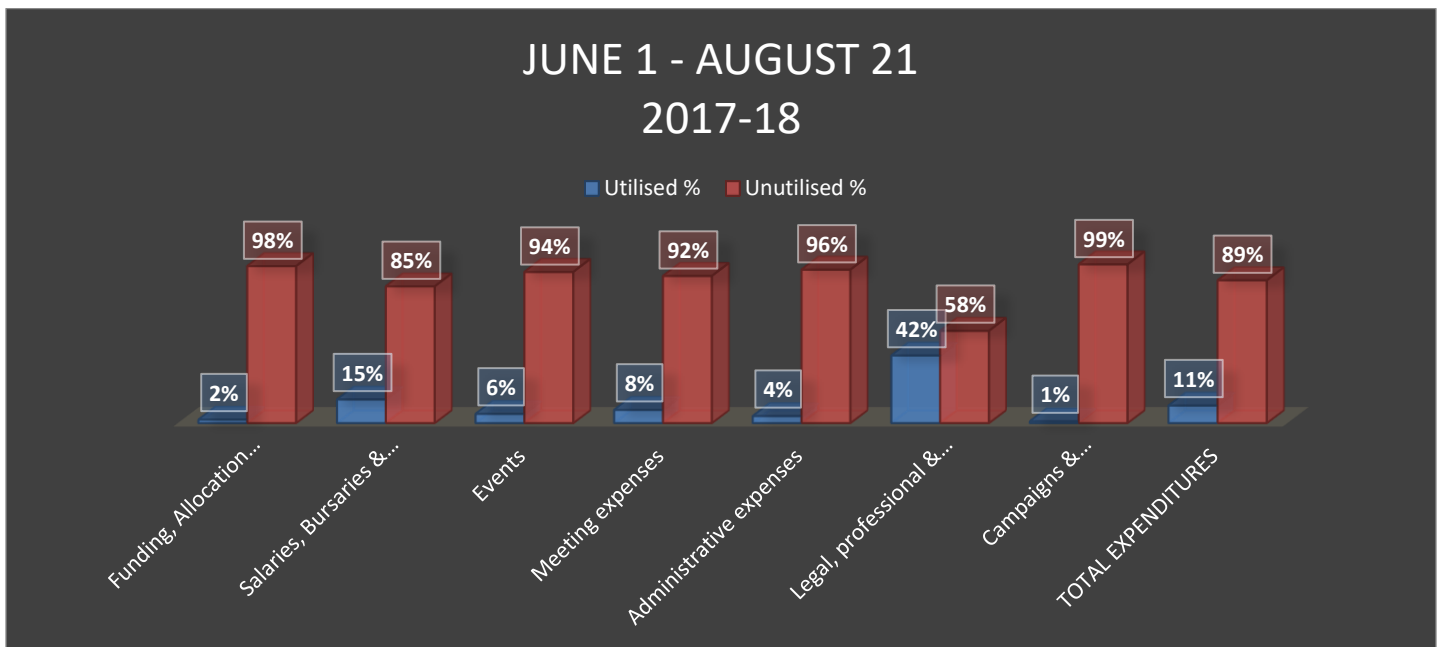

Expenditure Report for the period June 1,2017 – August 21,2017

The Graduate Student Association (GSA) has spent **11% of its budget** for the period June 1, 2017 to August 21, 2017.

- ✓ *Legal, professional and audit fees topped the spending with 42% spent of its allotted budget*
- ✓ *Salaries, Bursaries and Wages came a close second with 15% spending of its allotted budget*



The total expenditure of the GSA for this period is \$ 60,238.72 of the allocated budget of \$ 550,595.00. There was an expenditure of \$ 2355.57 pertaining to the previous financial year i.e. 2016-17 incurred in the current financial year i.e. 2017-18. Hence the actual expenditure increased from \$ 57883.15 (10.5 % of the budget amount) to \$ 60,238.72 (11% of the budget amount). The budget lines pertaining to previous financial year is as below:

Expenses pertaining to Previous financial year (2016-17)

Budget Line	Expenditure in \$
Funding to Student Associations/groups	
Special Projects	500
Staff Salary and wages	1778.77
Campaigns	76.80
Grand Total	2355.57

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

Budget Lines	Budgeted Amount in \$	Expenditure from June 1, 2017 to August 21, 2017 in \$	% of budget spent	Unutilized portion in %
Funding, Allocation and Academic-related projects	\$135,880.00	\$2,925.00	2%	98%
Allocations to Departmental and Faculty	\$83,380.00		0%	100%
Academic Projects	\$7,500.00		0%	100%
Special Projects	\$7,500.00	\$500.00	7%	93%
Conference subsidies for students	\$20,000.00	\$1,925.00	10%	90%
Council Discretionary Funding	\$5,000.00		0%	100%
Extra-Curricular Funding	\$12,500.00	\$500.00	4%	96%
Salaries, Bursaries & Wages	\$248,235.00	\$36,585.52	15%	85%
Executive Bursary	\$68,500.00	\$10,450.00	15%	85%
Executive Business-related Expenses	\$500.00		0%	100%
Directors Honorarium	\$14,000.00	\$2,100.00	15%	85%
Council chair Honorarium	\$975.00		0%	100%
Staff Salary	\$152,500.00	\$22,635.52	15%	85%
French Classes expenses	\$9,000.00	\$1,400.00	16%	84%
Staff Insurance	\$2,760.00		0%	100%
Events	\$95,000.00	\$5,480.15	6%	94%
Fall Orientation	\$30,000.00		0%	100%
Winter Orientation	\$10,000.00		0%	100%
Academic events	\$10,000.00		0%	100%
Social events	\$25,000.00	\$5,480.15	22%	78%
General Assembly	\$10,000.00		0%	100%
Election	\$10,000.00		0%	100%
Meeting expenses	\$5,750.00	\$474.93	8%	92%

Council meeting	\$3,750.00	\$433.56	12%	88%
Committee meeting	\$500.00	\$41.37	8%	92%
Executive/Staff meeting	\$500.00		0%	100%
Other meetings	\$1,000.00		0%	100%
Administrative expenses	\$26,730.00	\$1,167.89	4%	96%
Furniture & Equipment	\$5,000.00		0%	100%
Office Supplies, Stationery & Printing	\$10,000.00	\$619.75	6%	94%
Overheads	\$4,730.00	\$410.92	9%	91%
Repairs & Maintenance	\$2,000.00	\$39.00	2%	98%
Insurance	\$2,000.00		0%	100%
Bank charges	\$1,000.00	\$98.22	10%	90%
Council Training	\$500.00		0%	100%
Miscellaneous	\$500.00		0%	100%
Legal clinic	\$1,000.00		0%	100%
Legal, professional & audit fees	\$32,000.00	\$13,528.43	42%	58%
Legal & Professional fees	\$25,000.00	\$10,079.18	40%	60%
Audit fees	\$7,000.00	\$3,449.25	49%	51%
Campaigns & Mobilizations	\$7,000.00	\$76.80	1%	99%
Events	\$4,000.00	\$76.80	2%	98%
Travels	\$1,000.00		0%	100%
Supplies & promotion materials	\$2,000.00		0%	100%
TOTAL EXPENDITURE	\$550,595.00	\$60,238.72	11%	89%

Note 2

Budget Item	Balance outstanding as on Aug 21, 2017
AG 1003 GSA Operating Account	\$ 6,462.23
AG 1082 Advocacy Center Grad Fee Levy	\$ 2,835.65
External Account (TD Bank)	\$ 6,493.78
Total available operational funds	\$15,791.66
AG 1023 Health and Insurance Fees	\$ 4,403.72

Monthly Report for August 2017

Nicole Macoretta

Department/Faculty Manager

Graduate Students' Association

Hello all,

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

- Final processing, analysis and allocation of the July 2017 Conference Funding Subsidy recipients
- Creating visual representations of CF recipients based on recipient faculty
- Reaching out to student associations in newsletters and emails, reminding them to re-register associations for the new academic year (as of June 1st).
- Reaching out to students regarding funding opportunities
- Collecting and processing applications for Conference Funding for the month of August.
- Collecting and processing all applications for the Extra Curricular Engagement subsidy program.
- Answering all queries related to funding programs, student association registration and allocation applications.
- Meeting with students regarding the changeover of Executives for their associations, and association processes

Best regards,

Nicole

Monthly Report for August
Services Manager
Purna Roy

- Coordinated and attended meeting with Hospitality Event Coordinator along with Fine Arts Representative and President about Vernissage and deciding about the dates
- Formally cancelled and submitted form to cancel the September dates for the Vernissage
- Chose dates and finalised venue for the Free Coffee event dates after careful attention that the venues are not clashing with CSU's events
- Contacted DSA of Loyola about reserving SP building atrium for Coffee Event
- Filled out the form and submitted all the required information for SP atrium booking
- Communicated with Distribution Services about SP building Atrium furniture i.e. tables and chairs required for the coffee tabling event
- Booked and submitted form for the EV atrium basement for Coffee event
- Booked the MB building space for coffee event
- Booking and submitting form for the GSA movie night in MB building amphitheatre
- Booked Council meeting room upon request by VPs
- Met with Hospitality about request for Montreal Tauheed Society events
- Communicated and met with Fatemah, from event organizing team about booking spaces and event details

- Met with Hospitality and made special request for Irani Eid Celebration Event organizers requesting for H110 auditorium. As the requested event date was falling short of the normal protocol of 20 business days had to request and submit a special request to grant the space
- Filled out form for H110 auditorium for Irani Student Religious Celebration. However, encountered issues with event description and Hospitality wanting more specific information about the event
- More communication with Event Organizers for more specific details regarding the event. Hospitality issued specific information regarding the H110 room event which needed to be communicated to the event organizers and get confirmation in writing
- Booked another room in Hall building for Minors from h110 event who will be staying in the room during the event as minors are not permitted inside the hall
- Booked and submitted form twice for 2 days for H763 Conference room for Irani Student Orientation in September. Made arrangements to include the H765 for both days separately
- Updating and revising orientation events list and deciding the number of volunteers for each event according to the nature of the event
- Meeting with all executives about the planning and finalizing all Orientation events and deciding the contact person responsible for each event
- Visited different buildings and departments and co-op groups to plan and arrange tasks for the Scavenger Hunt
- Overseeing GSA Lounge Booking requests forms and putting them on the calendar
- Holding office hours

- Responding to students' queries
- Receiving complaints regarding sexual harassment at workplace from certain GSA members and making the executives aware of the issue
- Proposing and Planning with VP Internal and VP Academic about possible workshops on Sexual Harassment for students and GSA members
- Prompting discussions around GSA's policies on sexual harassment and how to make the GSA office a safe space for staff and executives