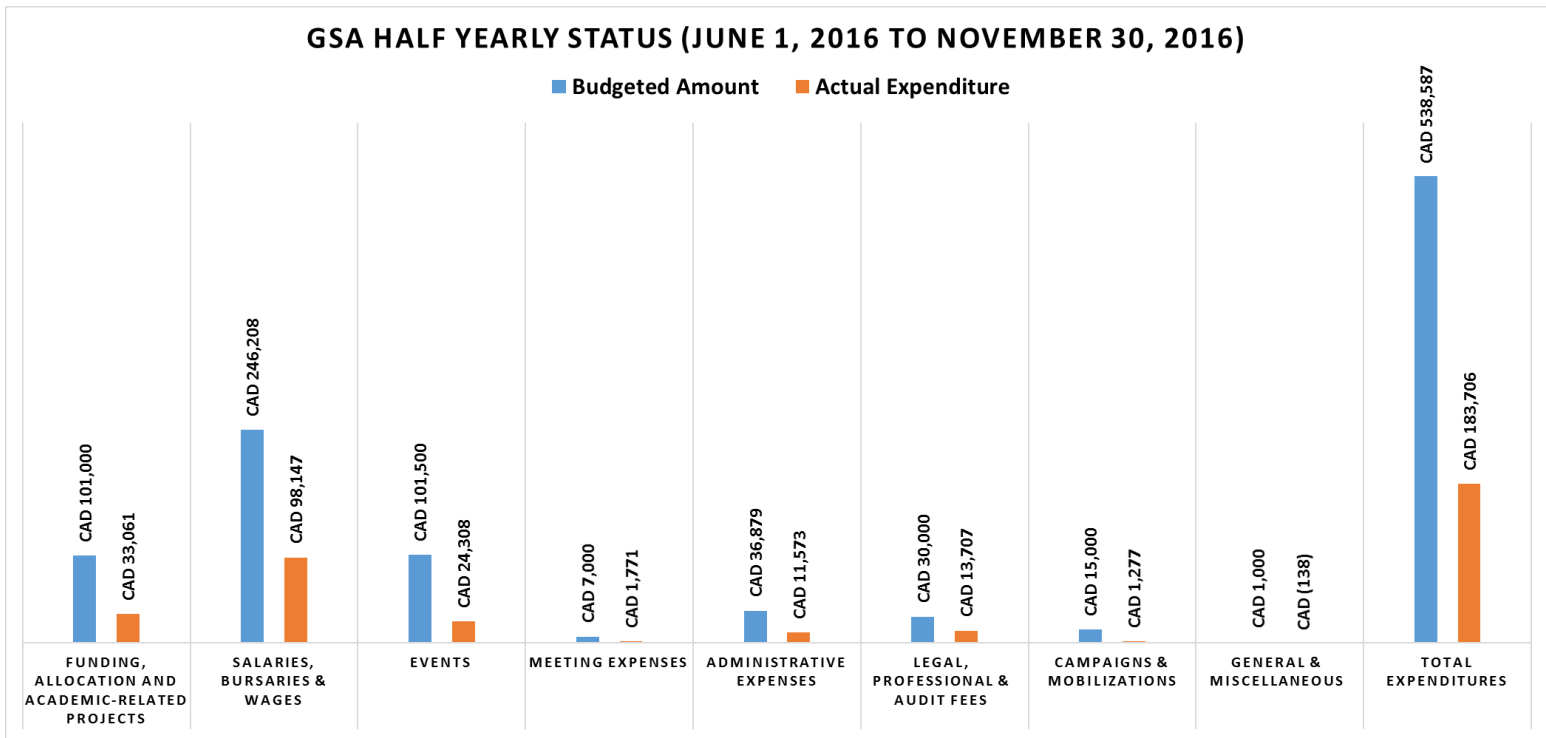
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### Expenditure Report for Half Year (June 1,2016 – November 30 ,2016)

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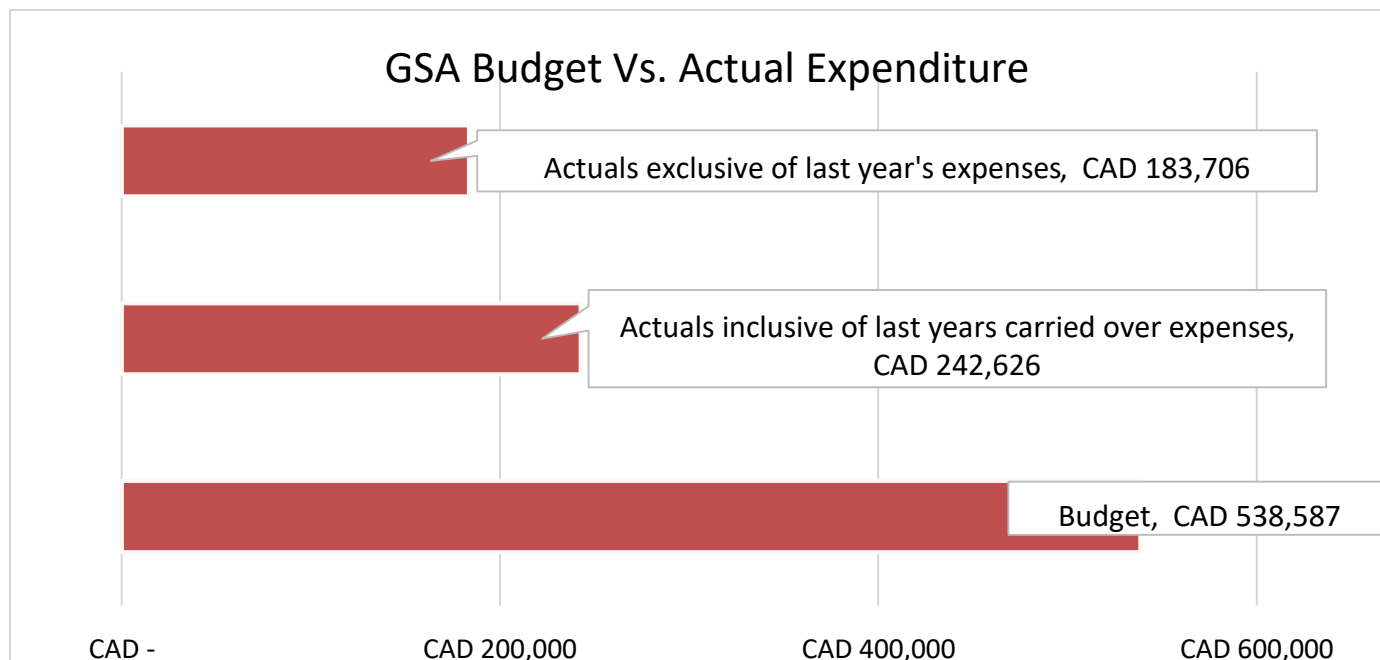
The Graduate Student Association (GSA) has spent **34% of its budget** for the half year from June 1, 2016 to November 30, 2016.

- ✓ *Legal, professional and audit fees topped the spending with 46% spent of its allotted budget*
- ✓ *Salaries, Bursaries and Wages came a close second with 40% spending of its allotted budget*



There was an expenditure of \$ 58,920.08 pertaining to the previous financial year i.e. 2015-16 incurred in the current financial year i.e. 2016-17. Hence the actual expenditure increased from \$ 180, 588 (34 % of the budget amount) to \$ 239,508 (44% of the budget amount). The budget lines pertaining to previous financial year is as below:

<b>Budget Line</b>	<b>Expenditure in CAD</b>
Director Honorarium	900
Executive Bursary	1100
French class salary	1080
Office stationery	276.15
Funding to Student Associations/groups	
Allocation	45676
Special Projects	500
Academic Funding	1500
Election expenses	127.09
Office equipment	275.02
Council training	539.34
Chair Hon.	75
Events	
General	1711.55
Academic Event-Sustainability	500
Trip	2934.45
Refunds	
French class	100
English class	75
New York Trip	1200
Winter orientation	96
Meeting expenses	
Council meeting	68.11
Staff meeting	166.67
Other meeting	19.7
<b>Grand Total</b>	<b>58920.08</b>



The table below provides detail list of expenditure items and the amounts

Budget Lines	Budgeted Amount in CAD	Expenditure from June 1, 2016 to August 31, 2016 in CAD	% of budget spent	Unutilized portion in %
<b>Funding, Allocation and Academic-related projects</b>	<b>101,000</b>	<b>33,061</b>	<b>33%</b>	<b>67%</b>
Allocations to Departmental and Faculty	76,000	26511	35%	65%
Academic Projects	5,000	500	10%	90%
Special Projects	5,000	700	14%	86%
Conference subsidies for students	15,000	5350	36%	64%
<b>Salaries, Bursaries &amp; Wages</b>	<b>246,208</b>	<b>98,147</b>	<b>40%</b>	<b>60%</b>
Executive Bursary	69,500	30800	44%	56%
Executive Business-related Expenses	1,000	0	0%	100%
Directors Honorarium	14,000	3575	26%	74%
Council chair Honorarium	975	525	54%	46%
Staff Salary	149,510	53306.54	36%	64%
Classes Salary	8,000	9940	124%	-24%
Staff Insurance	3,223	0		
<b>Events</b>	<b>101,500</b>	<b>24,308</b>	<b>24%</b>	<b>76%</b>
Fall Orientation	28,000	17469.31	62%	38%
Winter Orientation	10,000	0	0%	100%
Academic events	10,000	183.69	2%	98%

Social events	36,000	5661.13	16%	84%
General Assembly	7,500	821.49	11%	89%
Election	10,000	172.5	2%	98%
<b>Meeting expenses</b>	<b>7,000</b>	<b>1,771</b>	<b>25%</b>	<b>75%</b>
Council meeting	4,500	1476.82	33%	67%
Committee meeting	500	106.2	21%	79%
Staff meeting	500	0	0%	100%
Executive meeting	500	38.54	8%	92%
Other meetings	1,000	149.46	15%	85%
<b>Administrative expenses</b>	<b>36,879</b>	<b>8,456</b>	<b>23%</b>	<b>77%</b>
Furniture & Equipment	5,000		0%	100%
Office Supplies, Stationery & printing	10,000	2317.28	23%	77%
Overheads	5,379	2480.32	46%	54%
Repairs & Maintenance	10,000	1136.97	11%	89%
Insurance	2,000	1446.57	72%	28%
Bank charges	1,000	449.4	45%	55%
New Council Training	2,000	625	31%	69%
Software expenses	1,500			
<b>Legal, professional &amp; audit fees</b>	<b>30,000</b>	<b>13,707</b>	<b>46%</b>	<b>54%</b>
Legal & Professional fees	20,000	10027.79	50%	50%
Audit fees	10,000	3679.2	37%	63%
<b>Campaigns &amp; Mobilizations</b>	<b>15,000</b>	<b>1,277</b>	<b>9%</b>	<b>91%</b>
Events	11,000	1167.88	11%	89%
Travels	1,500	0	0%	100%
Supplies & promotion materials	2,500	108.68	4%	96%
<b>General &amp; Miscellaneous</b>	<b>1,000</b>	<b>(138)</b>	<b>-14%</b>	<b>114%</b>
<b>TOTAL EXPENDITURE</b>	<b>538,587</b>	<b>180,588</b>	<b>34%</b>	<b>66%</b>
Last financial year's expenses carried over		58,920		
<b>GRAND TOTAL EXPENDITURE</b>		<b>239,508</b>	<b>44%</b>	<b>56%</b>

Note 1	
Website grants received	\$7,910.00
Website expenses	\$2,874.38
Balance	\$5,035.62

Note 2	
Libyan Student association event expense	275.94
Amount received	(413.91)
Balance	(137.97)

Note 3

Budget Item	Income from June 1, 2016 to November 30, 2016
AG 1082 Advocacy center fees	\$ 15,935.00
Fall Fees 2016 received	\$ 361,325.60
External Account (TD Bank)	\$ 96,267.83
Other source of income	\$ 8,960.00
<b>Total income</b>	<b>\$ 482,488.43</b>
AG 1023 Health and Insurance Fees	\$ 236,240.93

## Monthly Report for December 2016

**Nicole Macoretta**  
**Department/Faculty Manager**  
**Graduate Students' Association**

Hello all,

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

- Final processing, analysis and allocation of the November 2016 Conference Funding Subsidy recipients
- Answering emails and meeting with students regarding all inquiries related to funding opportunities (individual and group) and the registration, allocation process and inner workings of the faculty and departmental student associations
- Finalizing and promoting the Extra-Curricular Engagement Funding Subsidy
- Processing of Extra-Curricular Engagement Funding Subsidies
- Amending Rafi's proposed Clubs Policy
- Reaching out to registered associations via newsletter promoting the GSA's services and funding opportunities, including the annual Student Association Allocation process, and Special and Academic Project funding for the Winter semester.

Best regards,  
Nicole

## Monthly Report December 2016

Purna Roy  
Services Manager

### Tasks Completed

- Worked with Hospitality over conflict of dates due to exam period for GSA Council Meeting for December 13<sup>th</sup>
- Booked another accessible room H769 as Council Meeting Venue as previous room was going to be used for exams
- Booked space and communicated with external group hosting the Third bi-annual orientation for newly arrived Farsi speaking students
- Communicated with the Eastern Breeze Film Inc. to get the on-line link for tickets for interested students and sent them GSA logo to advertise GSA's name as a co-host
- Worked on writing up short description for the movie and upcoming film screening by Eastern Breeze Inc. along with other details like time and venue and its accessibility and shared with Communications Manager to be advertised in the Newsletter
- Sent Communications Manager the online link to purchase the movie tickets for the Eastern Breeze Film Inc. as well as the movie poster to be advertised in GSA's newsletter
- Requested Hospitality for invoices for recent events for record instead of charging GSA's internal account directly and then forwarded the invoices to Finance Manager
- One external (Farsi) group cancelled their event after all rooms were booked and IITS had been informed as well and worked to cancel all bookings and informed Management, IITS and Facilities services to make sure all charges are cancelled and the group is not billed cancellation fees
- Another event by a student group (Story-telling Session) cancelled on recommendation by Concordia Event Analyst as it was clashing with exam times, after the booking had been processed



- Communicated with all departments and facilities to inform them about the cancellation and made sure no charges were brought in for last minute cancellation
- Processed Lounge Bookings as per request through emails
- Registered students at the GA and handed out food tickets as per request along with VP Mobilization
- Communicated with IITS, DP Print requesting services for Xerox/Scanning machine which they responded negatively to as the machine is not in contract under them
- Inventory tagging almost complete
- Attended Student Life Council Meeting for upcoming Winter Orientation

#### Upcoming Tasks

- Preparing for Winter Orientation events

GSA Communications Manager Report  
December 2016

This month, I continued to work on website updates, sent out newsletters, created marketing materials for the December GA, made a graphic to promote the sustainability event, and continued to work on the Advocacy Centre promotional materials. We agreed on a logo for the Advocacy Centre, and I now have a mock-up of a handout that will be used to inform the GSA members when the GSA Advocacy Centre is fully operational at 2030 Mackay.

Have a good winter break!