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Report for the Month of October 1 -24, 2017

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**I. Tasks completed during the month**

1. Completed and filed Notice to Readers for 2016-17
2. Updated and tallied all the expenses in the QuickBooks system
3. Compiled transactions for reconciliations
4. Prepared for Budget committee meeting
5. Engaged in Hiring committee mandates
6. Followed up with sponsors for payment of outstanding invoices
7. Assisted Executives for planning GSA activities

**II. Follow up of previous month tasks**

1. All pending payments are paid and settled and payees informed

**III. Expense report**

<b>Graduate Student's Association</b>	
<b>Expenditure statement (Amount in \$)</b>	
	<b>October 1-24, 2017</b>
2.1 Salaries and Wages	
Staff Salaries	\$4,747.86
2.1.1 Executive expenses	
2.1.1a Executive Bursary	\$825.00
Total 2.1.1 Executive expenses	\$825.00
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	\$700.00
Total 2.1.2 Council Expenses	\$700.00
Total 2.1 Salaries and Wages	\$1,525.00
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.4 Conference Subsidies for Students	\$1,226.50
2.16.7 Extra Curricular Funding for Graduate Students	\$851.50
Total 2.16 Funding & Allocation for Student groups, departments and associations	\$2,078.00
2.3 Office/general administrative expenses	
2.3.1 Office Supplies, Stationery & Printing	\$20.48
Bank charges*	\$33.75
Telephone expenses	\$174.57
2.3.5 Dues and Subscriptions	\$888.78
Total 2.3 Office/general administrative expenses	\$1,117.58

2.4 Legal and professional fees	
2.4.1 Legal fees	\$7,500.00
2.4.2 Audit Fees	\$2,874.38
Total 2.4 Legal and professional fees	\$10,374.38
2.6 Social & Administrative Events	
2.6.1 Orientation- Fall & Winter	
2.6.1.1 Fall	\$61.65
Total 2.6.1 Orientation- Fall & Winter	\$61.65
2.6.3 Social Events	\$990.97
2.6.3.a Income from Ticket Sales	\$(35.20)
Total 2.6.3 Social Events	\$955.77
Total 2.6 Social & Administrative Events	\$1,017.42
Total 2 Expenses	\$16,112.38
390 French Class Expenses	
391 Payroll - Classes	\$1,140.00
Total 390 French Class Expenses	\$1,140.00
<b>Total Expenses</b>	<b>\$17,252.38</b>

\* The interest charges paid by GSA to Concordia for the short-term loan

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

**IV. Any other information**

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
Staff Salary	3557.54
Director Honorarium	50.00
<b>Grand Total</b>	<b>5963.11</b>

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

Budget Lines	Budgeted Amount in \$	Expenditure from June 1, 2017 to October 24, 2017 in \$
<b>Funding, Allocation and Academic-related projects</b>	<b>\$135,880.00</b>	<b>\$ 9,453.00</b>

Allocations to Departmental and Faculty	\$83,380.00	
Academic Projects	\$7,500.00	\$ 800.00
Special Projects	\$7,500.00	\$ 500.00
Conference subsidies for students	\$20,000.00	\$ 5,151.50
Council Discretionary Funding	\$5,000.00	
Extra-Curricular Funding	\$12,500.00	\$ 3,001.50
<b>Salaries, Bursaries &amp; Wages</b>	<b>\$248,235.00</b>	<b>\$ 70,224.94</b>
Executive Bursary	\$68,500.00	\$ 21,175.00
Executive Business-related Expenses	\$500.00	
Directors Honorarium	\$14,000.00	\$ 3,500.00
Council chair Honorarium	\$975.00	\$ 75.00
Staff Salary	\$152,500.00	\$ 39,294.94
French Classes expenses	\$9,000.00	\$ 6,180.00
Staff Insurance	\$2,760.00	
<b>Events</b>	<b>\$95,000.00</b>	<b>\$ 27,779.82</b>
Fall Orientation	\$30,000.00	\$ 21,343.90
Winter Orientation	\$10,000.00	\$ -
Academic events	\$10,000.00	
Social events	\$25,000.00	\$ 6,435.92
General Assembly	\$10,000.00	
Election	\$10,000.00	
<b>Meeting expenses</b>	<b>\$5,750.00</b>	<b>\$ 529.71</b>
Council meeting	\$3,750.00	\$ 456.61
Committee meeting	\$500.00	\$ 41.37
Executive/Staff meeting	\$500.00	
Other meetings	\$1,000.00	\$ 31.73
<b>Administrative expenses</b>	<b>\$26,730.00</b>	<b>\$ 4,516.29</b>
Furniture & Equipment	\$5,000.00	
Office Supplies, Stationery & Printing	\$10,000.00	\$ 523.09
Overheads	\$4,730.00	\$ 2,038.56
Repairs & Maintenance	\$2,000.00	\$ 39.00
Insurance	\$2,000.00	\$ 1,671.92
Bank charges	\$1,000.00	\$ 243.72
Council Training	\$500.00	
Miscellaneous	\$500.00	
Legal clinic	\$1,000.00	
<b>Legal, professional &amp; audit fees</b>	<b>\$32,000.00</b>	<b>\$ 23,902.81</b>
Legal & Professional fees	\$25,000.00	\$ 17,579.18

Audit fees	\$7,000.00	\$ 6,323.63
<b>Campaigns &amp; Mobilizations</b>	<b>\$7,000.00</b>	<b>\$ 323.28</b>
Events	\$4,000.00	\$ 323.28
Travels	\$1,000.00	
Supplies & promotion materials	\$2,000.00	
<b>TOTAL EXPENDITURE</b>	<b>\$550,595.00</b>	<b>\$136,729.85</b>

Note 1 (updated as of October 24, 2017)

Budget Item	Amount in \$
Fall Fees 2017 (Actuals)	\$ 369,470.17
Advocacy Services fees	\$ 17,030.00
Other source of income	
Income from French class registrations	\$ 18,200.00
Income from Sponsorships	\$ 10,500.00
<b>Total</b>	<b>\$ 415,200.17</b>
Health & Dental Plan Premiums	\$ 234,936.22

Note 2

Budget Item	Balance outstanding as of October 24, 2017
AG 1003 GSA Operating Account	\$ 128,886.48
AG 1082 Advocacy Center Grad Fee Levy	\$ 19,833.15
External Account (TD Bank)	\$ 200,102.58
<b>Total available operational funds</b>	<b>\$ 348,822.21</b>
AG 1023 Health and Insurance Fees	\$ 240,118.66

## Monthly Report for October 2017

**Nicole Macoretta**

**Department/Faculty Manager**

**Graduate Students' Association**

Hello all,

Please see the summary of my work within the month of October:

- Final processing, analysis and allocation of the September 2017 Conference Funding Subsidy recipients  
Collecting and processing applications for Conference Funding for the month of October.
- Reaching out to student associations in newsletters and emails, reminding them to re-register associations for the new academic year.
- Reaching out to students regarding funding opportunities
- Collecting and processing all applications for the Extra Curricular Engagement subsidy program for Fall 2017.
- Answering all queries related to funding programs, student association registration and allocation applications.

Best regards,

Nicole

## Monthly Report for October 2017

Services Manager

Purna Roy

- Meeting with Hamid (PhD student) to book space for meditation event
- Spoke to Multi-Faith Chaplaincy about hosting event but did not work
- Finally worked out with Hospitality and Hamid and reserved a Hall building room for the event
- Contacted Hamid afterwards about IITS Services required for the event
- Attended Hamid's special request afterwards to change room and looked into available dates
- Checked available spaces for on-campus space reservation for H110 upon request by student (Fatemah)
- Booked and reserved spaces for Council Meeting for the month of November
- Booked and reserved spaces for Council Meeting for the month of December \
- Updated GSA Office calendar and marked all the important dates in the calendar indicating days of Lounge reservation
- Contacted Hospitality, John Davis and other Designated Space Administrators to book Oscar Pearson Hall for specific performance orientated event on November 11
- Made repeated attempts to get in touch with the DSA to get more information and availability of the space for the event
- Responded to Bangladeshi student association event and upcoming movie night and made reservations for IITS services
- Contacted Hospitality for Irani Poetry Night event

- Communicated with event organizers for the Irani Poetry Night event and checked if they needed IITS services for the event or not
- Looked into available spaces for upcoming GA organized by GSA
- Booked room for GA and filled out relevant forms
- Got contacted by Fine Arts Dept. President about alcohol permits for two of their events
- Searched out relevant forms and sent them all the necessary information required for filling out alcohol permits
- Made work orders along with Office Manager to get BBQ machines out of the basement
- Communicated with Hospitality about the placement of the new BBQ machines in GSA house
- Started doing inventory at President's request
- Assisted Office Manager in making stickers with GSA logo to label all the important items in GSA house
- Started with room T204 with making a list of all furniture, equipment and gadgets
- Making a separate code to mark and label all the items
- Assisted Office Manager in packing Orientation Agendas and in distribution of agendas across various departments all over campus
- Responded to student's queries
- Held office hours