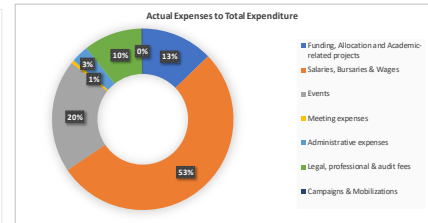
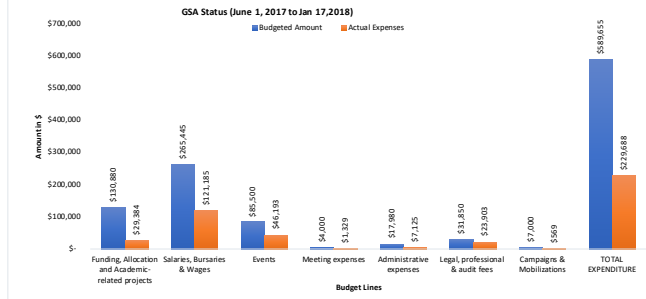


GSA Expenses from June 1, 2017 to November 30, 2017	Budgeted Expenses (A)	June 1 to Jan 18 Actual expenses (B)	Utilization % (C)	Planned/Forecasted expenses (Jun to Jan) (D)	Variance (D-B)	Comments for Actual expenses
Funding, Allocation and Academic-related projects	\$ 130,880	\$ 29,384	22%	\$ 61,550	\$ 32,166	Faculty Manager and VP Academic to comment
Allocations to Departmental and Faculty	\$ 83,280	\$ 12,506	15%	\$ 36,500	\$ 23,994	2 Student associations
Academic Projects	\$ 7,500	\$ 1,800	24%	\$ 3,500	\$ 1,700	\$800 belongs to FY 2016-17-1 beneficiary
Special Projects	\$ 7,500	\$ 2,000	27%	\$ 3,500	\$ 1,500	\$500 belongs to FY 2016-17-1 beneficiary
Conference subsidies for students	\$ 20,000	\$ 9,677	48%	\$ 11,150	\$ 1,474	37 student beneficiaries
Extra Curricular Funding	\$ 12,500	\$ 3,403	27%	\$ -	\$ (3,403)	
Salaries, Bursaries & Wages	\$ 265,445	\$ 121,185	46%	\$ 6,900	\$ (114,280)	
Executive Bursary	\$ 68,500	\$ 37,675	55%	\$ 130,474	\$ 92,799	As per council directions 100% bursary not paid
Executive Business-related Expenses	\$ 250	\$ -	0%	\$ 37,675	\$ 37,675	
Directors Honorarium	\$ 14,000	\$ 5,150	37%	\$ -	\$ (5,150)	\$50 pertains to FY 2016-17
Council Chair Honorarium	\$ 975	\$ 373	38%	\$ 6,150	\$ 5,775	
Staff Salary	\$ 152,500	\$ 61,622	40%	\$ 300	\$ (61,322)	\$3557.54 pertains to FY 2016-17
French Classes expenses	\$ 26,460	\$ 15,750	60%	\$ 63,059	\$ 47,309	
Staff insurance	\$ 2,760	\$ 613	22%	\$ 1,090	\$ 387	
Events	\$ 85,500	\$ 46,193	54%	\$ -	\$ (46,193)	
Fall Orientation	\$ 27,000	\$ 22,963	85%	\$ 53,783	\$ 30,821	
Winter Orientation	\$ 13,000	\$ 9,409	72%	\$ 20,303	\$ 10,894	To be incurred in January
Academic Events	\$ 10,000	\$ 1,300	13%	\$ 13,000	\$ 11,700	
Social events	\$ 20,000	\$ 11,713	59%	\$ 6,000	\$ (5,713)	
General Assembly	\$ 7,500	\$ 808	11%	\$ 10,480	\$ 9,672	
Election	\$ 8,000	\$ -	0%	\$ -	\$ (8,000)	To be incurred in May
Meeting expenses	\$ 4,000	\$ 1,329	33%	\$ -	\$ (1,329)	
Council meeting	\$ 2,500	\$ 1,017	41%	\$ 1,855	\$ 837	
Committee meeting	\$ 500	\$ 180	36%	\$ 1,282	\$ 1,101	
Executive/Staff meeting	\$ 500	\$ 17	3%	\$ 191	\$ 175	
Other meetings	\$ 500	\$ 114	23%	\$ 200	\$ 86	
Administrative expenses	\$ 17,000	\$ 7,125	42%	\$ 182	\$ (6,843)	
Furniture & Equipments	\$ 2,000	\$ 640	32%	\$ 10,925	\$ 10,285	
Office Supplies, Stationery & Printing	\$ 6,000	\$ 1,482	25%	\$ 2,495	\$ 713	
Overheads	\$ 5,030	\$ 2,898	58%	\$ 2,593	\$ (895)	
Repairs & Maintenance	\$ 1,500	\$ 39	3%	\$ 3,089	\$ 3,250	
Insurance	\$ 1,700	\$ 1,672	98%	\$ 839	\$ (833)	
Bank charges	\$ 1,000	\$ 235	23%	\$ 1,672	\$ 1,437	
Council Training	\$ 500	\$ -	0%	\$ -	\$ (500)	To be incurred in May
Miscellaneous	\$ 250	\$ 160	64%	\$ 84	\$ (76)	
Legal, professional & audit fees	\$ 31,850	\$ 23,903	75%	\$ -	\$ (23,903)	
Legal & Professional fees	\$ 25,500	\$ 17,579	69%	\$ (17,579)	\$ 7,921	\$7500 to be paid in March as per contract
Audit fees	\$ 6,350	\$ 6,324	100%	\$ 17,579	\$ 11,256	100% paid
Campaigns & Mobilizations	\$ 7,000	\$ 989	14%	\$ 6,324	\$ 5,794	
Events	\$ 4,000	\$ 569	14%	\$ 3,073	\$ 2,504	\$76.80 pertains to FY 2016-17
Travels	\$ 1,000	\$ -	0%	\$ 823	\$ 823	
Supplies & promotion materials	\$ 2,000	\$ -	0%	\$ 1,500	\$ 1,500	
Summer Rollover	\$ 47,000	\$ -	0%	\$ -	\$ (47,000)	
TOTAL EXPENDITURE	\$ 580,655	\$ 229,688	39%	\$ 74,955	\$ (154,733)	

0.38243366

\$

225,503.92



Monthly Report for February 2018

Services Manager

Purna Roy

- Contacted Hospitality repeatedly about confirmation and approving GSA council meeting venues due to delay of confirmation
- Contacted other facilities in order to quicken up the process
- Received cheque from student group CBGSA for event using GSA's budget code
- Matched up the cheque amount with the amount expected to be paid by the student organization to ensure that the correct amount has been reimbursed
- Booked IITS for February and March Council Meeting and filled out relevant forms
- Communicated with VP Internal and VP Academic about related charges for IITS booking for council meeting
- Booked MB Conference room for Irani Poetry Night event
- Spoke to Hospitality about the charges associated with the conference room rental and informed student organizer about it
- Communicated with student organizer regarding relevant important information required to fill out relevant forms for space reservation and submitted updated forms
- Followed up with Hospitality about confirmation of space upon request by organizers
- Updated created list of all Events and noted the charges along with all other details upon receiving space confirmation from Hospitality
- Communicated with Reza (student organizer) about extra charges for Conference room booking for Irani Poetry Night
- Received request to cancel the venue due to lack of sufficient budget to hold the event
- Informed Hospitality and filled out cancellation form in order to avoid charges for the event
- Confirmed with event organizer Reza about cancelling JMSB conference room
- Searched for available venues which are free and available during requested time and date to hold the event
- Booked classroom MB 1.437 for Mr. Reza for his event and filled out relevant forms
- Entered all new information in the Event List

- Set up GSA Lounge for Volunteer Appreciation Event by VP Academic
- Responded to student emails and queries to book spaces on campus for CIISE and developing android application
- Attended meeting with student organizer Mr. Hamid Nourani to book space on campus for Iranian Cultural Solidarity Event
- Scheduled meeting with student Abbas Soltanian for on-campus space reservation
- Booked appointment and met with Hospitality to get updates on confirmation for mediation event organized by Hamid Hamidi
- Responded to Alicia's request for missing information regarding Hamid Nourani's event
- Checked up on the availability of rooms and spaces for a particular date and time and informed student organizer Fatemeh upon her request
- Responded to Fatemeh's queries and upon receiving confirmation, booked MB Conference room 9 F and filled out various forms associated with the event
- Emailed and set up appointment for Hamid Nourani for further discussions on 3 separate events that they want to book spaces for
- Attended meeting with student organizer Ali to check space for Nowrooz event
- Responded to student's query for contacting Irani Associations on campus and recommended relevant representatives
- Received Fatemeh's cheque and updated Event list noting it
- Attended 2 hour meeting with Hamid Nourani and Elahi from Iranian Women's Association chair and searched for venues to hold 3 big events for these organizers
- Booked conference room and 2 classrooms for 3 events as requested by the organizers and filled out all relevant forms associated with it
- Followed up and responded to Ali's request to book space for 300 people for Nowrooz event
- Followed up with Fatemeh confirming receipt of payment for previous event
- Entered received amount and updated event list
- Concordia's space booking site crashed so could not process or look up availability of spaces or process bookings
- Attended meeting with student Abbas about student group policy explaining and informing him about the policy and all documents and forms required for it
- Contacted Concordia's event coordinator Celine Babe for invoice for January event for Farsi Orientation
- Responded to event coordinator for Poetry Night event and requested them to cancel the booking upon request by student organizer

- Responded to student Korosh's request for Nowruz event
- Booked classroom in MB building for Hamid Hamidi for meditation event on 25th February
- Updated Event list
- Communicated with Fatemeh about booking space for GA of Montreal Tauheed Society
- Booked space and filled out relevant forms
- Communicated with Alicia about space confirmation
- Received invoice for Farsi Orientation held in January and forwarded it to relevant parties
- Updated event list with the information and charges
- Contacted Fatemeh enquiring about set up arrangement and to get details of lay out of furniture for MB Conference room for General Assembly for Montreal Tauheed Society
- Received call from Matheiu from Hospitality enquiring about the timing of the Tauheed society event and emailed organizers about the concerns
- Attended meeting with Hamid Nourani about upcoming event on Women's day celebrations and filled out relevant forms
- Filled out food waiver for the event
- Scanned waiver and submitted it to Hospitality
- Made work order for furniture for Irani Solidarity Community event
- Received another request from Elahe (Chair of Montreal's Irani Association for women) to cancel the reservation for February 19th and reschedule it for March 2nd
- Informed Hospitality about it and proceeded to book a separate event reservation for the requested venue
- Got contacted by Yu Hui about a job opportunity in CSU
- Informed VP Academic about it and forwarded the details
- Held office hours
- Responded to student queries as required