
Report for the Month of December, 2016 and January 1-20, 2017

- I. Tasks completed during the month
 - 1. Prepared expense statement for the month of December and January 1 to 20, 2017
 - 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
 - 2. Tax return for Quebec has been mailed. Ongoing discussion with Federal agency for filing tax return

- III. Expense report

Graduate Student's Association	
Profit and Loss	
December 2016	
	Total
Expenses	
2 Expenses	
2.1 Salaries and Wages	
Staff Salary	\$4,856.71
2.1.1 Executive expenses	
2.1.1a Executive Bursary	\$6,600.00
Total 2.1.1 Executive expenses	\$6,600.00
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	\$1,040.00
Total 2.1.2 Council Expenses	\$1,040.00
2.100 Staff Award	\$50.00
Total 2.1 Salaries and Wages	\$12,496.71
2.14 Bank Charges	\$6.00
2.15 Miscellaneous	\$53.04
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.1 Academic Funding	\$500.00
2.16.3 Special Projects Funding	\$450.00
2.16.4 Conference Subsidies for Students	\$1,100.00
2.16.6 Allocations	
2.16.6a Allocations- Fall	\$9,113.00
Total 2.16.6 Allocations	\$9,113.00
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$11,163.00
2.3 Office/general administrative expenses	
2.3.1 Office Supplies, Stationery & Printing	\$499.07
2.3.5 Dues and Subscriptions	\$399.25
Total 2.3 Office/general administrative expenses	\$898.32
2.5 Meeting Expenses	

2.5.1 Council Meeting Expenses	\$657.62
2.5.2 Executive Meeting expenses	\$68.27
Total 2.5 Meeting Expenses	\$725.89
2.6 Social & Administrative Events	
2.6.1 Orientation- Fall & Winter	
2.6.1.2 Winter	\$5.60
Total 2.6.1 Orientation- Fall & Winter	\$5.60
2.6.3 Social Events	\$759.55
2.6.4 Academic Events	\$1,423.90
2.6.5 General Assemblies	\$1,240.19
Total 2.6 Social & Administrative Events	\$3,429.24
2.7 Campaigns and Communications	
881 Events	\$391.96
Total 2.7 Campaigns and Communications	\$391.96
Total 2 Expenses	\$29,164.16
390 French Class Expenses	
391 Payroll - Classes	\$2,120.00
Total Expenses	\$31,284.16

Graduate Student's Association	
Profit and Loss	
January 2017	
	Total
2.1 Salaries and Wages	
Staff Salary	7,368.92
2.1.1a Executive Bursary	1,100.00
Total 2.1.1 Executive expenses	\$ 8,468.92
2.1.2 Council Expenses	
2.1.2.2 Council Chair Honorarium	150.00
Total 2.1.2 Council Expenses	\$ 150.00
Total 2.1 Salaries and Wages	\$ 8,618.92
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.4 Conference Subsidies for Students	300.00
2.16.6 Allocations	
2.16.6a Allocations- Fall	871.00
Total 2.16.6 Allocations	\$ 871.00
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$ 1,171.00
2.3 Office/general administrative expenses	106.17
2.3.5 Dues and Subscriptions	167.93
Total 2.3 Office/general administrative expenses	\$ 274.10
2.6 Social & Administrative Events	
2.6.1 Orientation- Fall & Winter	

2.6.1.2 Winter	150.48
Total 2.6.1 Orientation- Fall & Winter	\$ 150.48
Total 2.6 Social & Administrative Events	\$ 150.48
Total 2 Expenses	\$ 10,214.50
390 French Class Expenses	1,203.10
Total Expenses	\$ 11,417.60

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

- IV. Any other information
a. Executive bursary details

Transaction date	Name of the employee	Amount	Pertinent month
1/12/2016	Mudasser Akbar	1,100.00	Nov-16
5/12/2016	Soliman A. Abu-Samra	1,100.00	
15-12-2016	Mudasser Akbar	1,100.00	Dec-16
15-12-2016	Rafi Azad	1,100.00	
16-12-2016	Soliman Abu Samra	1,100.00	
19-12-2016	Mahsa Khoshab	1,100.00	
1/1/2017	Mohd. Nasir	1,100.00	

- b. Income or fess received for Winter 2017 as under (updated on January 20th, 2017)

Item	Amount in Canadian dollars
GSA Student Fees	24642.9
GSA Health and Dental Insurance Premium	363832.2
GSA Advocacy centre	12880
Total	401355.1

Monthly Report for January 2017

Nicole Macoretta
Department/Faculty Manager
Graduate Students' Association

Hello all,

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

- Final processing, analysis and allocation of the December 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
- 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.
- Preparation for Winter Allocation checks for Student Associations
- Registering Student Associations
- Collecting and analysing applications for Conference funding for January and Special and Academic Project funding for the Winter semester.

Best regards,
Nicole

Communications Manager Report

Completed activities:

- Sent weekly newsletters
- Digitized GSA lounge booking form
- Digitized Departmental Allocation form (currently being tested by Funding Manager, not yet live)
- Created Winter Orientation promotional materials
- Created Extra-Curricular Engagement Subsidy poster (to be distributed)
- Created Advocacy Centre signage (to be printed)

Upcoming activities:

- Digitize remaining forms
- Create graphic of GSA organizational chart
- Continue work on fee levy campaign
- Create web page for conference funding sources

Monthly Report for January 2017

Services Manager

Purna Roy

Tasks Completed

- Made Registration form for Share Your Culture Event
- Made Event description for advertisement and shared it with Communications Manager and Outreach Coordinator to publicize the event
- Helped with ticket movie sales for Movie Night GSA
- Answered queries about French classes and Health Insurance as students dropped by the office
- Answered few student queries about registration for the Share Your Culture event
- Communicated with the directors volunteering for the event
- Forwarded two-day casual hiring by Imagnus to Communications Manager for advertisement
- Leader for Breakfast for GSA event at Loyola Campus
- Organized volunteers and coordinated with director (Rishi) for the event
- Held Breakfast for GSA event at Loyola along with President, VP External, Director and volunteer
- Sorted out problems with the set up for the event with Hospitality and Facilities Management as there was huge disorganization on their part
- Communicated with Hospitality about the issues and for wavering of charges for the event on account of mismanagement
- Communicated with Persian student group about space booking on campus under Hospitality Management
- Checked for room booking for council meeting
- Since all accessible rooms were booked during the specific time and date for Council Meeting, emailed Hospitality for special consideration and some other available rooms
- Filled out Concordia's internal booking form for room booking as forwarded by Hospitality for special room booking for Council Meeting
- Made work order for blocked sink at GSA house
- Checked up on the processing of Facilities Management work order for Advocacy Centre
- Power points are all working and window ledges are all re done as requested
- Communicated with CSU about furniture for Advocacy Centre as requested by VP Academic

- Checked Lounge Form as automated by Communications Manager and it is now up and running on the GSA website
- On-site staff for Trivia Night at GSA house
- Helped Leaders set up for the event, cleaning up, ensuring locking of GSA house in the night

Upcoming Tasks

- Attending Concordia food system tour and meeting