

1. CALL TO ORDER

Call to Order – 1:33 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 (Chair)	Hangue Kim
President (Ex-Officio)	Larissa Chen
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 Absent

President (Ex-Officio)	Larissa Chen
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3.3 Society Staff

SFSS Administrative Assistant	Afifa Hashimi
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4. ADOPTION OF THE AGENDA

4.1 MOTION FAC 2017-03-06:01

Arr/John

Be it resolved to adopt the agenda as presented.

CARRIED

5. DISCUSSION ITEMS

5.1 Latest Budget Draft

- Key changes:
 - Bank charge analysis: reviewing Scotiabank charges (current bank) compared to Van City (previous bank)
 - \$5000 in profit compared to \$223 under Van City
 - Recommendation: follow up with meeting to negotiate a better deal for banking fees
 - Events Coordinator: new position for General Office to take stress off General Office Coordinators
- Recommendation: adding more funding to student unions and club funding – possibly revisit this in late March
- There is a food bank deficit

- There is the intention to work on something this year to figure out what the new offering is going to look like
- Communications Coordinator: no significant changes
- Campaigns: no significant changes, but job development subject matter needs to be determined
 - There is no policy for personal development yet, but there is the intention to determine one
 - For personal development to be granted an argument needs to be made to make sure it relates to Society goals
- Board: transferred Manager Consultant \$20,000 to the Administrative side
- Committee will follow up with Karen and Lucy about whether current Shop Steward wages are required according to the collective agreement, and if it is required and therefore going to be continued it should not be in the Board budget, it should instead be moved to the Administrative budget
- Bursary contribution was increased from \$22,000 to \$30,000
 - Recommendation: getting a report on this delivered to Board
- Committee will look into paperwork regarding the scholarship for a member of student government
- Women's Centre: no new updates
- Out on Campus: expenditures for on-campus training but not off-campus retreats
- Surrey Campus: no changes
- Recommendation: Move Marc's salary to Department 31 (from Department 32) because the revenues and expenses have to be shown together in the same department
- Need to follow up with Marc and Martin about the split for their salaries
- Recommendation: hiring a full-time Event Coordinator instead of hiring someone to create a more engaging space
- Total bursary contribution is currently \$160,000
- For more details of the latest budget draft, please see attachment (Latest 1718 First Draft Revised on Feb 24 lucy mw draft.xls)

Jimmy Dhesa arrived at 1:34 PM

Lucy Zhang arrived at 1:39 PM

5.2 Outstanding Payroll for FAC

- Concern about how long this outstanding payroll can be kept
 - If individuals listed on the outstanding payroll owe something (like a report) in order to collect their payment, possibly give them a deadline of April 15th, and if they do not satisfy the conditions they can be written off

5.3 MOTION FAC 2017-03-06:02

Paul/John

Where as the Simon Fraser Student Society has received 26 Visa Gift cards valued at \$100 per gift card from Van City Bank for banking with them for many years;

Where as this is an expense that does not appear on our SFSS budget;

Be it resolved to use them for the SFSS General Membership Survey, the SFSS Touch Football

event, and SFSS General election outreach.

CARRIED

- Events expressed interest in 3 of the 26 gift cards
- 20 gift cards for the General Membership Survey
- Possibly using the 3 leftover cards to encourage people to vote in the General election
- Recommendation: outline procedures for processes like this in the future

6. ATTACHMENTS

- Latest 1718 First Draft Revised on Feb 24 lucy mw draft.xls
- Payroll Outstanding cheques as of Jan 31 2017.xlsx

7. ADJOURNMENT

MOTION FAC 2017-03-06:03

Jimmy/Paul

Be it resolved to adjourn the meeting at 2:28 PM.

CARRIED

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Dept		2016/2017 Budget	2017/2018 Budget
	REVENUE		
400	Activity Fee Revenue	2,621,105	2,647,316
400	Student Health Plan Administration Fee	-	46,401
31	Rent Revenue	126,620	180,642
31	Interest Revenue	6,000	20,000
	TOTAL REVENUE	<u>2,753,725</u>	<u>2,894,359</u>
	ADMINISTRATIVE COSTS		
10	Financial Office	156,270	160,078
13	General Office	150,692	214,628
17	Communications Office	117,942	142,345
18	Campaign, Research, And Policy Office	81,284	81,268
25	Independent Electoral Commission	26,965	26,965
29	Surrey Campus Office	72,699	74,763
32	Administration Office	183,188	280,705
11	Building Operating Costs	65,604	59,232
31	Audit	19,000	19,000
31	Bank & Interest Charges	4,500	7,000
31	Capital Purchases	74,490	43,800
31	Insurance	24,000	24,000
31	Employment Postings	900	900
31	General Office Fax Telephone Line	420	420
31	Lease Expense	1,500	2,000
31	General Office Photocopier	720	720
31	Office Supplies/Expenses	4,000	4,000
31	Repairs & Maintenance	450	450
31	Good & Welfare	5,000	5,000
31	IT Support	-	2,797
31	Fixed Assets Amortization	-	30,050
	TOTAL ADMINISTRATIVE COSTS	<u>988,124</u>	<u>1,180,121</u>
	BOD ALLOCATIONS		
	Administrative-BOD		
20	Stipends - Executive	126,000	126,000
20	Stipends - Non-Executive	101,500	101,500
20	Stipends - Council	29,400	29,400
20	CPP / WCB	12,000	12,000
20	Childcare	600	600
20	Legal Consulting	20,000	20,000
20	Negotiating Committee	-	-
20	Management Consultant	45,000	25,000
20	Telephones	4,320	4,320
20	Copies/Printing	1,276	1,276
20	Office Supplies/Expenses	2,000	2,000
20	Conferences/Lobbying	6,000	6,000
20	Membership Engagement	15,000	15,000
20	Per Diem	1,200	1,200
20	IT Support	10,554	10,554

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Dept		2016/2017	2017/2018
		Budget	Budget
20	Board Of Directors Retreat, Orientation & Development	15,900	15,900
20	Council	1,500	1,500
20	Annual/Special General Meeting	7,500	7,500
20	Student Staff Meetings	1,467	1,467
20	Shop Steward Wages	3,392	3,392
20	Shop Steward Wages	4,800	4,800
	Total BOD Administrative Costs	409,409	389,409

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SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Dept		2016/2017 Budget	2017/2018 Budget
	Cont'd From Previous Page		
	Services-BOD		
20	Legal Aid Clinic	14,500	14,500
20	Clubs Days	11,500	11,500
20	Events - Special / Large-Scale	38,500	40,000
20	Events - Committee	20,000	20,000
20	Film License/Expenses	1,350	1,350
20	Advocacy	30,000	30,000
20	Surrey Campus Committee	10,000	10,000
20	Vancouver Campus Committee	10,000	10,000
20	Laurine Harrison Bursary	500	500
20	Bursary Contribution	22,000	30,000
	Total BOD Services Costs	158,350	167,850
	TOTAL BOD ALLOCATIONS	567,759	557,259
	SERVICES		
12	Student Union Resource Office	113,310	101,665
12	Faculty Student Unions	15,750	15,750
12	Departmental Student Unions	150,500	152,475
13	Clubs	200,000	225,000
14	Ombuds Office	2,685	2,745
15	Copy Centre	74,129	40,212
19	Food & Beverage Services	197,978	197,978
24	Women's Centre	104,189	111,785
27	Out On Campus	128,668	127,993
	Food Bank (Need Fund transfer from other items)	-	14,629
	TOTAL SERVICES AREAS	987,209	990,233
	TOTAL SFSS EXPENDITURES	2,543,092	2,727,612
	Surplus / Deficit	210,633	166,747
	Contribution to restricted surplus (5% of Activity Fees)	131,055	132,366
	Unrestricted Surplus Remaining (Surplus less Required Surplus)	79,578	34,381

Note re food bank

(change to (309,000))

(need to figure out where we can transfer the fund or increase contribution from SFU)

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Financial Office - Department 10

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget
901 / 10 Coordinator Wages	122,370	118,744
911 / 10 Student Wages		2,585
940 / 10 CPP / EI / WCB	7,741	8,643
945 / 10 Other Benefits	5,339	6,148
950 / 10 Health Benefits	11,292	11,713
WAGES & BENEFITS	<u>146,742</u>	<u>147,833</u>
705 / 10 Telephone	456	456
720 / 10 Office Supplies/Expenses	5,700	5,850
767 / 10 IT Support	3,372	3,139
797 / 10 Job Development	-	2,800
EXPENDITURES	<u>9,528</u>	<u>12,245</u>
TOTAL EXPENDITURES	<u>156,270</u>	<u>160,078</u>

Budgetary Notes:

Regular Wages

\$2,300 additional wages to account for hours for possible overlap with Fiancne Coord. ret	118,744	
\$2,585 for finance assistant May through August		<u>2,585</u>
		121,329

Other Benefits Calculated At:

RRSP: toal wages @3% for two employees	3,562	
Parking \$75 x 9 months for 1 employee (Kurt)	675	
Transit Pass \$91 x 12 months for 1 employee (Lucy)	1,092	
Transit Pass \$91 x 4 months for Lillian plus 5 months for Assistant	<u>819</u>	
		6,148

Health Benefits Calculated At:

MSP \$150 x 3 months for 1 employee (Lucy)	450	
MSP \$150 x 9 month for 2 employees (Lucy & Kurt)	2,700	
Pac Blue (\$319.88+414.33) x 4 months for 2 Lucy & Lillian plus 1 month for Kurt	3,257	
Pac Blue \$319.88 x 8 months for 2 employees (Kurt & Lucy)	<u>5,246</u>	
		11,653

Telephone

\$37 per month plus \$1 per month for long distance charges		456
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Office Supplies

SFU email renewal fee	50	
Blank cheque paper	350	
Adagio software upgrade/maintenance	3,600	
Clarity payroll software upgrades	1,500	
Miscellaneous supplies	<u>350</u>	
		5,850

SFSS Financial Office

IT Support

2% of total departmental budget before IT Support added (based on current budget version, \$156,939 x 2% = \$3,139)		3,139
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Simon
Op
For the 12
Ca

<i>Employee#</i>	2	2	2	2
<i>Payroll #</i>	2	3	2	2

<u>GL Acct</u>	<u>May Budget</u>	<u>Jun Budget</u>	<u>Jul Budget</u>	<u>Aug Budget</u>
901 / 10 Coordinator Wages	6,717	13,436	8,957	11,257
911 / 10 Student Wages	470	705	470	470
940 / 10 CPP (4.95%)	356	699	470	591
940 / 10 EI (2.28%)	164	322	217	272
940 / 10 WCB	17	33	22	28
945 / 10 RRSP	202	403	269	338
945 / 10 Transp Allow / Parking	273	273	273	348
950 / 10 Pacific Blue Cross	734	734	734	1,054
950 / 10 MSP	150	150	150	300
WAGES & BENEFITS	9,082	16,754	11,562	14,658
905 / 10 Telephone	38	38	38	38
920 / 10 Office Supplies / Software	488	488	488	488
676 / 10 IT Support	262	262	262	262
797 / 10 Job Development	233	233	233	233
EXPENDITURES	1,020	1,020	1,020	1,020
TOTAL EXPENDITURES	10,102	17,774	12,582	15,678

Fraser Student Society
 Operating Budget - Final
 Months Ending Apr 30, 2018
 Allocation Worksheet

	2	2	2	2	2	2	2	2	
	2	2	2	3	2	2	2	2	
	Sep	Oct	Nov	Dec	Jan'18	Feb'18	Mar'18	Apr'18	Annual
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Total
	8,957	8,957	8,957	13,436	8,957	8,957	8,957	11,197	118,744
	470								2,585
	469	465	465	231	465	465	465	579	5,720
	216	214	214	106	214	214	214	267	2,635
	22	22	22	32	22	22	22	27	289
	269	269	269	403	269	269	269	336	3,562
	257	166	166	166	166	166	166	166	2,586
	640	640	640	640	640	640	704	704	8,503
	300	300	300	300	315	315	315	315	3,210
	11,600	11,032	11,032	15,314	11,047	11,047	11,111	13,591	147,833
									-
	38	38	38	38	38	38	38	44	456
	488	488	488	488	488	488	488	488	5,850
	262	262	262	262	262	262	262	262	3,139
	233	233	233	233	233	233	233	233	2,800
	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,026	12,245
	12,620	12,052	12,052	16,334	12,067	12,067	12,131	14,617	160,078

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Building Operating Costs - Department 11

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget	
Operating Costs			
620 / 31 Atrium Cleaning - FBS Staff	18,000	18,360	
620 / 31 Rotunda Operating Costs	56,667	51,408	
620 / 31 Power	43,455	43,593	
620 / 31 Water & Sewer	14,550	14,901	
620 / 31 Heat	33,246	27,294	
620 / 31 Firm Gas	20,163	19,544	
620 / 31 Janitorial	73,452	75,068	
620 / 31 Pest Control	732	734	
620 / 31 Waste Management	5,964	6,328	
620 / 31 Maintenance	122,736	125,301	
620 / 31 Surrey Campus	6,270	6,333	
Total Operating Costs	395,235	388,863	
Less Cost Recoveries:			
620 / 31 Atrium Cleaning - Tenant Contributions	12,000	12,000	
621 / 31 Maintenance Paid By SEF	122,736	122,736	Lucy will w
620 / 31 FBS	119,328	119,328	
620 / 15 Copycentre	8,466	8,466	
620 / 31 Peak	8,802	8,802	
620 / 31 Bubble Tea	2,598	2,598	
620 / 31 Mini Mart	3,177	3,177	
620 / 31 Graduate Student Society	17,895	17,895	
620 / 31 Ombuds Office	1,605	1,605	
620 / 31 Studentcare.net	1,266	1,266	
620 / 31 Gawon	3,420	3,420	
620 / 31 Guadalupe	3,543	3,543	
620 / 31 Pasta Organica	4,179	4,179	
620 / 31 Bubble Waffle	2,744	2,744	
620 / 31 CJSF	9,226	9,226	
620 / 31 SFPIRG	8,646	8,646	
Total Cost Recoveries	329,631	329,631	
Net Operating Costs	65,604	59,232	

Budgetary Notes:

Estimated Operating Costs Per Square Foot (2016/17)

Lucy will work o it

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Student Union Resource Office - Department 12

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget
901 / 12 Coordinator Wages	57,639	48,303
911 / 12 Union Outreach Assistant Wages	18,400	17,457
912 / 12 Accessibility Designated Assistant	-	10,474
940 / 12 CPP / EI / WCB	5,291	7,595
945 / 12 Other Benefits	17,000	3,633
950 / 12 Health Benefits	6,144	5,800
WAGES & BENEFITS	104,474	93,263
700 / 12 Advertising	1,000	1,000
705 / 12 Telephone	384	384
715 / 12 Copies/Printing	1,650	1,150
720 / 12 Office Supplies/Expenses	300	200
766 / 12 Software Maintenance	1,330	1,330
767 / 12 IT Support	2,222	1,993
797 / 12 Job Development	1,950	2,345
EXPENDITURES	8,836	8,402
TOTAL EXPENDITURES	113,310	101,665

FACULTY STUDENT UNIONS

5000 / F Faculty Union Core	15,750	15,750
TOTAL DSU EXPENDITURES	15,750	15,750

DEPARTMENTAL STUDENT UNIONS

5000 / T Student Union Travel	10,000	10,000
5000 / G Student Union Grants	75,500	75,500
5000 / C Student Union Core	55,650	55,650
5000 / S Workshops	9,350	11,325
TOTAL DSU EXPENDITURES	150,500	152,475

Minimum DSU Grants/Core Funding:		
2006/07 Referendum \$0.50 Targeted DSU Funding:	11,451	11,451
2012/13 Referendum \$1.25 Targeted DSU Funding:	28,628	28,628
Total Targeted DSU Funding:	40,079	40,079
Minimum DSU Targeted Funding Met		

Budgetary Notes:

Union Outreach Assistant Hours

These hours are based on:
20 Hours/Week

Accessibility Outreach Assistant Hours

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Student Union Resource Office - Department 12

These hours are based on:
 12 Hours/Week

Other Benefits Calculated At:

RRSP @ 3% of coordinator's wages	2,184
Transportation allowance \$91 per month for 2 employees	182

Health Benefits Calculated At:

MSP / Pac Blue for 1 employee	95,093
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Advertising

Advertising (Peak ads, social media (snapchat) and other ads)	1,000
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Telephone

\$31 per month plus \$1 per month for long distance charges	384
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Copies/Printing

Handouts, guides, agendas, posters, banners	1,000	\$500 was cut as we don't need to print trainin
Cost per copy per year	150	

Office Supplies

Misc office supplies	200
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Software Maintenance

Database maintenance from Gravit-e Technologies - \$300 per year	300
Other database requests as needed	500
Microsoft Office renewal	170

IT Support

2% of total departmental budget before IT Support added (based on current budget version, \$99,672 x 2% = \$1,993)	1,993
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Job Development

Group Leadership and Team Dynamics Coaching course	900
Change management course	250
Train The Trainer: Skills in Design and Delivery	1,195

Workshops

Nuts & Bolts alternatives Meet and Greet, etc. - 2 workshops per sen	900
Food Safe workshop - 1 workshop per year (@ \$875) less \$200 regist	1,075
Standard First Aid workshop - 2 workshops every year (2 @ \$2000) le	2,500
Mental Health First Aid workshop - 1 workshop per year (\$1750) less !	1,250
Tax clinic	300
Conflict resolution and leadership simulation workshop - 2 workshops	3,700
Self-Defense workshop - 2 workshops a year @ \$235	500
A/V for all workshops @100\$ each	1,100

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

Payroll #

	2	3	2	2	2	2	2
<u>GL Acct</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>
	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>

REVENUES

Movie Tickets Sales	280	280	280	280	280	280	280
TOTAL REVENUE	<u>280</u>	<u>280</u>	<u>280</u>	<u>280</u>	<u>280</u>	<u>280</u>	<u>280</u>

901 / 12 Coordinator Wages	1,922	5,573	3,716	3,716	3,716	3,716	3,716
911 / 12 Union Outreach Assistant Wages	1,343	2,014	1,343	1,343	1,343	1,343	1,343
911 / 12 Accessibility Designated Assistant	806	1,209	806	806	806	806	806
911 / 12 CPP (4.95%)	213	453	305	305	305	305	305
940 / 12 EI (2.28%)	98	209	140	140	140	140	140
940 / 12 WCB (0.21%)	98	209	140	140	140	140	140
940 / 12 RRSP	58	167	111	111	111	111	111
945 / 12 Transp Allow / Parking	182	182	182	182	182	182	182
945 / 12 Pacific Blue Cross	320	320	320	320	320	320	320
950 / 12 MSP	150	150	150	150	150	150	150
WAGES & BENEFITS	<u>5,190</u>	<u>10,485</u>	<u>7,213</u>	<u>7,213</u>	<u>7,213</u>	<u>7,213</u>	<u>7,213</u>

700 / 12 Advertising	83	83	83	83	83	83	83
705 / 12 Telephone	32	32	32	32	32	32	32
715 / 12 Copies/Printing	96	96	96	96	96	96	96
720 / 12 Office Supplies/Expenses	17	17	17	17	17	17	17
766 / 12 Software Maintenance	111	111	111	111	111	111	111
767 / 12 IT Support	166	166	166	166	166	166	166
797 / 12 Job Development	195	195	195	195	195	195	195
EXPENDITURES	<u>700</u>	<u>700</u>	<u>700</u>	<u>700</u>	<u>700</u>	<u>700</u>	<u>700</u>

TOTAL EXPENDITURES	<u>5,890</u>	<u>11,185</u>	<u>7,913</u>	<u>7,913</u>	<u>7,913</u>	<u>7,913</u>	<u>7,913</u>
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**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

training manuals. This is accessible from website.

³ Dec Budget	² Jan'18 Budget	² Feb'18 Budget	² Mar'18 Budget	² Apr'18 Budget	Annual Total
280	280	280	280	280	3,360
280	280	280	280	280	3,360
5,573	3,716	3,716	3,716	5,510	48,303
2,014	1,343	1,343	1,343	1,343	17,457
1,209	806	806	806	806	10,474
453	305	305	305	396	3,953
209	140	140	140	183	1,821
209	140	140	140	183	1,821
167	111	111	111	165	1,449
182	182	182	182	182	2,184
320	336	336	369	369	3,970
150	158	158	158	158	1,830
10,485	7,237	7,237	7,270	9,294	93,263
					-
83	83	83	83	83	1,000
32	32	32	32	32	384
96	96	96	96	96	1,150
17	17	17	17	17	200
111	111	111	111	111	1,330
166	166	166	166	166	1,993
195	195	195	195	195	2,345
700	700	700	700	700	8,402
11,185	7,937	7,937	7,970	9,994	101,665

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

General Office - Department 13

<u>G/L Acct</u>	2016-2017 Budget	2017/2018 Budget	
Net Sales Revenue	40,725	37,200	
TOTAL REVENUE	40,725	37,200	
901 / 13 Coordinators Wages	104,759	147,400	change to 11 r
911 / 13 GO Administrative Assistants Wages	46,880	47,941	
940 / 13 CPP/EI/WCB	11,197	15,399	
945 / 13 Other Benefits	7,200	10,294	
950 / 13 Health Benefits	6,384	13,037	
WAGES & BENEFITS	176,420	234,070	
665 / 13 Bank Charges	2,880	5,400	
700 / 13 Advertising	-	-	
705 / 13 Telephone	1,452	1,440	
715 / 13 Copies/Printing	240	240	
720 / 13 Office Supplies/Expenses	1,650	1,650	
767 / 13 IT Support	2,955	4,208	
821 / 13 Database Hosting & Maintenance	2,820	2,820	
797 / 13 Job Development	3,000	2,000	
EXPENDITURES	14,997	17,758	
TOTAL EXPENDITURES	191,417	251,828	
NET EXPENDITURES	150,692	214,628	

Budgetary Notes:

GO Administrative Assistants Hours

These hours are based on:

2017-2: 49 Hours/Week - May, Jun, Jul, Aug	<i>no change from prior year</i>
2017-3: 60 Hours/Week - Sep, Oct, Nov, Dec	<i>no change from prior year</i>
2018-1: 57 Hours/Week - Jan, Feb, Mar, Apr	<i>no change from prior year</i>

Other Benefits Calculated At:

RRSP @ 3% of Coordinator wages plus \$80 per pay period for 2 employe	6,342
Parking \$294 per semester x 1 employee	882
Transit pass \$91 per month x 2 employees (11 months for Event Coordinat	2,093

Health Benefits Calculated At:

MSP / Pac Blue \$837 per month total for 3 employees plus 11months for	13,037
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Bank Charges

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

General Office - Department 13

Credit/Debit card service charges (average \$455 per month) 5,400

Telephone

\$120 per month plus \$1 per month long distance charges 1,452

Copies/Printing

General Office forms 240

Office Supplies

SFU email renewal fee 25

Computer accessories 150

SFU thank you lunches 475

Miscellaneous supplies 1,000

IT Support

2% of total departmental budget before IT Support added 4,208
 (based on current budget version, \$210,420 x 2% = \$4208)

Database Hosting & Maintenance

Hosting \$45 per month 540

Monthly maintenance agreement (\$190 per month) 2,280

Job Development

Customer service training for all staff; other training for Coordinators TBD 3,000

Add Event Coordinator for

Full time coordinator at 35 hours per week June 17 to April 18

change to 11 months

GL Acct

901 / 13
902 / 13
911 / 13
940 / 15
940 / 13
940 / 13
945 / 13
945 / 13
950 / 13
950 / 13

665 / 13
700 / 13
705 / 13
715 / 13
720 / 13
767 / 13
821 / 13
797 / 13

**Simon Fraser Studer
Operating Budget
For the 12 Months Ending
Calculation Work**

	Payroll # 2	3	2	2
	May Budget	Jun Budget	Jul Budget	Aug Budget
REVENUES				
Net Sales Revenue	3,100	3,100	3,100	3,100
TOTAL REVENUE	3,100	3,100	3,100	3,100
WAGES & BENEFITS				
Coordinators Wages	3,359	6,718	4,479	4,479
Coordinators Wages (including Event Coordinator)	2,788	10,219	6,503	6,503
GO Administrative Assistants Wages	3,290	4,935	3,290	3,290
CPP (4.95%)	500	1,135	746	746
EI (2.28%)	239	524	349	349
WCB (0.21%)	23	53	35	35
RRSP	344	668	489	489
Transp Allow / Parking	318	386	318	318
Pacific Blue Cross	723	723	723	723
MSP	338	338	338	338
WAGES & BENEFITS	11,921	25,698	17,270	17,270
EXPENDITURES				
Bank Charges	450	450	450	450
Advertising	-	-	-	-
Telephone	120	120	120	120
Copies/Printing	20	20	20	20
Office Supplies/Expenses	138	138	138	138
IT Support	351	351	351	351
Database Hosting & Maintenance	235	235	235	235
Job Development	167	167	167	167
EXPENDITURES	1,480	1,480	1,480	1,480
TOTAL EXPENDITURES	13,401	27,177	18,750	18,750
NET EXPENDITURES (Rev over Exp)	10,301	24,077	15,650	15,650

**Simon Fraser Student
Operating Budget
For the 12 Months Ending
Calculation Worksheet**

nt Society
 :- Final
 g Apr 30, 2018
 sheet

² Sep Budget	² Oct Budget	² Nov Budget	³ Dec Budget	² Jan'18 Budget	² Feb'18 Budget	² Mar'18 Budget	² Apr'18 Budget	Annual Total
3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	37,200
3,100	3,100	3,100	3,100	3,100	3,100	3,100	3,100	37,200
4,479	4,479	4,479	6,718	4,479	4,479	4,479	5,599	58,222
6,503	6,503	7,431	11,147	7,431	7,431	7,431	9,287	89,178
4,029	4,029	4,029	4,935	4,029	4,029	4,029	4,029	47,941
783	783	830	1,182	830	830	830	982	10,179
366	366	387	545	387	387	389	457	4,745
37	37	39	55	39	39	39	46	475
489	489	517	696	517	517	517	607	6,342
318	318	318	386	318	318	318	318	3,952
723	723	723	723	723	723	795	795	8,815
338	338	354	354	372	372	372	372	4,222
18,063	18,063	19,107	26,741	19,124	19,124	19,198	22,490	234,070
450	450	450	450	450	450	450	450	-
-	-	-	-	-	-	-	-	-
120	120	120	120	120	120	120	120	1,440
20	20	20	20	20	20	20	20	240
138	138	138	138	138	138	138	138	1,650
351	351	351	351	351	351	351	351	4,208
235	235	235	235	235	235	235	235	2,820
167	167	167	167	167	167	167	167	2,000
1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480	17,758
19,543	19,543	20,587	28,221	20,604	20,604	20,678	23,970	251,828
16,443	16,443	17,487	25,121	17,504	17,504	17,578	20,870	214,628

nt Society
- Final
g Apr 30, 2018
sheet

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Appendix A - Department 13 - General Office

<u>G/L Acct</u>	2016/2017 Budget
422 / 13 Sales - Vending Permits	25,000
522 / 13 Purchases - Program Costs	<u>400</u>
NET REVENUE - Vending	24,600
427 / 13 Sales - Craft Fair	4,500
527 / 13 Purchases - Program Costs	<u>4,275</u>
NET REVENUE - Craft Fair	225
435 / 13 NET SALES - Imagninus	<u>6,000</u>
440 / 13 NET SALES - Miscellaneous	<u>900</u>
420 / 13 Sales - Conference Facilities	<u>9,000</u>
NET SALES - Conference	<u>9,000</u>
TOTAL GROSS REVENUE	<u><u>40,725</u></u>

CLUBS BUDGET	2017-2 Budget	2017-3 Budget	2018-1 Budget
4000 Clubs	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>

Club grant line item has been increased due to increased club numbers.

Minimum Clubs Funding:			
2008/09 Referendum \$0.50 Targeted Club Funding:	7,184	12,142	11,451
2012/13 Referendum \$1.25 Targeted Club Funding:	<u>17,961</u>	<u>30,354</u>	<u>28,628</u>
Total Targeted Club Funding:	<u>25,145</u>	<u>42,496</u>	<u>40,079</u>
Minimum Club Targeted Funding Met			

Budgetary Notes:

Sales - Vending Permits

Sales budgeted for 17-18 consistent with prior year actual historical revenue earned

Purchases - Program Costs

For purchase of four new tables from SFU

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Appendix A - Department 13 - General Office

Sales and Purchases - Craft Fair

Sales and purchases budgeted for 17-18 to reflect actual historical revenue earned.

NET SALES - Imaginus

Net sales budgeted for 1718 consistent with prior year actual historical revenue earned

NET SALES - Miscellaneous

This net sales account consists mainly of net sales relating to daily parking passes, button maker.

Sales budgeted for 1718 consistent with prior year actual historical revenue earned

Sales - Conference Facilities

Sales budgeted for 1718 reduced to match the actual historical revenue earned.

MON FRASER STUDENT SOCIETY
Operating Budget - Final
The 12 Months Ending April 30, 2018

2017/2018
Budget

25,000
400
<hr/>
24,600
3,900
3,900
<hr/>
0
<hr/>
6,000
600
<hr/>
6,000
6,000
<hr/>
37,200
<hr/> <hr/>

2017/2018
Budget

<hr/> <hr/>
225,000
<hr/> <hr/>

30,777
76,943
<hr/>
107,720
<hr/>

MON FRASER STUDENT SOCIETY
Operating Budget - Final
The 12 Months Ending April 30, 2018

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Food Bank - GL 230

	2016-2017	2017/2018
	Budget	Budget
Revenue		
SFU contributions	16,000	16,000
Student Fees	15,450	15,500
SFSS 10% vending sales	2,400	2,460
Random donations	1,773	1,200
Total Revenues	<u>35,623</u>	<u>35,160</u>
Expenditures	36,000	49,789
Revenue over Expenditures	<u>(377)</u>	<u>(14,629)</u>

Note: We need to either find ways to fundraise, or allocate this amount from our operating budget for the year.

Reference of monthly cost

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOM	262.78	381.98	249.11	678.93	45.54	209.24	-	492.60
Nesters	3,095.34	2,354.51	5,009.28	1,485.00	3,095.34	2,354.51	5,009.28	6,095.00
Other	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
Total	3,658.12	3,036.49	5,558.39	2,463.93	3,440.88	2,863.75	5,309.28	6,887.60

Jan	Total	Monyhly Average
507.12	2,827.30	314.14
3,316.31	31,814.57	3,534.95
300.00	2,700.00	300.00
4,123.43	37,341.87	4,149.10

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Ombuds Office - Department 14

<u>G/L Acct</u>	2017/2018 Budget	2017/2018 Budget
Dept 14 Ombuds Office Contribution	<u>2,685</u>	<u>2,745</u>
EXPENDITURES	<u>2,685</u>	<u>2,745</u>
TOTAL EXPENDITURES	<u><u>2,685</u></u>	<u><u>2,745</u></u>

Budgetary Notes:

Op Cost	\$134 per month	1,605
Telephone Exp	\$95 per month	1,140

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

CopyRite - Department 15

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget	
REVENUES			
Sales	111,100	140,015	Estimated based on actual YTD with mark-up
Cost Of Sales	74,978	69,445	
TOTAL REVENUE	<u>36,122</u>	<u>70,570</u>	
901 / 15 Coordinator Wages	57,639	58,222	
903 / 15 Overtime Wages	3,800	2,559	40 hours per semester for two semesters
911 / 15 Retail Services Assistant Wages	15,822	13,285	
940 / 15 CPP / EI / WCB	5,093	5,127	
945 / 15 Other Benefits	2,834	2,839	
950 / 15 Health Benefits	2,990	3,805	
WAGES & BENEFITS	<u>88,178</u>	<u>85,836</u>	
620 / 15 Operating Costs	8,466	8,466	
665 / 15 Bank & Interest Charges	1,500	3,900	
700 / 15 Advertising	550	-	
705 / 15 Telephone	768	756	
715 / 15 Copies/Printing	200	200	
720 / 15 Office Supplies/Expenses	1,135	835	
766 / 15 Repairs & Maintenance	8,000	10,000	
767 / 15 IT Support	1,454	788	
EXPENDITURES	<u>22,073</u>	<u>24,945</u>	
TOTAL EXPENDITURES	<u>110,251</u>	<u>110,782</u>	
NET EXPENDITURES	<u>74,129</u>	<u>40,212</u>	

Budgetary Notes:

Overtime Wages

40 hours budgeted for Fall and Spring semester 2,559 Should be 40 / for IEC

Other Benefits Calculated At:

RRSP 3% of wages for 1 employee 1,747
 Transit pass \$91 x 12 months for 1 employee 1,092

Health Benefits Calculated At:

MSP \$75 x 12 months for 1 employee 1,840
 Pac Blue Cross \$161.05 x 12 months for 1 employee 1,965

Retail Services Assistant Hours

These hours are based on:

2017-2: 14 hours/week - May, Jun, Jul, Aug 3,603
 2017-3: 18 hours/week - Sept, Oct, Nov, Dec 4,990
 2018-1: 18 hours/week - Jan, Feb, Mar, Apr (34 Hrs additional for YE inventory) 5,421

Operating Costs

\$685 per month 8,220

Bank & Interest Charges

Credit/Debit card service charges (average \$325 per month) 3,900 SFSS Financial Office

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

CopyRite - Department 15

Advertising

Residence HA newsletters	-	remove
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Telephone

\$63 per month plus \$1 per month long distance charges	756	
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Copies/Printing

Printing order forms and invoices for the copy centre	200	
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Office Supplies/Expenses

SFU email renewal	25	
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Norton antivirus renewal	110	
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Office supplies	500	
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Client retention costs	200	Christmas chocolates Cruise services / Compu
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Repairs & Maintenance

Cantor Computing - repairs on CC POS and computers + other repairs & maintenance costs	2,000	
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Merkor / GBC - repairs on electric cutter, pedestal stapler, coil binder and laminator	1,000	
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Annual service contract with Ruygrok Graphics Ltd (Plotter, printer and cutter)	5,000	
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IT Support

2% of total departmental budget before IT Support added	788	
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(based on current budget version, \$39,423 x 2% = \$788)

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

GL Acct	Employee#	1	1	1	1	1	1	1	1
	Payroll #	2	3	2	2	2	2	2	3
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
REVENUES									
Sales	11,668	11,668	11,668	11,668	11,668	11,668	11,668	11,668	11,668
Cost Of Sales	5,787	5,787	5,787	5,787	5,787	5,787	5,787	5,787	5,787
TOTAL REVENUE	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881	5,881
901 / 15 Coordinator Wages	3,359	6,718	4,479	4,479	4,479	4,479	4,479	6,718	6,718
903 / 15 Overtime Wages	-	-	-	-	320	320	320	320	320
911 / 15 Retail Services Assistant Wages	662	1,410	940	940	940	940	940	1,410	1,410
940 / 15 CPP (4.95%)	209	417	279	279	295	295	295	150	150
940 / 15 EI (2.28%)	102	201	136	136	143	143	72	32	32
940 / 15 WCB (0.21%)	9	18	12	12	13	13	13	18	18
945 / 15 RRSP	101	202	134	134	134	134	134	202	202
945 / 15 Transp Allow / Parking	91	91	91	91	91	91	91	91	91
950 / 15 Pacific Blue Cross	161	161	161	161	161	161	161	161	161
950 / 15 MSP	150	150	150	150	150	150	150	150	150
WAGES & BENEFITS	4,843	9,367	6,382	6,382	6,726	6,726	6,654	9,252	9,252
620 / 15 Operating Costs	706	706	706	706	706	706	706	706	706
665 / 15 Bank & Interest Charges	325	325	325	325	325	325	325	325	325
700 / 15 Advertising	-	-	-	-	-	-	-	-	-
705 / 15 Telephone	63	63	63	63	63	63	63	63	63
715 / 15 Copies/Printing	17	17	17	17	17	17	17	17	17
720 / 15 Office Supplies/Expenses	70	70	70	70	70	70	70	70	70
766 / 15 Repairs & Maintenance	833	833	833	833	833	833	833	833	833
767 / 15 IT Support	66	66	66	66	66	66	66	66	66
EXPENDITURES	2,079	2,079	2,079	2,079	2,079	2,079	2,079	2,079	2,079
TOTAL EXPENDITURES	6,922	11,445	8,461	8,461	8,805	8,805	8,733	11,331	11,331
NET EXPENDITURES (Rev over Ex)	1,041 -	5,565 -	2,580 -	2,580 -	2,924 -	2,924 -	2,852 -	5,450	5,450

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

computing science Dept / BPK / Psychology (what is cruise services?)

	1	1	1	1	
	2	2	2	2	
	Jan'18	Feb'18	Mar'18	Apr'18	Annual
	Budget	Budget	Budget	Budget	Total
	11,668	11,668	11,668	11,668	140,015
	5,787	5,787	5,787	5,787	69,445
	5,881	5,881	5,881	5,881	70,570
	4,479	4,479	4,479	5,599	58,222
	320	320	320	320	2,559
	940	940	940	2,283	13,285
	295	295	295	290	3,395
	136	136	136	193	1,565
	13	15	14	17	166
	134	134	134	168	1,747
	91	91	91	91	1,092
	161	161	177	177	1,965
	160	160	160	160	1,840
	6,730	6,731	6,746	9,297	85,836
	706	706	706	706	8,466
	325	325	325	325	3,900
	-	-	-	-	-
	63	63	63	63	756
	17	17	17	17	200
	70	70	70	70	835
	833	833	833	833	10,000
	66	66	66	66	788
	2,079	2,079	2,079	2,079	24,945
	8,808	8,810	8,825	11,376	110,782
-	2,927	- 2,929	- 2,944	- 5,495	- 40,212

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Appendix B - Department 15 - Copy Centre

<u>G/L Acct</u>		2017-2018 Budget
430 / 15	Sales - Copies School (18% increase)	22,237
431 / 15	Sales - Copies SFSS (18% increase)	45,559
446 / 15	Sales - Copies External (18% increase)	39,014
455 / 15	Sales - Bindery (8% increase)	29,715
440 / 15	Sales - Labour	2,336
	Sales	<u>138,862</u>
530 / 15	Copiers - Leases	21,760
555 / 15	Bindery (8% going up)	22,844
570 / 15	Paper Supplies (12% going up)	11,250
575 / 15	Printing Supplies (6% going up)	13,030
	Cost Of Sales	<u>68,883</u>
	Net Copier Sales	<u>69,978</u>
	Office Supplies	
476 / 15	Sales	1,154
576 / 15	Cost Of Sales	562
	Gross Margin	<u>592</u>
	Total Sales	140,015
	Total Cost of Sales	<u>69,445</u>
	Gross Margin	<u>70,570</u>

Budgetary Notes:

Sales:

Sales - Copies School - Based on 16/17 historical revenue with 18% increase

Sales - Copies SFSS - Based on 16/17 historical revenue with 18% increase

Sales - Copies External - Based on 16/17 historical revenue with 18% increase

Sales - Bindery Based on 16/17 historical revenue with 8% increase

Sales - Labour - Labour sales relate to cutting fees, folding fees, binding, scanning, etc. and is estimated at 16/17 historical revenue

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Appendix B - Department 15 - Copy Centre

Cost of Sales:

Copiers - Leases - Based on 16/17 historical costs

Bindery - estimated based on 16/17 historical costs with 8% increase

Paper Supplies - estimated based on 16/17 historical costs with 12% increase

Printing Supplies - estimated based on 16/17 historical costs with 6% increase

Office Supplies - Selling postage, mailing envelopes (for thesis shipping)

G/L Acct	YTD by Jan	Feb - Apr 2	Total	Budget
430 / 15	13,791	5,054	18,845	22,237
431 / 15	26,768	11,841	38,609	45,559
446 / 15	27,384	5,679	33,063	39,014
455 / 15	18,011	9,503	27,514	29,715
440 / 15	2,015	321	2,336	2,336
	<u>87,969</u>	<u>32,398</u>	<u>120,367</u>	<u>138,862</u>
530 / 15	15,594	6,165	21,760	21,760
555 / 15	15,167	5,985	21,152	22,844
570 / 15	8,366	1,679	10,045	11,250
575 / 15	5,293	6,999	12,292	13,030
	<u>44,420</u>	<u>20,829</u>	<u>65,248</u>	<u>68,883</u>

	YTD by Jan	Feb - Apr 2	Total	Budget
476 / 15	638	516	1,154	1,154
576 / 15	365	197	562	562
	<u>1,003</u>	<u>713</u>	<u>1,715</u>	<u>1,715</u>

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Communications Office - Department 17

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget	<u>GL Acct</u>
901 / 17	57,639	58,222	
911 / 17	20,358	22,577	
911 / 17	-	10,474	
940 / 17	5,443	6,837	
945 / 17	2,624	3,617	
950 / 17	2,592	2,885	901 / 17
WAGES & BENEFITS	88,656	104,612	911 / 17
			911 / 17
700 / 17	10,020	10,020	940 / 17
705 / 17	756	756	940 / 17
715 / 17	1,800	1,800	940 / 17
720 / 17	3,000	3,000	945 / 17
735 / 17	3,388	3,388	945 / 17
738 / 17	-	-	950 / 17
767 / 17	2,312	2,870	950 / 17
797 / 17	1,500	1,500	
820 / 17	500	6,000	
821 / 17	6,010	8,400	700 / 17
EXPENDITURES	29,286	37,734	705 / 17
			715 / 17
TOTAL EXPENDITURES	117,942	142,345	720 / 17
			735 / 17
			738 / 17
			767 / 17
			797 / 17
			820 / 17
			821 / 17

Budgetary Notes:

Communications Assistant Hours

These hours are based on:

2017-2: 24 Hours/Week for Communications Assistant

2017-3: 24 Hours/Week for Communications Assistant

2018-1: 24 Hours/Week for Communications Assistant

Project Worker

Project Worker will develop content (mostly for web) 12 hours per week @\$15.40

10,474

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Communications Office - Department 17

Other Benefits Calculated At:

RRSP @ 3% of total wages plus \$80 *12 months * 1 employee	2,707
Parking \$294 per semester x 1 employee	910

Health Benefits Calculated At:

MSP / Pac Blue \$236 x 12 months for 1 employee	2,885
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Advertising

\$ 835 per month for social media, Peak ads, and general SFSS signs and branding	10,020
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Telephone

\$62 per month plus \$1 per month for long distance charges	756
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Copies/Printing

\$ 1,800 per year for board agendas, outreach promotional materials	1,800
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Office Supplies/Expense

\$ 3,000 per year contingency for software purchases and other office supplies	3,000
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Subscriptions

\$ 80 per month for Adobe Creative Cloud	960
\$ 2000 annual subscription for Stock Images	2,000
\$ 200 Hootsuite annual fee	200
\$ 19 per month Survey Monkey	228

Resources/Books

No budget required based on prior year purchases	-
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IT Support

2% of total departmental budget before IT Support added (based on current budget version, \$143,476 x 2% = \$2,870)	2,870
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Job Development

1 workshop per semester x \$500/workshop: Media Relations / Graphic Design / Commun	1,500
* the entire Communications Department will be using this job development line item.	

Campaigns, Public Relations

\$ 500 per month for the purchase of outreach materials and contest prizes	6,000
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Web Site And Tech Support

\$ 700 per month or hosting, reviews, back-ups, and maintenance tweaks	8,400
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Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet

<i>Payroll #</i>	<i>2</i>	<i>3</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>
	May	Jun	Jul	Aug	Sep	Oct	Nov
	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Communications Coordinator	3,359	6,718	4,479	4,479	4,479	4,479	4,479
Communications Assistant	1,276	2,619	1,746	1,746	1,746	1,746	1,746
Project Worker	806	1,209	806	806	806	806	806
CPP (4.95%)	282	541	362	362	362	362	362
EI (2.28%)	130	249	167	167	167	167	167
WCB (0.21%)	13	25	17	17	17	17	17
RRSP (including student workers)	181	282	214	214	214	214	214
Transp Allow / Parking	70	105	70	70	70	70	70
Pacific Blue Cross	161	161	161	161	161	161	161
MSP	75	75	75	75	75	75	75
WAGES & BENEFITS	6,352	11,983	8,096	8,096	8,096	8,096	8,096
Advertising	835	835	835	835	835	835	835
Telephone	63	63	63	63	63	63	63
Copies/Printing	150	150	150	150	150	150	150
Office Supplies/Expenses	250	250	250	250	250	250	250
Subscriptions	282	282	282	282	282	282	282
Resources/Books	-	-	-	-	-	-	-
IT Support	239	239	239	239	239	239	239
Job Development	125	125	125	125	125	125	125
Promotions	833	833	833	833	833	833	833
Web Site And Tech Support	700	700	700	700	700	700	700
EXPENDITURES	3,478	3,478	3,478	3,478	3,478	3,478	3,478
TOTAL EXPENDITURES	9,830	15,461	11,574	11,574	11,574	11,574	11,574

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

³ Dec Budget	² Jan'18 Budget	² Feb'18 Budget	² Mar'18 Budget	² Apr'18 Budget	Annual Total
6,718	4,479	4,479	4,479	5,598	58,222
2,619	1,746	1,746	1,746	2,098	22,577
1,209	806	806	806	806	10,474
375	362	362	362	437	4,531
173	167	167	167	201	2,087
25	17	17	17	20	219
282	214	214	214	248	2,707
105	70	70	70	70	910
161	161	161	177	177	1,965
75	80	80	80	80	920
11,740	8,101	8,101	8,117	9,735	104,612
835	835	835	835	835	10,020
63	63	63	63	63	756
150	150	150	150	150	1,800
250	250	250	250	250	3,000
282	282	282	282	282	3,388
-	-	-	-	-	-
239	239	239	239	239	2,870
125	125	125	125	125	1,500
833	833	833	833	833	10,000
700	700	700	700	700	8,400
3,478	3,478	3,478	3,478	3,478	41,734
15,218	11,579	11,579	11,595	13,213	146,345

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Campaigns, Research, and Policy Office - Department 18

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget
901 / 18 Campaigns, Research & Policy Coordinator	57,639	58,222
940 / 18 CPP / EI / WCB	3,869	4,302
945 / 18 Other Benefits	2,834	2,839
950 / 18 Health Benefits	4,980	5,743
WAGES & BENEFITS	69,322	71,105
700 / 18 Advertising	3,835	3,835
705 / 18 Telephone	384	384
715 / 18 Copies/Printing	600	600
720 / 18 Office Supplies/Expenses	500	500
735 / 18 Subscriptions	-	-
738 / 18 Resources/Books	250	250
767 / 18 IT Support	1,593	1,593
797 / 18 Job Development	4,800	3,000
EXPENDITURES	11,962	10,162
TOTAL EXPENDITURES	81,284	81,268

Budgetary Notes:

Other Benefits Calculated At:

RRSP @ 3% of wages
 Transit pass \$91 x 12 months for 1 employee

Health Benefits Calculated At:

MSP / Pac Blue \$470 per month for 1 employee

Advertising

General advertising requirements for Advocacy campaigns
 (For detailed breakdown see coordinators notes)

Telephone

\$31 per month plus \$1 per month for long distance charges

Copies/Printing

Estimated copying for the year

Office Supplies/Expense

SFU email renewal fee

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Campaigns, Research, and Policy Office - Department 18

Miscellaneous supplies

Subscriptions

No anticipated subscription needs in fiscal 2016-2017.

Resources/Books

Reference Material

IT Support

2% of total departmental budget before IT Support added
(based on current budget version, $\$79,050 \times 2\% = \$1,593$)

Job Development

To be determined

Employee# 1 1 1
 Payroll # 2 3 2

<u>GL Acct</u>	May Budget	Jun Budget	Jul Budget
901 / 18 Coordinator Wages	3,359	6,718	4,479
940 / 18 CPP (4.95%)	176	347	233
940 / 18 EI (2.28%)	81	160	107
940 / 18 WCB	8	16	11
945 / 18 RRSP	101	202	134
945 / 18 Transp Allow / Parking	91	91	91
950 / 18 Pacific Blue Cross	320	320	320
950 / 18 MSP	150	150	150
WAGES & BENEFITS	4,285	8,003	5,525
700 / 18 Advertising	320	320	320
705 / 18 Telephone	32	32	32
715 / 18 Copies/Printing	50	50	50
720 / 18 Office Supplies/Expenses	42	42	42
735 / 18 Subscriptions	-	-	-
738 / 18 Resources/Books	21	21	21
767 / 18 IT Support	133	133	133
797 / 18 Job Development	250	250	250
EXPENDITURES	847	847	847
TOTAL EXPENDITURES	5,132	8,850	6,372

1,747

1,092

5,743

3,835

384

600

25

€
For th

475

-

250

1,593

3,000

Simon Fraser Student Society
 Operating Budget - Final
 The 12 Months Ending Apr 30, 2018
 Calculation Worksheet

	1	1	1	1	1	1	1	1	
	2	2	2	2	3	2	2	2	
	Aug	Sep	Oct	Nov	Dec	Jan'18	Feb'18	Mar'18	
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
	Apr'18								
	Budget							Budget	
	4,479	4,479	4,479	4,479	6,718	4,479	4,479	4,479	5,599
	233	233	233	233	174	233	233	233	290
	107	107	107	107	80	107	107	107	134
	11	11	11	11	16	11	11	11	14
	134	134	134	134	202	134	134	134	168
	91	91	91	91	91	91	91	91	91
	320	320	320	320	320	320	320	352	352
	150	150	150	150	150	160	160	160	160
	5,525	5,525	5,525	5,525	7,750	5,535	5,535	5,567	6,806
	320	320	320	320	320	320	320	320	320
	32	32	32	32	32	32	32	32	32
	50	50	50	50	50	50	50	50	50
	42	42	42	42	42	42	42	42	42
	-	-	-	-	-	-	-	-	-
	21	21	21	21	21	21	21	21	21
	133	133	133	133	133	133	133	133	133
	250	250	250	250	250	250	250	250	250
	847	847	847	847	847	847	847	847	847
	6,372	6,372	6,372	6,372	8,597	6,382	6,382	6,414	7,653

**Simon Fraser Student Society
Operating Budget - Final
The 12 Months Ending Apr 30, 2018
Calculation Worksheet**

Annual Total
58,222
2,849
1,312
141
1,747
1,092
3,903
1,840
<u>71,105</u>
-
3,835
384
600
500
-
250
1,593
3,000
<u>10,162</u>
<u><u>81,268</u></u>

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Food & Beverage Services - Department 19

	2016/2017	2017/2018
	Budget	Budget
REVENUES		
Sales	945,739	945,739
Cost of Sales	374,296	374,296
Gross Profit	571,443	571,443
Direct Expenses	512,009	512,009
Total Revenues	59,434	59,434
OTHER REVENUES		
Admissions	-	-
Advertising	4,700	4,700
Vending	805	805
Miscellaneous	1,788	1,788
Interest	363	363
Total Other Revenues	7,656	7,656
NET REVENUES	67,090	67,090
EXPENDITURES		
IT Services	3,882	3,884
GC Net Revenue	3,425	3,425
Advertising	3,300	3,300
Administration	9,900	9,900
Amortization	7,558	7,558
Cash (Over)/Short	- 86	- 86
Bank Charges	21,177	21,177
Coffee Card/Green Cup	2,462	2,462
Manager Promo	50	50
Entertainment	4,445	4,445
Event Night Security	5,923	5,923
Insurance	32,776	32,776
Legal/Consulting	4,243	4,243
Operating Costs	119,328	119,328
POS System	3,354	3,354
Professional Fees	5,900	5,900
Repairs & Maintenance	37,431	37,431
Total Expenditures	265,068	265,068
OTHER		
Severance Payouts	-	-
NET EXPENDITURES	265,068	265,068
NET SURPLUS/(DEFICIT)	- 197,978	- 197,978

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Board Of Directors - Department 20

<u>G/L Acct</u>		2016/2017	2017/2018
		Budget	Budget
Administrative-BOD			
930 / 20	Stipends - Executive	126,000	126,000
931 / 20	Stipends - Non-Executive	101,500	101,500
932 / 20	Stipends - Council	29,400	29,400
940 / 20	CPP / WCB	12,000	12,000
945 / 20	Childcare	600	600
685 / 20	Legal Consulting	20,000	20,000
687 / 20	Negotiating Committee	0	0
689 / 20	Management Consultant	45,000	25,000
705 / 20	Telephones	4,320	4,320
715 / 20	Copies/Printing	1,276	1,276
720 / 20	Office Supplies/Expenses	2,000	2,000
740 / 20	Conferences/Lobbying	6,000	6,000
741 / 20	Membership Engagement	15,000	15,000
742 / 20	Per Diem	1,200	1,200
767 / 20	IT Support	10,554	10,554
814 / 20	Board Of Directors Retreat, Orientation & Develop	15,900	15,900
815 / 20	Council	1,500	1,500
831 / 20	Annual/Special General Meeting	7,500	7,500
837 / 20	Student Staff Meetings	1,467	1,467
839 / 20	Shop Steward Wages	3,392	3,392
867 / 20	Shop Steward Wages	4,800	4,800
Total BOD Administrative Costs		409,409	389,409
Services-BOD			
686 / 20	Legal Aid Clinic	14,500	14,500
810 / 20	Clubs Days	11,500	11,500
816 / 20	Events - Special / Large-Scale	38,500	40,000
817 / 20	Events - Committee	20,000	20,000
819 / 20	Film License/Expenses	1,350	1,350
820 / 20	Advocacy	30,000	30,000
821 / 20	Surrey Campus Committee	10,000	10,000
822 / 20	Vancouver Campus Committee	10,000	10,000
860 / 20	Laurine Harrison Bursary	500	500
898 / 20	Bursary Contribution	22,000	30,000
ALLOCATIONS		158,350	167,850
TOTAL EXPENDITURES		567,759	557,259

Minimum Events Funding:		
2012/13 Referendum \$0.25 Targeted Events Funding:	5,726	5,726
Minimum Events Targeted Funding Met		

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Board Of Directors - Department 20

Minimum Bursary Contribution Funding:		
2012/13 Referendum \$0.25 Targeted Bursary Contribution Fu	5,726	5,726
Minimum Bursary Contribution Targeted Funding Met		

Budgetary Notes:

Stipends

Executive stipends based on 6 executives at \$21,000/year
Non-Executive stipends based on 10 board members at 10,500/year
(1 less board member during summer semester)
Council stipends based on 35 council members / meeting x \$35 stipend x 2 meetings each month

Childcare

Per AP 9: childcare expenses; for board of directors and council members

Legal Consulting

\$20,000 general unanticipated legal issues that arise during the year

Negotiating Committee

FBS collective agreement expiring in this fiscal

Management Consultant

\$20,000 allocated towards general labour issues. FBS collective agreement expiring in this fiscal year
\$25,000 allocated towards negotiating FBS collective agreement expiring in this fiscal year

Telephones

6 executive members with \$60 monthly reimbursement

Copies/Printing

Based on historical spending in fiscal 1516

Office Supplies/Expenses

Based on historical spending in fiscal 1516

Conferences/Lobbying

Based on historical spending in fiscal 1516

Per Diem

Based on historical spending in fiscal 1516

IT Support

2% of total departmental budget before IT Support added

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Board Of Directors - Department 20

(based on current budget version, $\$527,705 \times 2\% = \$10,554$)

Board Of Directors Retreat, Orientation & Development

Based on orientation plan organized by the Executive Director

\$1,000 for Anti-harassment + \$500 Robert's rules + \$1400 office supplies & food

Beginning of the year workshops could include: anti-harassment, Robert's Rules

Mid-year workshops could include: Robert's rules

\$3,000 budget for board retreat

\$10,000 budget for board development of entire board eg. Workshops (not to include conferences)

Council

\$1,500 budgeted for orientation snacks for three orientation sessions

Annual/Special General Meeting

Based on historical spending in fiscal 1516 for the AGM (Fall)

Student Staff Meetings

Per Collective Agreement Article 17.3 - Student Employee Staff Meetings - 2hr meeting / semester

Shop Steward Wages

Per Collective Agreement Article 11.6 - Student Employee coverage in shop steward area; 4 hr/week

Honorarium

\$3,000 budgeted for anticipated external chair for board of directors meetings.

$\$75 \times 24 = \$1,800$ budgeted for anticipated external chair for council meetings.

Legal Aid Clinic

Based on historical spending in fiscal 1516

This accounts for 24 sessions at \$585 each throughout the year

Clubs Days

Based on historical spending in fiscal 1516

Events - Special / Large-Scale

Budgeted at \$20,000 for 1617

Events - Committee

Based on historical spending in fiscal 1516

Film License/Expenses

Based on historical spending in fiscal 1516

Advocacy

Based on the budget presented by Advocacy for 1516

Surrey Campus Committee

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Board Of Directors - Department 20

Based on historical spending in fiscal 1516

Laurine Harrison Bursary

Budgeted the same as 1516

Bursary Contribution

Budgeted the same as 1516

Membership Engagement

Board outreach swag (subject to change)	\$	1,000	
Consent tool boxes	\$	2,000	
Membership engagement	\$	12,000	Need notes from Hangué

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Women's Centre - Department 24

<u>G/L Acct</u>	<u>2016/2017 Budget</u>	<u>2017/2018 Budget</u>	<u>GL Acct</u>
401 / 24 GSS Contribution	5,074	7,135	
TOTAL REVENUE	<u>5,074</u>	<u>7,135</u>	401 / 24
901 / 24 Regular Wages	47,120	48,303	
911 / 24 Resource Assistant Wages	16,964	17,457	
911 / 24 Project Worker Wages	2,118	7,050	
940 / 24 CPP / EI / WCB	5,180	5,834	901 / 24
945 / 24 Other Benefits	3,588	5,553	911 / 24
950 / 24 Health Benefits	2,580	2,865	911 / 24
WAGES & BENEFITS	<u>77,550</u>	<u>87,062</u>	940 / 24
700 / 24 Advertising	3,000	3,000	940 / 24
705 / 24 Telephone	864	864	945 / 24
715 / 24 Copies/Printing	1,200	1,200	945 / 24
720 / 24 Office Supplies/Expenses	2,300	2,300	950 / 24
735 / 24 Subscriptions	450	450	950 / 24
738 / 24 Resources/Books	3,000	3,000	
740 / 24 Conferences	2,500	2,500	
744 / 24 Mileage	150	150	700 / 24
767 / 24 IT Support	2,049	2,194	705 / 24
787 / 24 Dues & Memberships	400	400	715 / 24
797 / 24 Job Development	1,000	1,000	720 / 24
865 / 24 Childcare	300	300	735 / 24
868 / 24 Honorarium Sexual Assault Advisory	-	-	738 / 24
886 / 24 Special Events	6,500	6,500	740 / 24
887 / 24 Food Outreach	3,000	3,000	744 / 24
888 / 24 Safer Sex/Menstrual Supplies	5,000	5,000	767 / 24
EXPENDITURES	<u>31,713</u>	<u>31,858</u>	787 / 24
NET EXPENDITURES	<u>104,189</u>	<u>111,785</u>	797 / 24
			865 / 24
			868 / 24
			886 / 24
			887 / 24
			888 / 24

Minimum Women's Centre Funding:				
2012/13 Referendum \$0.50 Targeted WC Funding:	7,185	12,142	11,451	30,778
Minimum Women's Centre Targeted Funding Met				

Budgetary Notes:

GSS Contribution

Per agreement between the GSS and the SFSS, the GSS will contribute 16% of funding towards the Women's Centre's non wages & benefits expenditures

Resource Assistant Hours

These hours are based on:

- 2017-2: 20 Hours/Week - May, Jun, Jul, Aug
- 2017-3: 20 Hours/Week - Sep, Oct, Nov, Dec
- 2018-1: 20 Hours/Week - Jan, Feb, Mar, Apr

Project Worker Hours

These hours are based on:

Dept 24

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Women's Centre - Department 24

2017-2: 140 Hours per semester x 1 employee (16.15 hrs per pay)
 2017-3: 140 Hours per semester x 1 employee (16.15 hrs per pay)
 2018-1: 140 Hours per semester x 1 employee (16.15 hrs per pay)

Other Benefits Calculated At

RRSP @ 3% of total wages 3,369
 Transit \$91 * 12 months * 2 employees 2,184

Health Benefits Calculated At

MSP / Pac Blue \$236 x 12 months for 1 employee 2,865

Advertising

Maintained amount from fiscal 1516 3,000
 Potential sources include: Peak, Facebook, CJSF radio ads, etc

Telephone

\$71 per month plus \$1 per month for long distance charges 864

Copies / Printing

Resource/Pamphlet copying 200
 Signage and updated materials during rebrand 1,000

Office Supplies

SFU email renewal fee 2,300
 Flip chart paper, markers, pens, poster board paper
 Printer toner
 Paper
 Button maker supplies
 Archival and preservation supplies

Subscriptions

Magazine subscriptions for the WC library 450

Resources / Books

Supporting local organizations: Spartacus Books and Little Sisters Books 3,000
 In fiscal 1617, planning to update resources on disabilities and match to SFU course materials

Conferences

RJ will attend BC Library Association Conference 2,500
 Conversation on Sexual Violence, UBC National Young Feminist Conference

Mileage

Mileage generally spent year round on Costco and Spartacus books pick-up 150

IT Support

2% of total departmental budget before IT Support Added 2,194
 (based on current budget version, \$109,723 x 2% = \$2,194)

Dues & Memberships

Includes: BWSS, Pivot, Peer Net BC, Surrey Womens' Centre, etc. 400

Job Development

For the permanent position: Supporting survivors of violence course 1,000
 Other courses include Mental Health First Aid for both staff - \$250

Childcare

For any SFU attendees of WC meetings or special events 300

Special Events / Outreach

Embark garden plot & workshop 6,500
 December 6th - events to commemorate the history of the date and to address violence against women

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Women's Centre - Department 24

Pancake breakfasts - approximately twice a year
Pro-choice safer space presence in Convo Mall (once/year)
Wenlido - self-identified women self-defense workshop
Craft and knitting group supplies
Survivor support group
Peer support training for volunteers
Trans women's night
EVA healthy choices workshops
Consent workshops
BC Women's hospital in-service

Food Outreach

3,000

Healthy snacks and lounge kitchen foods
Food for special events

Safer Sex/Menstrual Supplies

5,000

Supplies for the year at 24 hour lounge and resource area
Consent toolboxes

Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet

Payroll #	2	3	2	2	2	2	2	3	2
	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Jan'18 Budget
GSS Contribution	595	595	595	595	595	595	595	595	595
TOTAL REVENUE	595	595	595	595	595	595	595	595	595
Regular Wages	2,788	3,716	5,573	3,716	3,716	3,716	3,716	3,716	5,573
Resource Assistant Wages	1,043	2,014	1,343	1,343	1,343	1,343	1,343	2,014	1,343
Project Worker Wages	408	813	542	542	542	542	542	813	542
CPP (4.95%)	231	346	394	300	300	300	300	346	394
EI (2.28%)	106	160	182	138	138	138	138	160	182
WCB (0.21%)	10	15	17	13	13	13	13	15	17
RRSP	244	271	327	271	271	271	271	271	327
Transp Allow / Parking	182	182	182	182	182	182	182	182	182
Pacific Blue Cross	161	161	161	161	161	161	161	161	161
MSP	75	75	75	75	75	75	75	75	75
WAGES & BENEFITS	5,247	7,754	8,797	6,741	6,741	6,741	6,741	7,754	8,797
Advertising	250	250	250	250	250	250	250	250	250
Telephone	72	72	72	72	72	72	72	72	72
Copies/Printing	100	100	100	100	100	100	100	100	100
Office Supplies/Expenses	192	192	192	192	192	192	192	192	192
Subscriptions	38	38	38	38	38	38	38	38	38
Resources/Books	250	250	250	250	250	250	250	250	250
Conferences	208	208	208	208	208	208	208	208	208
Mileage	13	13	13	13	13	13	13	13	13
IT Support	183	183	183	183	183	183	183	183	183
Dues & Memberships	33	33	33	33	33	33	33	33	33
Job Development	83	83	83	83	83	83	83	83	83
Childcare	25	25	25	25	25	25	25	25	25
Honorarium Sexual Assault Advisory	-	-	-	-	-	-	-	-	-
Special Events	542	542	542	542	542	542	542	542	542
Food Outreach	250	250	250	250	250	250	250	250	250
Safer Sex/Menstrual Supplies	417	417	417	417	417	417	417	417	417
EXPENDITURES	2,655	2,655	2,655	2,655	2,655	2,655	2,655	2,655	2,655
TOTAL EXPENDITURES	7,902	10,408	11,452	9,396	9,396	9,396	9,396	10,408	11,452
NET EXPENDITURES	7,308	9,814	10,857	8,801	8,801	8,801	8,801	9,814	10,857

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

² Feb'18 Budget	² Mar'18 Budget	² Apr'18 Budget	Annual Total
595	595	595	7,135
595	595	595	7,135
3,716	3,716	4,644	48,303
1,343	1,343	1,643	17,457
542	542	678	7,050
300	300	369	3,879
138	138	170	1,787
13	13	16	168
271	271	299	3,369
182	182	182	2,184
161	177	177	1,965
75	75	75	900
6,741	6,757	8,253	87,062
250	250	250	3,000
72	72	72	864
100	100	100	1,200
192	192	192	2,300
38	38	38	450
250	250	250	3,000
208	208	208	2,500
13	13	13	150
183	183	183	2,194
33	33	33	400
83	83	83	1,000
25	25	25	300
-	-	-	-
542	542	542	6,500
250	250	250	3,000
417	417	417	5,000
2,655	2,655	2,655	31,858
9,396	9,412	10,908	118,921
8,801	8,817	10,313	111,785

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

IEC/Elections - Department 25

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget
930 / 25 IEC Stipends	13,774	13,774
940 / 25 CPP/WCB	601	601
STIPENDS	<u>14,375</u>	<u>14,375</u>
700 / 25 Advertising	6,000	6,000
705 / 25 Telephone	240	240
715 / 25 Printing/Copies	1,150	1,150
720 / 25 Office Supplies/Expenses	350	350
820 / 25 Campaign Expenditures	4,850	4,850
EXPENDITURES	<u>12,590</u>	<u>12,590</u>
TOTAL EXPENDITURES	<u><u>26,965</u></u>	<u><u>26,965</u></u>

Notes:

IEC Stipends

For the 2016-3 semester, \$4,000 to account for bi-election

For the 2017-1 semester, \$8,500 to account for requirements of a spring election

Advertising

Mainly consists of Peak ads, facebook ads, etc. The election debate costs are included here

Telephone

\$60 per month for the CEO cell phone reimbursement per IEC bylaws

Printing/Copies

This amount is based on historical spending

Office Supplies/Expenses

This amount is based on historical spending

Campaign Expenditures

Per IEC bylaws, capped at \$50/candidate and \$300/referenda campaign

The Fall 2016 semester accounts for 2 referenda campaigns at \$300 each

The Spring 2017 semester accounts for 4 referenda campaigns and 45 candidates

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Out On Campus - Department 27

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget	GL Acct
401 / 27 GSS Contribution	5,374	5,405	
TOTAL REVENUE	5,374	5,405	
			401 / 24
901 / 27 Regular Wages	43,858	38,642	
903 / 27 Top-Up Wages	-	-	
911 / 27 Administrative Assistant	21,205	23,098	
911 / 27 TGDP/PSN Project Workers Wages	20,358	21,787	901 / 27
940 / 27 CPP / EI / WCB	6,666	6,055	903 / 27
945 / 27 Other Benefits	3,328	4,303	911 / 27
950 / 27 Health Benefits	5,040	5,730	911 / 27
WAGES & BENEFITS	100,455	99,615	940 / 27
			940 / 27
700 / 27 Advertising	1,500	1,500	940 / 27
705 / 27 Telephone	756	756	945 / 27
715 / 27 Copies/Printing	700	700	945 / 27
720 / 27 Office Supplies/Expenses	3,100	3,100	950 / 27
738 / 27 Resources/Books	2,000	2,000	950 / 27
740 / 27 Conferences	3,000	3,000	
767 / 27 IT Support	2,531	2,728	
795 / 27 Programming	13,500	14,000	700 / 27
797 / 27 Job Development/Training	2,000	2,500	705 / 27
799 / 27 Annual Retreat	2,500	1,500	715 / 27
867 / 27 Honouraria	-	-	720 / 27
898 / 27 Bursary	2,000	2,000	738 / 27
EXPENDITURES	33,587	33,784	740 / 27
			767 / 27
NET EXPENDITURES	128,668	127,993	795 / 27
			797 / 27
			799 / 27
			867 / 27
			898 / 27

Minimum Out on Campus Funding:		
2012/13 Referendum \$0.50 Targeted OOC Funding:	-	-
Minimum Out on Campus Targeted Funding Met		

Budgetary Notes:

GSS Contribution

Per agreement between the GSS and the SFSS, the GSS will contribute 16% of funding towards the Out on Campus' non wages & benefits expenditures

Administrative Assistant Hours

These hours are based on:

- 2017-2: 25 Hours/Week - May, Jun, Jul, Aug
- 2017-3: 25 Hours/Week - Sep, Oct, Nov, Dec
- 2018-1: 25 Hours/Week - Jan, Feb, Mar, Apr

Project Worker Employees Hours

These hours are based on:

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Out On Campus - Department 27

2016-2: TGD: 9 hours/week; PSN: 15 hours/week
 2016-3: TGD: 9 hours/week; PSN: 15 hours/week
 2017-1: TGD: 9 hours/week; PSN: 15 hours/week

Other Benefits Calculated At

RRSP @ 3% of earnings for 1 employee plus \$80 per month for 2 employees	155
Transit \$91 per month for 2 employees	2,184

Health Benefits Calculated At

MSP / Pac Blue \$472 x 12 months for 3 employees	5,730
--------------------------------------------------	-------

Advertising

Peak ads	800
Facebook ads	700

Telephone

\$62 per month plus \$1 per month for long distance charges	756
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Copies / Printing

Event posters and flyers	500
Project printing	200

Office Supplies

SFU email renewal fee	25
Flip chart paper, markers, pens, paper, printer toner, etc.	525
Water service	250
Safer sex supplies	2,000
Scent free products, such as soaps and shampoos	300

Resources / Books

Books, magazines	1,500
Online database hosting	500

Conferences

Canadian university queer services conference	3,000
3 people airfare and accommodations - held at Dalhousie in Halifax, NS	

IT Support

2% of total departmental budget before IT Support added (based on current budget version, \$136,400 x 2% = \$2,728)	2,728
------------------------------------------------------------------------------------------------------------------------	-------

Programming

Clubs days	100
Open house	400
After hours	1,800
Volunteer training	1,400
Facilitator fees	1,500
Volunteer appreciation	800
Pride	1,000
Queer history month	200
TDOR	200
Queer awareness	1,000
PSN	1,800
TGDP honouraria	300
QGFSN	1,500
Collective program	1,500

Job Development

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Out On Campus - Department 27

Leadership courses	2,000
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Annual Retreat

For on-campus planning day with staff and volunteers	1,500
------------------------------------------------------	-------

Honouraria

Amalgamated with Special Events budget in fiscal 1516	-
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Bursary

\$400 - Living personal truths award to student and \$1,600 in endowment fund for self-sustaining award	2,000
Check with Brianna regarding history and nature of bursary	

Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet

Payroll #	2	3	2	2	2	2	2	3	2
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan'18
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
GSS Contribution	450	450	450	450	450	450	450	450	450
TOTAL REVENUE	450	450	450	450	450	450	450	450	450
Regular Wages	2,229	4,459	2,972	2,972	2,972	2,972	2,972	4,459	2,972
Top-Up Wages	-	-	-	-	-	-	-	-	-
Administrative Assistant	1,394	2,669	1,779	1,779	1,779	1,779	1,779	2,669	1,779
TGDP/PSN Project Workers Wages	1,257	2,518	1,679	1,679	1,679	1,679	1,679	2,518	1,679
CPP (4.95%)	258	497	336	336	336	336	336	497	336
EI (2.28%)	119	229	155	155	155	155	155	229	155
WCB (0.21%)	14	16	16	16	16	16	16	24	16
RRSP	147	214	169	169	169	169	169	214	169
Transp Allow / Parking	182	182	182	182	182	182	182	182	182
Pacific Blue Cross	322	322	322	322	322	322	322	322	322
MSP	150	150	150	150	150	150	150	150	150
WAGES & BENEFITS	6,073	11,256	7,760	7,760	7,760	7,760	7,760	11,263	7,760
Advertising	125	125	125	125	125	125	125	125	125
Telephone	63	63	63	63	63	63	63	63	63
Copies/Printing	58	58	58	58	58	58	58	58	58
Office Supplies/Expenses	258	258	258	258	258	258	258	258	258
Resources/Books	167	167	167	167	167	167	167	167	167
Conferences	250	250	250	250	250	250	250	250	250
IT Support	227	227	227	227	227	227	227	227	227
Programming	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167
Job Development/Training	208	208	208	208	208	208	208	208	208
Annual Retreat									375
Honouraria	-	-	-	-	-	-	-	-	-
Bursary	-	-	-	-	-	-	-	-	500
EXPENDITURES	2,524	2,524	2,524	2,524	2,524	2,524	2,524	2,524	3,399
TOTAL EXPENDITURES	8,146	13,329	9,833	9,833	9,833	9,833	9,833	13,336	10,708
	2,972	4,459	2,972	2,972	2,972	2,972	2,972	4,459	2,972

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

² Feb'18 Budget	² Mar'18 Budget	² Apr'18 Budget	Annual Total
450	450	450	5,405
450	450	450	5,405
2,972	2,972	3,715	38,642
-	-	-	-
1,779	1,779	2,131	23,098
1,679	1,679	2,065	21,787
336	336	410	4,348
155	155	189	1,506
16	16	20	202
169	169	191	2,119
182	182	182	2,184
322	354	354	3,930
150	150	150	1,800
7,760	7,792	9,407	99,615
-	-	-	-
125	125	125	1,500
63	63	63	756
58	58	58	700
258	258	258	3,100
167	167	167	2,000
250	250	250	3,000
227	227	227	2,728
1,167	1,167	1,167	14,000
208	208	208	2,500
375	375	375	1,500
-	-	-	-
500	500	500	2,000
3,399	3,399	3,399	33,784
10,708	10,740	12,355	127,993

2,972 2,972 2,972 38,642

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Surrey Campus - Department 29

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget
REVENUES		
Sales	849	978
Cost Of Sales	714	978
TOTAL REVENUE	135	0
901 / 29 Regular Wages	57,639	58,222
911 / 29 Student Wages	1,044	1,070
940 / 29 CPP/EI/WCB	3,950	4,074
945 / 29 Other Benefits	2,834	2,839
950 / 29 Health Benefits	2,580	2,880
WAGES & BENEFITS	68,047	69,085
700 / 29 Advertising	500	500
705 / 29 Telephone	612	612
720 / 29 Office Supplies/Expenses	1,100	1,600
744 / 29 Mileage	300	300
766 / 29 Repairs & Maintenance	600	600
767 / 29 IT Support	1,425	1,466
797 / 29 Job Development	250	600
EXPENDITURES	4,787	5,678
TOTAL EXPENDITURES	72,834	74,763
NET EXPENDITURES	72,699	74,763

Budgetary Notes:

Student Wages

Student Employee (64 Hours Per Year) 1070

Other Benefits Calculated At

RRSP @3% of corporation wages 1,747
 Transit Pass \$91 Per Month x 1 Employee 1,092

Health Benefits Calculated At

MSP / Pac Blue \$236 x 12 months For 1 Employee 2,880

Advertising

\$200 used for presentation materials, signage, etc. 500
 \$300 SFSS pop up banner

Telephone

\$51 per month plus \$1 per month for long distance charges 612

Office Supplies

Miscellaneous Office Supplies 1,600
 One time: coffee table, board games, small fridge, and cell phone charging cables

SIMON FRASER STUDENT SOCIETY
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Surrey Campus - Department 29

Mileage		
Picking up supplies with own car, SCC shopping	300	
Repairs & Maintenance		
Repairs to printer, equipment, and furniture	600	
IT Support		
2% of total departmental budget before IT Support added (based on current budget version, \$73,297 x 2% = \$1,466)	1,466	
Job Development		
Courses planned at this time	600	
Suggestion:		
Capital Purchase for Video monitor with power circuit and data connection	2,000	Added to Dept 31
Capital Purchase to replace desk and chairs for the lounge	800	

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

<u>GL Acct</u>	<i>Payroll #</i>						
	² May Budget	³ Jun Budget	² Jul Budget	² Aug Budget	² Sep Budget	² Oct Budget	² Nov Budget
901 / 10 Coordinator Wages	3,359	6,718	4,479	4,479	4,479	4,479	4,479
940 / 10 CPP (4.95%)	176	347	233	233	233	233	116
940 / 10 EI (2.28%)	81	160	107	107	107	107	54
940 / 10 WCB	8	16	11	11	11	11	11
945 / 10 RRSP	101	202	134	134	134	134	134
945 / 10 Transp Allow / Parking	91	91	91	91	91	91	91
950 / 10 Pacific Blue Cross	161	161	161	161	161	161	161
950 / 10 MSP	75	75	75	75	75	75	75
WAGES & BENEFITS	4,051	7,770	5,291	5,291	5,291	5,291	5,121
700 / 29 Advertising	42	42	42	42	42	42	42
705 / 29 Telephone	51	51	51	51	51	51	51
720 / 29 Office Supplies/Expenses	133	133	133	133	133	133	133
744 / 29 Mileage	25	25	25	25	25	25	25
766 / 29 Repairs & Maintenance	50	50	50	50	50	50	50
767 / 29 IT Support	122	122	122	122	122	122	122
797 / 29 Job Development	50	50	50	50	50	50	50
EXPENDITURES	473	473	473	473	473	473	473
TOTAL EXPENDITURES	4,524	8,243	5,764	5,764	5,764	5,764	5,594
NET EXPENDITURES	4,524	8,243	5,764	5,764	5,764	5,764	5,594

**Simon Fraser Student Society
Operating Budget - Final
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Calculation Worksheet**

³ Dec Budget	² Jan'18 Budget	² Feb'18 Budget	² Mar'18 Budget	² Apr'18 Budget	Annual Total
6,718	4,479	4,479	4,479	5,599	58,222
116	233	233	233	290	2,675
80	107	107	107	134	1,259
16	11	11	11	14	141
202	134	134	134	168	1,747
91	91	91	91	91	1,092
161	161	161	177	177	1,965
75	79	79	79	79	915
7,458	5,295	5,295	5,311	6,550	68,015
42	42	42	42	42	500
51	51	51	51	51	612
133	133	133	133	133	1,600
25	25	25	25	25	300
50	50	50	50	50	600
122	122	122	122	122	1,466
50	50	50	50	50	600
473	473	473	473	473	5,678
7,931	5,768	5,768	5,784	7,024	73,693
7,931	5,768	5,768	5,784	7,024	73,693

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Appendix C - Department 29 - Surrey Campus

<u>G/L Acct</u>		2016/2017	2017/2018
		Budget	Budget
430 / 29	Sales - Copiers - External	360	225
431 / 29	Sales - Copiers - SFSS	225	225
	Sales	<u>585</u>	<u>450</u>
530 / 29	Cost of Copier Sales	300	300
570 / 29	Paper Supplies	150	150
	Cost Of Sales	<u>450</u>	<u>450</u>
	Net Copier Sales	<u>135</u>	<u>0</u>
	Office Supplies (Buttons)		
476 / 29	Sales	150	150
576 / 29	Purchases	150	150
	Gross Margin	<u>0</u>	<u>0</u>
	Texts		
488 / 29	Sales	0	0
588 / 29	Purchases	0	0
	Gross Margin	<u>0</u>	<u>0</u>
	Fax		
489 / 29	Sales	114	114
589 / 29	Purchases	114	114
	Gross Margin	<u>0</u>	<u>0</u>
	Total Sales	264	264
	Total Cost of Sales	<u>264</u>	<u>264</u>
	Net Other Sales	<u>0</u>	<u>0</u>
	TOTAL REVENUE	<u>135</u>	<u>0</u>

SIMON FRASER STUDENT SOCIETY
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Administrative - Department 31

<u>G/L Acct</u>		2016/2017 Budget
420 / 31	Rent Revenue	126,620
435 / 31	Interest Revenue	6,000
440 / 31	Advertising Revenue	-
	TOTAL REVENUE	<u><u>132,620</u></u>
660 / 31	Audit	19,000
665 / 31	Bank Charges/Armored Car Service	4,500
680 / 31	Insurance	24,000
896 / 31	Capital Purchases	74,490
700 / 31	Employment Postings	900
705 / 31	General Office Fax Telephone Line	420
715 / 31	General Office Photocopier	720
720 / 31	Office Supplies/Expenses	4,000
721 / 31	Lease Expense	1,500
766 / 31	Repairs & Maintenance	450
816 / 31	Good & Welfare	5,000
817 / 31	Staff Development Day	-
899 / 31	Fixed Assets Amortization	-
	EXPENDITURES	<u><u>133,480</u></u>
767 / 31	IT Support	-
	TOTAL EXPENDITURES	<u><u>133,480</u></u>

Budgetary Notes:

Rent Revenue Breakdown (per month):

	<u>Monthly</u>
Vacant - MBC 2280	1,254
Vacant - MBC 2361	1,763
Bubbleworld	1,625
Mini Mart	1,568
Studentcare	694
Gawon	2,075
Guadalupe	2,142
Pasta Polo Express	2,091
Noodle Waffle Café	1,842
	<u><u>15,054</u></u>

Rent revenue is defined as "Minimum Rent" in the lease. This does not include any Additional Rent amounts.

Capital Purchases

Surrey video monitor & desks and chairs
Web site redevelopment (graphic design and SFSS video)
PC replacement
Printers
App research, development, and purchase
Miscellaneous office furniture

Good & Welfare

Staff meeting food, miscellaneous celebratory cakes, cards
SFSS/FBS party
Add staff development day npte and amount

Fixed Asset Amortization The FA cost (computeres, equipment, and FBS equipment) divided by five
FA amortization is average \$10,020 per semester
The amortization was not put in budget previous year

Lease Expense

Expenses relating to leased space including services such as
lock changes, legal counsel, building code consultants, credit check
minor space alterations and maintenance

**2017/2018
Budget**

180,642
20,000
-
200,642

19,000
7,000
24,000
43,800
900
420
720
4,000
2,000
450
5,000
2,500
30,050
139,840

2,797
142,637

Annual
15,048
21,156
19,500
18,810
8,328
24,900
25,704
25,092
22,104
180,642

Minimum Rent" in the lease. This does not include

2,800
14,000
5,000
1,000
20,000
1,000
43,800

2,500
2,500
5,000

equipment, and FBS equipment) divided by five years (active FA life)

30,050

SIMON FRASER STUDENT SOCIETY
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Administration - Department 32

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget
901 / 32 Chief Executive Officer Wages	96,149	108,675
901 / 32 Salary - BSFU Manager	-	21,601
903 / 32 Administrative Supervisor Wages	33,600	56,000
911 / 32 Administrative Assistant Wages	23,750	22,422
940 / 32 CPP / EI / WCB	6,628	16,491
945 / 32 Other Benefits	7,202	12,828
950 / 32 Health Benefits	8,509	9,901
WAGES & BENEFITS	<u>175,838</u>	<u>247,919</u>
689 / 32 Management Consultant	-	20,000
705 / 32 Telephone	1,209	2,732
715 / 32 Copies/Printing	300	300
720 / 32 Office Supplies/Expenses	750	750
735 / 32 Subscriptions / Memberships	-	-
797 / 32 Job Development	1,500	3,500
EXPENDITURES	<u>3,759</u>	<u>27,282</u>
767 / 32 IT Support	3,591	5,504
TOTAL EXPENDITURES	<u>183,188</u>	<u>280,705</u>

Budgetary Notes:

Chief Executive Office Wages

70% Wages assigned to SFSS, 25% assigned to Build SFU

Administrative Supervisor Wages

No wages assigned to Build SFU in 2017/18

Administrative Assistant

These Hours Are Based On:

28 Hours/Week for Administrative Assistant

CPP/EI/WCB

The CPP/EI/WCB is doubled in 2017/2018 as it was lowered budgeted prior year.

Other Benefits

SIMON FRASER STUDENT SOCIETY
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Administration - Department 32

RRSP: earnings @ 4% for CEO and Admin Supervisor, 3% for Admin Assistants, 30% of BSFU GM
Parking \$490 per semester x 1 employee (25% assigned to Build SFU)
Transit pass \$91 per month x 3 employees (Admin Supervisor, 1 Assistants, 30% of BSFU GM)

Health Benefits

Pac Blue \$414.32 x12 month for 1 employee (25% assigned to Build SFU)
Pac Blue \$161.05 x12 month for 1 employees plus 30% BSFU GM
Pac Blue \$80.53 x12 month for1 employee
MSP \$150 x12 month for1 employee (25% assigned to Build SFU)
MSP \$75 x12 month for1 employee plus 30% BSFU GM
MSP \$37.5 *12 month for 1 employee

Telephone

\$138 Per month office phone - CEO
\$90 Per month cel phone - CEO

Copies/Printing

Office Supplies/Expenses

Subscriptions / Memberships

IT Support

2% of total departmental budget before IT Support added
(based on current budget version, \$284,299 x 2% = \$5,686)

Job Development

Some of these funds will be used to support the completion of HR courses/training

Management Consultant

\$20,000 allocated towards general labour issues. Moved from Board budget. in this fiscal year

Employee#

Payroll #

GL Acct

901 / 32 Chief Executive Officer Wages
901 / 32 Chief Executive Officer Wages - 30% assigned to BSFU
902 / 32 Salary - BSFU Manager
903 / 32 Administrative Supervisor Wages
903 / 32 Administrative Supervisor Wages - 0 assigned to BSFU
911 / 32 Administrative Assistant Wages
940 / 32 CPP (4.95%)
940 / 32 EI (2.28%)
940 / 32 WCB (0.21%)
945 / 32 RRSP
945 / 32 Transp Allow / Parking
950 / 32 Pacific Blue Cross
950 / 32 MSP

WAGES & BENEFITS

689 / 32 Management Consultant
705 / 32 Telephone
715 / 32 Copies/Printing
720 / 32 Office Supplies/Expenses
735 / 32 Subscriptions / Memberships
767 / 32 IT Support
797 / 32 Job Development

EXPENDITURES

TOTAL EXPENDITURES

8,191
1,107
3,604

3,729
2,413
966
1,350
1,170
450

1,656
1,080

300

750

-

5,504

3,500

20,000

Simon Fraser Student Society
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Calculation Worksheet

1 2 May Budget	1 3 Jun Budget	1 2 Jul Budget	1 2 Aug Budget	1 2 Sep Budget	1 2 Oct Budget	1 2 Nov Budget	1 3 Dec Budget	1 2 Jan'18 Budget
7,788	15,577	30,635	10,385	10,385	10,385	10,385	15,577	10,385
(2,337)	(4,673)	(9,190)	(3,115)	(3,115)	(3,115)	(3,115)	(4,673)	(3,115)
1,234	2,467	1,645	1,645	1,645	1,645	1,677	2,516	1,677
3,231	6,462	4,308	4,308	4,308	4,308	4,308	6,462	4,308
-	-	-	-	-	-	-	-	-
1,294	2,587	1,725	1,725	1,725	1,725	1,725	2,587	1,725
596	1,171	1,518	788	788	788	790	1,174	790
275	540	699	363	363	363	364	541	364
26	51	66	34	34	34	34	51	34
446	858	1,159	592	592	592	592	858	592
386	386	386	386	386	386	386	386	386
572	572	572	572	572	572	572	572	572
240	240	240	240	240	240	240	240	252
13,750	26,237	33,761	17,922	17,922	17,922	17,957	26,290	17,969
1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667
228	228	228	228	228	228	228	228	228
25	25	25	25	25	25	25	25	25
63	63	63	63	63	63	63	63	63
-	-	-	-	-	-	-	-	-
459	459	459	459	459	459	459	459	459
292	292	292	292	292	292	292	292	292
2,732	2,732	2,732	2,732	2,732	2,732	2,732	2,732	2,732
16,483	28,969	36,493	20,654	20,654	20,654	20,689	29,022	20,701

**Simon Fraser Student Society
Operating Budget - Final
For the 12 Months Ending Apr 30, 2018
Calculation Worksheet**

	1	1	1	
	2	2	2	
	Feb'18	Mar'18	Apr'18	Annual
	Budget	Budget	Budget	Total
	10,385	10,385	12,981	155,250
	(3,115)	(3,115)	(3,894)	(46,575)
	1,677	1,677	2,097	21,601
	4,308	4,308	5,385	56,000
	-	-	-	-
	1,725	1,725	2,156	22,422
	790	790	982	10,966
	364	364	452	5,051
	34	34	42	475
	592	592	725	8,191
	386	386	386	4,637
	572	629	629	6,973
	252	252	252	2,928
	<u>17,969</u>	<u>18,026</u>	<u>22,193</u>	<u>247,919</u>
				-
	1,667	1,667	1,667	20,000
	228	228	228	2,732
	25	25	25	300
	63	63	63	750
	-	-	-	-
	459	459	459	5,504
	292	292	292	3,500
	<u>2,732</u>	<u>2,732</u>	<u>2,732</u>	<u>32,786</u>
	<u>20,701</u>	<u>20,758</u>	<u>24,925</u>	<u>280,705</u>

IT Support - Dept Charge

Estimated 2% Charge

Dept 10	3,139
Dept 12	1,993
Dept 13	4,208
Dept 15	788
Dept 17	2,870
Dept 18	1,593
Dept 19	3,882
Dept 20	10,554
Dept 24	2,194
Dept 27	2,728
Dept 29	1,466
Dept 31	2,797
Dept 32	5,504
Dept 46	4,102
Total	47,819

IT Support Notes:

Troubleshooting and problem resolution for end-user PCs, Macs, printers, servers

Central monitoring and management of PCs, Macs and servers

Installation and testing of security-approved software products

Standardized, secure storing of data

Installation of related IT equipment

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2018

Build SFU - Department 46

<u>G/L Acct</u>	2016/2017 Budget	2017/2018 Budget
400 / 46 Build SFU Activity Fee Revenue	2,075,660	2,705,245
898 / 46 Build SFU Bursary	124,540	162,315
NET BUILD SFU LEVY	1,951,120	2,542,930
901 / 46 Build SFU General Manager Salary	70,404	72,004
901 / 46 Build SFU General Manager Salary 30% Allocated to Dept 32	-	21,601
903 / 46 Build SFU Coordinator Wages	-	23,797
904 / 46 Administrative Supervisor Salary	18,000	-
905 / 46 Chief Executive Officer Salary	64,100	46,575
910 / 46 Build SFU Administrative Assistant Wages	15,000	-
911 / 46 Build SFU Internship	-	1,500
940 / 46 CPP/EI/WCB	8,273	9,562
945 / 46 Other Benefits	7,293	5,884
950 / 46 Health Benefits	5,830	5,420
WAGES & BENEFITS	188,900	143,141
685 / 46 Legal Services	40,000	10,000
689 / 46 Consulting	25,000	25,000
530 / 46 Copier Maintenance	1,800	1,800
700 / 46 Advertising / Promotion	15,000	15,000
705 / 46 Telephone	1,992	1,668
715 / 46 Copies / Printing	1,000	1,000
720 / 46 Office Supplies/Expenses	2,000	2,000
744 / 46 Mileage & Travel	500	500
797 / 46 Professional Development	2,000	5,000
817 / 46 Outreach / Events	-	-
EXPENDITURES	89,292	61,968
SUBTOTAL OF WAGES, BENEFITS & EXPENDITURES	278,192	205,109
767 / 46 IT Support (2% of Subtotal of Wages, Benefits & Expenditures)	5,564	4,102
TOTAL EXPENDITURES	283,756	209,211

**Outstanding Payroll Cheques to be Reversed
by the end of 8/31/2016**

EE # Cheq

EE Name	EE #	6-3-15	7-3-15	8-6-15	9-3-15	10-6-15	11-4-15	1-7-16	2-4-16	3-4-16	4-5-16	4-30-16	6-3-16	7-6-16	8-3-16	Grand Total
Melissa Lee	3-751											423.06				423.06
Daniel Love	3-783			35.00												35.00
Karen Louise	3-784	35.00	180.00	215.00	35.00	361.37	35.00	75.00	220.00	220.00	323.35		35.00	35.00		1,769.72
Enoch Weng	3-789											3,690.85				3,690.85
Tomas Rapaport	3-804												35.00	35.00	35.00	105.00
Sterling Wisen	3-809			35.00		105.00										140.00
Jasmine LeBlanc	3-832														35.00	35.00
Julia Bondariu	3-840														35.00	35.00
Alex Harasym	3-862														35.00	35.00
Jeffrey Leung	3-864														70.00	70.00
Grand Total		35.00	180.00	285.00	35.00	466.37	35.00	75.00	220.00	220.00	323.35	4,113.91	70.00	70.00	210.00	6,338.63

	A	B	C	D	E	F	G	H	I	J	K
1	Cheque	Regular	3-784	Board	MT12	6	2015-05-31	210435	2015-06-03	\$35.00	Normal
2	Cheque	Regular	3-784	Board	MT12	7	2015-06-30	210530	2015-07-03	\$180.00	Normal
3	Cheque	Regular	3-783	Board	MT12	8	2015-07-31	210638	2015-08-06	\$35.00	Normal
4	Cheque	Regular	3-784	Board	MT12	8	2015-07-31	210639	2015-08-06	\$215.00	Normal
5	Cheque	Regular	3-809	Board	MT12	8	2015-07-31	210649	2015-08-06	\$35.00	Normal
6	Cheque	Regular	3-784	Board	MT12	9	2015-08-31	210736	2015-09-03	\$35.00	Normal
7	Cheque	Regular	3-784	Board	MT12	10	2015-09-30	210844	2015-10-06	\$361.37	Normal
8	Cheque	Regular	3-809	Board	MT12	10	2015-09-30	210853	2015-10-06	\$105.00	Normal
9	Cheque	Regular	3-784	Board	MT12	11	2015-10-31	210954	2015-11-04	\$35.00	Normal
10	Cheque	Regular	3-784	Board	MT12	1	2015-12-31	211124	2016-01-07	\$75.00	Normal
11	Cheque	Regular	3-784	Board	MT12	2	2016-01-31	211249	2016-02-04	\$220.00	Normal
12	Cheque	Regular	3-784	Board	MT12	3	2016-02-29	211335	2016-03-04	\$220.00	Normal
13	Cheque	Regular	3-784	Board	MT12	4	2016-03-31	211467	2016-04-05	\$323.35	Normal
14	Cheque	Regular	3-751	Board	SM24	9	2016-04-30	211580	2016-04-30	\$423.06	Normal
15	Cheque	Regular	3-789	Board	SM24	9	2016-04-30	211583	2016-04-30	\$3,690.85	Normal
16	Cheque	Regular	3-784	Board	MT12	6	2016-05-31	211704	2016-06-03	\$35.00	Normal
17	Cheque	Regular	3-804	Board	MT12	6	2016-05-31	211706	2016-06-03	\$35.00	Normal
18	Cheque	Regular	3-784	Board	MT12	7	2016-06-30	211802	2016-07-06	\$35.00	Normal
19	Cheque	Regular	3-804	Board	MT12	7	2016-06-30	211805	2016-07-06	\$35.00	Normal
20	Cheque	Regular	3-804	Board	MT12	8	2016-07-31	211899	2016-08-03	\$35.00	Normal
21	Cheque	Regular	3-832	Board	MT12	8	2016-07-31	211902	2016-08-03	\$35.00	Normal
22	Cheque	Regular	3-840	Board	MT12	8	2016-07-31	211903	2016-08-03	\$35.00	Normal
23	Cheque	Regular	3-862	Board	MT12	8	2016-07-31	211909	2016-08-03	\$35.00	Normal
24	Cheque	Regular	3-864	Board	MT12	8	2016-07-31	211910	2016-08-03	\$70.00	Normal
25	Cheque	Regular	3-784	Board	MT12	10	2016-09-30	212070	2016-10-03	\$35.00	Normal
26	Cheque	Regular	3-825	Board	MT12	10	2016-09-30	212072	2016-10-03	\$35.00	Normal
27	Cheque	Regular	3-842	Board	MT12	10	2016-09-30	212074	2016-10-03	\$35.00	Normal
28	Cheque	Regular	3-862	Board	MT12	10	2016-09-30	212077	2016-10-03	\$35.00	Normal
29	Cheque	Regular	3-864	Board	MT12	10	2016-09-30	212079	2016-10-03	\$35.00	Normal

	A	B	C	D	E	F	G	H	I	J	K
30	Cheque	Regular	3-866	Board	MT12	10	2016-09-30	212080	2016-10-03	\$70.00	Normal
31	Cheque	Regular	3-784	Board	MT12	11	2016-10-31	212183	2016-11-03	\$70.00	Normal
32	Cheque	Regular	3-825	Board	MT12	11	2016-10-31	212186	2016-11-03	\$70.00	Normal
33	Cheque	Regular	3-861	Board	MT12	11	2016-10-31	212191	2016-11-03	\$35.00	Normal
34	Cheque	Regular	3-862	Board	MT12	11	2016-10-31	212192	2016-11-03	\$70.00	Normal
35	Cheque	Regular	3-864	Board	MT12	11	2016-10-31	212193	2016-11-03	\$35.00	Normal
36	Cheque	Regular	3-866	Board	MT12	11	2016-10-31	212194	2016-11-03	\$35.00	Normal
37	Cheque	Regular	3-878	Board	MT12	11	2016-10-31	212203	2016-11-03	\$35.00	Normal
38	Cheque	Regular	3-747	Board	MT12	12	2016-11-30	212311	2016-12-03	\$35.00	Normal
39	Cheque	Regular	3-769	Board	MT12	12	2016-11-30	212313	2016-12-03	\$35.00	Normal
40	Cheque	Regular	3-784	Board	MT12	12	2016-11-30	212314	2016-12-03	\$35.00	Normal
41	Cheque	Regular	3-814	Board	MT12	12	2016-11-30	212316	2016-12-03	\$70.00	Normal
42	Cheque	Regular	3-825	Board	MT12	12	2016-11-30	212317	2016-12-03	\$70.00	Normal
43	Cheque	Regular	3-860	Board	MT12	12	2016-11-30	212321	2016-12-03	\$70.00	Normal
44	Cheque	Regular	3-862	Board	MT12	12	2016-11-30	212322	2016-12-03	\$35.00	Normal
45	Cheque	Regular	3-874	Board	MT12	12	2016-11-30	212327	2016-12-03	\$70.00	Normal
46	Cheque	Regular	3-876	Board	MT12	12	2016-11-30	212329	2016-12-03	\$70.00	Normal
47	Cheque	Regular	3-877	Board	MT12	12	2016-11-30	212330	2016-12-03	\$70.00	Normal
48	Cheque	Regular	3-879	Board	MT12	12	2016-11-30	212331	2016-12-03	\$210.00	Normal
49	Cheque	Regular	3-880	Board	MT12	12	2016-11-30	212332	2016-12-03	\$70.00	Normal
50	Cheque	Regular	3-884	Board	MT12	12	2016-11-30	212336	2016-12-03	\$70.00	Normal
51	Cheque	Regular	3-885	Board	MT12	12	2016-11-30	212337	2016-12-03	\$35.00	Normal
52	Cheque	Regular	3-856	Board	SM24	24	2016-12-15	212349	2016-12-15	\$423.06	Normal
53	Cheque	Regular	3-856	Board	SM24	2	2017-01-15	212452	2017-01-15	\$423.06	Normal
54	Cheque	Regular	3-856	Board	SM24	3	2017-01-31	212490	2017-01-31	\$423.06	Normal