
Report for the Month of March and April (1-14) 2017

- I. Tasks completed during the month
 - 1. Prepared expense statement for the month of March, 2017 and April, 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	
Expenditure report	
March 2017	
	Total
Expenses	
2.1 Salaries and Wages	
Staff Salaries	13,304.84
2.1.1a Executive Bursary	10,450.00
Total 2.1.1 Executive expenses	\$ 23,754.84
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	1,863.00
2.1.2.2 Council Chair Honorarium	150.00
Total 2.1.2 Council Expenses	\$ 2,013.00
2.100 Staff Award	75.00
Total 2.1 Salaries and Wages	\$ 25,842.84
2.14 Bank Charges	244.19
2.15 Miscellaneous	1,429.00
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.4 Conference Subsidies for Students	1,300.00
2.16.6 Allocations	
2.16.6b Allocations - Winter	4,017.00
Total 2.16.6 Allocations	\$ 4,017.00
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$ 5,317.00
2.3 Office/general administrative expenses	
2.3.1 Office Supplies, Stationery & Printing	1,420.13
2.3.5 Dues and Subscriptions	582.05
Total 2.3 Office/general administrative expenses	\$ 2,002.18
2.4 Legal and professional fees	
2.4.2 Audit Fees	2,759.40
Total 2.4 Legal and professional fees	\$ 2,759.40
2.5 Meeting Expenses	

2.5.1 Council Meeting Expenses	629.97
2.5.3 Other Meeting Expenses	114.62
2.5.4 Staff Meeting Expenses	48.13
2.5.5 Committee Meeting expenses	97.74
Total 2.5 Meeting Expenses	\$ 890.46
2.6 Social & Administrative Events	
2.6.2 Trips	
2.6.2.a Income from Ticket Sales	-2,954.19
Total 2.6.2 Trips	-\$ 2,954.19
2.6.3 Social Events	\$182.53
2.6.4 Academic Events	\$129.00
2.6.5 General Assemblies	\$555.23
Total 2.6 Social & Administrative Events	-\$ 2,087.43
2.7 Campaigns and Communications	\$184.20
2.9 Elections	\$120.00
Total 2 Expenses	\$ 36,701.84
390 French Class Expenses	
391 Payroll - Classes	\$ 1,200.00
Total 390 French Class Expenses	\$ 1,200.00
Total Expenses	\$ 37,901.84
Other Expenses	
1000 Lawsuits	\$ 6,692.50
Total Expenses	\$ 44,594.34

Graduate Student's Association	
Expenditure report	
April 1-14, 2017	
	Total
Expenses	
2.1 Salaries and Wages (Staff Salary)	5,005.37
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	200.00
Total 2.1.2 Council Expenses	\$ 200.00
Total 2.1 Salaries and Wages	\$ 5,205.37
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	468.00
2.16.6b Allocations - Winter	1,209.00
Total 2.16.6 Allocations	\$ 1,677.00
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$ 1,977.00

2.6 Social & Administrative Events	
2.6.5 General Assemblies	75.00
Total 2.6 Social & Administrative Events	\$ 75.00
Total Expenses	\$ 7,257.37

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

- IV. Any other information
- a. We now proceed to audit 2016
 2. Advocacy centre
 - a. The full amount of \$ 90,000 per contract has been paid to CSU

Note 1			
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
ASEQ	Lawsuit settlement	4513.68	4513.68
Total		\$31,523.68	\$25,802.37

Note 2 (as on April 14, 2017)	
Item Name	Available funds
AG 1003 GSA Internal A/c	\$ 82,624
AG 1082 GSA Advocacy A/c	\$ 62,055
TD Bank (External)	\$ 32,421.61
Total	\$ 177,100.61
AG 1023 GSA Health & Dental A/c	\$ 230,647

Monthly Report for April 2017

Nicole Macoretta
Department/Faculty Manager
Graduate Students' Association

Hello all,

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

- Final processing, analysis and allocation of the March 2017 Conference Funding Subsidy recipients
- Continually registering and processing allocation applications for student associations
- Collecting and analysing applications for Conference funding for April.
- Answering all queries related to the delay on the Special and Academic Project funding allocation announcements for the Winter semester.
- Meeting with students regarding the changeover of Executives for their associations.
- Corresponding with students regarding funding opportunities and association operations.

Best regards,
Nicole

Monthly Report for April 2017
Services Manager
Purna Roy

Tasks Completed

- Discussions with TSGSA (Theology) upon request by the association to reserve the Hall Terrace for 2 events they want to host
- Held meetings and discussions with Dean of Students regarding the booking of the Hall Terrace as it is separate from Hospitality Concordia and falls directly under the supervision of Dean of Students
- Filled out 2 separate forms for TSGSA for their event
- Met and submitted the forms to the Dean of Students
- In case where additional information were required, gathered the required information, updated and filled out the forms anew and resubmitted them
- In regular touch with Dean of Students and TSGSA about the status of the reservations
- Booked and reserved polling booths for GSA elections under Hospitality
- Communicated with Dean of Students about booking SP atrium for holding polling booths in Loyola Campus
- Filled out forms and submitted them to reserve the space
- Communicated with CSU about booking the CSU Lounge for GSA Election Debates for Candidates with GSA CRO
- Since it was falling under less than 10 business days policy had to make special requests to CSU office and justify reasons for violating booking policy
- Made work orders to IITS about sound and microphone equipment services for GSA debate event
- Made work orders for Facilities Management about chairs and seating arrangements
- Checked up with IITS about sound system for GA and make sure all arrangements are done properly
- Attended Student Council Life Meeting
- Attended Hiring Committee Meeting and Interview for selecting candidates for Advocacy Manager
- Cancelled all bookings for polling booths upon request by the CRO
- Communicated with Loyola Campus Booking officer to cancel the SP building space booked for polling booths
- Booking and Coordinating the GSA Lounge
- Communicating with student organizer for booking the GSA Lounge for a poetry meeting/event in April

- Coordinating with the executives about the opening and closing of the GSA building for the said event
- Responding to students' queries
- Opening French door classes on Saturday upon request
- Holding office hours
- Receiving new furniture from IKEA for Advocacy Office

Upcoming Tasks

- Coordinating with Office Manager and Outreach Coordinator and Executives about setting up and assembling the IKEA furniture
- Following up of all inventory of GSA house

GSA Communications Manager Report (April 2017)
Morgan Whalen

April has been a busy month so far, with elections tasks in addition to my regular weekly communications tasks. Some of the tasks I've been working on this month include:

- Creating graphics for the election
- Sending emails to announce the nomination period
- Creating a HOJO page on our website at the request of the HOJO
- Sending regular newsletters
- Continuing the bargaining process for the collective agreement
- Monitoring the GSA Facebook page and group
- Uploading meeting minutes on the GSA website
- Creating a poster for the General Assembly
- Promoting the GA

I will be moving out of Montreal at the end of April, so it will be up to the executives to hire a new Communications Manager to fill my post.