

## Proposed Budget - 2011/2012

	Budgeted
<b>Schedule 1 - Communications</b>	
Welcome Week Guide	\$2,250.00
SGPS Handbook	\$6,500.00
Advertising/Promotional	\$5,000.00
<b>Schedule 2 - Council/Committees</b>	
Council	\$3,000.00
Donations	\$1,000.00
Committees	\$1,200.00
<b>Schedule 3 - Internal Affairs</b>	
Campaigns	\$5,000.00
Elections	\$1,200.00
Conferences	\$7,500.00
Social	\$30,000.00
Executive Internal	\$1,250.00
Transition & Planning	\$3,000.00
Equity	\$5,000.00
Conflict Resolution Training	\$2,500.00
Accounting	\$7,500.00
<b>Schedule 4 - Office &amp; Other</b>	
Copier	\$7,500.00
Insurance	\$4,000.00
Telephone	\$6,250.00
General Office	\$18,000.00
Professional Development	\$750.00
Banking	\$300.00
<b>Schedule 5 - Stipends</b>	
Executive	\$63,500.00
Staff	\$42,000.00
<b>Schedule 6 - Wages &amp; Benefits</b>	
Regular Employee	\$102,098.56
Part-Time Employee	\$18,000.00
EI & CPP	\$11,556.72
<b>Schedule 7 - Grants &amp; Bursaries</b>	
Club Funding	\$2,000.00
Awards	\$2,100.00
Emergency Student Fund	\$13,000.00
Grants Program	\$8,000.00
Dental Bursary	\$13,000.00
<b>Non-Schedule Items</b>	
Contingency	\$4,000.00
<b>Total</b>	<b>\$397,955.28</b>
Projected Income	\$406,377.62
Unallocated	\$8,422.34

## **2011-2012 Budget Guide**

The purpose of the budget guide is to provide a description of the various schedules and lines that are included in the budget. Notes on the various items are included, typically including information on what they are to be used for and why, if any, changes have been made to the line from the previous year. The exact revenue that the SGPS will receive is always hard to predict as we still do not know exact enrollment numbers. Nevertheless, we have generated estimates that should be fairly representative of the actual revenue. In short, we expect an increase of approximately \$15,000 from an increase in member numbers.

### ***Schedule 1 – Communications:***

*This schedule is to fund the SGPS's communication pathway for external audiences*

**Welcome Week Guide:** This line includes expenses for printing and mailing orientation week guides that are sent to all members in August.

**SGPS Handbook:** Cost for outsourced publication of the SGPS handbook/calendar.

**Advertising/Promotional:** This line has merged Advertising (previously from Schedule 1) and Promotions (previously from Schedule 3). It includes advertising and branding of the SGPS through various media such as The Journal, CFRC Radio, posters, brochures, and clothing and other items bearing the SGPS brand. Promotions include information booths set up at various events throughout the year to increase SGPS visibility and access.

### ***Schedule 2 – Council and Committees:***

*This schedule is to allocate funding for the activities of Council*

**Council:** This is to allow for orientation packages for council members, and expenses incurred for council meetings such as food and beverages intended to make Council meetings more welcoming and to show appreciation to Councillors for their representation.

**Donations:** At Council's discretion, this money is to be donated in the SGPS's name to charities or initiatives.

**Committees:** Used primarily for food and refreshments at committee meetings, and to secure any supplies needed to pursue committee work.

### ***Schedule 3 – Internal Affairs:***

*This schedule is to cover costs regarding the functions of SGPS*

**Campaigns:** On-campus campaigning of external affairs and causes. The purpose of this line is to promote the University community's awareness in current issues. The VP of Campaigns and Community Affairs has been provided with a budget of \$5000 for operation during this year, including the possibility of contracting research or other work as needed.

**Elections:** Covers cost for elections and referenda, advertising, poll sitters' pay, and constable fees. This line is administered by the Chief Returning Officer.

**Conferences:** Used to cover travel and conference expenses of the national and provincial conferences of Canadian Federation of Students. This line is primarily administered by the VP Campaign and Community Affairs, although it is recommended that at least 3 SGPS members attend these NGMs.

**Social:** Covers expenses relating to social events and is administered by the Social Commissioner in accordance with Bylaw 9.4. This line may be supplemented by the income generated from events.

**Executive Internal:** Covers general expenses of the executive.

**Transition and Planning:** This money is allocated to ensure a smooth transition for incoming executive members and commissioners. It includes funds for an annual retreat during which outgoing executive members will prepare incoming exec for their upcoming year and the Executive Director will provide a complete orientation.

**Equity:** These funds are to be administered by the Equity Commissioner and the VP Campaigns and Community Affairs. This money is to be used primarily on equity-related events and any contract work to be done for equity projects.

**Conflict Resolution Training:** Formerly titled as the Student Advisors line, it is to cover the

operational expenses for the SGPS Student Advisor program. This includes Conflict Resolution, Positive Space, and Anti-Oppression Training for Student Advisors as well as SGPS elected and hired staff. It is also intended to secure a smooth transition for new Student Advisors hired in the summer.

**Accounting:** Accounting fees including the annual audit of the SGPS's finances required by B.19.6.

#### **Schedule 4 – Office and Other:**

*This schedule is to cover the operational costs of the SGPS*

**Copiers:** Covers only the rental and maintenance costs of the office photocopier. Actual printing cost of any bulk printing comes from respective budget lines.

**Insurance:** SGPS's insurance cost including the liability insurance of the Executive Director, Executive, commissioners and officers. This amount has remained constant from the last fiscal year.

**Telephone:** Covers office telephone system at a rate predetermined by the University and a small monthly allowance for executive members' SGPS-related cell phone use.

**General Office:** This money is allocated to the day-to-day operations of the SGPS, including general office expenses such as office supplies, cleaning supplies, furniture, postage, and computers.

**Professional Development:** For the professional development of the Executive Director and the Executive Assistant. Any expenditure from this line must be approved by the Executive.

**Banking:** Regular and special bank charges associated with current savings, investments and other bank accounts in the SGPS's name.

**Schedule 5 – Stipends:** *This schedule is to cover stipends as outlined in P.2.5. All monthly stipends include a 4% vacation pay as mandated by law.*

**Executive:** Stipends as stipulated under P.2.5.1: (1) President \$15,500 (2) VP Graduate \$12,000 (3) VP Professional \$12,000 (4) VP Campaigns and Community Affairs \$12,000 (5) VP Finance and Services \$12,000

**Staff** includes the following SGPS non-elected annual positions: Commissioners, Coordinators, and Speaker

#### **Schedule 6 – Wages:**

*This schedule is to cover wages and benefits of hired full-time and part-time staff of the SGPS.*

**Regular Employee:** These funds cover the salaries for the two SGPS full-time, permanent employees, the Executive Director and Executive Assistant, including a contracted 2.4% increase from last fiscal year.

**Part-time:** This line covers the compensation for the SGPS's front desk staff. This also includes the cost of Research Assistants as required through the year.

**EI & CPP:** Covers employment insurance and Canada pension plan costs.

#### **Schedule 7 – Grant Awards And Bursaries:**

*This schedule is to provide funding for the SGPS's various grants and bursaries.*

**Club Funding:** These funds are allocated to encourage SGPS club activities. This amount has been raised from last year's budgeted \$500, since the development of P.5.7 allows the SGPS to promote more clubs

**Awards:** Administered by the Awards Committee as per P.4.1, with four awards valued at \$500 each. These funds also cover the engraving of awards.

**Emergency Student Aid Fund:** Funds for members facing extreme financial difficulties due to unexpected expenses. Available through application forms and adjudicated by the Finance and Services Committee.

**Grants:** Funds for on-campus academic events or initiatives open to SGPS members and including significant involvement of graduate or professional students. Members submit a

detailed budget for the event; adjudicated by the Finance and Services Committee.

**Dental Bursary**-Funds for members who require dental work that is only minimally covered additional by our dental plan carrier.

***Non-Schedule Budgeted items***

**Contingency:** An allowance included to cover any unexpected events, legal fees, costs associated with tendering contracts, or shortfalls.

**Unallocated:** This is the amount that is in excess of what is currently budgeted. This amount allows budgeting flexibility until enrollment numbers are finalized. At the discretion of Council and VP Finance and Services, this money will be allocated for the revised budget, to be presented at the SGPS Council meeting in February 2012.

## Budget Comparison - May 2011

	Budgeted	Spent	%
<b>Schedule 1 - Communications</b>			
Welcome Week Guide	\$ 2,500.00	\$ 0.00	0.00%
SGPS Handbook	\$ 6,500.00	\$ 6,500.00	100.00%
Advertising	\$ 4,000.00	\$ 1,676.80	41.92%
<b>Schedule 2 - Council/Committees</b>			
Council	\$ 3,000.00	\$ 1,258.82	41.96%
Charity	\$ 1,000.00	\$ 250.00	25.00%
Committees	\$ 1,200.00	\$ 202.92	16.91%
<b>Schedule 3 - Internal Affairs</b>			
Campaigns	\$ 6,000.00	\$ 1,461.20	24.35%
Elections	\$ 1,711.51	\$ 1,060.00	61.93%
Conferences	\$ 6,500.00	\$ 4,826.77	74.26%
Social	\$ 30,000.00	\$ 20,552.48	68.51%
Executive Internal	\$ 1,400.00	\$ 0.00	0.00%
Transition & Planning	\$ 5,000.00	\$ 0.00	0.00%
Promotional	\$ 2,000.00	\$ 1,528.42	76.42%
Equity	\$ 5,000.00	\$ 645.45	12.91%
Accounting	\$ 7,288.49	\$ 7,288.49	100.00%
<b>Schedule 4 - Office &amp; Other</b>			
Copier	\$ 6,200.00	\$ 5,299.85	85.48%
Insurance	\$ 4,000.00	\$ 3,582.36	89.56%
Telephone	\$ 4,500.00	\$ 3,061.75	68.04%
General	\$ 28,000.00	\$ 19,891.63	71.04%
Professional Development	\$ 750.00	\$ 156.42	20.86%
Banking	\$ 300.00	\$ 301.62	100.54%
<b>Schedule 5 - Stipends</b>			
Executive	\$ 63,500.00	\$ 47,180.37	74.30%
Staff	\$ 33,425.00	\$ 25,518.59	76.35%

## Budget Comparison - May 2011

	Budgeted	Spent	%
<b>Schedule 6 - Wages &amp; Benefits</b>			
Regular Employee	\$ 99,773.00	\$ 85,078.59	85.27%
Part-Time Employee	\$ 17,500.00	\$ 13,259.08	75.77%
EI & CPP	\$ 9,232.15	\$ 7,679.18	83.18%
<b>Schedule 7 - Grants &amp; Bursaries</b>			
Club Funding	\$ 500.00	\$ 880.00	176.00%
Awards	\$ 2,000.00	\$ 2,000.00	100.00%
Emergency Student Fund	\$ 12,000.00	\$ 10,298.87	85.82%
Grants Program	\$ 10,000.00	\$ 5,276.57	52.77%
Dental Bursary	\$ 12,000.00	\$ 9,723.52	81.03%
Sports Fund			
<b>Non-Schedule Items</b>			
Contingency	\$ 6,000.00	\$ 0.00	0.00%
<b>Total</b>	<b>\$ 392,780.15</b>	<b>\$ 286,439.75</b>	<b>72.93%</b>
<b>Percent of Total</b>	<b>100.00%</b>	<b>72.93%</b>	