
Report for the Month of November 1 -17, 2017

I. Tasks completed during the month

1. Updated and tallied all the expenses in the QuickBooks system
2. Compiled transactions for reconciliations
3. Prepared reports as per direction of Council
4. Engaged in Hiring committee mandates
5. Followed up with sponsors for payment of outstanding invoices
6. Assisted Executives for planning GSA activities
7. Answered students on funding, banking and transactional activities
8. Interacted with University for payments and settlements

II. Follow up of previous month tasks

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

III. Expense report

GSA Expenses from November 1 -17 ,2017	Nov 1 to 17 2017 expenses	Planned/Fo recasted expenses	Difference between planned/forecast ed expenses and actual expenses	Comments
Funding, Allocation and Academic-related projects	\$ 1,125.00	\$ 5,200.00	\$ 4,075.00	Faculty Manager and VP Academic to comment
Allocations to Departmental and Faculty	\$ -	\$ -	\$ -	
Academic Projects	\$ -	\$ 700.00	\$ 700.00	
Special Projects	\$ -	\$ 1,000.00	\$ 1,000.00	
Conference subsidies for students	\$ 825.00	\$ 2,500.00	\$ 1,675.00	4 student beneficiaries
Extra-Curricular Funding	\$ 300.00	\$ 1,000.00	\$ 700.00	1 student beneficiary
Salaries, Bursaries & Wages	\$ 12,931.20	\$ 19,933.67	\$ 7,002.47	
Executive Bursary	\$ 4,125.00	\$ 5,500.00	\$ 1,375.00	As per council directions 100% bursary not paid

Executive Business-related Expenses	\$ -	\$ -	\$ -	
Directors Honorarium	\$ 250.00	\$ 1,000.00	\$ 750.00	Cheques pending to be collected and paid
Council chair Honorarium	\$ 150.00	\$ 75.00	\$ (75.00)	Amount for September and October Council Meet
Staff Salary	\$ 3,936.20	\$ 7,848.67	\$ 3,912.47	Pending payment for Nov end
French Classes expenses	\$ 4,470.00	\$ 5,510.00	\$ 1,040.00	VP Academic to comment
Staff Insurance	\$ -	\$ -	\$ -	
Events	\$ 1,064.36	\$ 6,000.00	\$ 4,935.64	
Fall Orientation	\$ 1,008.17	\$ 2,000.00	\$ 991.83	
Winter Orientation	\$ -	\$ -	\$ -	
Academic events	\$ -	\$ 2,000.00	\$ 2,000.00	
Social events	\$ 56.19	\$ 2,000.00	\$ 1,943.81	Halloween event
General Assembly	\$ -	\$ -	\$ -	
Election	\$ -	\$ -	\$ -	
Meeting expenses	\$ -	\$ 400.00	\$ 400.00	
Council meeting	\$ -	\$ 250.00	\$ 250.00	
Committee meeting	\$ -	\$ 50.00	\$ 50.00	
Executive/Staff meeting	\$ -	\$ 50.00	\$ 50.00	
Other meetings	\$ -	\$ 50.00	\$ 50.00	
Administrative expenses	\$ 24.75	\$ 2,295.00	\$ 2,270.25	
Furniture & Equipment	\$ -	\$ 1,500.00	\$ 1,500.00	
Office Supplies, Stationery & Printing	\$ -	\$ 500.00	\$ 500.00	
Overheads	\$ -	\$ 250.00	\$ 250.00	
Repairs & Maintenance	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Bank charges	\$ 24.75	\$ 45.00	\$ 20.25	
Council Training	\$ -	\$ -	\$ -	
Miscellaneous	\$ -	\$ -	\$ -	
Legal, professional & audit fees	\$ -	\$ -	\$ -	

Legal & Professional fees	\$ -	\$ -	\$ -	
Audit fees	\$ -	\$ -	\$ -	
Campaigns & Mobilizations	\$ -	\$ 1,750.00	\$ 1,750.00	
Events	\$ -	\$ 1,000.00	\$ 1,000.00	
Travels	\$ -	\$ 250.00	\$ 250.00	
Supplies & promotion materials	\$ -	\$ 500.00	\$ 500.00	
Summer Rollover				
TOTAL EXPENDITURES	\$15,145.31	\$ 35,578.67	\$ 20,433.36	

Note: This is a tentative expense report subject to reconciliations 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
Campaigns	76.80
Staff Salary	3557.54
Director Honorarium	50.00
Grand Total	4184.34

Note 1

Budget Item	Balance outstanding as of October 24, 2017
AG 1003 GSA Operating Account	\$ 104,367.08
AG 1082 Advocacy Center Grad Fee Levy	\$ 19,833.15
External Account (TD Bank)	\$ 185,201.46
Total available operational funds	\$309,401.69
AG 1023 Health and Insurance Fees	\$ 16,357.20

GSA Expenses from June 1,2017 to November 17,2017	Budgeted Expenses	June 1 to Nov 17 Actual expenses	Utilization %	Planned/Forecasted expenses	Difference between planned/forecasted expenses and actual expenses	Comments for Actual expenses
Funding, Allocation and Academic-related projects	\$ 130,880	\$ 10,953	8%	\$ 15,028	\$ 4,075	Faculty Manager and VP Academic to comment
Allocations to Departmental and Faculty	\$ 83,380	\$ -	0%	\$ -	\$ -	
Academic Projects	\$ 7,500	\$ 800	11%	\$ 1,500	\$ 700	\$800 belongs to FY 2016-17-1 beneficiary
Special Projects	\$ 7,500	\$ 500	7%	\$ 1,500	\$ 1,000	\$500 belongs to FY 2016-17- 1 beneficiary
Conference subsidies for students	\$ 20,000	\$ 6,352	32%	\$ 8,027	\$ 1,675	30 student beneficiaries
Extra Curricular Funding	\$ 12,500	\$ 3,302	26%	\$ 4,002	\$ 700	9 student beneficiaries
Salaries, Bursaries & Wages	\$ 265,445	\$ 86,770	33%	\$ 93,772	\$ 7,002	
Executive Bursary	\$ 68,500	\$ 25,300	37%	\$ 26,675	\$ 1,375	As per council directions 100% bursary not paid
Executive Business-related Expenses	\$ 250	\$ -	0%	\$ -	\$ -	
Directors Honorarium	\$ 14,000	\$ 3,750	27%	\$ 4,500	\$ 750	\$50 pertains to FY 2016-17
Council chair Honorarium	\$ 975	\$ 225	23%	\$ 150	\$ (75)	
Staff Salary	\$ 152,500	\$ 46,845	31%	\$ 50,757	\$ 3,912	\$3557.54 eptains to FY 2016-17
French Classes expenses	\$ 26,460	\$ 10,650	40%	\$ 11,690	\$ 1,040	
Staff Insurance	\$ 2,760	\$ -	0%	\$ -	\$ -	To be paid in May
Events	\$ 85,500	\$ 30,255	35%	\$ 34,191	\$ 3,936	
Fall Orientation	\$ 27,000	\$ 22,386	83%	\$ 24,378	\$ 1,992	
Winter Orientation	\$ 13,000	\$ -	0%	\$ -	\$ -	To be incurred in January
Academic events	\$ 10,000	\$ 700	7%	\$ 2,700	\$ 2,000	
Social events	\$ 20,000	\$ 7,169	36%	\$ 9,113	\$ 1,944	
General Assembly	\$ 7,500	\$ -	0%	\$ -	\$ -	
Election	\$ 8,000	\$ -	0%	\$ -	\$ -	To be incurred in May
Meeting expenses	\$ 4,000	\$ 704	18%	\$ 1,104	\$ 400	
Council meeting	\$ 2,500	\$ 457	18%	\$ 707	\$ 250	
Committee meeting	\$ 500	\$ 129	26%	\$ 179	\$ 50	
Executive/Staff meeting	\$ 500	\$ 17	3%	\$ 67	\$ 50	
Other meetings	\$ 500	\$ 102	20%	\$ 152	\$ 50	
Administrative expenses	\$ 17,980	\$ 5,696	32%	\$ 7,273	\$ 1,577	
Furniture & Equipments	\$ 2,000	\$ 640	32%	\$ 1,500	\$ 860	
Office Supplies, Stationery & Printing	\$ 6,000	\$ 779	13%	\$ 1,265	\$ 486	
Overheads	\$ 5,030	\$ 2,298	46%	\$ 2,548	\$ 250	
Repairs & Maintenance	\$ 1,500	\$ 39	3%	\$ -	\$ (39)	
Insurance	\$ 1,700	\$ 1,672	98%	\$ 1,672	\$ -	
Bank charges	\$ 1,000	\$ 268	27%	\$ 289	\$ 20	
Council Training	\$ 500	\$ -	0%	\$ -	\$ -	To be incurred in May
Miscellaneous	\$ 250	\$ -	0%	\$ -	\$ -	
Legal, professional & audit fees	\$ 31,850	\$ 23,903	75%	\$ 23,903	\$ -	
Legal & Professional fees	\$ 25,500	\$ 17,579	69%	\$ 17,579	\$ -	\$7500 to be paid in March as per contract
Audit fees	\$ 6,350	\$ 6,324	100%	\$ 6,324	\$ -	100% paid
Campaigns & Mobilizations	\$ 7,000	\$ 323	5%	\$ 2,073	\$ 1,750	
Events	\$ 4,000	\$ 323	8%	\$ 1,323	\$ 1,000	\$76.80 pertains to FY 2016-17
Travels	\$ 1,000	\$ -	0%	\$ 250	\$ 250	
Supplies & promotion materials	\$ 2,000	\$ -	0%	\$ 500	\$ 500	
Summer Rollover	\$ 47,000			\$ -	\$ -	
TOTAL EXPENDITURES	\$ 589,655	\$ 158,604	27%	\$ 177,345	\$ 18,740	

Monthly Report November 2017

Services Manager

Purna Roy

- Made work orders for BBQ machine for removal from basement storage
- Followed up on the work order with Distribution
- Spoke to Distribution Facilities and Security about closing and locking the door in the basement storage
- Booked room and filled out relevant forms for Irani students' event for cultural meeting
- Meeting with student organizer for the Irani cultural meeting
- Attended meeting with Fine Arts student association representative about alcohol permit for their departmental event
- Modified and updated Inventory list
- Meeting with Alicia about student Natalie Fletcher's room bookings through GSA for academic purposes
- Attended staff-executive meeting for Oct 31ST
- Researched prices for Lounge sofas and communicated with VP internal about it
- Checked to book for GA tabling event
- Communicated and made a personal request to Alicia/Hospitality about it but could not be done as it broke the 10 business days protocol and the request was submitted with only 4-5 days before
- Responded to students' queries
- Met with Biochemistry student association representative for NEQ number of GSA and explained the procedure for getting alcohol permits
- More communication with the Biochemistry dept and finally scheduled meeting with Finance Manager for more clarifications

- Checked requested room availability for Irani student for Irani documentary movie screening
- Communicated with the student organizer over the correct date and time for the event
- Corrected and Made 2 bookings for the Irani documentary screening as requested by the student organizer
- Communicated and checked with IITS for Bangladeshi student association movie event
- Filled out IITS forms and made request for IITS services for GA
- Made work orders to IITS for poor internet connection for personal laptops at GSA house particularly in second and third floors
- Met with student organizer for Irani documentary screening about dates for event
- Meeting with Alicia and Hospitality about the event venue
- Acknowledged and forwarded all mails to student organizers for event reservation confirmation
- Communicated with IITS for Irani event
- Communicated and reconfirmed with IITS for GA services and put forward mic requests
- Contacting Distribution Facilities about relocating the new BBQ machine from Dean of Students space into the basement storage
- Main on-site contact person to meet Distribution staff when they came to relocate the BBQ machine
- Noted the complaint about rotten food being stored inside the BBQ machine and the resulting stench from it making it a health hazard
- Communicated the issue to VP Internal
- VP Internal requested to look into possible professional BBQ cleaners to clean the machine as per Distribution Facilities staff recommendation
- Cleaned up GSA Lounge (removing all excess party decorations left over from Pumpkin carving event) so that Mehdi, the French teacher could hold the French class in the

Lounge instead of basement classroom as it was unbearable from the stench of the newly placed BBQ machine

- Communicated with Hospitality about food waivers for GA and serving pizza at the event
- Made work orders for 2 easels for Irani documentary screening