
Report for the Month of March (1-15) 2017

- I. Tasks completed during the month
 - 1. Prepared expense statement for the month of March, 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

- III. Expense report

Graduate Student's Association	
Profit and Loss	
March 2017	
	Total
Income	0
Expenses	
2 Expenses	
Staff Salary	4,446.76
2.1 Salaries and Wages	
2.1.1 Executive expenses	
2.1.1a Executive Bursary	3,025.00
Total 2.1.1 Executive expenses	\$ 3,025.00
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	850.00
2.1.2.2 Council Chair Honorarium	75.00
Total 2.1.2 Council Expenses	\$ 925.00
2.100 Staff Award	75.00
Total 2.1 Salaries and Wages	\$ 8,471.76
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.4 Conference Subsidies for Students	950.00
2.16.6 Allocations	
2.16.6b Allocations - Winter	2,223.00
Total 2.16.6 Allocations	\$ 2,223.00
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$ 3,173.00
2.5 Meeting Expenses	
2.5.1 Council Meeting Expenses	339.89
Total 2.5 Meeting Expenses	\$ 339.89
2.6 Social & Administrative Events	
2.6.3 Social Events	-156.65
2.6.4 Academic Events	112.20

Total 2.6 Social & Administrative Events	-\$ 44.45
2.9 Elections	120.00
Total 2 Expenses	\$ 12,060.20
390 French Class Expenses	
391 Payroll - Classes	900.00
Total 390 French Class Expenses	\$ 900.00
Overheads	\$ 638.08
Total Expenses	\$ 13,598.28
Other Expenses	
1000 Lawsuits	6,692.50
Total Other Expenses	\$ 6,692.50
Grand Total	\$ 20,290.78

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

IV. Any other information

1. Audit Update

- a. Our records hadn't been updated since 1993 with CRA and no tax returns filed anywhere since that year
- b. This had been a tough work that has finally culminated in re-registering the GSA. The GSA has now filed both provincial and federal tax returns for 2014 and 2015. We also received assessment reports from both Revenue Quebec and CRA.
- c. We now proceed to audit 2016

2. Advocacy centre

- a. Advocacy Centre of the GSA is now functioning – Contract with CSU @ \$ 90,000 for two years. Part payment of \$63,000 has been made to CSU till date. This contract covers the period until 2018

Note 1

Budget Item	Income from June 1, 2016 to March 15, 2017
AG 1082 Advocacy center fees	\$ 32,005.00
GSA Student Fees	\$ 414,192.50
Dean's office	\$ 10,000.00
French Class Fees collected	\$ 17,680.00
Total income	\$ 473,877.50
AG 1023 Health and Insurance Fees	\$ 698,278.42

Note 2

Sponsor	Purpose	Amount received	Amount spent
ASEQ	Website	\$7,910.00	\$5,748.76
ASEQ	Fall Orientation	\$3,000.00	\$3,000.00
Various	Agenda Book	\$6,100.00	\$4,656.49
Dean's Office	Winter Orientation	\$10,000.00	\$7,883.44
Total		\$27,010.00	\$21,288.69

Note 3

Item Name	Balance outstanding
AG 1003 GSA Internal A/c	\$ 122,761
AG 1082 GSA Advocacy A/c	\$ 62,152
TD Bank (External)	\$ 21,063.37
Total	\$205,976.37
AG 1023 GSA Health & Dental A/c	\$ 230,794

Monthly Report for March 2017

Nicole Macoretta
Department/Faculty Manager
Graduate Students' Association

Hello all,

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

- Final processing, analysis and allocation of the February 2017 Conference Funding Subsidy recipients
- Continually registering and processing allocation applications for student associations
- Collecting and analysing applications for Conference funding for March
- Final analysis of Special and Academic Project funding applications for the Winter semester.
- Meeting with the Funding Committee to deliberate over allocations for the Special and Academic Project Funding.
- Corresponding with students regarding funding opportunities and association operations.

Best regards,
Nicole

Monthly Report for March 2017
Services Manager
Purna Roy

This month I have been mainly busy with the Advocacy office set-up and its related tasks. I am happy to announce that the goals have been met and we have managed to complete the office set-up.

Tasks Completed

- Communicated with CSU team on a regular basis to discuss issues and updating them about the progress of the work orders made to Facilities Management
- Confirmed and checked the order of office supplies organized by CSU for the Advocacy office
- Checked in with IITS about the phone line installation in advocacy office and enquired about its delay (person in charge was on holiday so work was stalled for a while)
- Phone line/ jack installation finally complete
- Ordered new CISCO IP phone model (This took time as we could not locate a physical store on campus and all IITS service desks kept on referring different departments with no avail)
- Finally phones ordered online (web store)
- Checked up on the status and made enquiry on the delivery date of phone
- Phone arrived in office on time
- Coordinated with CSU and GSA executives about picking up of all the office supplies from CSU offices
- President and VP Internal along with Office Manager helped with carrying and delivering the boxes to the basement
- Communicated with and updated Stephen about the progress of the advocacy center set up and with interview/hiring of advocacy manager
- Coordinated with Office Manager and Outreach Coordinator for assembling furniture and over all set up of the office, once all the necessary supplies were deposited in the advocacy center
- With the help of Office Manager and Outreach Coordinator, required furniture was assembled, phone installed, computer set up along with internet, lay out of office changed with couch and table, all office supplies arranged in new cabinet, room, computer and couch dusted and wiped clean
- Advocacy office all set up and decorated
- For March council meeting since the dates were changed, had to make new arrangements for room booking
- Since the new date was falling just under 10 business day booking policy, could not book the venue through the Concordia portal but had to communicate with Hospitality to make special request

- Filled out forms to book new venue for March 23rd council meeting
- Booked room for upcoming General Assembly
- Responded to student emails
- Attended Student Life Committee Meeting

Communications Manager Report

Tasks I've completed since the last Council meeting:

- Finished designing the graphics for the fee levy campaign and posted the images on Facebook
 - They've been getting a far higher number of views than our posts typically do, which suggests that it's a topic of interest to GSA members
- Finished making the funding forms digital
 - They aren't live on the website yet, but they will be made live at the end of this academic year (April)
- Sent emails about the skating vouchers
- Sent weekly newsletters