

## 1. CALL TO ORDER

Call to Order – 1:10pm

## 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 Composition

Vice President Finance (chair) ..... Hangue Kim  
Interim President & VP Student Services ..... Larissa Chen  
Board of Directors..... Paul Hans  
Board of Directors..... Jimmy Dhesa  
Board of Directors..... Pritesh Pachchigar  
Board of Directors..... John Ragone  
Chief Executive Officer..... Martin Wyant  
Finance Coordinator ..... Kurt Belliveau  
Administrative Assistant ..... Emma Cheung

### 3.2 Absences

Interim President & VP Student Services ..... Larissa Chen

### 3.3 Regrets

### 3.3 Guests

## 4. ADOPTION OF THE AGENDA

**MOTION FAC 2016-06-16:01**

**Paul/ Pritesh**

Be it resolved to adopt the agenda as amended to include 'Fall kickoff reallocation' and 'Student engagement' under New Business.

**CARRIED AS AMMENDED**

## 5. MATTERS ARISING FROM THE MINUTES

**MOTION FAC 2016-06-16:02**

**Jimmy/Pritesh**

*Be it resolved to approve the minutes for:*

FinanceCommittee\_2016-05-26

**CARRIED**

## **6. NEW BUSINESS**

### **6.1 Finance Coordinator Reallocation**

**MOTION FAC 2016-06-16:03**

**Jimmy/Pritesh**

*Be it resolved to reallocate \$15 739 from line item 901/10 (Coordinator Wages) into the unrestricted surplus.*

**NOT CARRIED- tabled to next meeting**

### **6.2 Student Engagement**

**MOTION FAC 2016-06-16:04**

**Jimmy/John**

Whereas the Student Engagement Committee provided a recommendation to increase the Membership Engagement line item to \$15 000 for engagement activities which is a priority of the Board based on its strategic plan.

Whereas the Student Engagement Committee has provided a rationale for the expenditures on engagement items including outreach materials, weekly engagement activities and a breakdown of the expenditures.

*Be it resolved to reallocate \$11 000 from the unrestricted surplus into the membership engagement line item (741/20).*

Discussion:

- Went over changes that could be made to tabling
- Went over engagement funds in the past
- Engagement by giving away free coffee
- Upfront costs for materials used in the future
- Consider how the re-allocations are done, and why. Consider the implications of the re-allocations
- Develop a reporting structure because of oversight
- Budgeting properly in coming years
- Find 11,000 from other places before touching un-restricted surplus

**CARRIED**

### **6.3 Fall Kickoff reallocation**

**MOTION FAC 2016-06-16:05**

**John/Pritesh**

*Be it resolved to increase the large scale events line item 816/20 by \$18,500 from the unrestricted surplus.*

**Discussion**

- Look within the budget to re-allocate  
Must get approval from the Board

**NOT CARRIED- tabled to the next meeting**

## **7. DISCUSSION ITEMS**

- Remainder of budget
  - Tabled for next meeting
- New meeting time
  - Board meetings will be delayed by an hour whereas FAC meetings will be held at 9:30 am from now on.

## **8. UPDATES**

- Audit report
  - Might stay a day or two more the following week
  - Report will brought to the Board and the AGM in September
- Work Plan
  - Plan and priorities of the year
  - Improving the financial conditions for affording education, financial needs, resources, access to revenue generating opportunities on campus
  - Should relate back to the four pillars
  - Appointment of external auditor at the AGM
  - Annual budget to presented to the Board
  - Regular reports are competed and presented to both the Board and the membership
  - 2 areas of focus for the year:
    - Internal Risk and Control (Pritesh and Jimmy)
      - Ensuring financial expenditures and revenue generating activities are well maintained and does not put the society at risk
      - Board Committee Expenditure Proposal
      - Cheque requisition documents:

- Clubs lacking substantial documents, follow the DSU process with meeting minutes
- Departmental overviews
  - Staying within year to date budgets
  - Reallocations to avoid using un-restricted surplus
- Proper itemization of the budget
  - To reduce going over the budget for lines
- Ensuring the auditors have an unobstructed view
- Reporting and Communications (Paul and John)
  - Short videos
    - Communicating to membership, transparent
    - Cheque requisition process
    - Budget
    - Build SFU financing
  - Social media/website updates on financial information
    - Make sure to tell communication offices the information to complete these updates
    - Make sure it's relevant
  - Reports (AGM/Semesterly)
  - Seminars
    - Semesterly seminars to have open discussion of SFSS finances

## 9. ATTACHMENTS

- SFSS Budget Decrease Form - Dept 10 Ombudsoffice.pdf
- 1617 Budget - Budget In Process.exc

## 10. ADJOURNMENT

Adjournment – 1:48pm

## Operating Budget Amendment Form Budget Decrease

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

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

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

*Please fill out only for a budget decrease. 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.*

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

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

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

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

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

### Budget Decrease Motion:

*If the motion originated from FASC:*

BIRT FASC recommend to BOD to decrease the

line item \_\_\_\_\_ / \_\_\_\_\_ by \$ \_\_\_\_\_.  
(description) (account #)

*If the motion originated from BOD:*

BIRT BOD decrease the

line item \_\_\_\_\_ / \_\_\_\_\_ by \$ \_\_\_\_\_.  
(description) (account #)

**SIMON FRASER STUDENT SOCIETY**  
**Build SFU Budget**  
**For The 12 Months Ending April 30, 2017**

<b>Build SFU - Department 46</b>		<b>2016-2</b>	<b>2016-3</b>	<b>2017-1</b>	<b>2016/2017</b>	<b>2015/2016</b>
		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<u><b>G/L Acct</b></u>						
400 / 46	Build SFU Activity Fee Revenue	431,055	728,505	916,100	2,075,660	1,461,650
898 / 46	Build SFU Bursary	25,863	43,710	54,966	124,540	87,699
	<b>NET BUILD SFU LEVY</b>	<b>405,192</b>	<b>684,795</b>	<b>861,134</b>	<b>1,951,120</b>	<b>1,373,951</b>
901 / 46	Build SFU General Manager Salary	24,184	24,292	21,928	70,404	69,076
902 / 46	Fund Development Coordinator Wages	0	0	0	0	37,318
903 / 46	Build SFU Administrative Coordinator Wages	0	0	0	0	46,647
910 / 46	Build SFU Administrative Assistant Wages	5,000	5,000	5,000	15,000	0
904 / 46	Administrative Supervisor Salary	6,000	6,000	6,000	18,000	0
905 / 46	Chief Executive Officer Salary	18,000	18,000	28,100	64,100	0
911 / 46	Build SFU Project Worker Wages	0	0	0	0	35,366
940 / 46	CPP/EI/WCB	2,170	1,869	4,234	8,273	12,962
945 / 46	Other Benefits	2,499	2,296	2,499	7,293	12,224
950 / 46	Health Benefits	1,943	1,943	1,943	5,830	10,584
	<b>WAGES &amp; BENEFITS</b>	<b>59,796</b>	<b>59,400</b>	<b>69,704</b>	<b>188,900</b>	<b>224,177</b>
685 / 46	Legal Services	13,333	13,333	13,334	40,000	215,000
689 / 46	Consulting	10,000	10,000	5,000	25,000	129,000
530 / 46	Copier Maintenance	600	600	600	1,800	500
700 / 46	Advertising	7,000	7,000	1,000	15,000	27,000
705 / 46	Telephone	664	664	664	1,992	4,008
715 / 46	Copies / Printing	333	333	334	1,000	1,500
720 / 46	Office Supplies/Expenses	600	700	700	2,000	2,000
744 / 46	Mileage & Travel	150	200	150	500	500
797 / 46	Professional Development	600	700	700	2,000	2,000
817 / 46	Outreach / Events	0	0	0	0	6,000
	<b>EXPENDITURES</b>	<b>33,280</b>	<b>33,530</b>	<b>22,482</b>	<b>89,292</b>	<b>387,508</b>
	<b>SUBTOTAL OF WAGES, BENEFITS &amp; EXPENDITURES</b>	<b>93,076</b>	<b>92,930</b>	<b>92,186</b>	<b>278,192</b>	
	IT Support (2% of Subtotal of Wages, Benefits & Expenditures)	1,855	1,855	1,855	5,564	
	<b>TOTAL EXPENDITURES</b>	<b>94,931</b>	<b>94,784</b>	<b>94,041</b>	<b>283,756</b>	<b>611,685</b>

**SIMON FRASER STUDENT SOCIETY**  
**Build SFU Budget**  
**For The 12 Months Ending April 30, 2017**

<b>Build SFU - Department 46</b>		<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>	<b>2015/2016 Budget</b>
984 / 46	Student Union Building Construction				38,700,000	

**2015/2016  
Projected Usage**

1,461,650
87,699
<hr/>
1,373,951
<hr/>

71,763
37,318
46,647
2,500
0
0
292
10,250
11,349
10,584
<hr/>
190,703
<hr/>

80,000
1,500
500
6,000
2,208
1,000
2,000
500
500
0
<hr/>
94,208
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284,911
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**2015/2016  
Projected Usage**

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**IT Support - Dept Charge**  
**Estimated 2%**  
**Charge**

Dept 10	3,372
Dept 12	2,222
Dept 13	2,955
Dept 15	1,454
Dept 17	2,312
Dept 18	1,593
Dept 19	3,882
Dept 20	10,554
Dept 24	2,049
Dept 27	2,531
Dept 29	1,425
Dept 32	3,591
Dept 46	5,564
<b>Total</b>	<b>43,504</b>

**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**  
**For The 12 Months Ending April 30, 2017**

**Administration - Department 32**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
901 / 32 Chief Executive Officer Wages	28,038	28,038	40,073	96,149
902 / 32 Administrative Supervisor Wages	11,631	11,631	10,338	33,600
911 / 32 Administrative Assistant Wages	8,221	8,221	7,308	23,750
940 / 32 CPP / EI / WCB	1,891	1,312	3,425	6,628
945 / 32 Other Benefits	2,458	2,458	2,286	7,202
950 / 32 Health Benefits	3,113	2,698	2,698	8,509
<b>WAGES &amp; BENEFITS</b>	<b>55,352</b>	<b>54,358</b>	<b>66,128</b>	<b>175,838</b>
705 / 32 Telephone	403	403	403	1,209
715 / 32 Copies/Printing	100	100	100	300
720 / 32 Office Supplies/Expenses	250	250	250	750
735 / 32 Subscriptions / Memberships	0	0	0	0
767 / 32 IT Support	1,197	1,197	1,197	3,591
797 / 32 Job Development	500	500	500	1,500
<b>EXPENDITURES</b>	<b>2,450</b>	<b>2,450</b>	<b>2,450</b>	<b>7,350</b>
<b>TOTAL EXPENDITURES</b>	<b>57,802</b>	<b>56,808</b>	<b>68,578</b>	<b>183,188</b>

**Budgetary Notes:**

**Chief Executive Office Wages**

60% Wages assigned to SFSS, 40% assigned to Build SFU

**Administrative Supervisor Wages**

70% Wages assigned to SFSS, 30% assigned to Build SFU

<b>Administrative Assistant</b>	504	504	448	1,456
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These Hours Are Based On:

2016-2: 28 Hours/Week for Administrative Assistant

2016-3: 28 Hours/Week for Administrative Assistant

2017-1: 28 Hours/Week for Administrative Assistant

**Other Benefits**

RRSP \$208 per pay period x 1 employee (40% assigned to Build SFU)	3,245
RRSP \$67 per pay period x 1 employee (30% assigned to Build SFU)	1,219
Parking \$490 per semester x 1 employee (40% assigned to Build SFU)	882
Transit pass \$91 per month x 1 employee (30% assigned to Build SFU)	764
Transit pass \$91 per month x 1 employee	1,092

**Health Benefits**

MSP / Pac Blue \$512 per month total for 1 employee (40% assigned to Build SFU)	3,686
MSP / Pac Blue \$216 per month total for 1 employee (30% assigned to Build SFU)	1,814
MSP / Pac Blue \$216 per month total for 1 employee	2,592
MSP / Pac Blue \$216 per month total for 1 employee - May 2016	415

**Telephone**

\$60 Per month office phone - CEO	720
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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Administration - Department 32**

\$90 Per month cel phone - CEO	1,080
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<b>Copies/Printing</b>	300
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<b>Office Supplies/Expenses</b>	750
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<b>Subscriptions / Memberships</b>	0
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**IT Support**

2% of total departmental budget before IT Support added (based on current budget version, \$179,597 x 2% = \$3,591)	3,591
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<b>Job Development</b>	1,500
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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Administrative - Department 31**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
420 / 31 Rent Revenue	41,156	42,732	42,732	126,620
435 / 31 Interest Revenue	2,000	2,000	2,000	6,000
440 / 31 Advertising Revenue	0	0	0	0
<b>TOTAL REVENUE</b>	<b>43,156</b>	<b>44,732</b>	<b>44,732</b>	<b>132,620</b>
660 / 31 Audit	6,333	6,333	6,334	19,000
665 / 31 Bank Charges/Armored Car Service	1,500	1,500	1,500	4,500
680 / 31 Insurance	8,000	8,000	8,000	24,000
896 / 31 Capital Purchases	73,390	0	0	73,390
700 / 31 Employment Postings	300	300	300	900
705 / 31 General Office Fax Telephone Line	140	140	140	420
715 / 31 General Office Photocopier	240	240	240	720
720 / 31 Office Supplies/Expenses	1,300	1,400	1,300	4,000
766 / 31 Repairs & Maintenance	150	150	150	450
816 / 31 Good & Welfare	1,600	1,700	1,700	5,000
<b>TOTAL EXPENDITURES</b>	<b>92,953</b>	<b>19,763</b>	<b>19,664</b>	<b>132,380</b>

**Budgetary Notes:**

**Rent Revenue Breakdown (per month):**

Bubbleworld	1,425
Mini Mart	1,568
Studentcare	694
Gawon	1,875
Guadalupe	1,941
Pasta Organico	1,604
Bubble Waffle (starting Jun 2016)	1,576
	<u>10,683</u>

**Capital Purchases**

Microwaves - Atrium (5 @ \$150)	750
Web site redevelopment	50,000
PC replacement	20,000
Database development (Gravit-e Technologies) - General Office	2,640
Armchairs (6) - Surrey Office	700
Desk chair - SCC Office	400
	<u>74,490</u>

**Good & Welfare**

Staff meeting food, miscellaneous celebratory cakes, cards	1,000
SFSS/FBS party	4,000

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Appendix C - Department 29 - Surrey Campus**

<b>G/L Acct</b>		<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
430 / 29	Sales - Copiers - External	120	120	120	360
431 / 29	Sales - Copiers - SFSS	75	75	75	225
	<b>Sales</b>	<b>195</b>	<b>195</b>	<b>195</b>	<b>585</b>
530 / 29	Cost of Copier Sales	100	100	100	300
570 / 29	Paper Supplies	50	50	50	150
	<b>Cost Of Sales</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>450</b>
	<b>Net Copier Sales</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>135</b>
	<b>Office Supplies (Buttons)</b>				
476 / 29	Sales	50	50	50	150
576 / 29	Purchases	50	50	50	150
	Gross Margin	0	0	0	0
	<b>Texts</b>				
488 / 29	Sales	0	0	0	0
588 / 29	Purchases	0	0	0	0
	Gross Margin	0	0	0	0
	<b>Fax</b>				
489 / 29	Sales	38	38	38	114
589 / 29	Purchases	38	38	38	114
	Gross Margin	0	0	0	0
	<b>Total Sales</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>264</b>
	<b>Total Cost of Sales</b>	<b>88</b>	<b>88</b>	<b>88</b>	<b>264</b>
	<b>Net Other Sales</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUE</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>135</b>

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Surrey Campus - Department 29**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
<b>REVENUES</b>				
Sales	283	283	283	849
Cost Of Sales	238	238	238	714
<b>TOTAL REVENUE</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>135</b>
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901 / 29 Regular Wages	19,952	19,952	17,735	57,639
911 / 29 Student Wages	1,044	0	0	1,044
940 / 29 CPP/EI/WCB	1,533	1,078	1,339	3,950
945 / 29 Other Benefits	967	900	967	2,834
950 / 29 Health Benefits	860	860	860	2,580
<b>WAGES &amp; BENEFITS</b>	<b>24,356</b>	<b>22,790</b>	<b>20,901</b>	<b>68,047</b>
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700 / 29 Advertising	160	160	180	500
705 / 29 Telephone	204	204	204	612
720 / 29 Office Supplies/Expenses	350	400	350	1,100
744 / 29 Mileage	100	100	100	300
766 / 29 Repairs & Maintenance	200	200	200	600
767 / 29 IT Support	475	475	475	1,425
797 / 29 Job Development	80	80	90	250
<b>EXPENDITURES</b>	<b>1,569</b>	<b>1,619</b>	<b>1,599</b>	<b>4,787</b>
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<b>TOTAL EXPENDITURES</b>	<b>25,925</b>	<b>24,409</b>	<b>22,500</b>	<b>72,834</b>
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<b>NET EXPENDITURES</b>	<b>25,880</b>	<b>24,364</b>	<b>22,455</b>	<b>72,699</b>
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**Budgetary Notes:**

**Student Wages**

Student Employee (Hours Per Semester)	64	0	0	64
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**Other Benefits Calculated At**

RRSP \$67 Per Pay Period x 1 Employee	1,742
Transit Pass \$91 Per Month x 1 Employee	1,092

**Health Benefits Calculated At**

MSP / Pac Blue \$215 Per Month Total For 1 Employee	2,580
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**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
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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Surrey Campus - Department 29**

**Office Supplies**

Miscellaneous Office Supplies	1,100
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**Mileage**

Picking up supplies with own car, SCC shopping	300
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**Repairs & Maintenance**

Repairs to printer	600
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**IT Support**

2% of total departmental budget before IT Support added (based on current budget version, \$71,274 x 2% = \$1,425)	1,425
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**Job Development**

Courses planned at this time	250
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## Out On Campus - Department 27

<b>Minimum Out on Campus Funding:</b>				
2012/13 Referendum \$0.50 Targeted OOC Funding:	7,185	12,142	11,451	30,778
<b>Minimum Out on Campus Targeted Funding Met</b>				

These hours are based on:

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Out On Campus - Department 27**

2016-2: 25 Hours/Week - May, Jun, Jul, Aug  
 2016-3: 25 Hours/Week - Sep, Oct, Nov, Dec  
 2017-1: 25 Hours/Week - Jan, Feb, Mar, Apr

<b>Project Worker Employees Hours</b>	432	432	384	1,248
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These hours are based on:

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 \$44 per pay period x 1 employee	1,144
Transit \$91 per month x 2 employees	2,184

**Health Benefits Calculated At**

MSP / Pac Blue \$420 per month total for 2 employees	5,040
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**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
Scenf free products	300

**Resources / Books**

Books, magazines	1,500
Online database hosting	500

**Conferences**

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

**IT Support**

2% of total departmental budget before IT Support added (based on current budget version, \$126,542 x 2% = \$2,531)	2,531
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**Programming**

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Out On Campus - Department 27**

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**

Leadership courses	2,000
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**Annual Retreat**

Travel and accommodations for 20 persons 1 night	2,500
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**Honouraria**

Amalgamated with Special Events budget in fiscal 1516	0
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**Bursary**

\$400 Living personal truths award and \$1,600 in endowment fund	2,000
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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**IEC/Elections - Department 25**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
930 / 25 IEC Stipends	0	4,000	8,500	12,500
940 / 25 CPP/WCB	0	175	375	550
<b>STIPENDS</b>	<b>0</b>	<b>4,175</b>	<b>8,875</b>	<b>13,050</b>
700 / 25 Advertising	0	2,500	3,000	5,500
705 / 25 Telephone	0	240	240	480
715 / 25 Printing/Copies	0	300	750	1,050
720 / 25 Office Supplies/Expenses	0	250	250	500
820 / 25 Campaign Expenditures	0	600	3,450	4,050
<b>EXPENDITURES</b>	<b>0</b>	<b>3,890</b>	<b>7,690</b>	<b>11,580</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>8,065</b>	<b>16,565</b>	<b>24,630</b>

**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**  
**For The 12 Months Ending April 30, 2017**

**Women's Centre - Department 24**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
401 / 24 GSS Contribution	1,691	1,691	1,691	5,074
<b>TOTAL REVENUE</b>	<b>1,691</b>	<b>1,691</b>	<b>1,691</b>	<b>5,074</b>
901 / 24 Regular Wages	16,311	16,311	14,498	47,120
911 / 24 Resource Assistant Wages	5,872	5,872	5,220	16,964
911 / 24 Student Work Study Wages	706	706	706	2,118
940 / 24 CPP / EI / WCB	1,774	1,774	1,632	5,180
945 / 24 Other Benefits	1,214	1,214	1,160	3,588
950 / 24 Health Benefits	860	860	860	2,580
<b>WAGES &amp; BENEFITS</b>	<b>26,737</b>	<b>26,737</b>	<b>24,076</b>	<b>77,550</b>
700 / 24 Advertising	1,000	1,000	1,000	3,000
705 / 24 Telephone	288	288	288	864
715 / 24 Copies/Printing	400	400	400	1,200
720 / 24 Office Supplies/Expenses	700	800	800	2,300
735 / 24 Subscriptions	150	150	150	450
738 / 24 Resources/Books	1,000	1,000	1,000	3,000
740 / 24 Conferences	800	900	800	2,500
744 / 24 Mileage	50	50	50	150
767 / 24 IT Support	683	683	683	2,049
787 / 24 Dues & Memberships	100	150	150	400
797 / 24 Job Development	300	400	300	1,000
865 / 24 Childcare	100	100	100	300
886 / 24 Special Events	2,000	2,250	2,250	6,500
887 / 24 Food Outreach	1,000	1,000	1,000	3,000
888 / 24 Safer Sex/Menstrual Supplies	1,500	2,000	1,500	5,000
<b>EXPENDITURES</b>	<b>10,071</b>	<b>11,171</b>	<b>10,471</b>	<b>31,713</b>
<b>NET EXPENDITURES</b>	<b>35,117</b>	<b>36,217</b>	<b>32,856</b>	<b>104,189</b>

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

**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**

360                      360                      320                      1,040

These hours are based on:

2016-2: 20 Hours/Week - May, Jun, Jul, Aug

*no change from prior year*

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Women's Centre - Department 24**

2016-3: 20 Hours/Week - Sep, Oct, Nov, Dec	<i>no change from prior year</i>
2017-1: 20 Hours/Week - Jan, Feb, Mar, Apr	<i>no change from prior year</i>

<b>Student Work Study Hours</b>	140	140	140	420
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These hours are based on:

2016-2: 140 Hours per semester x 1 employee	<i>no change from prior year</i>
2016-3: 140 Hours per semester x 1 employee	<i>no change from prior year</i>
2017-1: 140 Hours per semester x 1 employee	<i>no change from prior year</i>

**Other Benefits Calculated At**

RRSP \$54 per pay period x 1 employee	1,404
Transit \$91 per semester x 2 employees	2,184

**Health Benefits Calculated At**

MSP / Pac Blue \$215 per month total for 1 employee	2,580
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**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
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**Copies / Printing**

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

**Office Supplies**

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

**Subscriptions**

Magazine subscriptions for the WC library	450
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**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**

June 2016 Summer Global Symposium on Women in Leadership hosted in LA	2,500
Disrupt & Transform: BC Library Conference 2016	
The 2016 F-Word Conference	
Resource Assisant + 1 Collective member - conference fee, hotel, airfare, per diem, etc.	

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Women's Centre - Department 24**

<b>Mileage</b>	150
Mileage generally spent year round on Costco and Spartacus books pick-up	
<b>IT Support</b>	
2% of total departmental budget before IT Support Added	2,049
(based on current budget version, \$102,468 x 2% = \$2,049)	
<b>Dues &amp; Memberships</b>	400
Includes: BWSS, Pivot, Peer Net BC, Surrey Womens' Centre, etc.	
<b>Job Development</b>	1,000
For the permanent position: Supporting survivors of violence course	
Other courses include Mental Health First Aid for both staff - \$250	
<b>Childcare</b>	300
For any SFU attendees of WC meetings or special events	
<b>Special Events / Outreach</b>	6,500
Embark garden plot & workshop	
December 6th - events to commemorate the history of the date and to address violence against women	
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	
<b>Food Outreach</b>	3,000
Healthy snacks and lounge kitchen foods	
Food for special events	
<b>Safer Sex/Menstrual Supplies</b>	5,000
Supplies for the year at 24 hour lounge and resource area	
Consent toolboxes	

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Board Of Directors - Department 20**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
<b>Administrative-BOD</b>				
930 / 20 Stipends - Executive	42,000	42,000	42,000	126,000
931 / 20 Stipends - Non-Executive	31,500	35,000	35,000	101,500
932 / 20 Stipends - Council	9,800	9,800	9,800	29,400
940 / 20 CPP / WCB	4,000	4,000	4,000	12,000
945 / 20 Childcare	200	200	200	600
685 / 20 Legal Consulting	6,000	7,000	7,000	20,000
687 / 20 Negotiating Committee	0	0	0	0
689 / 20 Management Consultant	15,000	15,000	15,000	45,000
705 / 20 Telephones	1,440	1,440	1,440	4,320
715 / 20 Copies/Printing	692	292	292	1,276
720 / 20 Office Supplies/Expenses	600	700	700	2,000
740 / 20 Conferences/Lobbying	2,000	2,000	2,000	6,000
741 / 20 Membership Engagement	1,000	2,000	1,000	4,000
742 / 20 Per Diem	400	400	400	1,200
767 / 20 IT Support	3,518	3,518	3,518	10,554
814 / 20 Board Of Directors Retreat, Orientation & Dev	7,900	4,000	4,000	15,900
815 / 20 Council	500	500	500	1,500
831 / 20 Annual/Special General Meeting	0	7,500	0	7,500
837 / 20 Student Staff Meetings	489	489	489	1,467
839 / 20 Shop Steward Wages	1,174	1,174	1,044	3,392
867 / 20 Honorarium	1,600	1,600	1,600	4,800
<b>Total BOD Administrative Costs</b>	<b>129,813</b>	<b>138,613</b>	<b>129,983</b>	<b>398,409</b>
<b>Services-BOD</b>				
686 / 20 Legal Aid Clinic	4,500	5,000	5,000	14,500
810 / 20 Clubs Days	3,500	4,000	4,000	11,500
816 / 20 Events - Special / Large-Scale	0	20,000	0	20,000
817 / 20 Events - Committee	6,000	7,000	7,000	20,000
819 / 20 Film License/Expenses	0	1,350	0	1,350
820 / 20 Advocacy	10,000	10,000	10,000	30,000
821 / 20 Surrey Campus Committee	3,000	4,000	3,000	10,000
822 / 20 Vancouver Campus Committee	3,000	4,000	3,000	10,000
860 / 20 Laurine Harrison Bursary	0	500	0	500
898 / 20 Bursary Contribution	0	22,000	0	22,000
<b>ALLOCATIONS</b>	<b>30,000</b>	<b>77,850</b>	<b>32,000</b>	<b>139,850</b>
<b>TOTAL EXPENDITURES</b>	<b>159,813</b>	<b>216,463</b>	<b>161,983</b>	<b>538,259</b>

**Minimum Events Funding:**

2012/13 Referendum \$0.25 Targeted Events Funding:	3,592	6,071	5,726	15,389
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**Minimum Events Targeted Funding Met**

**Minimum Bursary Contribution Funding:**

2012/13 Referendum \$0.25 Targeted Bursary Contribution:	3,592	6,071	5,726	15,389
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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Board Of Directors - Department 20**

<b>Minimum Bursary Contribution Targeted Funding Met</b>
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**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  
(based on current budget version, \$527,705 x 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 summer board retreat

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Board Of Directors - Department 20**

\$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 x 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**

Based on historical spending in fiscal 1516

**Laurine Harrison Bursary**

Budgeted the same as 1516

**Bursary Contribution**

Budgeted the same as 1516

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Food & Beverage Services - Department 19**

	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
<b>REVENUES</b>				
Sales	136,117	449,981	359,642	945,739
Cost of Sales	61,252	183,347	129,697	374,296
Gross Profit	74,864	266,634	229,945	571,443
Direct Expenses	72,031	222,800	217,178	512,009
<b>Total Revenues</b>	<b>2,833</b>	<b>43,834</b>	<b>12,767</b>	<b>59,434</b>
<b>OTHER REVENUES</b>				
Admissions	0	0	0	0
Advertising	1,000	0	3,700	4,700
Vending	0	328	477	805
Miscellaneous	0	948	840	1,788
Interest	0	193	171	363
<b>Total Other Revenues</b>	<b>1,000</b>	<b>1,468</b>	<b>5,187</b>	<b>7,656</b>
<b>NET REVENUES</b>	<b>3,833</b>	<b>45,303</b>	<b>17,954</b>	<b>67,090</b>
<b>EXPENDITURES</b>				
IT Services	1,292	1,294	1,296	3,882
GC Net Revenue	1,385	975	1,065	3,425
Advertising	545	2,116	639	3,300
Administration	3,958	3,935	2,007	9,900
Amortization	2,543	2,543	2,472	7,558
Cash (Over)/Short	(283)	214	(17)	(86)
Bank Charges	6,336	7,648	7,193	21,177
Coffee Card/Green Cup	714	870	878	2,462
Manager Promo	10	0	40	50
Entertainment	938	1,767	1,740	4,445
Event Night Security	(142)	5,328	736	5,923
Insurance	11,143	11,142	10,491	32,776
Legal/Consulting	1,050	1,723	1,470	4,243
Operating Costs	39,776	39,776	39,776	119,328
POS System	1,349	768	1,237	3,354
Professional Fees	0	0	5,900	5,900
Repairs & Maintenance	9,879	17,310	10,243	37,431
<b>Total Expenditures</b>	<b>80,494</b>	<b>97,409</b>	<b>87,165</b>	<b>265,068</b>
<b>OTHER</b>				
Severance Payouts	0	0	0	0
<b>NET EXPENDITURES</b>	<b>80,494</b>	<b>97,409</b>	<b>87,165</b>	<b>265,068</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(76,661)</b>	<b>(52,106)</b>	<b>(69,211)</b>	<b>(197,978)</b>

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Campaigns, Research, and Policy Office - Department 18**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
901 / 18 Campaigns, Research & Policy Coordinator	19,952	19,952	17,735	57,639
940 / 18 CPP / EI / WCB	1,452	1,078	1,339	3,869
945 / 18 Other Benefits	967	967	900	2,834
950 / 18 Health Benefits	1,660	1,660	1,660	4,980
<b>WAGES &amp; BENEFITS</b>	<b>24,031</b>	<b>23,657</b>	<b>21,634</b>	<b>69,322</b>
700 / 18 Advertising	1,278	1,278	1,279	3,835
705 / 18 Telephone	128	128	128	384
715 / 18 Copies/Printing	200	200	200	600
720 / 18 Office Supplies/Expenses	100	200	200	500
735 / 18 Subscriptions	0	0	0	0
738 / 18 Resources/Books	80	90	80	250
767 / 18 IT Support	531	531	531	1,593
797 / 18 Job Development	1,600	1,600	1,600	4,800
<b>EXPENDITURES</b>	<b>3,917</b>	<b>4,027</b>	<b>4,018</b>	<b>11,962</b>
<b>TOTAL EXPENDITURES</b>	<b>27,948</b>	<b>27,684</b>	<b>25,652</b>	<b>81,284</b>

**Budgetary Notes:**

**Other Benefits Calculated At:**

RRSP \$67 per pay period x 1 employee	1,742
Transit pass \$91 per month x 1 employee	1,092

**Health Benefits Calculated At:**

MSP / Pac Blue \$415 per month total for 1 employee	4,980
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**Advertising**

General advertising requirements for Advocacy campaigns (For detailed breakdown see coordinators notes)	3,835
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**Telephone**

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

Estimated copying for the year	600
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**Office Supplies/Expense**

SFU email renewal fee	25
Miscellaneous supplies	475

**Subscriptions**

No anticipated subscription needs in fiscal 2016-2017.	0
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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Campaigns, Research, and Policy Office - Department 18**

**Resources/Books**

Reference Material	250
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**IT Support**

2% of total departmental budget before IT Support added (based on current budget version, \$79,691 x 2% = \$1,593)	1,593
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**Job Development**

Program in Database Design & Administration	4,800
Program in Mathematics	

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Communications Office - Department 17**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
901 / 17 Communications Coordinator	19,952	19,952	17,735	57,639
911 / 17 Communications Assistant	7,047	7,047	6,264	20,358
940 / 17 CPP/EI/WCB	1,997	1,623	1,823	5,443
945 / 17 Other Benefits	897	897	830	2,624
950 / 17 Health Benefits	864	864	864	2,592
<b>WAGES &amp; BENEFITS</b>	<b>30,757</b>	<b>30,383</b>	<b>27,516</b>	<b>88,656</b>
700 / 17 Advertising	3,340	3,340	3,340	10,020
705 / 17 Telephone	252	252	252	756
715 / 17 Copies/Printing	600	600	600	1,800
720 / 17 Office Supplies/Expenses	1,000	1,000	1,000	3,000
735 / 17 Subscriptions	1,129	1,129	1,130	3,388
738 / 17 Resources/Books	0	0	0	0
767 / 17 IT Support	770	771	771	2,312
797 / 17 Job Development	500	500	500	1,500
820 / 17 Campaigns/Public Relations	100	200	200	500
821 / 17 Web Site And Tech Support	2,003	2,003	2,004	6,010
<b>EXPENDITURES</b>	<b>9,694</b>	<b>9,795</b>	<b>9,797</b>	<b>29,286</b>
<b>TOTAL EXPENDITURES</b>	<b>40,451</b>	<b>40,178</b>	<b>37,313</b>	<b>117,942</b>

**Budgetary Notes:**

<b>Communications Assistant Hours</b>	432	432	384	1,248
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These hours are based on:

2016-2: 24 Hours/Week for Communications Assistant

2016-3: 24 Hours/Week for Communications Assistant

2017-1: 24 Hours/Week for Communications Assistant

**Other Benefits Calculated At:**

RRSP \$67 per pay period x 1 employee 1,742

Parking \$294 per semester x 1 employee 882

**Health Benefits Calculated At:**

MSP / Pac Blue \$216 per month total for 1 employee 2,592

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Communications Office - Department 17**

<b>Advertising</b>	
\$ 835 per month for social media, Peak ads, and general SFSS signs and branding	10,020
<b>Telephone</b>	
\$62 per month plus \$1 per month for long distance charges	756
<b>Copies/Printing</b>	
\$ 1,800 per year for board agendas, outreach promotional materials	1,800
<b>Office Supplies/Expense</b>	
\$ 3,000 per year contingency for software purchases and other office supplies	3,000
<b>Subscriptions</b>	
\$ 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
<b>Resources/Books</b>	
No budget required based on prior year purchases	0
<b>IT Support</b>	
2% of total departmental budget before IT Support added (based on current budget version, \$115,630 x 2% = \$2,312)	2,312
<b>Job Development</b>	
1 workshop per semester x \$500/workshop: Media Relations / Graphic Design / Communicatic * the entire Communications Department will be using this job development line item.	1,500
<b>Campaigns/Public Relations</b>	
\$ 500 Other Campaigns / PR	500
<b>Web Site And Tech Support</b>	
\$ 300 per month for Fuse Interactive (website maintenance per contract)	3,600
\$ 1360 per year for Media Temple (domain name host)	1,360
\$ 350 per month Macinhome (May-Jul 2016), cancelled	1,050

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Appendix B - Department 15 - Copy Centre**

<b>G/L Acct</b>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
430 / 15 Sales - Copies School	6,000	8,000	8,000	22,000
431 / 15 Sales - Copies SFSS	12,000	14,000	14,000	40,000
446 / 15 Sales - Copies External	7,000	9,000	9,000	25,000
455 / 15 Sales - Bindery	7,200	7,200	7,200	21,600
440 / 15 Sales - Labour	500	550	550	1,600
<b>Sales</b>	<b>32,700</b>	<b>38,750</b>	<b>38,750</b>	<b>110,200</b>
530 / 15 Copiers - Leases	7,426	10,226	11,026	28,678
555 / 15 Bindery	6,333	6,333	6,334	19,000
570 / 15 Paper Supplies	6,000	8,000	8,000	22,000
575 / 15 Printing Supplies	1,000	2,000	2,000	5,000
<b>Cost Of Sales</b>	<b>20,759</b>	<b>26,559</b>	<b>27,360</b>	<b>74,678</b>
<b>Net Copier Sales</b>	<b>11,941</b>	<b>12,191</b>	<b>11,390</b>	<b>35,522</b>
<b>Office Supplies</b>				
476 / 15 Sales	300	300	300	900
576 / 15 Cost Of Sales	100	100	100	300
Gross Margin	200	200	200	600
<b>Total Sales</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>900</b>
<b>Total Cost of Sales</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>300</b>
<b>Net Other Sales</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>600</b>
<b>TOTAL REVENUE</b>	<b>12,141</b>	<b>12,391</b>	<b>11,590</b>	<b>36,122</b>

**Budgetary Notes:**

**Sales:**

Sales - Copies School - Based on 15/16 historical revenue

Sales - Copies SFSS - Based on \$9,560 budgeted in departmental Copies/Printing line items plus estimate of \$30,440 of Copies / Printing for DSU's and SFSS Clubs based on past three years average

Sales - Copies External - Based on 15/16 historical revenue

Sales - Bindery - sales are based on the approximate mark-up from costs. Different margins for internal and external printing. The decrease in projected sales is due to potential for less customers due lower canadian dollar

Sales - Labour - Labour sales relate to cutting fees, folding fees, binding, scanning, etc. and is estimated at \$400 each term



**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Appendix B - Department 15 - Copy Centre**

**Cost of Sales:**

Copiers - Leases - Based on monthly lease costs for C654 of \$556.40 per month  
+ monthly maintenance costs (ie. Cost per copy - b/w and color)  
for C654, C652, C350

Bindery - estimated between \$4,500/\$5,000 per semester of bindery costs (mainly from Academic Bookbinding and Brunswick Binding) for academic thesis sales.

Paper Supplies - an estimated \$22,000 annual paper cost (from Spicers) is split between the 3 terms. Paper costs generally increase 2-3x a year.  
(major drop in canadian dollar causing increases)

Printing Supplies - estimated at \$1,650 per term for toner costs for the large format printer (from Spicers for plotter toner) is split evenly between the 3 terms.  
Rise due to all inks produced in the U.S.

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

**SIMON FRASER STUDENT SOCIETY**  
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**CopyRite - Department 15**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>
<b>REVENUES</b>			
Sales	33,000	39,050	39,050
Cost Of Sales	20,859	26,659	27,460
<b>TOTAL REVENUE</b>	<b>12,141</b>	<b>12,391</b>	<b>11,590</b>
901 / 15 Coordinator Wages	19,952	19,952	17,735
903 / 15 Overtime Wages	0	1,900	1,900
911 / 15 Retail Services Assistant Wages	5,285	5,285	5,252
940 / 15 CPP / EI / WCB	1,861	1,487	1,745
945 / 15 Other Benefits	967	967	900
950 / 15 Health Benefits	1,262	864	864
<b>WAGES &amp; BENEFITS</b>	<b>29,327</b>	<b>30,455</b>	<b>28,396</b>
620 / 15 Operating Costs	2,822	2,822	2,822
665 / 15 Bank & Interest Charges	500	500	500
700 / 15 Advertising	0	400	150
705 / 15 Telephone	256	256	256
715 / 15 Copies/Printing	40	80	80
720 / 15 Office Supplies/Expenses	375	380	380
766 / 15 Repairs & Maintenance	2,666	2,667	2,667
767 / 15 IT Support	484	485	485
<b>EXPENDITURES</b>	<b>7,143</b>	<b>7,590</b>	<b>7,340</b>
<b>TOTAL EXPENDITURES</b>	<b>36,470</b>	<b>38,045</b>	<b>35,736</b>
<b>NET EXPENDITURES</b>	<b>24,329</b>	<b>25,654</b>	<b>24,146</b>

**Budgetary Notes:**

**Overtime Wages**

30 hours budgeted for Fall and Spring semester

**Other Benefits Calculated At:**

RRSP \$67 per pay period x 1 employee

Transit pass \$91 per month x 1 employee

**Health Benefits Calculated At:**

MSP / Pac Blue \$415 per month total for 1 employee x 2 months

MSP / Pac Blue \$216 per month total for 1 employee x 10months

**Retail Services Assistant Hours**

324

324

322

These hours are based on:

2016-2: 18 hours/week - May, Jun, Jul, Aug

2016-3: 18 hours/week - Sept, Oct, Nov, Dec

**SIMON FRASER STUDENT SOCIETY**  
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**CopyRite - Department 15**

2017-1: 18 hours/week - Jan, Feb, Mar, Apr  
2017-1: 34 additional hours required for April inventory

**Operating Costs**

\$685 per month

**Bank & Interest Charges**

Credit/Debit card service charges (average \$125 per month)

**Advertising**

Customer retention and RHA newsletters

**Telephone**

\$63 per month plus \$1 per month long distance charges

**Copies/Printing**

Printing order forms and invoices for the copy centre

**Office Supplies/Expenses**

SFU email renewal  
Norton antivirus renewal  
Office supplies  
Client retention costs

**Repairs & Maintenance**

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

**IT Support**

2% of total departmental budget before IT Support added  
(based on current budget version,  $\$72,675 \times 2\% = \$1,454$ )

**2016/2017  
Budget**

111,100  
74,978  
36,122

57,639  
3,800  
15,822  
5,093  
2,834  
2,990  
88,178

8,466  
1,500  
550  
768  
200  
1,135  
8,000  
1,454  
22,073

110,251

74,129

1,742  
1,092

830  
2,160

970

8,220

1,500

550

768

200

25

110

500

500

2,000

1,000

5,000

1,454

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Ombuds Office - Department 14**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
Dept 14 Ombuds Office Contribution	17,000	17,000	17,000	51,000
<b>EXPENDITURES</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>51,000</b>
<b>TOTAL EXPENDITURES</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>51,000</b>

**Budgetary Notes:**

Full contribution as defined in agreement between SFSS and SFU based on 85% of the maximum \$60,000 joint funding between the GSS and the SFSS.

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Appendix A - Department 13 - General Office**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
422 / 13 Sales - Vending Permits	5,000	11,000	9,000	25,000
522 / 13 Purchases - Program Costs	400	0	0	400
<b>NET REVENUE - Vending</b>	<b>4,600</b>	<b>11,000</b>	<b>9,000</b>	<b>24,600</b>
427 / 13 Sales - Craft Fair	0	4,500	0	4,500
527 / 13 Purchases - Program Costs	0	4,275	0	4,275
<b>NET REVENUE - Craft Fair</b>	<b>0</b>	<b>225</b>	<b>0</b>	<b>225</b>
435 / 13 <b>NET SALES - Imaginus</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>
440 / 13 <b>NET SALES - Miscellaneous</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>900</b>
420 / 13 Sales - Conference Facilities	2,000	3,500	3,500	9,000
<b>NET SALES - Conference</b>	<b>2,000</b>	<b>3,500</b>	<b>3,500</b>	<b>9,000</b>
<b>TOTAL GROSS REVENUE</b>	<b>6,900</b>	<b>21,025</b>	<b>12,800</b>	<b>40,725</b>

**CLUBS BUDGET**

	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
4000 Clubs	66,664	66,668	66,668	200,000

Club grant line item has been left the same as 1516 budget

<b>Minimum Clubs Funding:</b>				
2008/09 Referendum \$0.50 Targeted Club Funding:	7,184	12,142	11,451	30,777
2012/13 Referendum \$1.25 Targeted Club Funding:	17,961	30,354	28,628	76,943
Total Targeted Club Funding:	25,145	42,496	40,079	107,720
<b>Minimum Club Targeted Funding Met</b>				

**Budgetary Notes:**

**Sales - Vending Permits**

Sales budgeted for 1617 consistent with prior year actual historical revenue earned

**Purchases - Program Costs**

For purchase of four new tables from SFU

**Sales and Purchases - Craft Fair**

Sales and purchases budgeted for 1617 consistent with prior year actual historical revenue earned

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
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**Appendix A - Department 13 - General Office**

**NET SALES - Imaginus**

Net sales budgeted for 1617 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, and popcorn sales

Sales budgeted for 1617 consistent with prior year actual historical revenue earned

**Sales - Conference Facilities**

Sales budgeted for 1617 consistent with prior year actual historical revenue earned



**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**General Office - Department 13**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
Net Sales Revenue	6,900	21,025	12,800	40,725
<b>TOTAL REVENUE</b>	<b>6,900</b>	<b>21,025</b>	<b>12,800</b>	<b>40,725</b>
901 / 13 Coordinators Wages	36,263	36,263	32,233	104,759
911 / 13 GO Administrative Assistants Wages	14,387	17,617	14,876	46,880
940 / 13 CPP/EI/WCB	3,829	3,705	3,663	11,197
945 / 13 Other Benefits	2,467	2,467	2,266	7,200
950 / 13 Health Benefits	2,128	2,128	2,128	6,384
<b>WAGES &amp; BENEFITS</b>	<b>59,074</b>	<b>62,180</b>	<b>55,166</b>	<b>176,420</b>
665 / 13 Bank Charges	960	960	960	2,880
700 / 13 Advertising	0	0	0	0
705 / 13 Telephone	484	484	484	1,452
715 / 13 Copies/Printing	80	80	80	240
720 / 13 Office Supplies/Expenses	550	550	550	1,650
767 / 13 IT Support	985	985	985	2,955
821 / 13 Database Hosting & Maintenance	940	940	940	2,820
797 / 13 Job Development	1,000	1,000	1,000	3,000
<b>EXPENDITURES</b>	<b>4,999</b>	<b>4,999</b>	<b>4,999</b>	<b>14,997</b>
<b>TOTAL EXPENDITURES</b>	<b>64,073</b>	<b>67,179</b>	<b>60,165</b>	<b>191,417</b>
<b>NET EXPENDITURES</b>	<b>57,173</b>	<b>46,154</b>	<b>47,365</b>	<b>150,692</b>

**Budgetary Notes:**

<b>GO Administrative Assistants Hours</b>	882	1080	912	2,874
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These hours are based on:

2016-2: 49 Hours/Week - May, Jun, Jul, Aug	<i>no change from prior year</i>
2016-3: 60 Hours/Week - Sep, Oct, Nov, Dec	<i>no change from prior year</i>
2017-1: 57 Hours/Week - Jan, Feb, Mar, Apr	<i>no change from prior year</i>

**Other Benefits Calculated At:**

RRSP \$67 per pay period x 1 employee	1,742
RRSP \$54 per pay period x 1 employee	1,404
RRSP \$40 per pay period x 2 employees	2,080
Parking \$294 per semester x 1 employee	882
Transit pass \$91 per month x 1 employee	1,092

**Health Benefits Calculated At:**

MSP / Pac Blue \$532 per month total for 3 employees	6,384
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**Bank Charges**

Credit/Debit card service charges (average \$240 per month)	2,880
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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**General Office - Department 13**

**Telephone**

\$120 per month plus \$1 per month long distance charges	1,452
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**Copies/Printing**

General Office forms	240
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**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 (based on current budget version, \$147,737 x 2% = \$2,955)	2,955
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**Database Hosting & Maintenance**

Hosting \$45 per month	540
Monthly maintenance agreement (\$190 per month)	2,280

**Job Development**

Customer service training for all staff	3,000
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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Student Union Resource Office - Department 12**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
901 / 12 Coordinator Wages	19,952	19,952	17,735	57,639
911 / 12 Union Outreach Assistant Wages	5,872	6,264	6,264	18,400
940 / 12 CPP / EI / WCB	1,906	1,562	1,823	5,291
945 / 12 Other Benefits	7,185	5,429	4,386	17,000
950 / 12 Health Benefits	2,048	2,048	2,048	6,144
<b>WAGES &amp; BENEFITS</b>	<b>36,963</b>	<b>35,255</b>	<b>32,256</b>	<b>104,474</b>
700 / 12 Advertising	334	333	333	1,000
705 / 12 Telephone	128	128	128	384
715 / 12 Copies/Printing	550	550	550	1,650
720 / 12 Office Supplies/Expenses	100	100	100	300
766 / 12 Software Maintenance	430	450	450	1,330
767 / 12 IT Support	740	741	741	2,222
797 / 12 Job Development	650	650	650	1,950
<b>EXPENDITURES</b>	<b>2,932</b>	<b>2,952</b>	<b>2,952</b>	<b>8,836</b>
<b>TOTAL EXPENDITURES</b>	<b>39,895</b>	<b>38,207</b>	<b>35,208</b>	<b>113,310</b>
<b>FACULTY STUDENT UNIONS</b>				
5000 / F Faculty Union Core	5,250	5,250	5,250	15,750
<b>TOTAL DSU EXPENDITURES</b>	<b>5,250</b>	<b>5,250</b>	<b>5,250</b>	<b>15,750</b>
<b>DEPARTMENTAL STUDENT UNIONS</b>				
5000 / T Student Union Travel	3,334	3,333	3,333	10,000
5000 / G Student Union Grants	21,500	27,000	27,000	75,500
5000 / C Student Union Core	16,550	19,550	19,550	55,650
5000 / S Workshops	3,116	3,117	3,117	9,350
<b>TOTAL DSU EXPENDITURES</b>	<b>44,500</b>	<b>53,000</b>	<b>53,000</b>	<b>150,500</b>

<b>Minimum DSU Grants/Core Funding:</b>				
2006/07 Referendum \$0.50 Targeted DSU Funding:	7,184	12,142	11,451	30,777
2012/13 Referendum \$1.25 Targeted DSU Funding:	17,961	30,354	28,628	76,943
Total Targeted DSU Funding:	25,145	42,496	40,079	107,720
<b>Minimum DSU Targeted Funding Met</b>				

DSUs also have access to the Accessibility Fund restricted for accessibility purposes.

**Budgetary Notes:**

**Union Outreach Assistant Hours** 360 384 384 1,128

These hours are based on:

2016-2: 20 Hours/Week - May, Jun, July, Aug

2016-3: 24 Hours/Week - Sep, Oct, Nov; 12 Hours/Week - Dec

**SIMON FRASER STUDENT SOCIETY**  
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**Student Union Resource Office - Department 12**

2017-1: 24 Hours/Week - Jan, Feb, Mar, Apr

<b>Accessibility Outreach Assistant Hours</b>	216	216	192	624
These hours are based on:				
2016-2: 12 Hours/Week - May, Jun, Jul, Aug	\$3,495			
2016-3: 12 Hours/Week - Sep, Oct, Nov, Dec		\$3,495		
2017-1: 12 Hours/Week - Jan, Feb, Mar, Apr			\$3,107	
<b>Total Cost</b>				<b>\$10,097</b>

Funded from Accessibility Fund, therefore no effect on departmental budget

**Other Benefits Calculated At:**

RRSP \$67 per pay period x 1 employee	1,742
Parking \$294 per semester x 1 employee	882
Daycare \$1,572 per month - Summer semester	6,288
Daycare \$1,133 per month - Fall semester	4,532
Daycare \$889 per month - Spring semester	3,556

**Health Benefits Calculated At:**

MSP / Pac Blue \$512 per month x 1 employee	6,144
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**Advertising**

Advertising spent on Peak ads for various SURO and DSU events	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**

Nuts & Bolts manual, handouts, guides, agendas	1,500
Cost per copy per year	150

**Office Supplies**

SFU email renewal fee, parking passes, misc office supplies	300
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**Software Maintenance**

Database maintenance from Gravit-e Technologies - \$300 per year	300
Adobe Reader subscription - \$250 x 2 users	500
Microsoft Office renewal	170
Adobe Indesign subscription	360

**IT Support**

2% of total departmental budget before IT Support added (based on current budget version, \$111,088 x 2% = \$2,222)	2,222
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**Job Development**

Instructional design	650
Foundations of instructional practice	650
Enhancing instructional effectiveness	650

**Workshops**

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Student Union Resource Office - Department 12**

Nuts & Bolts workshop - 3 workshops per semester (9 @ \$150)	1,350
Food Safe workshop - 2 workshops per year (2 @ \$875) less \$640 registration	1,110
Standard First Aid workshop - 2 workshops every year (2 @ \$1,470) less \$1,500 registration	1,440
Mental Health First Aid workshop - 2 workshops per year (2 @ \$3,300) less \$1,600 registration	5,000
Financial Literacy workshop - 3 workshops per year (3 @ \$150)	450

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Building Operations - Department 11**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
<b>Operating Costs</b>				
620 / 31 Atrium Cleaning - FBS Staff	6,000	6,000	6,000	18,000
620 / 31 Rotunda Operating Costs	16,667	20,000	20,000	56,667
620 / 31 Power	14,485	14,485	14,485	43,455
620 / 31 Water & Sewer	4,850	4,850	4,850	14,550
620 / 31 Heat	11,082	11,082	11,082	33,246
620 / 31 Firm Gas	6,721	6,721	6,721	20,163
620 / 31 Janitorial	24,484	24,484	24,484	73,452
620 / 31 Pest Control	244	244	244	732
620 / 31 Waste Management	1,988	1,988	1,988	5,964
620 / 31 Maintenance	40,912	40,912	40,912	122,736
620 / 31 Surrey Campus	2,090	2,090	2,090	6,270
<b>Total Operating Costs</b>	<b>129,523</b>	<b>132,856</b>	<b>132,856</b>	<b>395,235</b>
<b>Less Cost Recoveries:</b>				
620 / 31 Atrium Cleaning - Tenant Contributions	4,000	4,000	4,000	12,000
621 / 31 Maintenance Paid By SEF	40,912	40,912	40,912	122,736
620 / 31 FBS	39,776	39,776	39,776	119,328
620 / 15 Copycentre	2,822	2,822	2,822	8,466
620 / 31 Peak	2,934	2,934	2,934	8,802
620 / 31 Bubble Tea	866	866	866	2,598
620 / 31 Mini Mart	1,059	1,059	1,059	3,177
620 / 31 Graduate Student Society	5,965	5,965	5,965	17,895
620 / 31 Ombuds Office	535	535	535	1,605
620 / 31 Studentcare.net	422	422	422	1,266
620 / 31 Gawon	1,140	1,140	1,140	3,420
620 / 31 Guadalupe	1,181	1,181	1,181	3,543
620 / 31 Pasta Organica	1,393	1,393	1,393	4,179
620 / 31 Bubble Waffle	748	998	998	2,744
620 / 31 CJSF	2,714	3,256	3,256	9,226
620 / 31 SFPIRG	2,542	3,052	3,052	8,646
<b>Total Cost Recoveries</b>	<b>109,009</b>	<b>110,311</b>	<b>110,311</b>	<b>329,631</b>
<b>Net Operating Costs</b>	<b>20,514</b>	<b>22,545</b>	<b>22,545</b>	<b>65,604</b>

**Budgetary Notes:**

Estimated Operating Costs Per Square Foot (2016/17) **\$7.60**

**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

**Financial Office - Department 10**

<u>G/L Acct</u>	<b>2016-2 Budget</b>	<b>2016-3 Budget</b>	<b>2017-1 Budget</b>	<b>2016/2017 Budget</b>
901 / 10 Coordinator Wages	62,735	39,904	35,470	138,109
940 / 10 CPP / EI / WCB	2,905	2,157	2,679	7,741
945 / 10 Other Benefits	1,885	1,794	1,660	5,339
950 / 10 Health Benefits	3,764	3,764	3,764	11,292
<b>WAGES &amp; BENEFITS</b>	<b>71,289</b>	<b>47,619</b>	<b>43,573</b>	<b>162,481</b>
705 / 10 Telephone	152	152	152	456
720 / 10 Office Supplies/Expenses	1,900	1,900	1,900	5,700
767 / 10 IT Support	1,124	1,124	1,124	3,372
797 / 10 Job Development	0	0	0	0
<b>EXPENDITURES</b>	<b>3,176</b>	<b>3,176</b>	<b>3,176</b>	<b>9,528</b>
<b>TOTAL EXPENDITURES</b>	<b>74,465</b>	<b>50,795</b>	<b>46,749</b>	<b>172,009</b>

**Budgetary Notes:**

**Regular Wages**

\$22,831 additional wages added to 2016-2 to account for back to work bonus  
for V Kwong on return from maternity leave in June 2016 22,831

**Other Benefits Calculated At:**

RRSP \$67 per pay period x 2 employees 3,484  
Parking \$294 per semester x 2 employees 1,764  
Transit Pass \$91 per month x 1 employee x 1 month 91

**Health Benefits Calculated At:**

MSP / Pac Blue \$941 per month total for 2 employees 11,292

**Telephone**

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

**Office Supplies**

SFU email renewal fee 50  
Digitech laser printer cartridges 750  
Blank cheque paper 250  
Adagio software upgrade/maintenance 3,000  
Clarity payroll software upgrades 1,300  
Miscellaneous supplies 350

**IT Support**

2% of total departmental budget before IT Support added 3,372  
(based on current budget version, \$168,637 x 2% = \$3,372)

**Job Development**

No courses planned at this time

0



**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

Dept		2016-2 Budget	2016-3 Budget	2017-1 Budget	2016/2017 Budget
<b>REVENUE</b>					
400	Activity Fee Revenue	611,837	1,034,037	975,231	2,621,105
31	Rent Revenue	41,156	42,732	42,732	126,620
31	Interest Revenue	2,000	2,000	2,000	6,000
	<b>TOTAL REVENUE</b>	<b>654,993</b>	<b>1,078,769</b>	<b>1,019,963</b>	<b>2,753,725</b>
<b>ADMINISTRATIVE COSTS</b>					
10	Financial Office	74,465	50,795	46,749	172,009
13	General Office	57,173	46,154	47,365	150,692
17	Resource & Communications Office	40,451	40,178	37,313	117,942
18	Campaign, Research, And Policy Office	27,948	27,684	25,652	81,284
25	Independent Electoral Commission	0	8,065	16,565	24,630
29	Surrey Campus Office	25,880	24,364	22,455	72,699
32	Executive Director Office	57,802	56,808	68,578	183,188
11	Building Operating Costs	20,514	22,545	22,545	65,604
31	Audit	6,333	6,333	6,334	19,000
31	Bank & Interest Charges	1,500	1,500	1,500	4,500
31	Capital Purchases	73,390	0	0	73,390
31	Insurance	8,000	8,000	8,000	24,000
31	Miscellaneous Administrative Costs	3,730	3,930	3,830	11,490
	<b>TOTAL ADMINISTRATIVE COSTS</b>	<b>397,186</b>	<b>296,356</b>	<b>306,886</b>	<b>1,000,428</b>
<b>BOD ALLOCATIONS</b>					
<b>Administrative-BOD</b>					
20	Stipends - Executive	42,000	42,000	42,000	126,000
20	Stipends - Non-Executive	31,500	35,000	35,000	101,500
20	Stipends - Council	9,800	9,800	9,800	29,400
20	CPP / WCB	4,000	4,000	4,000	12,000
20	Childcare	200	200	200	600
20	Legal Consulting	6,000	7,000	7,000	20,000
20	Negotiating Committee	0	0	0	0
20	Management Consultant	15,000	15,000	15,000	45,000
20	Telephones	1,440	1,440	1,440	4,320
20	Copies/Printing	692	292	292	1,276
20	Office Supplies/Expenses	600	700	700	2,000
20	Conferences/Lobbying	2,000	2,000	2,000	6,000
20	Membership Engagement	1,000	2,000	1,000	4,000
20	Per Diem	400	400	400	1,200
20	Board Of Directors Retreat, Orientation & Dev	7,900	4,000	4,000	15,900
20	Council	500	500	500	1,500
20	Annual/Special General Meeting	0	7,500	0	7,500
20	Student Staff Meetings	489	489	489	1,467
20	Shop Steward Wages	1,174	1,174	1,044	3,392
20	Honorarium	1,600	1,600	1,600	4,800
	<b>Total BOD Administrative Costs</b>	<b>126,295</b>	<b>135,095</b>	<b>126,465</b>	<b>387,855</b>

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**SIMON FRASER STUDENT SOCIETY**  
**Operating Budget**  
**For The 12 Months Ending April 30, 2017**

Dept		2016-2 Budget	2016-3 Budget	2017-1 Budget	2016/2017 Budget
	<b>Cont'd From Previous Page</b>				
	<b>Services-BOD</b>				
20	Legal Aid Clinic	4,500	5,000	5,000	14,500
20	Clubs Days	3,500	4,000	4,000	11,500
20	Events - Special / Large-Scale	0	20,000	0	20,000
20	Events - Committee	6,000	7,000	7,000	20,000
20	Film License/Expenses	0	1,350	0	1,350
20	Advocacy	10,000	10,000	10,000	30,000
20	Surrey Campus Committee	3,000	4,000	3,000	10,000
20	Vancouver Campus Committee	3,000	4,000	3,000	10,000
20	Laurine Harrison Bursary	0	500	0	500
20	Bursary Contribution	0	22,000	0	22,000
	<b>Total BOD Services Costs</b>	<b>30,000</b>	<b>77,850</b>	<b>32,000</b>	<b>139,850</b>
	<b>TOTAL BOD ALLOCATIONS</b>	<b>156,295</b>	<b>212,945</b>	<b>158,465</b>	<b>527,705</b>
	<b>SERVICES</b>				
12	Student Union Resource Office	39,895	38,207	35,208	113,310
12	Faculty Student Unions	5,250	5,250	5,250	15,750
12	Departmental Student Unions	44,500	53,000	53,000	150,500
13	Clubs	66,664	66,668	66,668	200,000
14	Ombuds Office	17,000	17,000	17,000	51,000
15	Copy Centre	24,329	25,654	24,146	74,129
19	Food & Beverage Services	76,661	52,106	69,211	197,978
24	Women's Centre	35,117	36,217	32,856	104,189
27	Out On Campus	42,270	43,434	42,965	128,668
	<b>TOTAL SERVICES AREAS</b>	<b>351,685</b>	<b>337,535</b>	<b>346,303</b>	<b>1,035,524</b>
	<b>TOTAL SFSS EXPENDITURES</b>	<b>905,166</b>	<b>846,836</b>	<b>811,654</b>	<b>2,563,657</b>
	<b>Increase/(Decrease) To Members Equity</b>	<b>(250,173)</b>	<b>231,933</b>	<b>208,309</b>	<b>190,068</b>
	<b>5% Required Surplus As Per AP 7.5</b>				<b>131,055</b>
	<b>Unrestricted Surplus Remaining</b>				<b>59,013</b>