

March 2014



UFV  
STUDENT  
UNION  
SOCIETY

2014-2015 OPERATING BUDGET

STUDENT  
UNION  
SOCIETY

This document was written by Thomas Davies on behalf of the 2014 SUS Budget Committee. The Budget was approved by the Committee on February 25, 2014

2014 SUS Budget Committee

Ryan Petersen, Chair  
Nicholas Aultman  
Thomas Davies  
Kristianne Hendricks  
Joe Johnson  
Elizabeth Klassen  
Katherine Levett  
Jennifer Martel

The 2014-2015 UFV Student Union Society Operating Budget was presented to the SUS Board of Directors and approved on February 28, 2014.

2014 SUS Board of Directors

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Jarrett Bainbridge, Vice-President East  
Kristianne Hendricks, Vice-President Academic  
Ryan Petersen, Vice-President Finance  
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Natalia Deros, Clubs & Association Representative  
Thomas Davies, Representative at Large  
Sarah Gabor-Martinez, Representative at Large  
Stephanie Martin, Representative at Large  
Jason Mitchell, Representative at Large

For further information, contact Ryan Petersen, Vice-President Finance: [vpfinance@ufvsus.ca](mailto:vpfinance@ufvsus.ca)

**Abbotsford Campus**  
Room C1015  
604-846-4613



**Chilliwack Campus**  
Room A0010  
604-795-2825

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# BACKGROUND INFORMATION

The University of the Fraser Valley Student Union Society (UFV SUS) is a British Columbia Not For Profit Corporation representing and serving our UFV student members. The SUS facilitates a number of services such as the UFV Shuttle Bus and Aftermath restaurant in addition to clubs and associations support. As the official representative body of UFV students the mission of the Student Union is to create a strong, unified student voice and to provide innovative and valuable services to its members by advocating on behalf of and collaborating with the Student Body, UFV and the community.

Starting with the 2013/2014 budget year, the SUS formed an external Budget Committee, comprised of SUS Directors and members of the general student body. This year, the Budget Committee had three SUS Directors and five members of the general student body, and met throughout January and February. This process helps ensure that the budget reflects the will of the student body as a whole, and that all areas of funding are considered equally, and funded fairly.

The SUS collects five fees from students, each for specific purposes.

1. Student Union Society Fee (\$30/semester) – This fee pays for all general operations of the SUS, and for all student services which do have a direct fee. Only this fee is included in the operational budget.
2. Health and Dental Fee (\$159.59/year) – This fee pays for extended medical, dental, vision, and travel insurance coverage. Students can opt-out if they have existing coverage, and opt-in a spouse and/or a dependent(s).
3. Shuttle Bus Fee (\$17.75/semester) – This fee pays for the shuttle bus connecting the Chilliwack and Abbotsford campuses for UFV students, staff, and faculty. UFV also pays a portion of these costs.<sup>3</sup>
4. Student Union Building Fee (\$35/semester) – This fee pays for all costs associated with the construction, operation, and upkeep of the Student Union Building, which is scheduled for completion in early 2015.
5. U-Pass Program Fee (\$42.58/semester) – This fee pays for unlimited access to Abbotsford, Chilliwack, and Mission, recreation centres in Abbotsford, Chilliwack, and Mission, and a variety of business discounts around the Fraser Valley.

As a not-for-profit society, the SUS budgets for net \$0 (revenues equal expenses). However, at the end of each year, there always is a positive or negative balance of varying magnitudes in our accounts. As such, the SUS also budgets for a short-term Contingency Fund to cover these deficits, and a long-term non-liquid investment fund (the UFV SUS Endowment Fund) to create extended financial security and stability for the Society. Similarly, each of the dedicated fees listed above has its own reserve fund to cover deficits within their own pool of funds. It is important to note that most of the SUS' operation

revenues come from the SUS Fee, and this amount is directly tied to the capacity of UFV and decisions made by UFV Senior Administration, and is completely outside of the control of the SUS. This amount is not expected to significantly increase or decrease in the immediate future, and budget growth to support additional services must come from non-student sources.

# BUDGET HIGHLIGHTS

- Comprehensive, **transparent**, budget document, with **understandable** data and descriptions
- More revenues **not** from student fees than ever before
  - Projections of higher non-student revenues over the next two years
- UFV SUS Endowment Fund implemented, generating annual **revenue** and providing long-term **financial stability**
- Increase to **Student Services** spending of \$26,852, for a total of **\$438,407** – the highest level ever
- Highest level of **Clubs & Associations** funding since 2010/2011
- Dedicated funds to ensure continual resources for the **Food Bank**
- \$30,000 towards **Emergency Student Grants**, up from about \$13,000 in 2008
- Creation of a \$10,000 UFV SUS **Premier Entrance Scholarship**
- Only 0.38% average increase in operating expenses<sup>1</sup> over four years – **less** than the average inflation (1.75%), and **less** than the average increase in revenues (2.26%)
- More funding for **student jobs**, and more positions open to all students
  - Helping more students fund their studies by increasing services to all students
- Introduction of a **fair, reasonable, and logical** compensation format for elected student Executives
- **Decreased** budget for AfterMath, possible through operational efficiencies and a reduction of administrative costs
  - More funds available for other areas to benefit students

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<sup>1</sup> Note: Previous budget categories have been adjusted to conform to the 2014/2015 categories, and to ensure fair comparisons.

# REVENUES

	<b>Revenue</b>	<b>2014/2015</b>	<b>2013/2014</b>
<b>1</b>	Student Union Society Fees	<b>648,000.00</b>	640,000.00
<b>2</b>	ATM Fees	<b>2,000.00</b>	2,500.00
<b>3</b>	Printing and Fax Charges	<b>113.00</b>	-
<b>4</b>	Soft Drink Contract	-	14,750.00
<b>5</b>	Health & Dental Plan Management Subsidy	<b>10,000.00</b>	10,000.00
<b>6</b>	Shuttle Bus Program Management Subsidy	<b>16,435.00</b>	-
<b>7</b>	U-Pass Program Management Subsidy	<b>20,000.00</b>	20,000.00
<b>8</b>	Interest on Account	<b>8,100.00</b>	8,000.00
<b>9</b>	Endowment Fund Interest	<b>4,000.00</b>	-
<b>10</b>	<b>Total Revenue</b>	<b>708,648.00</b>	695,295.00

## 1. STUDENT UNION SOCIETY FEES - \$648,000

A \$30 per semester fee is charged each semester to all members of the Society; this amount covers the vast majority of all operating expense. There are approximately 9,000 members each Fall and Winter semesters, and 3,500 members in the Summer semester. Past trends and data provided by UFV lead to a conservative estimate of 21,600 member registrations (i.e. a student registering for classes in all three semesters counts as three registrations) for the 2014/2015 year.

## 2. ATM FEES - \$2,000

All ATM machines charge a transaction fee and the corporation managing the machines on campus shares these charges from one machine with SUS. The revenue from this agreement has decreased in recent years, and a further decrease is budgeted for 2014/2015, due to the removal of the second ATM which shared revenues, and the decrease in usage of ATMs.

## 3. PRINTING CHARGES - \$113

This is a new line in the budget. In the SUS Abbotsford and Chilliwack offices, students may print, photocopy, and fax, materials, for which we charge on a cost-recovery basis. In the past, monies received were used to reduce the printing expense line, but that has caused inaccuracies and tracking problems. The amount is an approximation, based on historical data available.

## 4. SOFT DRINK CONTRACT - \$0

UFV has an exclusive contract with Coca-Cola to provide bottled beverages on campus. The SUS is a beneficiary of that agreement, and receives a portion of the contract revenue. Sales, and consequently

our revenue, have decreased over the past five years. This contract is about to expire and its future status is uncertain; as such, we cannot budget any revenue from a future contract.

### 5-7. PROGRAM MANAGEMENT SUBSIDIES - \$46,435

Each of the three directly funded SUS Services - the Health and Dental Plan, the Shuttle Bus, and the U-Pass – contributes a subsidy to the SUS operational fund to help cover the costs of managing the program. These ‘revenues’ are directly tied to the Permanent Staff Salaries (line 42) and Staff Benefits (line 43) as they are used to offset the cost of the employee responsible for the programs.

### 8. INTEREST ON ACCOUNT - \$8,100

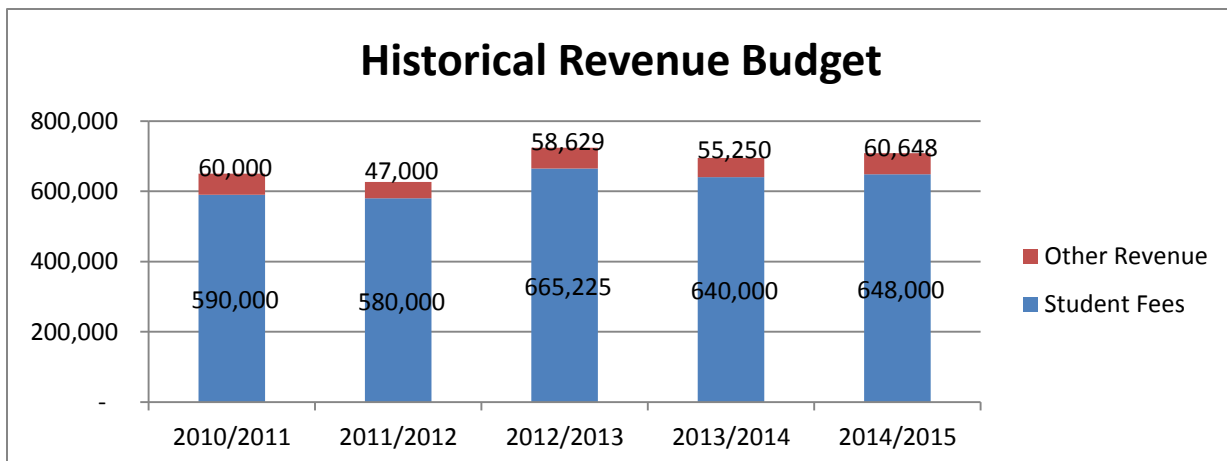
Almost all SUS funds are held with the UFV Finance Department and interest of earned on the balance of our accounts. Due to the nature of the relationship, the most accurate calculation of interest is 1.25% of total student fees collected throughout the year.

### 9. ENDOWMENT FUND INTEREST - \$4,000

The 2013/2014 budget approved creating a SUS Endowment Fund, with the goal of providing long-term financial security for the Society, and a level of annual income. This budget will be the first full year that the Fund is in existence, and the annual income is expected to increase over time as the Fund grows.

## REVENUE DISCUSSION

As is usual for the UFV SUS, the vast majority of the operating budget is funded by student fees. This is severely limiting when launching new services, as we do not wish to increase student fees, but there are few options to generate other revenues. Each year, inflationary increases in costs decrease the level of coverage in our services, and the SUS currently struggles to materially expand or create services. The three management subsidies (Health and Dental, Shuttle Bus, and U-Pass) are tied directly to the Staff Salaries and Staff Benefits expense lines, as they approximately cover the cost of one full-time staff member.





However, over the next two years, we project multiple new revenue streams to supplement the operating budget. The under-construction Student Union Building on the Abbotsford campus provides various opportunities for advertising, leasing commercial space, and other revenue-generating activities. Other anticipated non-student revenue is advertising on the shuttle bus, which should materialize over the same time period. None of these amounts have reliable data for either income or timing, and as such have not been considered in the budgeting process. These new revenues should reduce our reliance on student fees, and provide future Boards with greater flexibility in offerings of student services.

# EXPENSES – STUDENT SERVICES

## STUDENT ADVOCACY & SUPPORT

	<b>Student Advocacy &amp; Support</b>	<b>2014/2015</b>	<b>2013/2014</b>
<b>11</b>	Accessibilities & Equality Support/Awareness	<b>1,386.27</b>	1,000.00
<b>12</b>	Student Lobby Groups (CASA & ABCS)	<b>29,921.00</b>	16,000.00
<b>13</b>	Student Lobbying Conferences	<b>12,500.00</b>	10,500.00
<b>14</b>	Student Food Bank	<b>1,800.00</b>	-
<b>15</b>	International Student Scholarship	<b>4,000.00</b>	4,000.00
<b>16</b>	Premier Entrance Scholarship	<b>10,000.00</b>	-
<b>17</b>	Emergency Student Grants	<b>30,000.00</b>	29,000.00
<b>18</b>	<b>Total Student Advocacy &amp; Support Expense</b>	<b>89,607.27</b>	60,500.00

### 11. ACCESSIBILITIES & EQUALITY SUPPORT/AWARENESS - \$1,386.27

This line was created in the revised 2013/2014 budget to allow for on campus efforts in advocacy, accessibilities, and equalities. It has been increase this year to allow for greater possibilities in on-campus campaigns and activities, and may continue to increase in the future.

### 12. STUDENT LOBBY GROUPS (CASA & ABCS) - \$29,921

We are members of two student lobby groups: the Canadian Alliance of Student Associations (CASA - Federal) and the Alliance of British Columbia Students (ABCS - Provincial). UFV SUS was one of the founding members of ABCS. Costs will increase in the coming year for two reasons. First, UFV SUS has been an Associate member of CASA for the past year while the current Board assessed the benefits of membership. In 2014/2015, we will be returning to Full Membership, and will have fees approximately \$10,500 higher. Second, the new ABCS will be instituting a small membership fee to cover the base costs of its provincial lobbying, which will cost approximately \$3,500.

### 13. STUDENT LOBBYING CONFERENCES - \$12,500

Throughout the year, your student representatives, along with those from other schools across the province and country, attend lobbying conferences hosted by CASA or ABCS. These conferences are used to determine lobbying objectives, create action plans, and of course to meet with various members of Parliament or the BC Legislature. More funds are required to support increase involvement in CASA and the new lobbying efforts with ABCS. This line covers all costs associated with four CASA lobby conferences, a minimum of two ABCS lobby conferences, and other miscellaneous lobbying efforts. Conference locations are not set far enough in advance to allow for specific budgeting at this point, so the budget was based on past trends and expenditures.

#### 14. STUDENT FOOD BANK - \$1,800

This is a new line to support the Student Food Bank, which was launched by SUS in October 2013. Although we receive donations for various individuals and groups, some funding is necessary to maintain a base level of supplies, and to provide required items which are not donated.

#### 15. INTERNATIONAL STUDENT SCHOLARSHIP - \$4,000

UFV Financial Aid and Awards distributes this scholarship on behalf of SUS annually, with students receiving \$500-\$1,000 per award. This scholarship fund has been supported at the same level since 2011/2012.

#### 16. PREMIER ENTRANCE SCHOLARSHIP - \$10,000

In February, the Board approved the creation of a scholarship: the UFV SUS Premier Entrance Scholarship. This entrance scholarship will be awarded annually to one student for \$10,000, renewable for up to three years. The award fills a gap in UFV's student funding, and helps draw top students to the university, and get them involved in the SUS; the recipient will have to volunteer five hours per week with SUS (in whatever capacity they desire) during the Fall and Winter terms. Standards are high for this award, including 90% entrance average, proven school and community leadership, a 1,000 word essay, and more. Over the next four years, this amount will increase to \$40,000 to support four students per year.

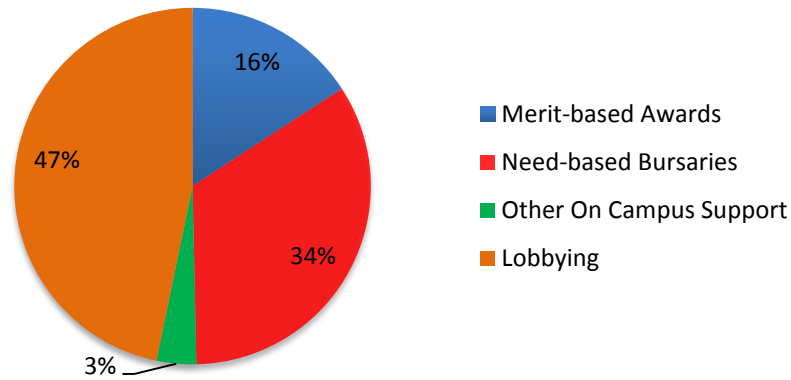
#### 17. EMERGENCY STUDENT GRANTS - \$30,000

For many years, SUS has provided UFV Financial Aid and Awards funding for these emergency student grants. The grants support students who, for unforeseeable circumstances, have an urgent need of funding to continue their studies. The BC Government matches a portion of the SUS contribution to increase the overall pool available. Any funds allocated are always used by students. Funding has increased from \$13,000 to \$30,000 since 2008, and we hope to be able to increase the line further in the future.

### STUDENT ADVOCACY & SUPPORT DISCUSSION

The SUS is consciously increasing its activities in student advocacy and support. We must work to ensure that education remains open and accessible for everyone, and strong participation with CASA and ABCS, along with increasing funds distributed to students by scholarships, bursaries, and grants, is central in this goal. In addition to the expenses listed, the SUS also has two scholarships and a bursary in the amount of \$500 awarded annually by UFV Financial Aid and Awards, using money that was permanently endowed by previous Boards. As detailed in the below chart, 47% of this budget is spent lobbying the Provincial and Federal governments to create long-term benefits for students at UFV and across the country. These benefits can seem intangible to many students, but the two recent successes

## STUDENT ADVOCACY & SUPPORT EXPENSES



noted in line 12 – Student Lobby Groups (changes to internal students’ visas, and student loan qualification) have direct benefits to many students at UFV.

### STUDENT JOBS

	Student Jobs	2014/2015	2013/2014
19	Board Chair	1,200.00	-
20	Board Executives	60,100.00	76,100.00 <sup>2</sup>
21	Chief Electoral Officer	2,500.00	3,300.00
22	Part-Time Office Staff	28,000.00	20,655.00
23	Student Officer Portfolios	46,500.00	-
24	<b>Total Student Jobs Expense</b>	<b>138,300.00</b>	<b>100,055.00</b>

#### 19. BOARD CHAIR - \$1,200

Under the new Board structure, a student who is not otherwise involved in SUS operations will be hired as a neutral chair for all board meetings and general meetings. This student will receive an honourarium of \$100 per month.

#### 20. BOARD EXECUTIVES - \$60,100

Under the new Board structure, the three elected Executives (President, Vice-President Internal, and Vice-President External) will be paid \$12/hour for 30 hours/week. As these people will be paid as employees, rather than on an honourarium basis, the SUS will be required to pay the employer’s contribution of CPP, EI, and payroll processing charges. This line includes all wages and employer costs for all three Executives.

<sup>2</sup> Due to the change in the SUS governance structure, there are no accurately comparable numbers for the new budget lines. The 2013/2014 amount on line 20 – Board Executives includes the total cost of **all** Board honouraria.

## 21. CHIEF ELECTORAL OFFICER - \$2,500

In response to the 2013 general elections, the SUS overhauled the election process and electoral oversight. In the new system, a student Chief Electoral Office is hired to oversee all elements of every election throughout a term. An Elections Committee is also formed, but the committee will only meet if a decision of the Chief Electoral Officer is appealed. This amount covers the base \$2,000 compensation, with an allowance for additional pay in the event of extraneous duties.

## 22. PART-TIME OFFICE STAFF - \$28,000

Students will be hired to work at the front desk of the SUS offices in Chilliwack and Abbotsford throughout the year. There is no fixed number of positions available; as many students as needed will be hired to cover operating hours, with students working as many hours as their schedule allows. These students assist with U-Pass distribution and enquiries, Health & Dental claims, and provide general information and services to students as needed. As employees, the SUS will be required to pay the employer's contribution of CPP, EI, and payroll processing charges. This line includes all wages and employer costs for all office staff.

## 23. STUDENT OFFICER PORTFOLIOS - \$46,500

Under the new Board Structure, four students will be hired as Officers to work on four portfolios, with each Vice-President overseeing two Officers. These four positions are Clubs & Associations Officer, Engagement Officer, Equalities Officer, and Finance Officer. The Officers will be paid \$11/hour for up to 20 hours/week. As employees, the SUS will be required to pay the employer's contribution of CPP, EI, and payroll processing charges. This line includes all wages and employer costs for all four Officers.

## STUDENT JOBS DISCUSSION

In recent years, Boards have worked to increase the opportunities for student employment with the SUS. It is important that we provide a diverse portfolio of student support activities, from bursaries, emergency grants, scholarships, activity funding, and jobs. Not included in this section is the AfterMath subsidy (line 25 - \$100,000) which is primarily used to pay for students to work in the service. Also not included is the cost of hiring students for U-Pass distribution in the Fall and Winter Semesters (approximately \$8,000) as those expenses are charged to the U-Pass Fund.

All of these student jobs serve students in some manner. The Board Chair ensure effective management of Board and General Meeting, elected Executives run the day-to-day operations and services of the Society, along with the hired Officers. The Chief Electoral Officer manages all elections, and office staff directly interact with thousands of students to assist with a variety of questions, concerns, and of course U-Pass and Health and Dental assistance. This is an area of potential growth, for as a Student Union Society, we strive to have students serving students.

## GENERAL STUDENT SERVICES

General Student Services		2014/2015	2013/2014
25	AfterMath Subsidy	100,000.00	130,000.00
26	Grants, Ad-hoc Student Requests	10,000.00	15,000.00
27	Student Organizations Funding	59,500.00	53,000.00
28	Associations	46,000.00	-
29	Clubs	13,500.00	-
30	Student App & Handbooks	16,000.00	20,000.00
31	SUS Events	10,000.00	15,000.00
32	Weeks of Welcome	15,000.00	18,000.00
33	<b>Total General Student Services Expense</b>	<b>210,500.00</b>	<b>251,000.00</b>

### 25. AFTERMATH SUBSIDY - \$100,000

As a service to students, SUS operates AfterMath, a licensed restaurant on campus. Currently located in the Envision Athletic Centre, AfterMath will be moving into the Student Union Building (SUB) in 2015, expanding its operations, and introducing a café/servery in a separate location within the SUB. Over the past three years, the subsidy required has fluctuated between \$115,000 and \$160,000; for 2013/2014, AfterMath is on pace for to need a \$90,000 subsidy. The operational efficiencies achieved this year will carry over into next year and the SUB, however the management has budgeted the need for a \$100,000 subsidy due to the costs of changing the operations to the SUB and opening the café/servery. Notably, most of the subsidy for accrued in 2013/2014 and budget in 2014/2015 is to cover the cost of the student jobs in AfterMath. The SUS hires managers, kitchen staff and servers, totalling 20-25 students per semester.

### 26. GRANTS, AD-HOC STUDENT REQUESTS - \$10,000

This line is used to fund student activities or functions supporting students on an ad-hoc basis. In the past the budgeted amount has reached as much as \$30,000, however over the past two years, SUS Boards have moved away from supporting requests made by UFV Departments, as it is not our mandate to cover the budget shortfalls of the university. Approved requests over the past year include support for students to attend a Model UN event, and funding for students conferences for both CIVL Radio and The Cascade.

### 27-29. STUDENT ORGANIZATIONS FUNDING - \$59,500

Student Associations and Clubs are registered by SUS and receive funding for their events as requested. Demand for this line appears to be cyclical. Peaking in 2009/2010 at \$72,000 and incrementally decreasing to reach \$50,000 in 2011/2012, we are now budgeting \$59,500 for 2014/2015. A soft-cap for

each organization type (Association and Club) has been budgeted this year to help ensure with distribution.

### 30. SUS EVENTS - \$10,000

The SUS has moved away from running the excessive, bombastic, full-scale events that were more common about four years ago. The current focus is on proving many small but important events throughout the year. Examples of these events include the Puppy Room during exams, SUS Talks – Political Series, the VP Cuddles De-Stress campaign, and concerts in AfterMath with CIVL Radio. The SUS intends to continue along this route for the coming term, and as such, less funding is required in this line.

### 31. WEEKS OF WELCOME - \$18,000

During the first two weeks of the Fall Semester, the SUS hosts ‘Weeks of Welcome’ to kick off the new school year. Much like the SUS Events line, there is a focus on ensuring continual activities on all campuses throughout the two weeks, instead of a single major event (i.e. a concert) on one day in one location. Weeks of Welcome includes BBQs, corn roasts, sumo wrestling, dunk tanks, Clubs and Association tabling events, movie marathons, and more! Analysis of past Weeks of Welcome show that there is some room for cost savings without compromising the events and the budget has been reduced accordingly to ensure there is no waste.

### GENERAL STUDENT SERVICES DISCUSSION

This expense category sees a significant decrease for this year, but it is important to note that overall student services funding has increased approximately \$23,000 (Appendix A). AfterMath is the largest expense in this category, and it has decreased by \$30,000, which is over half of the difference. Changes in event funding are redistributed into other student service areas to, in the opinion of the current Board, more effectively engage and support students. The SUS is happy to increase Student Organization (Club & Association) funding for the second straight year; as noted in its line description, demand appears to be cyclical over the long-term, and is on an upward trend. In the future, the SUS expects the AfterMath subsidy to continue to decrease, but not to the same degree as with this budget. Those funds will be used to support Student Organizations (as dictated by demand), improve areas of current services, or create entirely new student benefits.

# EXPENSES – OPERATING

<b>Operating Expenses</b>		<b>2014/2015</b>	<b>2013/2014</b>
<b>35</b>	Advertising and Promotion	<b>10,000.00</b>	7,000.00
<b>36</b>	Auditor	<b>11,943.73</b>	8,960.00
<b>37</b>	Bank Charges	<b>100.00</b>	200.00
<b>38</b>	Catering & Food Services	<b>1,500.00</b>	1,200.00
<b>39</b>	Insurance	<b>1,450.00</b>	1,800.00
<b>40</b>	Legal Services	<b>30,000.00</b>	16,404.00
<b>41</b>	Mileage Allowance	<b>3,500.00</b>	6,000.00
<b>42</b>	Miscellaneous	<b>1,000.00</b>	1,000.00
<b>43</b>	Permanent Staff Salaries	<b>139,096.64</b>	126,000.00
<b>44</b>	Staff Benefits	<b>26,428.36</b>	23,940.00
<b>45</b>	Parking	<b>1,500.00</b>	900.00
<b>46</b>	Professional Development	<b>1,800.00</b>	1,800.00
<b>47</b>	Retreat & Teambuilding	<b>4,000.00</b>	3,618.00
<b>48</b>	Societal Filing Fees	<b>265.00</b>	365.00
<b>49</b>	<b>Total Operating Expenses</b>	<b>232,583.73</b>	199,187.00

## 35. ADVERTISING AND PROMOTION - \$10,000

All advertising, promotion, marketing, and branded items are charged to this line. Traditionally, it is used to create display banners, purchase ads in The Cascade, and what students probably recognize the most: SWAG. The 2013/2014 budget was uncharacteristically low, and this year has been restored to an amount more suited to SUS' needs.

## 36. AUDITOR - \$11,943.73

The SUS has appointed MNP as its auditor, replacing David Curll Inc. MNP has provided a quote, reflected in the budget, which is the maximum fee we will be charged for the coming year. Actual costs may be less, depending on the time required to complete the audit.

## 37. BANK CHARGES - \$200

Almost all of our banking is done through UFV Finance, which does not charge us, in accordance with an agreement with UFV. This line covers the annual fees for business credit cards and similar expenses.



#### 38. CATERING & FOOD SERVICES - \$1,500

This line covers the costs of food whenever required for SUS activities. Past uses include meetings with CASA Executives, government officials, student town halls, and other miscellaneous activities as required. Historically, expenditures fall under budget, but a small amount must remain available for use when needed.

#### 39. INSURANCE - \$1,450

The SUS has a general liability policy to cover operations, and also must pay Workers Compensation (WCB) Premiums for its employees.

#### 40. LEGAL SERVICES - \$30,000

The SUS retains McCarthy Tétrault as our legal team for all legal needs. The sharp increase in fees for this year is mostly due to the number of contracts and agreements which must be developed and/or renegotiated over the coming year. Fees should return to lower levels for 2015/2016.

#### 41. MILEAGE ALLOWANCE - \$3,500

Reimbursement is offered to Board Members and Staff when travel is required for official business. This can include board meeting, special events, meetings with our auditor or lawyers, trips to local universities, and more. Compensation is set at \$0.42/km, and usually cannot be claimed for travel between Chilliwack and Abbotsford due to the shuttle bus.

#### 42. MISCELLANEOUS - \$1,000

This covers small expenses that do not do not fit anywhere else in the budget.

#### 43. PERMANENT STAFF SALARIES - \$139,096.64

This line covers three permanent full-time staff members, the Executive Director, Services Director, and Finance Administrator/Archivist.

#### 44. STAFF BENEFITS - \$26,428.36

All permanent full-time staff are enrolled in the standard UFV benefits package, calculated at 19% of gross pay.

#### 45. PARKING - \$1,500

UFV provides some parking passes to the SUS at no cost, and additional passes are purchased for all students and staff who are required to spend significant time on campus.

#### 46. PROFESSIONAL DEVELOPMENT - \$1,800

The SUS supports its staff in continual learning and development. Funds can be used to take a class, attend a conference or seminar, purchase resource materials, or anything else that furthers their knowledge in the areas of employment with the SUS.

#### 47. RETREAT & TEAMBUILDING - \$4,000

The SUS Board and Staff have an annual retreat in April to introduce all new members to the SUS, understand policies, procedures, and current issues, and to develop a coherent team for the coming term. The budget has increased slightly as the 2013/2014 retreat was excessively cheap, and was not always conducive to efficient work. The increased budget also allows for small secondary event(s) throughout the year if they are necessary.

#### 48. SOCIETAL FILING FEES - \$265

As an incorporated non-profit society, the SUS must pay an annual registration fee to the BC Registrar, and select actions throughout the year (i.e. special resolutions at general meetings).

#### OPERATING EXPENSES DISCUSSION

This category is extremely vulnerable to inflationary increases due to the nature of the line items. Advertising & Promotion, Auditing, Legal Services, Insurance, Mileage, and staffing costs, are all linked directly or indirectly to inflation. In the case of Auditing costs, maximum costs for the next three years (including the inflationary increase) are known, but other lines are not. In some cases, costs will jump periodically to account for a few years' worth of increases. Future Boards must be careful to control costs in this area to ensure the category does not eat into funding necessary for student services.

# EXPENSES - OFFICE

<b>Office Expenses</b>		<b>2014/2015</b>	<b>2013/2014</b>
<b>50</b>	Computer Hardware & Software	-	6,024.00
<b>51</b>	Equipment Lease - Printer	<b>4,000.00</b>	4,000.00
<b>52</b>	Office Supplies	<b>6,000.00</b>	6,000.00
<b>53</b>	Printing & Photocopying	<b>5,000.00</b>	8,000.00
<b>54</b>	Shipping & Postage	<b>800.00</b>	900.00
<b>55</b>	Telephone & Fax	<b>2,550.00</b>	2,000.00
<b>56</b>	<b>Total Office Expenses</b>	<b>18,350.00</b>	26,924.00

## 50. COMPUTER HARDWARE & SOFTWARE - \$0

With the opening of the Student Union Building (SUB) and the corresponding expansion of the SUS Office in Abbotsford, all hardware and software upgrades can, for this year only, be attributed to the SUB fund. In future years, this line will return to historical levels (\$3,000 - \$6,000) to continually replenish outdated equipment.

## 51. EQUIPMENT LEASE – PRINTER - \$4,000

The SUS leases a multi-function printer for the Abbotsford Office, which handles all printing, photocopying, faxing, and scanning.

## 52. OFFICE SUPPLIES - \$6,000

There are two SUS offices, one in Abbotsford (C1015) and one in Chilliwack (A0010). This covers all necessary supplies to maintain and operate both locations. The budget would have been reduced this year as historical expenses have not been as high as budgeted, but with the opening of the Student Union Building and move of the Abbotsford office, there will be significant rebranding of materials (letterhead, envelopes, business cards, etc.).

## 53. PRINTING & PHOTOCOPYING - \$5,000

Over the past few years, printing costs have decreased due to the diligence of students and staff in ensuring printing only occurs when necessary. Students also come in to print materials, and are charged on a cost-recovery basis; these charges are included in revenues, line 3 – Printing & Fax Charges. The SUS hopes to continue to decrease this expense as technology continues to reduce the need for paper documents.

#### 54. SHIPPING & POSTAGE - \$800

This line for 2013/2014 will come significantly under budget, however, postage rates are increasing this year, which will likely eliminate the savings achieved this year.

#### 55. TELEPHONE & FAX - \$2,550

This line covers the fax costs and a staff phone. As with printing, students can come in to fax documents, and charges are included in line 3 – Printing & Fax Charges.

#### OFFICE EXPENSES DISCUSSION

Expenses in this category are generally constant over time. Most of the budgeted decrease this year is due the purchase of new computer equipment being charged to the Student Union Building Fund, rather than the Operating Fund, but this is a one-time event. The SUS continues to work toward decreasing printing costs, and the budget has once again decreased. Inflation has played a role in this category, most notably through postage and shipping; the increase in the cost of stamps almost entirely eliminated the savings achieved this year. Expenditure in 2015/2016 likely will be around \$23,000.

# CAPITAL INVESTMENT

<b>Capital Investment</b>		<b>2014/2015</b>	<b>2013/2014</b>
<b>58</b>	Contribution to Contingency Fund	<b>7,030.00</b>	9,746.00
<b>59</b>	Contribution to Non-liquid Investments	<b>12,277.00</b>	38,238.00
<b>60</b>	<b>Total Capital Investment</b>	<b>19,307.00</b>	47,948.00

## 58. CONTRIBUTION TO CONTINGENCY FUND - \$7,030

As a non-profit organization, the SUS strives to run a balanced budget each year. The budget is always balanced, but at year end, inevitably there is a positive or negative balance. Accordingly, prudent financial planning dictates that the SUS has a contingency fund to cover budget shortfalls in a given year. At approximately 1% of revenues, this fund will be added to the overall contingency fund if it is not required this year.

## 59. CONTRIBUTION TO NON-LIQUID INVESTMENTS - \$12,277

To create long-term financial stability for the SUS, the Board has created the SUS Endowment Fund. This growing fund will secure money long-term to prevent it being used to supplement an annual budget, and to generate a new source of interest revenue. 2013/2014 was the first year of contributions to the Fund, and accordingly had a large contribution. This year's budget contribution is slightly below the amount desired to create a sustainable and effective Fund, but is necessary due to funding constraints. In the event of additional revenues throughout the year, the first portion will be used to increase contributions to the Fund.

## CAPITAL INVESTMENT DISCUSSION

Although not as exciting as other areas of the budget, this section is vital for the long-term operations and sustainability of the SUS. During the 2012/2013 year, the reserve fund to cover deficits was dangerously low, and jeopardized the financial stability of the Society. In response, the previous Budget Committee, in conjunction with the last two Boards, put great emphasis on restoring the financial reserves of the Society. The SUS is proud to have created the UFV SUS Endowment Fund, which is a long-term investment portfolio to secure and restrict access to reserve funding. In addition, the contingency fund is being restored to a prudent level for sustainable operations. SUS Finance cannot overstate the importance of this portion of the budget, as members must ensure that the Society today is ready for tomorrow.

# OTHER SUS FEES & RESTRICTED FUNDS

## HEALTH & DENTAL FEE

The SUS collects \$159.59 per year<sup>3</sup> for the student health and dental plan. Students may opt-out of the plan if they have existing coverage, and may opt-in a spouse and/or dependents. Money collected is restricted for use in the health and dental program, and cannot be used in any other area. Funds remitted to the health and dental broker, Student Care, and expenses are directly tied to the number of participants in the plan. A small portion of the monies collected remains in a Health and Dental Reserve fund to cover future deficiencies in the plan funding, which does occur on occasion. The Health and Dental Management Subsidy (line 5) is paid by Student Care to us to handle a portion of the management and student support involved in the program.

## SHUTTLE BUS FEE

Starting in Fall 2013, the SUS launched the Abbotsford-Chilliwack Shuttle Bus. In Fall 2013 the fee was \$6.75/semester, but a subsequent referendum increased this fee to \$17.75/semester to increase shuttle service. UFV also contributes a fixed amount to this fund. Money collected is restricted for use in the shuttle program and cannot be used in any other area. Most of the funds directly cover the costs of operating the shuttle, while small portions will be used for associated costs, such as bus shelters. The Shuttle Bus Program Management Subsidy (line 6) is transferred from this fund to the operational budget to cover the costs associated with managing the program.

## STUDENT UNION BUILDING FEE

The SUS collects a fee of \$35/semester for the Student Union Building (SUB) Fund. The SUB currently is under construction on the Abbotsford campus, with an expected opening in early 2015. All monies collected under the SUB Fund are restricted for use within the scope of the SUB project, and cannot be used in other areas. Once the building is complete, the SUB Fund will cover the operation costs of the building, the mortgage, general upkeep and repairs, new student jobs in facility management, and any other costs tied to the building. During the coming term, the Executives and Staff will create a budget for operating the SUB; at this point in time, there is insufficient information to create any form of reasonably accurate or useful budget for the building.

## U-PASS FEE

The SUS collects a fee of \$42.58/semester (adjustable for inflation) to operate the operated the U-Pass program for students. All monies collected under the U-Pass program are restricted for use within the U-Pass program, and cannot be used in any other area. The program includes unlimited access of the

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<sup>3</sup> A referendum is scheduled for March 24 – 28 to increase the fee to \$215.59 per year, and correspondingly increase the benefits offered. If approved, the new plan will cover mental health, which is not included currently.

transit system in the eastern Fraser Valley, unlimited access to recreation centres in Abbotsford, Chilliwack, and Mission, and a variety of discounts and local restaurants and businesses. Expenses are directly tied to revenues, with a small allocation to remain in a U-Pass reserve to cover any extraordinary expenses which may occur within the program. The U-Pass Program Management Subsidy (line 7) is not taken from the student fees collected, but is paid by the university.

# APPENDIX A:

## COMPREHENSIVE BUDGET

### REVENUES

	Revenues	2014/2015	2013/2014
<b>1</b>	Student Union Society Fees	<b>648,000.00</b>	640,000.00
<b>2</b>	ATM Fees	<b>2,000.00</b>	2,500.00
<b>3</b>	Printing and Fax Charges	<b>113.00</b>	-
<b>4</b>	Soft Drink Contract	-	14,750.00
<b>5</b>	Health & Dental Plan Management Subsidy	<b>10,000.00</b>	10,000.00
<b>6</b>	Shuttle Bus Program Management Subsidy	<b>16,435.00</b>	-
<b>7</b>	U-Pass Program Management Subsidy	<b>20,000.00</b>	20,000.00
<b>8</b>	Interest on Account	<b>8,100.00</b>	8,000.00
<b>9</b>	Endowment Fund Interest	<b>4,000.00</b>	-
<b>10</b>	<b>Total Revenue</b>	<b>708,648.00</b>	695,250.00

### EXPENSES

Student Services Expenses			
	Student Advocacy & Support	2014/2015	2013/2014
<b>11</b>	Accessibilities & Equality Support/Awareness	<b>1,386.27</b>	1,000.00
<b>12</b>	Student Lobby Groups (CASA & ABCS)	<b>29,921.00</b>	16,000.00
<b>13</b>	Student Lobbying Conferences	<b>12,500.00</b>	10,500.00
<b>14</b>	Student Food Bank	<b>1,800.00</b>	-
<b>15</b>	International Student Scholarship	<b>4,000.00</b>	4,000.00
<b>16</b>	Premier Entrance Scholarship	<b>10,000.00</b>	-
<b>17</b>	Emergency Student Grants	<b>30,000.00</b>	29,000.00
<b>18</b>	<b>Total Student Advocacy &amp; Support Expense</b>	<b>89,607.27</b>	60,500.00
	Student Jobs	2014/2015	2013/2014
<b>19</b>	Board Chair	<b>1,200.00</b>	-
<b>20</b>	Board Executives	<b>60,100.00</b>	76,100.00
<b>21</b>	Chief Electoral Officer	<b>2,500.00</b>	3,300.00
<b>22</b>	Part-Time Office Staff	<b>28,000.00</b>	20,655.00
<b>23</b>	Student Officer Portfolios	<b>46,500.00</b>	-
<b>24</b>	<b>Total Student Jobs Expense</b>	<b>138,300.00</b>	100,055.00



<b>General Student Services</b>		<b>2014/2015</b>	<b>2013/2014</b>
<b>25</b>	AfterMath Subsidy	<b>100,000.00</b>	130,000.00
<b>26</b>	Grants, Ad-hoc Student Requests	<b>10,000.00</b>	15,000.00
<b>27</b>	Student Organizations Funding	<b>59,500.00</b>	53,000.00
<b>28</b>	Associations	46,000.00	-
<b>29</b>	Clubs	13,500.00	-
<b>30</b>	Student App & Handbooks	<b>16,000.00</b>	20,000.00
<b>31</b>	SUS Events	<b>10,000.00</b>	15,000.00
<b>32</b>	Weeks of Welcome	<b>15,000.00</b>	18,000.00
<b>33</b>	<b>Total General Student Services Expense</b>	<b>210,500.00</b>	251,000.00
<b>34</b>	<b>Total Student Services Expenses</b>	<b>438,407.27</b>	411,555.00

### Operating Expenses

<b>Operating Expenses</b>		<b>2014/2015</b>	<b>2013/2014</b>
<b>35</b>	Advertising and Promotion	<b>10,000.00</b>	7,000.00
<b>36</b>	Auditor	<b>11,943.73</b>	8,960.00
<b>37</b>	Bank Charges	<b>100.00</b>	200.00
<b>38</b>	Catering & Food Services	<b>1,500.00</b>	1,200.00
<b>39</b>	Insurance	<b>1,450.00</b>	1,800.00
<b>40</b>	Legal Services	<b>30,000.00</b>	16,404.00
<b>41</b>	Mileage Allowance	<b>3,500.00</b>	6,000.00
<b>42</b>	Miscellaneous	<b>1,000.00</b>	1,000.00
<b>43</b>	Permanent Staff Salaries	<b>139,096.64</b>	126,000.00
<b>44</b>	Staff Benefits	<b>26,428.36</b>	23,940.00
<b>45</b>	Parking	<b>1,500.00</b>	900.00
<b>46</b>	Professional Development	<b>1,800.00</b>	1,800.00
<b>47</b>	Retreat & Teambuilding	<b>4,000.00</b>	3,618.00
<b>48</b>	Societal Filing Fees	<b>265.00</b>	365.00
<b>49</b>	<b>Total Operating Expenses</b>	<b>232,583.73</b>	199,187.00

## Office Expenses

	<b>Office Expenses</b>	<b>2014/2015</b>	<b>2013/2014</b>
<b>50</b>	Computer Hardware & Software	-	6,024.00
<b>51</b>	Equipment Lease - Printer	<b>4,000.00</b>	4,000.00
<b>52</b>	Office Supplies	<b>6,000.00</b>	6,000.00
<b>53</b>	Printing & Photocopying	<b>5,000.00</b>	8,000.00
<b>54</b>	Shipping & Postage	<b>800.00</b>	900.00
<b>55</b>	Telephone & Fax	<b>2,550.00</b>	2,000.00
<b>56</b>	<b>Total Office Expenses</b>	<b>18,350.00</b>	26,924.00
<b>57</b>	<b>Total Expenses</b>	<b>689,341.00</b>	637,666.00

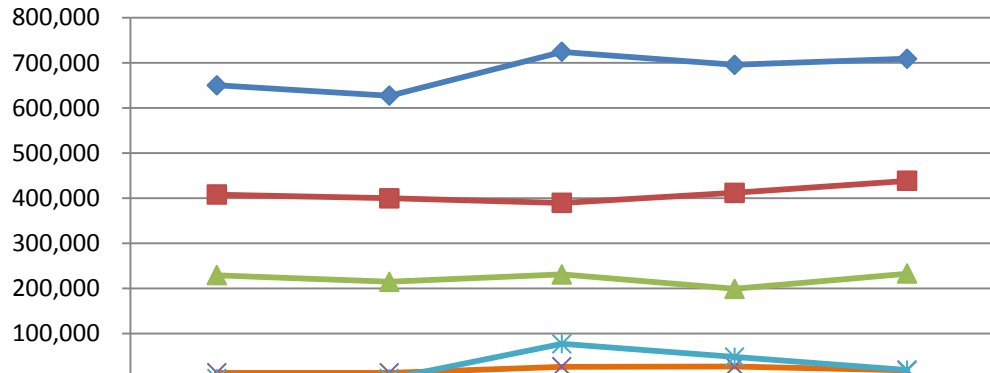
## CAPITAL INVESTMENT

	<b>Capital Investment</b>	<b>2014/2015</b>	<b>2013/2014</b>
<b>58</b>	Contribution to Contingency Fund	<b>7,030.00</b>	9,746.00
<b>59</b>	Contribution to Non-liquid Investments	<b>12,277.00</b>	38,238.00
<b>60</b>	<b>Total Capital Investment</b>	<b>19,307.00</b>	47,948.00

# APPENDIX B: CHARTS & GRAPHS

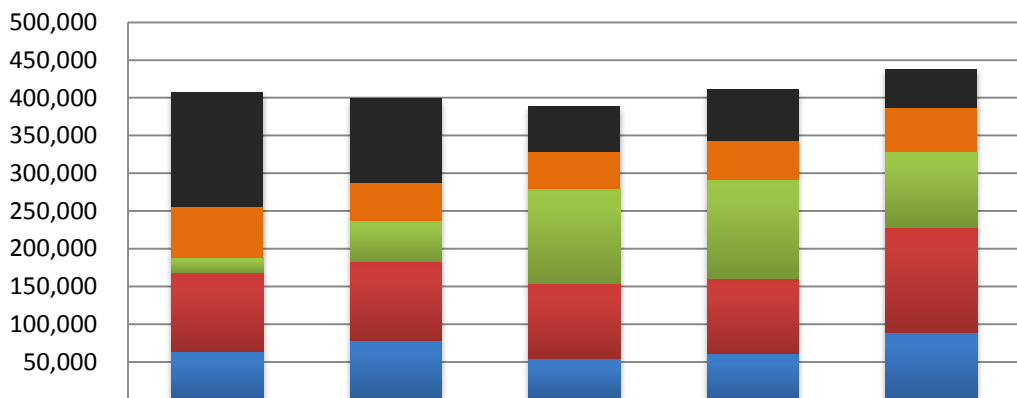
Note: Due to data availability and other restrictions, all data is based on budgeted amounts. In general, the budget is a reasonably accurate representation of actual expenditure, except AfterMath, which consistently required \$125,000 - \$170,000. The 2013/2014 subsidy for AfterMath should be \$90,000.

## Historical Revenue and Expense Categories



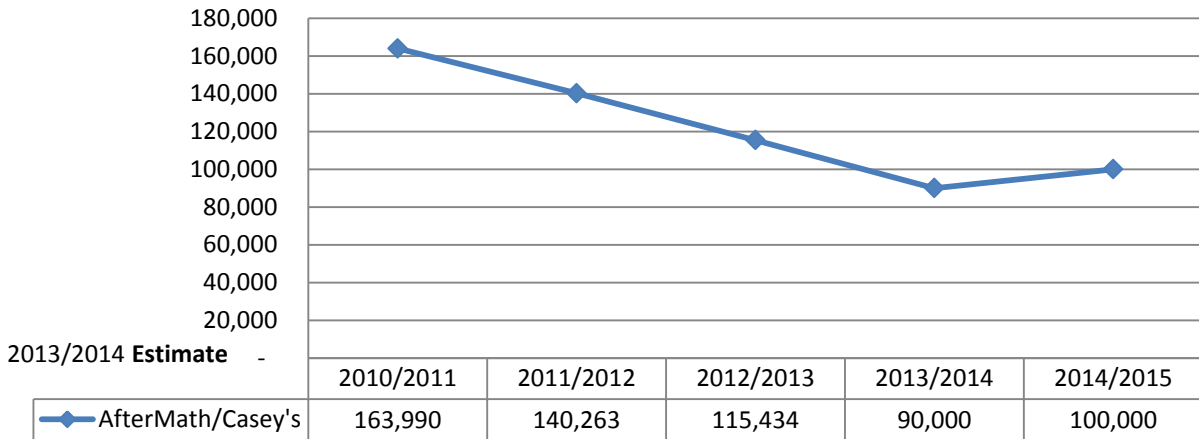
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Revenues	650,000	627,000	723,884	695,250	708,648
Student Services	407,850	399,500	389,406	411,555	438,407
Operating Expenses	229,100	214,530	230,979	199,187	232,584
Office Expenses	13,050	12,970	26,478	26,924	18,350
Capital Investments	-	-	77,021	47,948	19,307

## Historical Student Services, by Category



	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
General Services	152,000	112,000	60,231	68,000	51,000
C&A	68,000	50,000	50,000	53,000	59,500
AfterMath	20,000	55,000	125,000	130,000	100,000
Jobs	103,850	104,500	99,635	100,055	138,300
Advocacy & Support	64,000	78,000	54,540	60,500	89,607

## AfterMath - ACTUALS



## Budget Breakdown

