
Report for the Month of June 1 -28, 2017

- I. Tasks completed during the month
 - 1. Prepared expense statement for the previous financial year and worked on Audit of 2015-16
 - 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

GSA expenses	June 1 to June 28
2 Expenses	
2.1 Salaries and Wages	\$ 7,743.60
Staff Salaries	\$ 7,743.60
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	400.00
Total 2.1.2 Council Expenses	\$ 400.00
Total 2.1 Salaries and Wages	\$ 8,143.60
2.14 Bank Charges	\$ 11.50
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.7 Extra Curricular Funding for Graduate Students	\$ 500.00
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$ 500.00
2.3 Office/general administrative expenses	
2.3.1 Office Supplies, Stationery & Printing	\$ 247.05
Total 2.3 Office/general administrative expenses	\$ 247.05
2.6 Social & Administrative Events	
2.6.3 Social Events	
2.6.3.a Income from Ticket Sales	
2.6.3.b Office/General Administrative Expenses	\$ 964.62
Total 2.6.3.a Income from Ticket Sales	
Total 2.6.3 Social Events	\$ 964.62
Total 2.6 Social & Administrative Events	\$ 964.62
2.7 Campaigns and Communications	\$ 76.80
Total 2 Expenses	\$ 9,943.57

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

- IV. Any other information
 - 1. The budget allotted to the new team for June 2017 was \$ 10,000 excluding the staff salary.
 - 2. \$ 3557.54 of staff salary pertains to the previous financial year, 2016-17
 - 3. \$ 50 of the Director Honorarium pertains to previous financial year, 2016-17

Monthly Report for June 2017

Nicole Macoretta
Department/Faculty Manager
Graduate Students' Association

Hello all,

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

- Final processing, analysis and allocation of the May 2017 Conference Funding Subsidy recipients
- Relaying institutional knowledge of the GSA from the funding sector to the new Executive team
- Archiving all documents related to the GSA's funding programs from the 2016/17 academic year.
- Reaching out to student associations in newsletters and emails, reminding them to re-register associations for the new academic year (as of June 1st).
- Collecting and processing applications for Conference Funding for the month of June.
- 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.

Best regards,
Nicole