

## 1. CALL TO ORDER

Call to Order – 2:36 pm

## 2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

|   |              |
|---|--------------|
| Vice President Finance ( <i>Chair</i> ) ..... | Hangue Kim   |
| Interim President.....                        | Vacant       |
| VP Student Services.....                      | Vacant       |
| Board of Directors .....                      | Paul Hans    |
| Board of Directors .....                      | Jimmy Dhesa  |
| Board of Directors .....                      | Arr Farah    |
| Board of Directors .....                      | John Ragone  |
| Chief Executive Officer .....                 | Martin Wyant |
| Finance Coordinator .....                     | Lucy Zhang   |

### 3.2 Society Staff

|                                |               |
|--------------------------------|---------------|
| Administrative Assistant ..... | Mandeep Aujla |
|--------------------------------|---------------|

## 4. ADOPTION OF THE AGENDA

### **4.1 MOTION FAC 2016-12-02:01**

**John/Jimmy**

*Be it resolved to amend the agenda with the addition of the following motion under ‘New Business’:*

- *“Be it resolved to create a line in the General Office for the Emergency Food Bank Program”.*

**CARRIED**

### **4.2 MOTION FAC 2016-12-02:02**

**Paul/John**

*Be it resolved to adopt the agenda as amended.*

**CARRIED AS AMENDED**

## 5. NEW BUSINESS

### **5.1 MOTION FAC 2016-12-02:03**

**Paul/John**

*Be it resolved to create a budget line in Student Union Resource Office budget for outreach materials.*

*Be it resolved to re-allocate \$4000 from line item 901/12 to the new outreach materials line item.*

*Be it resolved to re-allocate \$2650 from line item 945/12 to the new outreach materials line item.*

**CARRIED**

## **5.2 MOTION FAC 2016-12-02:04**

**Paul/John**

*Be it resolved to create a line item in the General Office for the Emergency Food Bank Program.*

**CARRIED**

## **6. DISCUSSION**

### **6.1 Board of Directors Stipends**

- Committee discussed policies to hold Board members accountable for submitting work reports past the deadline.
- Suggested creating a google doc to start brainstorming ideas for new policies.

## **7. ATTACHMENTS**

- Memo re budget line for movie tickets.pdf
- SFSS Budget Reallocation for movie tickets p1 (1).pdf
- SFSS Budget Reallocation for movie tickets p2.pdf
- Memo re budget line for foodbank.pdf
- Foodbank market analysis.pdf

## **8. ADJOURNMENT**

### **MOTION FAC 2016-12-02:05**

**Arr/John**

*Be it resolved to adjourn the meeting at 2:58 pm*

**CARRIED**

**SFSS Food Bank Data  
For 2014 and 2015**

| <b>Semester</b>                                    |    | <b>2,014</b> |    | <b>2,015</b> |    | <b>2,016</b> |
|--|----|--------------|----|--------------|----|--------------|
| May - Aug  | \$ | 7,400        | \$ | 7,195        | \$ | 11,175       |
| Spe - Dec  |    | 9,445        |    | 16,425       |    | n/a          |
| Jan - Apr  |    | 18,955       |    | 18,280       |    | n/a          |
| <b>Vouchers distributed</b>                        | \$ | 35,800       | \$ | 41,900       |    | n/a          |
| <b>Payment to vendors</b>                          | \$ | 23,331       | \$ | 39,771       |    |              |
| <b>Contributions from SFU and random donations</b> | \$ | 45,627       | \$ | 35,805       |    |              |

**Analysis:**

- The 2015 market increased 17% than 2014.
- The net expenditure (ontribution over payment)           \$     22,296   in 2014
- The net expenditure (ontribution over payment)           \$     (3,966)   in 2015

Obviously the food markets are increasing.  
This year's market is increasing stronger than ever.  
The May-Aug 2016 needs is 1.55 times of that in 2015.

**Comments:**

If we cannot increase the donations we will have to control the vouchers distributed.

**Foodbank Revenue over Expenditures**  
**For the Period 2013 to 2015**

|                                  | <b>2013/14</b> | <b>2014/15</b> | <b>2015/16</b> |
|----------------------------------|----------------|----------------|----------------|
| <b>Revenue</b>                   |                |                |                |
| SFU contributions                | 16,000         | 16,000         | 16,000         |
| Student Fees                     | -              | 14,312         | 15,413         |
| SFSS 10% vending sales           | 3,542          | 2,939          | 3,115          |
| Random donations                 | 1,835          | 1,357          | 1,276          |
| <b>Total Revenues</b>            | <b>21,377</b>  | <b>34,609</b>  | <b>35,805</b>  |
| <b>Expenditures</b>              | <b>9,394</b>   | <b>23,331</b>  | <b>39,771</b>  |
| <b>Revenue over Expenditures</b> | <b>11,983</b>  | <b>11,278</b>  | <b>(3,966)</b> |

| 230                  |       | SFU Foodbank Payable |
|----------------------|-------|----------------------|
| 1                    | GL-JE | 05/31/13             |
| 1                    | GL-JE | 05/31/13             |
| Balance as of 2014-1 |       | -2,502.61            |
| 2                    | GL-CS | 06/30/13             |
| 2                    | GL-JE | 06/30/13             |
| Balance as of 2014-2 |       | -2,530.86            |
| 3                    | GL-CS | 07/31/13             |
| 3                    | GL-CS | 07/31/13             |
| 3                    | GL-JE | 07/31/13             |
| 3                    | GL-JE | 07/31/13             |
| Balance as of 2014-3 |       | -2,405.98            |
| 4                    | GL-CS | 08/31/13             |
| 4                    | GL-JE | 08/31/13             |
| Balance as of 2014-4 |       | -3,258.73            |
| 5                    | AP-IN | 09/30/13             |
| 5                    | GL-CS | 09/22/13             |
| 5                    | GL-CS | 09/23/13             |
| 5                    | GL-JE | 09/30/13             |
| Balance as of 2014-5 |       | -3,705.08            |
| 6                    | GL-CS | 10/31/13             |
| 6                    | GL-JE | 10/31/13             |
| 6                    | GL-JE | 10/31/13             |
| Balance as of 2014-6 |       | -3,820.99            |
| 7                    | AP-IN | 11/08/13             |
| 7                    | AP-IN | 11/30/13             |
| 7                    | GL-CS | 11/30/13             |
| 7                    | GL-CS | 11/30/13             |

|                       |       |           |
|-----------------------|-------|-----------|
| 7                     | GL-CS | 11/30/13  |
| 7                     | GL-JE | 11/15/13  |
| 7                     | GL-JE | 11/28/13  |
| 7                     | GL-JE | 11/30/13  |
| Balance as of 2014-7  |       | -9,236.60 |
| 8                     | AP-IN | 12/04/13  |
| 8                     | GL-CS | 12/31/13  |
| 8                     | GL-JE | 12/31/13  |
| 8                     | GL-JE | 12/31/13  |
| Balance as of 2014-8  |       | -9,784.16 |
| 9                     | AP-IN | 01/13/14  |
| 9                     | AP-IN | 01/14/14  |
| 9                     | AP-IN | 01/20/14  |
| 9                     | GL-CS | 01/31/14  |
| 9                     | GL-JE | 01/31/14  |
| Balance as of 2014-9  |       | -7,692.01 |
| 10                    | AP-IN | 02/28/14  |
| 10                    | GL-CS | 02/28/14  |
| 10                    | GL-CS | 02/28/14  |
| 10                    | GL-JE | 02/28/14  |
| Balance as of 2014-10 |       | -5,833.67 |
| 11                    | GL-CS | 03/31/14  |
| 11                    | GL-JE | 03/31/14  |
| Balance as of 2014-11 |       | -5,829.67 |
| 12                    | AP-IN | 04/01/14  |
| 12                    | GL-CS | 04/08/14  |
| 12                    | GL-CS | 04/30/14  |

|                       |       |            |
|-----------------------|-------|------------|
| 12                    | GL-JE | 04/02/14   |
| 12                    | GL-JE | 04/25/14   |
| 12                    | GL-JE | 04/30/14   |
| Balance as of 2014-12 |       | -3,286.92  |
| 1                     | AP-IN | 05/04/14   |
| 1                     | GL-CS | 05/31/14   |
| 1                     | GL-JE | 05/31/14   |
| Balance as of 2015-1  |       | -1,418.87  |
| 2                     | AP-IN | 06/04/14   |
| 2                     | GL-JE | 06/05/14   |
| 2                     | GL-JE | 06/30/14   |
| 2                     | GL-JE | 06/30/14   |
| Balance as of 2015-2  |       | -25,126.04 |
| 3                     | AP-IN | 07/31/14   |
| 3                     | GL-CS | 07/31/14   |
| 3                     | GL-JE | 07/31/14   |
| Balance as of 2015-3  |       | -23,915.46 |
| 4                     | AP-IN | 08/17/14   |
| 4                     | GL-JE | 08/31/14   |
| Balance as of 2015-4  |       | -22,839.96 |
| 5                     | AP-IN | 09/15/14   |
| 5                     | GL-CS | 09/16/14   |
| 5                     | GL-CS | 09/16/14   |
| 5                     | GL-JE | 09/30/14   |
| Balance as of 2015-5  |       | -21,387.86 |
| 6                     | AP-IN | 10/17/14   |
| 6                     | AP-IN | 10/27/14   |
| 6                     | GL-JE | 10/31/14   |

|                       |       |            |
|-----------------------|-------|------------|
| 6                     | GL-JE | 10/31/14   |
| 6                     | GL-JE | 10/31/14   |
| Balance as of 2015-6  |       | -19,862.50 |
| 7                     | AP-IN | 11/03/14   |
| 7                     | GL-CS | 11/30/14   |
| 7                     | GL-CS | 11/30/14   |
| 7                     | GL-JE | 11/30/14   |
| Balance as of 2015-7  |       | -18,493.05 |
| 8                     | AP-IN | 12/08/14   |
| 8                     | GL-CS | 12/31/14   |
| 8                     | GL-JE | 12/31/14   |
| Balance as of 2015-8  |       | -16,714.32 |
| 9                     | AP-IN | 01/13/15   |
| 9                     | GL-CS | 01/31/15   |
| 9                     | GL-JE | 01/15/15   |
| 9                     | GL-JE | 01/31/15   |
| Balance as of 2015-9  |       | -30,984.65 |
| 10                    | AP-IN | 02/03/15   |
| 10                    | AP-IN | 02/09/15   |
| 10                    | GL-JE | 02/28/15   |
| Balance as of 2015-10 |       | -28,274.47 |
| 11                    | AP-IN | 03/11/15   |
| 11                    | AP-IN | 03/19/15   |
| 11                    | GL-CS | 03/31/15   |
| 11                    | GL-CS | 03/31/15   |
| 11                    | GL-JE | 03/31/15   |
| Balance as of 2015-11 |       | -25,105.47 |



|                       |       |            |
|-----------------------|-------|------------|
| 12                    | AP-IN | 04/13/15   |
| 12                    | AP-IN | 04/16/15   |
| 12                    | GL-CS | 04/17/15   |
| 12                    | GL-CS | 04/17/15   |
| 12                    | GL-CS | 04/30/15   |
| 12                    | GL-JE | 04/30/15   |
| Balance as of 2015-12 |       | -25,582.79 |
| 1                     | GL-CS | 05/31/15   |
| 1                     | GL-JE | 05/31/15   |
| Balance as of 2016-1  |       | -25,618.14 |
| 2                     | AP-IN | 06/21/15   |
| 2                     | GL-CS | 06/30/15   |
| 2                     | GL-JE | 06/18/15   |
| 2                     | GL-JE | 06/18/15   |
| 2                     | GL-JE | 06/30/15   |
| Balance as of 2016-2  |       | -29,405.38 |
| 3                     | AP-IN | 07/07/15   |
| 3                     | AP-IN | 07/30/15   |
| 3                     | GL-CS | 07/26/15   |
| 3                     | GL-CS | 07/31/15   |
| 3                     | GL-JE | 07/31/15   |
| Balance as of 2016-3  |       | -11,771.09 |
| 4                     | GL-CS | 08/31/15   |
| 4                     | GL-JE | 08/31/15   |
| Balance as of 2016-4  |       | -12,464.50 |
| 5                     | AP-IN | 09/17/15   |
| 5                     | AP-IN | 09/21/15   |

|                      |       |            |
|----------------------|-------|------------|
| 5                    | AP-IN | 09/30/15   |
| 5                    | GL-CS | 09/14/15   |
| 5                    | GL-CS | 09/30/15   |
| 5                    | GL-JE | 09/30/15   |
| 5                    | GL-JE | 09/30/15   |
| Balance as of 2016-5 |       | -9,617.64  |
| 6                    | AP-IN | 10/04/15   |
| 6                    | AP-IN | 10/22/15   |
| 6                    | GL-CS | 10/31/15   |
| 6                    | GL-JE | 10/31/15   |
| 6                    | GL-JE | 10/31/15   |
| 6                    | GL-JE | 10/31/15   |
| Balance as of 2016-6 |       | -13,022.18 |
| 7                    | AP-IN | 11/21/15   |
| 7                    | GL-CS | 11/30/15   |
| 7                    | GL-CS | 11/30/15   |
| 7                    | GL-JE | 11/30/15   |
| Balance as of 2016-7 |       | -13,754.38 |
| 8                    | AP-IN | 12/01/15   |
| 8                    | AP-IN | 12/01/15   |
| 8                    | AP-IN | 12/04/15   |
| 8                    | AR-IN | 12/10/15   |
| 8                    | GL-JE | 12/31/15   |
| 8                    | GL-JE | 12/31/15   |
| 8                    | GL-JE | 12/31/15   |
| Balance as of 2016-8 |       | -25,843.20 |
| 9                    | AP-IN | 01/26/16   |

|                       |       |            |
|-----------------------|-------|------------|
| 9                     | AP-IN | 01/31/16   |
| 9                     | GL-JE | 01/31/16   |
| Balance as of 2016-9  |       | -22,896.20 |
| 10                    | GL-CS | 02/29/16   |
| 10                    | GL-JE | 02/19/16   |
| 10                    | GL-JE | 02/19/16   |
| 10                    | GL-JE | 02/29/16   |
| Balance as of 2016-10 |       | -28,398.33 |
| 11                    | AP-IN | 03/10/16   |
| 11                    | AP-IN | 03/17/16   |
| 11                    | AP-IN | 03/21/16   |
| 11                    | AP-IN | 03/25/16   |
| 11                    | GL-CS | 03/31/16   |
| 11                    | GL-JE | 03/31/16   |
| Balance as of 2016-11 |       | -21,473.75 |
| 12                    | AP-IN | 04/21/16   |
| 12                    | GL-CS | 04/30/16   |
| 12                    | GL-JE | 04/30/16   |
| Balance as of 2016-12 |       | -21,617.52 |
| 1                     | AP-IN | 05/21/16   |
| 1                     | GL-CS | 05/31/16   |
| Balance as of 2017-1  |       | -21,235.64 |
| 2                     | AP-IN | 06/21/16   |
| Balance as of 2017-2  |       | -20,986.53 |
| 3                     | AP-IN | 07/08/16   |
| 3                     | AP-IN | 07/21/16   |
| 3                     | GL-JE | 07/13/16   |
| 3                     | GL-JE | 07/13/16   |

|                      |       |            |
|----------------------|-------|------------|
| 3                    | GL-JE | 07/31/16   |
| 3                    | GL-JE | 07/31/16   |
| 3                    | GL-JE | 07/31/16   |
| 3                    | GL-JE | 07/31/16   |
| Balance as of 2017-3 |       | -22,636.93 |
| 4                    | AP-IN | 08/21/16   |
| 4                    | GL-JE | 08/31/16   |
| 4                    | GL-JE | 08/31/16   |
| 4                    | GL-JE | 08/31/16   |
| 4                    | GL-JE | 08/31/16   |
| 4                    | GL-JE | 08/31/16   |
| Balance as of 2017-4 |       | -23,090.57 |
| 5                    | AP-IN | 09/12/16   |
| 5                    | AP-IN | 09/29/16   |
| 5                    | GL-JE | 09/30/16   |
| Balance as of 2017-5 |       | -11,486.89 |
| 6                    | AP-IN | 10/21/16   |
| 6                    | GL-JE | 10/20/16   |
| 6                    | GL-JE | 10/20/16   |
| 6                    | GL-JE | 10/31/16   |
| 6                    | GL-JE | 10/31/16   |
| Balance as of 2017-6 |       | -17,178.07 |
| 7                    | AP-IN | 11/01/16   |
| 7                    | AP-IN | 11/18/16   |

172 transactions(s) print Account Net Change  
Account Balance as of 2017-7 -14,812.36

172 transaction(s) printe Report Net Change  
Printed on Nov 25 2016 (Detail Listing - 1

|  |                 |             |        |
|--|-----------------|-------------|--------|
|  | Opening Balance | -2,303.86 * |        |
| FOR THE PERIOD OF MAY 01 TO MAY 31, 2013 | GO MAY 01-31    | 0.00        |        |
| FOODBANK DONATION MAY 2013               | REALLOCATE      | 0.00        |        |
| PAYOUTS                                  | GO JUN 01-30    | 0.00        | 11.65  |
| FOODBANK DONATION JUN 2013               | REALLOCATE      | 0.00        |        |
| PAYOUTS                                  | CC JUL 01-31    | 0.00        | 100.00 |
| PAYOUTS                                  | GO JUL 01-31    | 0.00        | 21.88  |
| JUL 2013 - INV#11847                     | ACCT 8619       | 0.00        | 75.00  |
| FOODBANK DONATION JUL 2013               | REALLOCATE      | 0.00        |        |
| FOR THE PERIOD OF AUG 01 TO AUG 31, 2013 | GO AUG 01-31    | 0.00        |        |
| FOODBANK DONATION AUG 2013               | REALLOCATE      | 0.00        |        |
| 20- 20- 28 -VANCITY VISA                 | SEP 2013        | 0.00        | 40.95  |
| PAYOUTS                                  | CC SEP 01-22    | 0.00        | 3.50   |
| FOR THE PERIOD OF SEP 01 TO SEP 23, 2013 | GO SEP 01-23    | 0.00        |        |
| FOODBANK DONATION SEP 2013               | REALLOCATE      | 0.00        |        |
| FOOD BANK DONATION                       | GO CS OCT 13    | 0.00        |        |
| FOODBANK/NOT DEPOSITED OCT 04            | ADJUSTMENTS     | 0.00        | 40.95  |
| FOODBANK DONATION OCT 2013               | REALLOCATE      | 0.00        |        |
| 27- 27- 39 -CHRISTINE DIBBLE             | CRAFT TABLE     | 0.00        | 14.00  |
| 34- 34- 4 -VANCITY VISA                  | NOV 2013        | 0.00        | 47.25  |
| PAYOUTS                                  | CC NOV 01-30    | 0.00        | 112.50 |
| FOR THE PERIOD OF NOVEMBER 30, 2013      | GO NOV 01-30    | 0.00        |        |

|  |              |      |          |
|--|--------------|------|----------|
| PAYOUTS-WINTER CRAFT REFUND              | GO NOV 01-30 | 0.00 | 18.30    |
| MANUAL ADJUSTMENT/REVERSE INPUT ERROR    | GO CS NOV 15 | 0.00 | 14.00    |
| AVPS TO SUPPORT SFSS FOODBANK            | EFT          | 0.00 |          |
| FOODBANK DONATION NOV 2013               | GO VENDING   | 0.00 |          |
| 32- 32- 17 -NESTERS MARKET               | 1058         | 0.00 | 670.00   |
| FOR THE PERIOD OF DEC 2013               | GO DEC 01-31 | 0.00 |          |
| PAYOUTS                                  | CC DEC 01-31 | 0.00 | 39.16    |
| FOODBANK DONATION DEC 2013               | GO VENDING   | 0.00 |          |
| 41- 41- 19 -PEAK PUBLICATIONS SOCI       | 13085        | 0.00 | 396.90   |
| 41- 41- 18 -NESTERS MARKET               | 1061         | 0.00 | 1,575.00 |
| 41- 41- 20 -PEAK PUBLICATIONS SOCI       | 13089        | 0.00 | 396.90   |
| FOR THE PERIOD OF JAN 01 TO JAN 31, 2014 | GO JAN 01-31 | 0.00 |          |
| FOODBANK DONATION JAN 2014               | GO VENDING   | 0.00 |          |
| 51- 52- 19 -NESTERS MARKET               | 1062         | 0.00 | 2,255.00 |
| FOR THE PERIOD OF FEB 01 TO FEB 28, 2014 | GO FEB 01-28 | 0.00 |          |
| FOODBANK DONATION                        | GO FEB 01-28 | 0.00 |          |
| FOODBANK DONATION FEB 2014               | GO VENDING   | 0.00 |          |
| PAYOUTS PRINTING CC MAR 13               | CC MAR 01-31 | 0.00 | 226.00   |
| FOODBANK DONATION MAR 2014               | GO VENDING   | 0.00 |          |
| 63- 64- 81 -NESTERS MARKET               | 1070         | 0.00 | 3,260.00 |
| FOR THE PERIOD OF APR 01 TO APR 08, 2014 | GO APR 01-08 | 0.00 |          |
| PAYOUTS                                  | CC APR 18-30 | 0.00 | 75.00    |

|  |              |      |          |
|--|--------------|------|----------|
| M KOPAHI/TO FOODBANK                     | IEC FINE     | 0.00 |          |
| BOD FINES LEVIED BY IEC/TO FOODBANK      | ELECTION     | 0.00 |          |
| FOODBANK DONATION APR 2014               | GO VENDING   | 0.00 |          |
| 33- 33- 40 -NESTERS MARKET               | 1079         | 0.00 | 1,965.00 |
| FOR THE PERIOD OF MAY 01 TO MAY 31, 2014 | GO MAY 01-31 | 0.00 |          |
| FOODBANK DONATION MAY 2014               | GO VENDING   | 0.00 |          |
| 2- 2- 28 -NESTERS MARKET                 | 1083         | 0.00 | 1,540.00 |
| FOODBANK ACCT DEPOSITED TO SFSS          | TRANSFER     | 0.00 |          |
| PAYOUTS                                  | CC JUN 01-30 | 0.00 | 83.00    |
| FOODBANK DONATION JUN 2014               | GO VENDING   | 0.00 |          |
| 15- 15- 15 -NESTERS MARKET               | 1092         | 0.00 | 1,370.00 |
| FOR THE PERIOD OF JUL 01-31, 2014        | GO JUL 01-31 | 0.00 |          |
| FOODBANK DONATION JUL 2014               | GO VENDING   | 0.00 |          |
| 33- 33- 39 -NESTERS MARKET               | 1093         | 0.00 | 1,705.00 |
| FOODBANK DONATION AUG 2014               | GO VENDING   | 0.00 |          |
| 27- 27- 39 -NESTERS MARKET               | 1094         | 0.00 | 1,680.00 |
| PAYOUTS - PRINTING CC SEP 09             | CC SEP 01-16 | 0.00 | 8.00     |
| FOR THE PERIOD OF SEP 06-16, 2014        | GO SEP 06-16 | 0.00 |          |
| FOODBANK DONATION SEP 2014               | GO VENDING   | 0.00 |          |
| 39- 39- 13 -HARRIET VON ALKIER           | REFUND       | 0.00 | 14.00    |
| 42- 42- 44 -NESTERS MARKET               | 1107         | 0.00 | 1,890.00 |
| PAYOUTS - PRINTING OCT 23                | CC OCT 01-31 | 0.00 | 132.50   |

|                                       |              |      |          |
|---------------------------------------|--------------|------|----------|
| FOR THE PERIOD OF OCTOBER 01-31, 2014 | GO OCT 01-31 | 0.00 |          |
| FOODBANK DONATION OCT 2014            | GO VENDING   | 0.00 |          |
| 54- 54- 19 -NESTERS MARKET            | 1108         | 0.00 | 1,650.00 |
| FOR THE PERIOD OF NOV 2014            | GO NOV 01-30 | 0.00 |          |
| PAYOUTS                               | GO NOV 01-30 | 0.00 | 100.00   |
| FOODBANK DONATION NOV 2014            | GO VENDING   | 0.00 |          |
| 54- 54- 18 -NESTERS MARKET            | 1117         | 0.00 | 2,310.00 |
| FOR THE PERIOD OF DEC 01-31, 2014     | GO DEC 01-31 | 0.00 |          |
| FOODBANK DONATION DEC 2014            | GO VENDING   | 0.00 |          |
| 68- 68- 23 -NESTERS MARKET            | 1120         | 0.00 | 2,240.00 |
| FOR THE PERIOD JAN 01-31, 2015        | GO JAN 01-31 | 0.00 |          |
| SFU PAYMENT JAN 15, 2015 - FOODBANK   | EFT          | 0.00 |          |
| FOODBANK DONATION JAN 2015            | GO VENDING   | 0.00 |          |
| 69- 69- 41 -NESTERS MARKET WOODWAR    | NOV/DEC 2014 | 0.00 | 296.18   |
| 75- 75- 19 -NESTERS MARKET            | 1127         | 0.00 | 2,550.00 |
| FOODBANK DONATION FEB 2015            | GO VENDING   | 0.00 |          |
| 90- 90- 13 -AYLA KOONER               | GIFTCERT15-1 | 0.00 | 50.00    |
| 97- 97- 99 -NESTERS MARKET            | 1135         | 0.00 | 3,545.00 |
| PAYOUTS                               | CC MAR 01-31 | 0.00 | 18.75    |
| FOR THE PERIOD MAR 11-31, 2015        | GO MAR 11-31 | 0.00 |          |
| FOODBANK DONATION MAR 2015            | GO VENDING   | 0.00 |          |



|                                    |              |      |           |
|------------------------------------|--------------|------|-----------|
| 95- 95- 25 -SFU GRADUATE STUDENT S | FOOD EDUCATI | 0.00 | 23.57     |
| 95- 95- 27 -DEEPAK SHARMA          | 4 GIFT CARDS | 0.00 | 100.00    |
| PAYOUTS APR 13                     | CC APR 01-17 | 0.00 | 60.00     |
| FOR THE PERIOD APR 01-17, 2015     | GO APR 01-17 | 0.00 |           |
| FOR THE PERIOD APR 18-30, 2015     | GO APR 18-30 | 0.00 |           |
| FOODBANK DONATION APR 2015         | GO VENDING   | 0.00 |           |
| FOR THE PERIOD MAY 01-31, 2015     | GO MAY 2015  | 0.00 |           |
| FOODBANK DONATION MAY 2015         | GO VENDING   | 0.00 |           |
| 7- 7- 23 -BANK OF MONTREAL         | JUN 21, 2015 | 0.00 | 69.43     |
| FOR THE PERIOD JUN 01-30, 2015     | GO JUN 2015  | 0.00 |           |
| FOOD BANK FEES                     | FEES 15-2    | 0.00 |           |
| FOOD BANK BAD DEBTS                | FEES 15-2    | 0.00 | 15.91     |
| FOODBANK DONATION JUN 2015         | GO VENDING   | 0.00 |           |
| 7- 7- 82 -NESTERS MARKET           | 1135/1143    | 0.00 | 13,865.00 |
| 19- 19- 19 -NESTERS MARKET         | 1153         | 0.00 | 3,860.00  |
| FOR THE PERIOD JUL 01-26, 2015     | GO JUL 01-26 | 0.00 |           |
| FOR THE PERIOD JUL 27-31, 2015     | GO JUL 27-31 | 0.00 |           |
| FOODBANK DONATION JUL 2015         | GO VENDING   | 0.00 |           |
| FOR THE PERIOD AUG 01-31, 2015     | GO AUG 01-31 | 0.00 |           |
| FOODBANK DONATION AUG 2015         | GO VENDING   | 0.00 |           |
| 25- 25- 20 -BANK OF MONTREAL       | AUG 21, 2015 | 0.00 | 125.08    |
| 38- 38- 2 -BANK OF MONTREAL        | SEP 21, 2015 | 0.00 | 302.68    |

|                                   |              |      |          |
|-----------------------------------|--------------|------|----------|
| 38- 38- 17 -NESTERS MARKET        | 1154         | 0.00 | 2,915.00 |
| FOR THE PERIOD SEP 01-14, 2015    | GO SEP 01-14 | 0.00 |          |
| FOR THE PERIOD SEP 15-30, 2015    | GO SEP 15-30 | 0.00 |          |
| FOODBANK DONATION SEP 2015        | GO VENDING   | 0.00 |          |
| FOODBANK DONATION SEP 2015        | GO VENDING   | 0.00 |          |
| 40- 40- 17 -NESTERS MARKET #80063 | 1164         | 0.00 | 2,010.00 |
| 52- 52- 1 -NESTERS MARKET #80064  | 0900         | 0.00 | 990.00   |
| FOR THE PERIOD OCT 01-31, 2015    | GO OCT 01-31 | 0.00 |          |
| FOOD BANK                         | 15-3 FEES    | 0.00 |          |
| FOOD BANK BAD DEBTS               | 15-3 FEES    | 0.00 | 15.12    |
| FOODBANK DONATION OCT 2015        | GO VENDING   | 0.00 |          |
| 65- 63- 10 -BANK OF MONTREAL      | NOV 21, 2015 | 0.00 | 197.84   |
| FOR THE PERIOD NOV 01-30, 2015    | GO NOV 01-30 | 0.00 |          |
| FOOD BANK FROM COPY CENTER        | GO NOV 01-30 | 0.00 |          |
| FOODBANK DONATION NOV 2015        | GO VENDING   | 0.00 |          |
| 61- 61- 6 -NESTERS MARKET #80063  | 1171         | 0.00 | 3,845.00 |
| 62- 62- 21 -CHELSEA GEORGE        | REFUND       | 0.00 | 10.08    |
| 61- 61- 12 -TAMARA ROWE           | REFUND       | 0.00 | 12.60    |
| 29- 29- 8 -Simon Fraser Universi  | 13-0968      | 0.00 |          |
| PAYOUTS DEC 09                    | CC DEC 01-31 | 0.00 | 240.00   |
| FOR THE PERIOD DEC 2015           | GO DEC 01-31 | 0.00 |          |
| FOODBANK DONATION DEC 2015        | GO VENDING   | 0.00 |          |
| 75- 75- 93 -NESTERS MARKET #80063 | 1178         | 0.00 | 2,755.00 |

|                                    |              |      |          |
|------------------------------------|--------------|------|----------|
| 83- 83- 2 -BANK OF MONTREAL        | JAN 21, 2016 | 0.00 | 312.50   |
| FOODBANK DONATION JAN 2016         | GO VENDING   | 0.00 |          |
| PAYOUTS FEB 24                     | CC FEB 01-29 | 0.00 | 480.00   |
| FOOD BANK                          | 16-1 FEES    | 0.00 |          |
| FOOD BANK BAD DEBTS                | 16-1 FEES    | 0.00 | 24.09    |
| FOODBANK DONATION FEB 2016         | GO VENDING   | 0.00 |          |
| 87- 87- 36 -NESTERS MARKET #80063  | 1180         | 0.00 | 3,445.00 |
| 87- 87- 4 -BANK OF MONTREAL        | MAR 19, 2016 | 0.00 | 129.05   |
| 95- 95- 17 -BANK OF MONTREAL       | APR 16, 2016 | 0.00 | 293.83   |
| 91- 91- 104 -NESTERS MARKET #80063 | 1184         | 0.00 | 3,595.00 |
| FOR THE PERIOD OF MAR 2016         | GO MAR 01-31 | 0.00 |          |
| FOODBANK DONATION MAR 2016         | GO VENDING   | 0.00 |          |
| 103- 103- 4 -BANK OF MONTREAL      | APR 21, 2016 | 0.00 | 262.78   |
| FOR THE PERIOD OF APR 2016         | GO APR 01-30 | 0.00 |          |
| FOODBANK DONATION APR 2016         | GO VENDING   | 0.00 |          |
| 2- 2- 1 -BANK OF MONTREAL          | MAY 21, 2016 | 0.00 | 381.98   |
| FOR THE MONTH MAY 2016             | GO MAY 2016  | 0.00 |          |
| 23- 24- 1 -BANK OF MONTREAL        | JUN 21, 2016 | 0.00 | 249.11   |
| 25- 26- 5 -NESTERS MARKET #80064   | 901          | 0.00 | 1,485.00 |
| 27- 28- 1 -BANK OF MONTREAL        | July 21, 201 | 0.00 | 678.93   |
| FOOD BANK                          | 16-2 FEES    | 0.00 |          |
| FOOD BANK BAD DEBTS                | 16-2 FEES    | 0.00 |          |

|                                    |              |            |            |
|------------------------------------|--------------|------------|------------|
| FOODBANK DONATION MAY 2016         | FOODBANK     | 0.00       |            |
| FOODBANK DONATION JUN 2016         | FOODBANK     | 0.00       |            |
| FOODBANK DONATION JUL 2016         | FOODBANK     | 0.00       |            |
| DEPOSIT TO TRUST                   | GO JUL 2016  | 0.00       |            |
| 38- 39- 1 -BANK OF MONTREAL        | Aug 21, 2016 | 0.00       | 45.54      |
| FOODBANK DONATION AUG 16           |              | 0.00       |            |
| PAYOUTS                            | CC AUG 2016  | 0.00       | 450.00     |
| For the Month of Aug 2016          | GO AUG 2016  | 0.00       |            |
| FOOD BANK                          | GO AUG 2016  | 0.00       |            |
| 54- 55- 15 -NESTERS MARKET #80063  | 1193         | 0.00       | 12,381.35  |
| 55- 56- 2 -BANK OF MONTREAL        | SEP 21 2016  | 0.00       | 209.24     |
| For the Month of Sep 2016          | GO SEP 2016  | 0.00       |            |
| 81- 82- 3 -BANK OF MONTREAL        | OCT 21 2016  | 0.00       | 370.79     |
| STUDENT FEE 16-3                   | STUDENT FEE  | 0.00       |            |
| STUDENT FEE 16-3 BAD DEBT          | STUDENT FEE  | 0.00       | 20.19      |
| PAYOUTS                            | CC OCT 2016  | 0.00       | 318.75     |
| For the Month of Oct 2016          | GO OCT 2016  | 0.00       |            |
| 101- 102- 3 -NESTERS MARKET #80063 | 1194         | 0.00       | 2,354.51   |
| 97- 98- 19 -ANDREW RIDDLE          | 11182016     | 0.00       | 11.20      |
|                                    | 91,452.52    | 103,961.02 | -12,508.50 |
|                                    | 91,452.52    | 103,961.02 | -12,508.50 |

46.89 donation

151.86 vend

39.90 vend

72.00 vend

14.00 donation

838.75 vend

100.00 donation

390.80 vend

40.95 donation

115.91 vend

487.36 donation

5,000.00 sfu

134.30 vend

761.72 donation

495.00 vend

63.65 donation

213.00 vend

50.00 donation

72.16 donation

274.50 vend

222.00 vend

50.00 donation

8.00 donation

140.00 donation

594.25 vend

78.65 vend

**25,312.22** sfu plus fees

17.95 vend

117.20 donation

42.22 vend

629.50 vend

40.00 donation

195.90 vend

334.34 donation

176.80 vend

275.05 donation

105.50 vend

38.27 donation

493.00 vend

60.00 donation

16,000.00 sfu

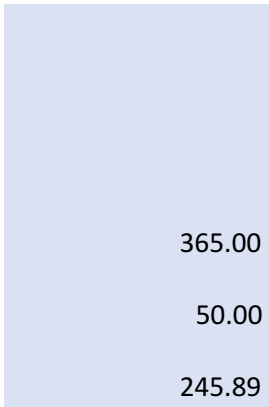
450.33 vend

136.00 vend

77.00 donation

367.75 vend





365.00 donation

50.00 donation

245.89 vend

24.60 donation

10.75 vend

227.00 donation

**3,609.68** fees

35.90 vend

33.00 donation

14.00 donaton

43.71 vend

79.84 donation

613.57 vend

11.20 donation

39.20 donation

204.00 vend

241.50 vend

223.30 donation

6,074.26 fees

122.10 vend

46.39 donation

83.00 donation

800.65 vend

16,000.00 sfu

175.00 donation

21.50 vend

120.50 vend

5,729.47 fees

276.75 vend

153.85 donation

384.45 vend

166.70 donation

239.85 vend

0.10

3,619.72

5.41

33.75

93.50

17.80

44.15

833.98

103.20

12.00

986.91

6,081.91

319.00

account(s) printed.

account(s) printed. -14,812.36

## MEMO

November 30, 2016

To: Hangu Kim, VP Finance

CC: Martin Wyant, CEO

From: Lucy Zhang, Financial Coordinator

Re: Budget line for foodbank

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### **Background information:**

Foodbank account has been historically used for 3 years since May 2013 to record the foodbank revenues and payments. The major revenues are from SFU donations, student fees, and 10% vending sales of SFSS. However the needs for food has increased since last year and we expect the needs are increasing in the future. A budget line for foodbank revenues is necessary to track the foodbank operation.

### **Proposal:**

1. Create a budget line in General Office for foodbank revenue for \$36,000.
2. Prepare monthly report to compare net revenues with budget by financial coordinator.
3. Review the report on monthly base and report to the board for food market increase.

I would like to send this as a motion to the FAC meeting Friday Dec 02, 2016.

If you have any question, please do not hesitate to contact me.

Thank you,  
Lucy Zhang  
SFSS Financial Coordinator

## MEMO

November 25, 2016

To: Hangu Kim | VP Finance

CC: Lucy Zhang | Financial Coordinator

From: Anna Reva | Student Union Organiser

Re: Budget line for movie tickets

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### **Background information:**

Movie tickets have been historically used for 2 main purposes: promotion for student unions and clubs and for re-sale to create revenue. A liability account has been used to complete the purchase and the generated revenue was deposited into the same account.

### **Proposal:**

1. Create a budget line in Student Union Resource Office budget for movie tickets. This will allow us to track the revenue and the percentage of tickets used for promotion by clubs, DSUs, FSUs and CGs. The budget will only need to be generated once and in the future will be self-sustaining with the revenue coming from the ticket sales.
2. Increase tickets sale price to 9 CAD per ticket to enhance revenue and match current ticket prices for corporate clients.
3. Re-allocate SURO budget to gather \$6,630.75 to order 750 tickets.

If you need any further information, please do not hesitate to contact me.

Thank you,  
Anna Reva  
SFSS Student Union Organiser

## Operating Budget Amendment Form Budget Reallocation

Submission Date: (MM/DD/YY) \_\_\_\_\_

Budget Amendment Initiator/Dept.: \_\_\_\_\_

Approving Body: (FASC/BOD) \_\_\_\_\_

*Please fill out only for a budget reallocation. The account number and description can be obtained from the SFSS Finance Office. Please provide a copy of this form to the Minute Taker for inclusion in the minutes.*

**FROM:**

Account Number \_\_\_\_\_ / \_\_\_\_\_ & Description \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**TO:**

Account Number \_\_\_\_\_ / \_\_\_\_\_ & Description \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**Budget Reallocation Rationale: (Attach any other supporting documentation)**

**Budget Reallocation Motion:**

BIRT FASC/Board/Executive approve the reallocation of \$\_\_\_\_\_ from

line item \_\_\_\_\_ / \_\_\_\_\_ to  
(description) (account #)

line item \_\_\_\_\_ / \_\_\_\_\_  
(description) (account #)

## Operating Budget Amendment Form Budget Reallocation

Submission Date: (MM/DD/YY) \_\_\_\_\_

Budget Amendment Initiator/Dept.: \_\_\_\_\_

Approving Body: (FASC/BOD) \_\_\_\_\_

*Please fill out only for a budget reallocation. The account number and description can be obtained from the SFSS Finance Office. Please provide a copy of this form to the Minute Taker for inclusion in the minutes.*

**FROM:**

Account Number \_\_\_\_\_ / \_\_\_\_\_ & Description \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**TO:**

Account Number \_\_\_\_\_ / \_\_\_\_\_ & Description \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**Budget Reallocation Rationale: (Attach any other supporting documentation)**

**Budget Reallocation Motion:**

BIRT FASC/Board/Executive approve the reallocation of \$\_\_\_\_\_ from

line item \_\_\_\_\_ / \_\_\_\_\_ to  
(description) (account #)

line item \_\_\_\_\_ / \_\_\_\_\_  
(description) (account #)