

January 31, 2017



for students by students

# Quarterly Financial Report

Quarter 3: October 2016 to December 2016

By: Ashmeet Kaur Saran

Quarterly Financial Report

UFV Student Union Society: SUB 1109, 33844 King Road,  
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This document was written and prepared by Ashmeet Saran, Vice President Internal.

The 2016-2017 UFV Student Union Society Quarter 3 Financial Report was presented to the Board of Directors on January 31, 2017.

2016 SUS Board of Directors

Sukhi Brar, President

Ashmeet Saran, Vice President Internal

Thanh Ma, Vice President External

Cody Dumas, Aboriginal Representative

Robert Pedersen, Board of Governors Representative

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Sahil Chawla, Faculty of Sciences Representative

Ekanki Chawla, Senate Representative

Joshua Wilkie, Ex-Officio (*non-voting*)

Panku Sharma, UFV Campus and Community Radio Society Representative (*non-voting*)

For further information, clarifications, and questions, please contact Ashmeet Saran at [vpinternal@ufvsus.ca](mailto:vpinternal@ufvsus.ca)

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# REVENUES

	Revenue	2016/2017	Q1	Q2	Q3
1	Student Union Society Fees	648,000	89,816.10	263,670.69	279,997.34
2	Program Management Subsidies	69,450	-	19,974.75	19,974.75
3	SUB General Operating Transfer	40,449	-	-	-
4	Endowment Fund Interest Revenue	8,100	-	7,334.32	-
5	General Interest Revenue	3,750	362.12	135.06	650.60
6	Sponsorship & Advertising Revenue	3,750	-	1,250.00	750.00
7	Restricted Donations	1,000	2,008.00	-	105
8	ATM Revenue	800	-	84.00	145.00
9	Miscellaneous Revenue	500	9.40	35.00	-
10	Scholarship/Bursary Income Fund	0	0	0	0
11	<b>Total Revenue</b>	<b>775,799</b>	<b>92,195.62</b>	<b>292,483.82</b>	<b>301,622.69</b>

## 1. STUDENT UNION SOCIETY FEES – \$279,997.34 (BUDGETED: \$648,000)

This number accounts for the students who registered for the Fall 2016- finalized enrollment sheet. Registration is on track to reach the budgeted amount.

## 2. PROGRAM MANAGEMENT SUBSIDIES– \$19,974.75 (BUDGETED: \$69,450)

Revenues are received at different points of the year in accordance with different contracts for each subsidy.

## 3. SUB GENERAL OPERATING TRANSFER – \$0 (BUDGETED: \$40,449)

This accounts for 5% of revenue from our different services: as charge for usage of space in the Student Union Building. A transfer will be made at the end of the financial year.

## 4. ENDOWMENT FUND INTEREST REVENUE – \$0 (BUDGETED: \$8,100)

This revenue will occur near year end in accordance with the distribution terms of the investment.

## 5. GENERAL INTEREST REVENUE – \$650.60 (BUDGETED: \$3,750)

General Interest Revenue is steadily increasing: we are on track to reach the budgeted amount. This is interest earned on bank accounts.

**6. SPONSORSHIP & ADVERTISING REVENUE - \$750.00 (BUDGETED: \$3,750)**

Advertising and Sponsorship Revenue is relatively new to SUS. This revenue occurs near the Welcome Week in the Fall and Winter semesters.

**7. RESTRICTED DONATIONS - \$105.00 (BUDGETED: \$1,000)**

Revenue from restricted donations has already surpassed the expected amount. The most recent donation is for the event "The Art of Coming Out".

**8. ATM REVENUE - \$145 (BUDGETED: \$800)**

We recently signed a new contract with Fast Track.

**9. MISCELLANEOUS REVENUE - \$0 (BUDGETED: \$500)**

There was no miscellaneous revenue for this quarter.

# EXPENSES – STUDENT SERVICES

## STUDENT ADVOCACY & SUPPORT

	Student Advocacy & Support	2016/2017	Q1	Q2	Q3
12	Emergency Student Grants	40,000	-	30,000.00	-
13	Student Scholarships	34,000	-	34,000.00	-
14	Student Advocacy Groups (CASA)	26,755	3,877.20	20,688.75	706.09
15	Student Advocacy & Development Conferences	10,960	-	-	-
16	Student Awards Program	3,200	538.67	-	-
17	Advocacy Committee	2,600	-	105.90	338.76
18	Student Food Bank	2,100	208.24	319.68	350.47
19	Equalities Committee	2,000	28.38	467.56	658.12
20	Volunteer Recognition & Appreciation	1,250	450.65	-	-
21	Angel Tree Program	600	-	-	717.10
22	<b>Total Student Advocacy &amp; Support Expense</b>	<b>123,465</b>	<b>5,103.14</b>	<b>66,735.89</b>	<b>2,770.54</b>

### 12. EMERGENCY STUDENT GRANTS - \$0 (BUDGETED: \$40,000)

Funds for Emergency Student Grants are transferred to UFV Financial aid to support UFV students. It is usually done at the beginning of the Academic year (in September).

### 13. STUDENT SCHOLARSHIPS - \$0 (BUDGETED: \$34,000)

Funds for internal student scholarships have been transferred to UFV. . It is usually done at the beginning of the Academic year (in September).

### 14. STUDENT ADVOCACY GROUPS (CASA) - \$706.09 (BUDGETED: \$26,755)

This includes one CASA conference attended by the SUS President (Sukhi Brar).

### 15. STUDENT ADVOCACY & DEVELOPMENT CONFERENCES- \$0 (BUDGETED: \$10,960)

The breakdown of this line includes conferences hosted by CASA to determine lobbying objectives, create action plans, and meet with various members of parliament.

### 16. STUDENT AWARDS PROGRAM - \$0 (BUDGETED: \$3,200)

Includes funding for gifts for the “Volunteer Recognition” for the SUS Awards Program that happens in the month of March every year.

**17. ADVOCACY COMMITTEE - \$338.76 (BUDGETED: \$2,600)**

The Advocacy Committee works on issues affecting students broadly: from political and educational campaigns, voter engagement campaign, to sexual assault and mental health.

**18. STUDENT FOOD BANK - \$350.47 (BUDGETED: \$2,100)**

We expect to use the Food bank reserves to a lower degree once SUS has a Sponsorship deal processed.

**19. EQUALITIES COMMITTEE - \$658.12 (BUDGETED: \$2,000)**

The Equalities Committee works on a variety of issues affecting diverse populations or groups of students.

**20. VOLUNTEER RECOGNITION & APPRECIATION- \$0 (BUDGETED: \$1,250)**

Volunteer recognition is a gesture of appreciation for volunteers and leaders in our student community. This will be happening in the Winter semester.

**21. ANGEL TREE PROGRAM- \$717.10 (BUDGETED: \$600)**

The Angel Tree program helps support our UFV students who face many challenges as they raise their families while pursuing their education.

**STUDENT JOBS**

	<b>Student Jobs</b>	<b>2016/2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
<b>23</b>	Board Executives	<b>73,848</b>	13,866.20	18,780.00	19,719.00
<b>24</b>	Officers	<b>56,996</b>	11,679.21	13,567.30	12,544.17
<b>25</b>	Information Desk Attendants	<b>20,524</b>	2,243.78	2,809.52	4,394.72
<b>26</b>	Other Office Staff	<b>17,554</b>	2,904.48	4,784.09	5,464.53
<b>27</b>	CPP, EI, & payroll Charges (Student Staff)	<b>15,134</b>	2,019.05	2,836.05	3,001.91
<b>28</b>	Board Chair	<b>1,200</b>	100.00	400.00	400.00
<b>29</b>	<b>Total Student Jobs Expense</b>	<b>185,256</b>	<b>32,812.72</b>	<b>43,176.96</b>	<b>45,524.33</b>

**23. BOARD EXECUTIVES - \$19,719.00 (BUDGETED: \$73,848)**

All Executives are currently paid \$15.65/hour for 30 hours/week of work.

24. OFFICERS - \$12,544.17 (BUDGETED: \$56,996)

All Officers are currently paid \$11.62/hour for 20 hours/week of work

25. INFORMATION DESK ATTENDANTS - \$4,394.72 (BUDGETED: \$20,524)

Students are hired to work at the SUS information and reception desks in the Abbotsford and Chilliwack office, to perform various office duties, to generate content and promotional material, and to generate graphic and multimedia content.

26. OTHER OFFICE STAFF - \$5,464.53 (BUDGETED: \$17,554)

Includes Finance Assistants and Graphics Media Assistant.

27. CPP, EI & PAYROLL CHARGES (STUDENT STAFF) - \$3,001.91 (BUDGETED: \$15,134)

CPP, EI, and payroll processing charges are no longer included in each student job wage line to reflect the division in our accounting software.

28. BOARD CHAIR - \$400.00 (BUDGETED: \$1,200)

A student who is hired as a neutral chair for all board meetings and general meetings: the student receives an honorarium of \$100/month.

## GENERAL STUDENT SERVICES

	General Student Services	2016/2017	Q1	Q2	Q3
30	Food Services Subsidy	81,990	-	-	-
31	Clubs & Associations Funding	56,500	8,292.71	11,014.90	4,841.81
32	Engagement Committee	18,000	66.00	1,585.55	1,488.46
33	Welcome Week	15,000	-	12,685.02	1,241.96
34	Elections	6,000	-	-	-
35	Clubs & Associations Committee	2,200	138.07	84.02	209.68
36	Executive Committee	1,000	-	477.05	107.92
37	Governance Committee	600	-	-	-
38	Finance Committee	400	-	11.10	30.00
39	Student App	0	0	0	0
40	<b>Total General Student Services Expense</b>	<b>181,690</b>	<b>8,496.78</b>	<b>25,857.64</b>	<b>7,919.83</b>

30. FOOD SERVICES SUBSIDY – \$0 (BUDGETED: \$81,990)



This line covers the projected operating deficit of a licensed restaurant (The Canoe), a coffee shop (Fairgrounds) and a catering service.

**31. CLUBS & ASSOCIATIONS FUNDING - \$4,841.81 (BUDGETED: \$56,500)**

Student Associations and Clubs are registered by SUS and receive funding for their events as requested.

**32. ENGAGEMENT COMMITTEE - \$1,488.46 (BUDGETED: \$18,000)**

SUS is beginning to focus on presenting signature events throughout the year through the Engagement Committee.

**33. WELCOME WEEK - \$1,241.96 (BUDGETED: \$15,000)**

Expenses for Weeks of Welcome for Fall 2016.

**34. ELECTIONS - \$0 (BUDGETED: \$6,000)**

A professional will be hired for the Elections in Winter 2017 in order to make the election process more proficient.

**35. CLUBS & ASSOCIATIONS COMMITTEE - \$209.68 (BUDGETED: \$2,200)**

The Clubs and Associations Committee budget line includes all expenses relating to the committee's general printing, poster printing and organizing Socials and Workshops.

**36. EXECUTIVE COMMITTEE - \$107.92 (BUDGETED: \$1,000)**

The Executive Committee has a small budget to cover different operating costs and to allow for Executive Committee directed initiatives that wouldn't otherwise fit within the budget.

**37. GOVERNANCE COMMITTEE - \$0 (BUDGETED: \$600)**

The Governance Committee budget is primarily comprised of printing expenses relating to the printing of meeting minutes, the expenses relating to the SUS Annual General Meeting, referenda's, and other ad-hoc committee expenses.

**38. FINANCE COMMITTEE - \$30.00 (BUDGETED: \$400)**

The Finance Committee budget is primarily comprised of printing expenses relating to the printing of meeting minutes, fund requests, cheque requisitions, invoices and other business expenses of the committee.

# EXPENSES – OPERATING

Operating Expenses		2016/2017	Q1	Q2	Q3
<b>41</b>	Permanent Staff Salaries	<b>166,200</b>	26,287.80	49,696.22	17,324.68
<b>42</b>	Permanent Staff Benefits	<b>15,252</b>	1,272.45	1,272.45	418.35
<b>43</b>	Auditor	<b>13,400</b>	5,512.50	5,512.50	8,516.81
<b>44</b>	Advertising and Promotion	<b>13,000</b>	6,100.85	79.19	575.08
<b>45</b>	CPP, EI, Payroll Charges (Permanent Staff)	<b>10,375</b>	2,423.81	2,470.26	1,013.88
<b>46</b>	Legal Services	<b>10,000</b>	3,356.66	17,442.26	3,446.59
<b>47</b>	Insurance	<b>6,200</b>	5.19	275.00	-
<b>48</b>	Retreat & Teambuilding	<b>4,500</b>	3,598.76	425.02	-
<b>49</b>	Professional Development	<b>2,700</b>	909.00	610.00	20.00
<b>50</b>	Parking	<b>1,500</b>	1,435.07	-	-
<b>51</b>	Miscellaneous	<b>1,500</b>	-	39.20	27.11
<b>52</b>	Catering & Food Services	<b>1,350</b>	119.83	105.53	281.03
<b>53</b>	Mileage Allowance	<b>1,250</b>	598.38	150.55	131.79
<b>54</b>	External Recognition & Appreciation	<b>575</b>	392.56	-	-
<b>55</b>	Bank Charges	<b>400</b>	60.00	50.00	-
<b>56</b>	Societal Filing Fees	<b>200</b>	-	-	-
<b>57</b>	<b>Total Operating Expenses</b>	<b>248,402</b>	<b>52,072.86</b>	<b>78,128.18</b>	<b>31,755.32</b>

## 41. PERMANENT STAFF SALARIES - \$17,324.68 (BUDGETED: \$166,200)

This line covers the salaries of all permanent full-time staff members. It also includes a significantly small percentage that is being paid to Executives who are handling permanent staff positions that are currently vacant (it is being calculated as: 10 hours per week x \$15.65 per hr)

## 42. PERMANENT STAFF BENEFITS - \$418.35 (BUDGETED: \$15,252)

All permanent full-time staff receive pension coverage. Have access to a Medical Services Plan, which includes doctor's office and hospital care. Health and Dental plan and an RRSP which matches a max of 6% of payroll deduction.

## 43. AUDITOR - \$8,516.81 (BUDGETED: \$13,400)

Auditor expenses are on track with the budgeted amount.

## 44. ADVERTISING AND PROMOTION – \$575.08 (BUDGETED: \$13,000)

Advertising and promotion expenses will be distributed throughout the year, as we work in new and innovative ways to advertise the Student Union Building, our services, and ways to interact with the society.

**45. CPP, EI, PAYROLL CHARGES (PERMANENT STAFF) - \$1,013.88 (BUDGETED: \$10,375)**

CPP, EI, and payroll processing charges are no longer included in staff benefits wage line to reflect the division in our accounting software.

**46. LEGAL SERVICES - \$3,446.59 (BUDGETED: \$10,000)**

Legal counsel was necessary in order to review documentation: SUS Bylaws and other legal matters. Additional legal services were necessary to review legal matters relating to the Student Union Society.

**47. INSURANCE - \$0 (BUDGETED: \$6,200)**

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

**48. RETREAT & TEAMBUILDING - \$0 (BUDGETED: \$4,500)**

All costs of the annual SUS retreat are accounted for. The remaining funds are allocated for small teambuilding and development activities throughout the remainder of the year.

**49. PROFESSIONAL DEVELOPMENT - \$20.00 (BUDGETED: \$2,700)**

This line is front loaded for activities that occur during the generally less busy summer semester, where staff have some flexibility to be out of the office for various professional development opportunities.

**50. PARKING - \$0 (BUDGETED: \$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.

**51. MISCELLANEOUS - \$27.11 (BUDGETED: \$1,500)**

This covers small expenses that do not do not fit anywhere else in the budget. These expenses were for Support Services communication.

**52. CATERING & FOOD SERVICES - \$281.03 (BUDGETED: \$1,350)**

This line covers the costs of food whenever required for SUS activities. To this date it has been used for events relating to Engagement.

**53. MILEAGE ALLOWANCE - \$131.79 (BUDGETED: \$1,250)**

Reimbursement is offered to Board Members and Staff when travel is required for official business. SUS strives to avoid travel whenever it can be replaced through electronic means.

**54. EXTERNAL RECOGNITION & APPRECIATION - \$0 (BUDGETED: \$575)**

This new line is to provide forms of recognition and appreciation to various people who assist and support SUS in its activities.

**55. BANK CHARGES - \$0 (BUDGETED: \$400)**

All of our banking is done through BMO: this line covers the annual fees for business credit cards and similar expenses.

**56. SOCIETAL FILING FEES - \$0 (BUDGETED: \$200)**

As an incorporated non-profit society, the SUS must pay an annual registration fee to the BC Registrar.

# EXPENSES - OFFICE

	Office Expenses	2016/2017	Q1	Q2	Q3
58	Office Supplies	2,750	669.84	478.74	26.28
59	Telephone	2,700	687.36	635.52	480.00
60	Computer Accessories & Software	1,400	674.30	38.64	-
61	Amortization	1,000	-	-	-
62	Equipment Leases	660	-	-	157.44
63	Printing & Photocopying	450	154.35	129.56	230.24
64	Shipping & Postage	500	-	120.00	-
65	<b>Total Office Expenses</b>	<b>9,460</b>	<b>2,185.85</b>	<b>1,402.46</b>	<b>893.96</b>

## 58. OFFICE SUPPLIES - \$26.28 (BUDGETED: \$2,750)

New supplies have been needed to support the increasing number of student staff.

## 59. TELEPHONE - \$480.00 (BUDGETED: \$2,700)

The SUS subsidizes the three Executives and one staff members for the use of their phones for SUS business.

## 60. COMPUTER ACCESSORIES & SOFTWARE - \$0 (BUDGETED: \$1,400)

As expected this line should not increase much for the rest of the fiscal year, as purchases of this sort do tend to last a long time.

## 61. AMORTIZATION - \$0 (BUDGETED: \$1,000)

Amortization has been necessary for the general operations lines. It is not expected to increase significantly in the future.

## 62. EQUIPMENT LEASES - \$157.44 (BUDGETED: \$660)

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

## 63. PRINTING & PHOTOCOPYING - \$230.24 (BUDGETED: \$450)

Colour printing and poster printing is now managed by FixIT, which will chargeback individual budget lines as necessary for any printing or for general SUS event printing.

#### 64. SHIPPING & POSTAGE - \$0 (BUDGETED: \$500)

For years we have shipped mail through UFV, but only now have they begun charging us for this. Most communication is through digital mediums, though many items still go through the mail.

# CAPITAL INVESTMENT

<b>Capital Investment</b>	<b>2016/2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
<b>66</b> Contribution to Contingency Fund	<b>11,176</b>	-	-	-
<b>67</b> Contribution to Non-liquid Investments	<b>16,350</b>	-	-	-
<b>68 Total Capital Investment</b>	<b>27,526</b>	-	-	-

## 66. CONTRIBUTION TO CONTINGENCY FUND - \$0 (BUDGETED: \$11,176)

This contribution will occur near year-end when funds are available and the year-end outlook is available.

## 67. CONTRIBUTION TO NON-LIQUID INVESTMENTS - \$0 (BUDGETED: \$16,350)

This contribution will occur near year-end when funds are available and the year-end outlook is available.

# OTHER SUS FEES & RESTRICTED FUNDS

## HEALTH & DENTAL FEE

The SUS collects \$215.59 per year 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

The SUS collects a fee of \$27.23 (adjustable for inflation) to fund the Campus Connector shuttle bus program, linking Abbotsford, Chilliwack, and Langley. 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.

## STUDENT UNION BUILDING FEE

The SUS collects a fee of \$35/semester for the Student Union Building (SUB) Fund. With the SUB now complete, the single biggest expense in this fund is the \$10million 25-year mortgage on the building, with the fund also covering the operating costs, including utilities, janitorial, staffing, and other areas.

## U-PASS FEE

The SUS collects a fee of \$43.13/semester (adjustable for inflation) to operate 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 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. UFV pays SUS a subsidy to support the management and administration of this program.



# APPENDIX A: Q1 FINANCIAL REPORT

## REVENUES

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8	ATM Revenue	800	-	84.00	145
9	Miscellaneous Revenue	500	9.40	35.00	-
10	Scholarship/Bursary Income Fund	0	0	0	0
11	<b>Total Revenue</b>	<b>775,799</b>	<b>92,195.62</b>	<b>292,483.82</b>	<b>301,622.69</b>

## EXPENSES – STUDENT SERVICES

### STUDENT ADVOCACY & SUPPORT

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### STUDENT JOBS

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## GENERAL STUDENT SERVICES

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<b>32</b>	Engagement Committee	<b>18,000</b>	66.00	1,585.55	1,488.46
<b>33</b>	Welcome Week	<b>15,000</b>	-	12,685.02	1,241.96
<b>34</b>	Elections	<b>6,000</b>	-	-	-
<b>35</b>	Clubs & Associations Committee	<b>2,200</b>	138.07	84.02	209.68
<b>36</b>	Executive Committee	<b>1,000</b>	-	477.05	107.92
<b>37</b>	Governance Committee	<b>600</b>	-	-	-
<b>38</b>	Finance Committee	<b>400</b>	-	11.10	30.00
<b>39</b>	Student App	<b>0</b>	0	0	0
<b>40</b>	<b>Total General Student Services Expense</b>	<b>181,690</b>	<b>8,496.78</b>	<b>25,857.64</b>	<b>7,919.83</b>

## EXPENSES – OPERATING

Operating Expenses		2016/2017	Q1	Q2	Q3
<b>41</b>	Permanent Staff Salaries	<b>166,200</b>	26,287.80	49,696.22	17,324.68
<b>42</b>	Permanent Staff Benefits	<b>15,252</b>	1,272.45	1,272.45	418.35
<b>43</b>	Auditor	<b>13,400</b>	5,512.50	5,512.50	8,516.81
<b>44</b>	Advertising and Promotion	<b>13,000</b>	6,100.85	79.19	575.08
<b>45</b>	CPP, EI, Payroll Charges (Permanent Staff)	<b>10,375</b>	2,423.81	2,470.26	1,013.88
<b>46</b>	Legal Services	<b>10,000</b>	3,356.66	17,442.26	3,446.59
<b>47</b>	Insurance	<b>6,200</b>	5.19	275.00	-
<b>48</b>	Retreat & Teambuilding	<b>4,500</b>	3,598.76	425.02	-
<b>49</b>	Professional Development	<b>2,700</b>	909.00	610.00	20.00
<b>50</b>	Parking	<b>1,500</b>	1,435.07	-	-
<b>51</b>	Miscellaneous	<b>1,500</b>	-	39.20	27.11
<b>52</b>	Catering & Food Services	<b>1,350</b>	119.83	105.53	281.03
<b>53</b>	Mileage Allowance	<b>1,250</b>	598.38	150.55	131.79
<b>54</b>	External Recognition & Appreciation	<b>575</b>	392.56	-	-

<b>55</b>	Bank Charges	<b>400</b>	60.00	50.00	-
<b>56</b>	Societal Filing Fees	<b>200</b>	-	-	-
<b>57</b>	<b>Total Operating Expenses</b>	<b>248,402</b>	<b>52,072.86</b>	<b>78,128.18</b>	<b>31,755.32</b>

## EXPENSES - OFFICE

	<b>Office Expenses</b>	<b>2016/2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
<b>58</b>	Office Supplies	<b>2,750</b>	669.84	478.74	26.28
<b>59</b>	Telephone	<b>2,700</b>	687.36	635.52	480.00
<b>60</b>	Computer Accessories & Software	<b>1,400</b>	674.30	38.64	-
<b>61</b>	Amortization	<b>1,000</b>	-	-	-
<b>62</b>	Equipment Leases	<b>660</b>	-	-	157.44
<b>63</b>	Printing & Photocopying	<b>450</b>	154.35	129.56	230.24
<b>64</b>	Shipping & Postage	<b>500</b>	-	120.00	-
<b>65</b>	<b>Total Office Expenses</b>	<b>9,460</b>	<b>2,185.85</b>	<b>1,402.46</b>	<b>893.96</b>

## CAPITAL INVESTMENT

	<b>Capital Investment</b>	<b>2016/2017</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>
<b>66</b>	Contribution to Contingency Fund	<b>11,176</b>	-	-	-
<b>67</b>	Contribution to Non-liquid Investments	<b>16,350</b>	-	-	-
<b>68</b>	<b>Total Capital Investment</b>	<b>27,526</b>	-	-	-