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Report for the Month of September 1 -21, 2017

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**I. Tasks completed during the month**

1. Prepared expense statement for the previous financial year and worked on Audit of 2016-17
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**

<b>Graduate Student's Association</b>	
<b>Profit and Loss</b>	
	<b>September 1-21, 2017</b>
Expenses	
2.1 Salaries and Wages	
Staff Salary	\$ 8,023.26
2.1.1 Executive expenses	
2.1.1a Executive Bursary	\$ 2,200.00
Total 2.1.1 Executive expenses	\$ 2,200.00
2.1.2 Council Expenses	
2.1.2.1 Director's Honorarium	\$ 450.00
2.1.2.2 Council Chair Honorarium	\$ 75.00
Total 2.1.2 Council Expenses	\$ 525.00
<b>Total 2.1 Salaries and Wages</b>	<b>\$ 10,748.26</b>
2.11 Insurance	\$ 1,671.92
2.16 Funding & Allocation for Student groups, departments and associations	
2.16.1 Academic Funding	\$ 300.00
2.16.4 Conference Subsidies for Students	\$ 875.00
<b>Total 2.16 Funding &amp; Allocation for Student groups, departments and associations</b>	<b>\$ 1,175.00</b>
2.6 Social & Administrative Events	
2.6.1 Orientation- Fall & Winter	
2.6.1.1 Fall	\$ 8,033.33
Total 2.6.1 Orientation- Fall & Winter	\$ 8,033.33
<b>Total 2.6 Social &amp; Administrative Events</b>	<b>\$ 8,033.33</b>
2.7 Campaigns and Communications	\$ 75.19

Total Expenses	\$ 21,703.70
390 French Class Expenses	
391 Payroll - Classes	\$ 3,315.00
<b>Total 390 French Class Expenses</b>	<b>\$ 3,315.00</b>
<b>Total Expenses</b>	<b>\$ 25,018.70</b>

\*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 September 21, 2017 in \$
<b>Funding, Allocation and Academic-related projects</b>	<b>\$135,880.00</b>	<b>\$4,200.00</b>
Allocations to Departmental and Faculty	\$83,380.00	
Academic Projects	\$7,500.00	\$ 300.00
Special Projects	\$7,500.00	
Conference subsidies for students	\$20,000.00	\$ 3,400.00
Council Discretionary Funding	\$5,000.00	
Extra-Curricular Funding	\$12,500.00	\$ 500.00
<b>Salaries, Bursaries &amp; Wages</b>	<b>\$248,235.00</b>	<b>\$54,373.78</b>
Executive Bursary	\$68,500.00	\$ 15,950.00
Executive Business-related Expenses	\$500.00	
Directors Honorarium	\$14,000.00	\$ 2,650.00
Council chair Honorarium	\$975.00	\$ 75.00
Staff Salary	\$152,500.00	\$ 30,658.78
French Classes expenses	\$9,000.00	\$ 5,040.00

Staff Insurance	\$2,760.00	
<b>Events</b>	<b>\$95,000.00</b>	<b>\$21,946.81</b>
Fall Orientation	\$30,000.00	\$ 8,233.33
Winter Orientation	\$10,000.00	
Academic events	\$10,000.00	
Social events	\$25,000.00	\$ 13,713.48
General Assembly	\$10,000.00	
Election	\$10,000.00	
<b>Meeting expenses</b>	<b>\$5,750.00</b>	<b>\$474.93</b>
Council meeting	\$3,750.00	\$ 433.56
Committee meeting	\$500.00	\$ 41.37
Executive/Staff meeting	\$500.00	
Other meetings	\$1,000.00	
<b>Administrative expenses</b>	<b>\$26,730.00</b>	<b>\$3,189.25</b>
Furniture & Equipment	\$5,000.00	
Office Supplies, Stationery & Printing	\$10,000.00	\$ 469.30
Overheads	\$4,730.00	\$ 868.06
Repairs & Maintenance	\$2,000.00	\$ 39.00
Insurance	\$2,000.00	\$ 1,671.92
Bank charges	\$1,000.00	\$ 140.97
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>\$13,528.43</b>
Legal & Professional fees	\$25,000.00	\$ 10,079.18
Audit fees	\$7,000.00	\$ 3,449.25
<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>\$98,036.48</b>

Note 1

Budget Item	Amount in \$
Fall Fees 2017 (Actuals)	\$ 371,002.56
Advocacy Services fees	\$ 16,545.00
Other source of income	

Income from French class registrations	\$ 7,700.00
Income from Sponsorships	\$ 10,500.00
<b>Total</b>	<b>\$ 405, 747.56</b>
Health & Dental Plan Premiums	\$ 273,832.84

Note 2

<b>Budget Item</b>	<b>Balance outstanding as on Aug 21, 2017</b>
AG 1003 GSA Operating Account	\$ 369,091.69
AG 1082 Advocacy Center Grad Fee Levy	\$ 19,405.65
External Account (TD Bank)	\$ 17,019.13
<b>Total available operational funds</b>	<b>\$ 405,516.47</b>
AG 1023 Health and Insurance Fees	\$ 278,139.22

## Monthly Report for September 2017

**Nicole Macoretta**

**Department/Faculty Manager**

**Graduate Students' Association**

Hello all,

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

- Final processing, analysis and allocation of the July 2017 Conference Funding Subsidy recipients  
Collecting and processing applications for Conference Funding for the month of September.
- Reaching out to student associations in newsletters and emails, reminding them to re-register associations for the new academic year (as of June 1<sup>st</sup>).
- Reaching out to students regarding funding opportunities
- Final processing and analysis of the Extra Curricular Engagement (ECE) subsidy program for the Summer 2017 cycle
- Led the Funding committee on September 18<sup>th</sup>, and allocated a total of \$3000 for the Summer 2017 cycle of the ECE program
- 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.
- Meeting with students regarding the changeover of Executives for their associations.

Best regards,

Nicole

## Monthly Report for September 2017

Services Manager

Purna Roy

- Attended full training session with Dean of Students for Alcohol Safe Serving on campus and for preventing alcohol related violence during any events on or off campus
- Successfully completed an exam on related topic and received SSP Training Certification
- Going through all the Orientation events details and updating all executives about the small details
- Leader and Coordinator for Coffee with GSA event at JMSB and hosting the event along with serving coffee and promoting GSA services with VP Mobilization
- Attended Orientation Leadership Training organized by Dean of Students
- Main coordinator and questionnaire organizer for Scavenger Hunt event
- Along with VP Academic Advocacy visited all the on-campus resource centers and identified interesting landmarks around both SGW and Loyola campus to be used as performance tasks by participants for Scavenger Hunt event
- Made work orders with Facilities Management for tables and chairs for Coffee event at Loyola campus
- Assisted VP External with Free Coffee event at Loyola campus and promoting the services of GSA to students
- Coordinated and oversaw GSA Lounge booking requests by student groups
- Coordinated and tabled GSA's Info Session at CSU's Community Fair
- On day of Scavenger Hunt event, personally contacted Multi-Faith Chaplaincy and Gender Advocacy Center respectively along with other centers to re-confirm students dropping by their centers

- Organized questionnaire and task sheets for all teams and answer sheets for volunteers helping with the event
- Assisted with checking answers and counting points after students returned to the GSA house at the end of the event
- Assisted Chinese student group to book spaces in the CSU Big Lounge
- Communicated with CSU booking officer about making reservations and directing the student group to the right person according to their requests
- Assisted with the hosting of Free Pizza night at GSA house
- Assisted with cleaning up during and after event
- Tried to make reservation for Council Meeting for September
- Communicated with Hospitality about reservation requests but no classes available at that time and date
- Assisted VP Mobilization with Multicultural Event
- Communicated with IITS about sound system requests and responded to several queries from them regarding the event and volume levels
- Confirmed with Distribution Facilities about furniture required for the event
- Made recommendations on organizing the participants performances from the beginning to the end of the event
- Made suggestions and proposed new ideas for engaging audiences for the Multicultural event due to several participants cancelling on performing at the last minute
- Assisted with the hosting of the Multicultural Event
- Assisted with hosting the BBQ event at Loyola campus
- Communicated with Distribution Facilities about location of tables required for set up
- Communicated with Security about fire extinguishers and keys
- Communicated with BGSA student group for reserving space on campus

- As booking officer checked available dates when specific auditoriums are free to host their movie night
- Reserved JMSB auditorium for BGSA group upon their request and filled out necessary forms
- Reserved JMSB Conference room for Cooperathon Info Session
- Held office hours
- Responded to students queries about Health Insurance and other issues