

IT'S TIME



STUDENT UNION SOCIETY

MOST COMPREHENSIVE,
MOST TRANSPARENT,
BUDGET EVER.
FOR 2009/2010

**PRESENTED AT THE SUS EGM
FEBRUARY 2009.**



UFV Student Union Society Operating Budget 2009/2010

Department	Budget 2009/2010	Actual 2008/2009	Over/Under
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Revenues

Student Union Society Fees	\$ 510,000.00	\$ 496,000.00	\$ 14,000.00
Prior Year Balance-Operating budget	\$ -	\$ 61,000.00	-\$ 61,000.00
Ombudsman Fund-Prior Year Balance	\$ 6,000.00	\$ 6,000.00	\$ -
Interest Income	\$ 30,000.00	\$ 3,000.00	\$ 27,000.00
Business and Event Revenue	\$ 26,000.00	\$ 24,000.00	\$ 2,000.00
ATM Revenue	\$ 5,100.00	\$ 9,000.00	-\$ 3,900.00
Total Revenues	\$ 577,100.00	\$ 599,000.00	-\$ 21,900.00

Expenditures

Student Government:

President	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
VP East	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
VP Academic	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
VP Finance	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
VP Internal	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
VP Social	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
Community Representatives (5 positions)	\$ 15,000.00	\$ 6,050.00	\$ 8,950.00
Representatives at Large (9 positions)	\$ 27,000.00	\$ 16,500.00	\$ 10,500.00
Retreat	\$ 12,000.00	\$ 19,225.05	-\$ 7,225.05
Cellphone Allowance for Board	\$ 7,200.00	\$ 2,500.00	\$ 4,700.00
Mileage Allowance for Board	\$ 6,000.00	\$ 5,000.00	\$ 1,000.00
Ombudsman	\$ 6,200.00	\$ -	\$ 6,200.00
Total Student Government:	\$ 131,000.00	\$ 94,275.05	\$ 36,724.95

Administration:

Staff Salaries	\$ 115,700.00	\$ 117,000.00	-\$ 1,300.00
Payroll Benefits	\$ 26,000.00	\$ 22,000.00	\$ 4,000.00
Office Expenses-Abbotsford and Chilliwack	\$ 9,700.00	\$ 10,000.00	-\$ 300.00
Professional Services-Lawyer and Auditor	\$ 23,000.00	\$ 31,000.00	-\$ 8,000.00
Printing, fax, postage, freight, etc.	\$ 4,000.00	\$ 5,000.00	-\$ 1,000.00
Advertising and Promotion	\$ 16,000.00	\$ 16,000.00	\$ -
Telephone-Abbotsford and Chilliwack	\$ 700.00	\$ 700.00	\$ -
Insurance for Society	\$ 3,000.00	\$ 4,500.00	-\$ 1,500.00
Total Administration Costs:	\$ 198,100.00	\$ 206,200.00	-\$ 8,100.00

Operating Budget Spreadsheet continued on the next page.



UFV Student Union Society Operating Budget 2009/2010

Department	Budget 2009/2010	Actual 2008/2009	Over/Under
Student Services:			
Clubs and Associations	\$ 72,000.00	\$ 60,000.00	\$ 12,000.00
Emergency Student Grants	\$ 25,000.00	\$ 13,379.00	\$ 11,621.00
Handbook	\$ 17,000.00	\$ 18,065.00	-\$ 1,065.00
Events	\$ 70,000.00	\$ 65,000.00	\$ 5,000.00
CASA Membership Fees	\$ 16,000.00	\$ 15,000.00	\$ 1,000.00
Grants	\$ 25,000.00	\$ 30,000.00	-\$ 5,000.00
Lobbying	\$ 23,000.00	\$ 28,000.00	-\$ 5,000.00
Casey's on Campus	\$ -	\$ 55,000.00	-\$ 55,000.00
Total Student Services:	\$ 248,000.00	\$ 284,444.00	-\$ 36,444.00
Total Expenditures:	\$ 577,100.00	\$ 584,919.05	-\$ 7,819.05
Surplus (Deficit)	\$ -	\$ 14,080.95	-\$ 14,080.95

*Actual 2008/2009 are academic estimates, fiscal year end is March 31, 2009

UFV STUDENT UNION SOCIETY OPERATING BUDGET NOTES

GENERAL

It should be noted that while the operating revenues and expenses are covered here, more detailed budget sheets and the accompanying notes for each sub-section will follow.

NOTES ON THE REVENUES

Student Union Society Fees

A fee increase of \$5 per student per semester was voted on and passed at the September 2008 AGM, bringing the semester fee to \$30 per student. The budgeted amount for **Student Union Society Fees** is based on an estimated enrollment of 17,000 students over the course of an entire year (not semester enrollment), which is an increase of about 500 enrollments from the previous year's budget.

Ombudsman Fund-Prior Year Balance

This funding is provided to the **Student Union Society** for use in hiring a third-party mediator between the **Society** and the University. Expenses for such a position are also accounted for below (see Student Government Expenses.)

Interest Income

This is interest income that is earned on all funds in

Student Union Society bank accounts, and it should be noted that this is the first year the **Student Union Society** will receive interest on all of its accounts.

Business and Event Revenue

\$24,000 of this revenue is income from a sponsorship agreement between the University and Coca-Cola. This figure is based on data from previous years. The remainder of this revenue is earned through events during the year.

ATM Revenue

This represents revenues from the ATM machines positioned on the Abbotsford and Chilliwack North campuses. There is a slight decrease expected in ATM revenues because the UFV cafeteria is better equipped to handle Interac and credit card transactions this year.

NOTES ON THE EXPENDITURES

Student Government

There are several kinds of positions on the **Student Union Society** board, each with a different rate of pay allocated according to the amount of responsibility and effort that is expected from the official in that position.

Operating Budget Notes continued on the next page.

It takes a lot to run the Student Union Society

Operating Budget Notes continued from the last page.

Executive positions (the president and vice presidents) receive honoraria of \$800 per month.

Community positions (the residence representative, disabilities representative, trades representative, international students representative and aboriginal representative) all receive honoraria of \$250 per month.

Representatives-at-Large receive honoraria of \$250 per month.

These figures are higher than previous years due to an increase approved through a majority vote at the September 2008 AGM. Even with the increase, the rate of pay for the executive is low when compared to positions in other student governments of a similar size across the province and the country, particularly the honoraria for the president.

It should also be noted that the total budgeted expenditure for salaries applies to 20 people in a variety of positions.

Retreat

The amount budgeted for the annual retreat is based on historical data for one main retreat at the beginning of a Board's term in office to familiarize members with the policies and procedures of the **Student Union Society**.

Cellphone and Mileage Allowances for the Board

Cellphone and Mileage expenses are based on maximum amounts that can be claimed by Board members through the year. Although historically these amounts have not been claimed, funds are made available to ensure proper allocation if they are needed. Efficient communication and travel to meetings and events are requirements of Directors.

Ombudsman

The Ombudsman mentioned in the Revenues section is expensed here. The full \$6,000 in funds received from the University (\$3,000) and the **Student Union Society** (\$3,000) is allocated here, as well as some other expenses that are usually incurred such as office expenses.

Administration

Staff Salaries and Payroll Benefits

This section represents the total remuneration packages for the three (3) staff who maintain a consistent presence in the **Student Union Society** offices and facilities during the school week.

Office expenses

Expected office expenses are based on historical data, but have also been increased to account for the increased office presence on the Chilliwack North campus.

Professional services – Lawyer and Auditor

These figures are based on historical data, and are conservative to ensure that such services are used only when necessary. They can be adjusted at a later date if it is shown that services beyond the budgeted expectation is required, such as to help with Student Union Building or UPASS issues.

Printing costs – Abbotsford and Chilliwack

This expenditure includes all fax charges, postage of business and student materials, freight beyond campuses and other general operational expenses.

Advertising and Promotion

This allocation is historically based and kept at the same level as the previous budget, due to the expectation that changes in such efforts will be based on some tried-and-true activities, and new initiatives that replace less effective promotional initiatives or merchandise.

What is the UFV Student Union Society?

The Student Union Society is a non-profit organization registered under the BC Society Act, and is run by a Council elected by the student body, from the student body, to provide a variety of services that the University does not.

Events

The **Student Union Society** puts on a variety of events each year!

- Watch for our Big Concert events!
- Free admission for UFV students to varsity basketball and volleyball
- Subsidized and free admission to shows and events around the UFV community

Clubs and Associations are funded by the **Student Union Society**, including:

- Agriculture Students Association
- Business Administration Students Association
- Students for Sustainability
- The UFV Hockey Club
- Visual Art Student Association

...and many, many more!

Insurance for the Society

This requirement is based on historical costs that are known and quoted for the coming year. The figure has been decreased here from previous years because insurance allocated to **Casey's** has been removed from the operating budget of the **Student Union Society**.

Student Services

Clubs and Associations

Funding opportunities for student organizations have been increased by \$12,000 from the previous budget to allow for more Clubs and Associations activities around campus.

Emergency Student Grants

Each year these funds are allocated to the University to help students who find themselves in an emergency situation and in need of money. This amount has been given each year and will be continued in the new budget. The **Student Union Society** also sends a letter to the province each year with a request to match the donation

given to the University, which for the past several years has been granted, giving the University a total of \$50,000 to put towards emergency student grants.

Handbook

Expenses for the Annual **Student Union Society** Handbook are based on historical data and offset by revenues earned through advertising solicited from local businesses. The quoted expense for the 2009-2010 Handbook is slightly lower than the previous year to adjust for a decrease in the number of books expected to be ordered for the upcoming year.

Events

The **Student Union Society** puts on or helps organize many events throughout the year including the Dis-Orientation concert in September, involvement in the Welcome Back Barbecue held at the beginning of each Fall semester and weekly pub nights with prizes and games. Events budgeting is historically high and will remain at the same level as previous years to ensure campus events for student interaction and enjoyment.

CASA Membership Fees

The Canadian Alliance Student Associations (CASA) is a federal lobbying group that represents student governments from across Canada by bringing post secondary education issues to the Canadian government. Membership fees for this group are quoted straight from CASA.

Grants

Grants are monies used for programs around UFV's community such as the Angel Tree project, athletics tickets for students and theatre sponsorships. The budgeted funds are based on amounts historically given by the **Student Union Society**.

Lobbying

Lobbying is recognized as an important activity for student governments, and involves conference trips and other travel to bring student issues to those people who can make policy changes in local, provincial and federal governments. This account is reduced in the current budget, however the intended usage will be more efficient to ensure that these important student issues are addressed.

NOTES ON THE 2009-2010 BUDGET BALANCE

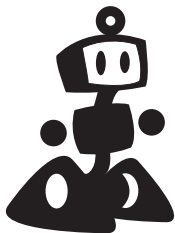
The **UFV Student Union Society** is a non-profit organization. Most non-profits do not run a balanced budget because to do so leaves no room for emergencies; however, a non-profit organization is supposed to allocate and use all their funds during each fiscal year and show no profit. The **Student Union Society** is such an organization, and so the mandate for this budget has been to allocate all funds, and to keep with the accounting ideals set forward for not-for-profit organizations.

Casey's on Campus Restaurant

Casey's has a menu to suit a variety of tastes, with dishes to please everyone! It's your restaurant, run by the **Student Union Society** for your enjoyment.

- Daily Soup & Sandwich Specials
- Burgers, Sandwiches & Wraps
- Appetizers & Salads

Casey's is also a fully licensed establishment, and is available for special events bookings.



SERVICES FOR STUDENTS Campus Life

- Student handbooks
- FAX service (minimal fee)

Representation and Advocacy

- Lobbying local, provincial and federal government
- Support in academic appeals
- Government representation



Funding

- Emergency student grants
- Scholarships and bursaries
- Promotional giveaways

SUS Health & Dental plan

As mandated by referendum in September 2004, the **Student Union Society** provides an extended health and dental plan.

UFV STUDENT UNION SOCIETY STUDENT GOVERNMENT 2009/2010 NOTES

The budgeted amount for each Board position has increased this fiscal year as a result of the approval of an ordinary resolution by the **Student Union Society** membership at the Annual General Meeting (AGM) of September 2008, which raised the honoraria paid to Executive Directors from \$500/month, or \$6,000/year, to \$800/month, or \$9,600/year, and from \$150/month, or \$1,800/year to \$250/month, or \$3,000/year for Directors (Representatives-at-Large and Community Representatives).

This change was recommended by the Office of the Vice President of Finance to the membership of the **Student Union Society** for three reasons.

First, honoraria rates had remained unchanged for a period of five (5) years previous to this. As a result, the honoraria rates did not accurately reflect the cost of education increases, notably tuition and ancillary fees, which had occurred in the five (5) years since the rate was last changed. The inaccuracy of the honoraria rates with respect to the cost of living, students being dependent on financial aid, or those lacking the fiscal capacity to pursue their studies full-time without an external source of income, would be prevented from becoming involved in the **Student Union Society**.

Second, the time commitment expected of Directors of the **Student Union Society** in general, and Executive Members in particular, is such that, at the previous rates, it would be untenable for such a student to fulfill these commitments, continue to be a student and pay tuition, and still be able to cover basics such as food or rent.

The final reason for the recommendation to increase the honoraria rates is that a brief survey, conducted by the Office of the Vice President of Finance, concluded that in comparison to student unions of similar size at institutions across Canada, the Executive Directors were grossly underpaid. However, the recommendation to only marginally increase the honoraria of Executive Directors and use the available funds



STUDENT UNION SOCIETY

UFV SUS Student Government 2009/2010

Department	Budget 2009/2010	Actual 2008/2009	Over/Under
President:			
Honoraria	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
Cellphone Allowance	\$ 360.00	\$ 360.00	\$ -
Total President:	\$ 9,960.00	\$ 7,860.00	\$ 2,100.00

VP East:			
Honoraria	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
Cellphone Allowance	\$ 360.00	\$ 360.00	\$ -
Total VP Academic:	\$ 9,960.00	\$ 7,860.00	\$ 2,100.00

VP Academic:			
Honoraria	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
Cellphone Allowance	\$ 360.00	\$ 170.00	\$ 190.00
Total VP East:	\$ 9,960.00	\$ 7,670.00	\$ 2,290.00

VP Finance:			
Honoraria	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
Cellphone Allowance	\$ 360.00	\$ 360.00	\$ -
Total VP Finance:	\$ 9,960.00	\$ 7,860.00	\$ 2,100.00

VP Internal:			
Honoraria	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
Cellphone Allowance	\$ 360.00	\$ 110.00	\$ 250.00
Total VP Internal	\$ 9,960.00	\$ 7,610.00	\$ 2,350.00

VP Social:			
Honoraria	\$ 9,600.00	\$ 7,500.00	\$ 2,100.00
Cellphone Allowance	\$ 360.00	\$ 350.00	\$ 10.00
Total VP Social:	\$ 9,960.00	\$ 7,850.00	\$ 2,110.00

Community Representatives (5 Positions):

Honoraria	\$ 15,000.00	\$ 6,050.00	\$ 8,950.00
Cellphone Allowance	\$ 1,800.00	\$ 240.00	\$ 1,560.00
Total Community Representatives:	\$ 16,800.00	\$ 6,290.00	\$ 10,510.00

to instead increase the honoraria of Directors as well, was made in accordance with the basic mandate of the **Student Union Society**; namely, the **Society** must endeavour to involve and advance the interests of as many members of the **Society** as possible.

Foreseeing the budgetary situation of the 2009/2010 fiscal year of the **Student Union Society** as a result of these changes, the 2008/2009 Board enacted, upon the recommendation of the Governance Committee, new and stringent standards by which Directors of the **Society** would be evaluated in respect to the amount of **Student Union Society** business they were actually carrying out, with the awarding of honoraria being contingent on a minimum number of office hours completed for both Directors (5 hrs/week) and Executive Directors (15 hrs/week). These new directives have resulted in an increase in the amount of available labour for use by the **Student Union Society**, which has been used to advance student interests on campus and elsewhere.

Cell phones

In addition to the changes made to the honoraria rates, the 2008/2009 Board, upon the recommendation of the Governance Committee, enacted a new policy related to cell phone expenses. Under the previous policy, Executive Members could claim up to \$63 per month for cell phone usage. Under the new policy, all Directors are eligible for a \$20 voice charge credit, and a \$10 data charge credit each month, provided they have submitted a claim following the reimbursement procedures and have shown unequivocally that their cell phone is being used in a significant or substantial way, for conducting **Student Union Society** business.

Historically, claims under the old policy for reimbursement were very low, and the budgeted amount could be made accordingly low. Under the new policy, it is prudent to budget the maximum claimable amount; however, based on the low historical claim history, as well as the continued low claim frequency, it can be reasonably expected that this particular expense will remain under budget for the next fiscal year.

Reps at Large (9 Positions):

Honoraria	\$	27,000.00	\$	16,050.00	\$	10,950.00
Cellphone Allowance	\$	3,240.00	\$	1,000.00	\$	2,240.00
Total Reps at Large:	\$	30,240.00	\$	17,050.00	\$	13,190.00

Retreat:

Accommodations	\$	4,500.00	\$	4,500.00		
Food/Drink	\$	4,800.00	\$	4,800.00		
Mileage/Rentals	\$	1,000.00	\$	1,000.00		
Entertainment Expense	\$	1,500.00	\$	1,500.00		
Office Supplies	\$	100.00	\$	100.00		
Miscellaneous	\$	100.00	\$	100.00		
Total Retreat:	\$	12,000.00	\$	19,225.05	-\$	7,225.05

Ombudsman

Salaries	\$	6,000.00	\$	-	\$	6,000.00
Office Supplies	\$	200.00	\$	-	\$	200.00
Miscellaneous	\$	-	\$	-	\$	-
Total Ombudsman:	\$	6,200.00	\$	-	\$	6,200.00

Mileage

Allowance for 20 Board Members	\$	6,000.00	\$	5,000.00	\$	1,000.00
Total Mileage:	\$	6,000.00	\$	5,000.00	\$	1,000.00
Total Student Government:	\$	131,000.00	\$	94,275.05	\$	36,724.95

*Actual 2008/2009 are academic estimates, fiscal year end is March 31, 2009

Retreat

Costs related to the annual Board retreat are in line with the costs incurred during the 2008/2009 fiscal year for the June Board retreat. The Finance Committee, as well as the Office of the Vice President of Finance has recommended that the costs associated with the traditional second retreat, historically occurring sometime in December, do not provide significant benefit to students, and do not build or maintain cohesiveness or efficiency with regard to Board operation, as previously posited. As a result, only one retreat has been budgeted for – the annual orientation retreat.

Mileage

The budgeted amount for mileage claims is based on historical usage patterns. Although the **Student Union Society** has improved its office services in Chilliwack, and increased its presence on non-Abbotsford campuses, the claim rates by Board members related to mileage have remained constant over the last three (3) fiscal years. It is reasonable to expect that claims for mileage reimbursement will not increase dramatically over the next fiscal year, and that the budgeted amount will be adequate.



STUDENT UNION SOCIETY

UFV SUS Administration 2009/2010

Department	Budget 2009/2010	Actual 2008/2009	Over/Under
Advertising and Promotion:			
Advertising	\$ 4,000.00	\$ 2,500.00	\$ 1,500.00
Printed materials	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
Signage and Bannering	\$ 1,000.00	\$ 3,500.00	\$ 1,000.00
Promotional items	\$ 9,000.00	\$ 9,000.00	\$ -
Total Ads and Promos:	\$ 16,000.00	\$ 16,000.00	\$ 3,500.00
Professional Services:			
Legal Services	\$ 20,000.00	\$ 25,000.00	-\$ 5,000.00
Auditors	\$ 3,000.00	\$ 6,000.00	-\$ 3,000.00
Miscellaneous	\$ -	\$ -	\$ -
Total Professional Services:	\$ 23,000.00	\$ 31,000.00	-\$ 8,000.00
Administration:			
Staff Salaries	\$ 115,700.00	\$ 117,000.00	-\$ 1,300.00
Payroll Benenfits	\$ 26,000.00	\$ 22,000.00	\$ 4,000.00
Printing, fax, postage, freight, etc.-Abby	\$ 3,000.00	\$ 3,500.00	-\$ 500.00
Printing, fax, postage, freight, etc.-Chwk	\$ 1,000.00	\$ 1,500.00	-\$ 500.00
Telephone	\$ 700.00	\$ 700.00	\$ -
Insurance	\$ 3,000.00	\$ 4,500.00	-\$ 1,500.00
Office- Chilliwack	\$ 2,300.00	\$ 2,500.00	-\$ 200.00
Office- Abbotsford	\$ 7,400.00	\$ 7,500.00	-\$ 100.00
Total Professional Services:	\$ 159,100.00	\$ 159,200.00	-\$ 100.00
Total Administration:	\$ 198,100.00	\$ 206,200.00	-\$ 4,600.00

*Actual 2008/2009 are academic estimates, fiscal year end is March 31, 2009

UFV STUDENT UNION SOCIETY ADMINISTRATION BUDGET NOTES

Advertising and Promotion

Advertising

These are basic expenses regarding advertising for anything from job opportunities within the **Student Union Society** to promoting events. Any form of advertising via radio, television, newspapers, or any other media will come out of this section.

Printed materials

As the Annual **Student Union Society** Handbook is budgeted as a specific item, the majority of the expected printed materials costs are for publications like the *SUS Perspective* and *What We Do* brochures that are printed and distributed among the campuses.

Signage and Bannering

Sometimes large banners cannot be produced using our printer and require an external service provider to produce them. Signage, whether it be for **Student Union Society** events or promoting our university, can be quite costly but we have budgeted appropriately for this cost.

Promotional Items

The **Student Union Society** purchases an inventory of Promotional Materials to use as give away items, intended to increase awareness of the **Society**. This inventory has historically included T-shirts, pens and water bottles, and will reflect current trends in interesting materials available.

Professional Services

Legal Services

Due to a number of issues regarding the UPASS and Student Union Building, our legal fees have been somewhat elevated and it is expected the **Student Union Society** will require at least this amount to ensure important legal aspects are handled appropriately. The **Student Union Society** currently retains the firm of McCarthy-Tétrault.

Auditors

As a non-profit organization the **Student Union Society** is required to retain an auditor to ensure the budgeting process is in line with current accounting and administrative practices. The **Student Union Society** currently retains Turco, Ross & Associates.

Administration

Staff Salaries

At the beginning of the 2008-09 fiscal year, there were three (3) **Student Union Society** staff. The financial

administrator, communications administrator, and Abbotsford administrative assistant. In the summer, it was deemed necessary to provide the Chilliwack campus with greater access to the **Student Union Society**, and a Chilliwack administrative assistant was added to the staff rolls, at 24 hours per week.

Payroll Benefits

A standard health and dental benefits package is provided to **Student Union Society** staff.

Printing, Telephone/Fax, Insurance and Office supplies are all the infrastructure costs necessary for the general operation of the **Student Union Society**.





STUDENT UNION SOCIETY

UFV SUS Student Services 2009/2010

Department	Budget 2009/2010	Actual 2008/2009	Over/Under
Handbook:			
Office Supplies	\$ -	\$ -	\$ -
Publication	\$ 20,000.00	\$ 21,560.00	-\$ 1,560.00
Advertisements	-\$ 3,000.00	-\$ 3,495.00	\$ 495.00
Miscellaneous	\$ -	\$ -	\$ -
Total Handbook:	\$ 17,000.00	\$ 18,065.00	-\$ 1,065.00
CASA Membership Fees:			
Installment 1	\$ 5,300.00	\$ 12,000.00	-\$ 6,700.00
Installment 2	\$ 5,300.00	-\$ 2,350.00	\$ 7,650.00
Installment 3	\$ 5,400.00	\$ 5,350.00	\$ 50.00
Total CASA Membership:	\$ 16,000.00	\$ 15,000.00	\$ 1,000.00
Grants:			
Granted to:			
UFV Brand Launch		\$ 12,000.00	-\$ 12,000.00
Rowing Team and Athletics		\$ 8,000.00	-\$ 8,000.00
Macbeth Night and fashion Show		\$ 2,580.00	
Orientation, Angel tree etc.		\$ 7,420.00	
	\$ 25,000.00		\$ 25,000.00
Total Grants:	\$ 25,000.00	\$ 30,000.00	\$ 25,000.00
Lobbying:			
CASA Conferences	\$ 8,000.00	\$ 17,600.00	-\$ 9,600.00
Conference 1	\$ 2,000.00	\$ 10,000.00	
Conference 2	\$ 2,000.00	\$ 6,200.00	
Conference 3	\$ 2,000.00	\$ -	
Conference 4	\$ 2,000.00	\$ 1,400.00	
Victoria	\$ 8,000.00	\$ 2,000.00	\$ 6,000.00
Local/University	\$ 1,000.00	\$ 400.00	\$ 600.00
Other Conferences	\$ 6,000.00	\$ 8,000.00	-\$ 2,000.00
Total Lobbying:	\$ 23,000.00	\$ 28,000.00	-\$ 5,000.00
Emergency Student Grants (Financial Aid):			
Bi-annual transfer 1	\$ 12,500.00	\$ 13,379.00	-\$ 879.00
Bi-annual transfer 2	\$ 12,500.00	\$ -	\$ 12,500.00
Total Emergency Student Grants:	\$ 25,000.00	\$ 13,379.00	\$ 11,621.00
Total Student Services:	\$ 106,000.00	\$ 104,444.00	\$ 31,556.00

*Actual 2008/2009 are academic estimates, fiscal year end is March 31, 2009

UFV STUDENT UNION SOCIETY STUDENT SERVICES 2009/2010

NOTES

Handbook

The UFV **Student Union Society** Handbook is made available to any and all UFV students, and they are always ready to be picked up in the **Student Union Society** offices. The 2008/2009 edition was the first produced entirely in house by the **Society's** Communications department. The printing cost a total of \$21,560, but advertisement revenues of \$3,495 which brought the cost of the book to \$18,065. Since the decision was made to stay with our current printer, Ricoh Document Management, we estimate that the cost will be the same for the following year.

CASA Membership Fees

In 2008 the student body of the University for the Fraser Valley made the decision via referendum to become a member of the Canadian Alliance of Student Associations (CASA). As a member of this organization we have a voice in saying what we the students of UFV wish to see lobbied for at the Federal level of government. This lobbying is based around the needs and concerns of post-secondary students across Canada. The membership fees are paid in three installments over the fiscal year – two payments of \$5,300 in Summer and Fall and one payment of \$5,400 in Winter.

Grants

Grants are funds given to different departments, student groups and organizations that will be able to use the money to benefit the UFV community. Past grant recipients include the Student Life department for their work on student orientated activities and events on campus, the Fashion department for their annual fashion show which is run by students for student designers and models, the Angel Tree Program and Christmas food hampers that go towards University Students.

Lobbying

With the membership in CASA comes the responsibility of attending their conferences every year to discuss with other student government representatives the needs of students in post secondary education.

Their conferences are also an opportunity to meet our country's leaders and ask them questions and make requests on a face-to-face basis. Lobbying is also an opportunity

for the **Student Union Society** to build stronger ties with other student governments and is an excellent place for networking.

In addition to our Federal lobbying responsibilities, the Finance Committee has set aside more funds for the purposes of lobbying the Provincial government. As the Province is constitutionally responsible for education, the amount of benefit received from lobbying this branch of government warrants greater attention than the **Society** has given in the past; the new amount budgeted more accurately reflects this importance.

Lobbying within the University is also necessary so that UFV is aware of what its students want or need, whether it is new classes, new programs or to do with other student issues.

Throughout the year other conferences arise that are geared towards and run by student governments. It is important that representatives of the **Student Union Society** are able to attend these functions to further our networking potential to other student governments.

Emergency Student Grants

Emergency Student Grants are a very important service given by the **Student Union Society** to UFV for students who find themselves in financial trouble. Two transfers are made to the school in two sums of \$12,500, one in Fall semester and one in the Winter semester. This funding, since it comes from an entity other than the University itself, is therefore matched by the provincial government, making the total monies received by the University \$50,000.

This funding is crucial for some students' education and is used every year.





STUDENT UNION SOCIETY

UFV SUS Events 2009/2010

Event:	Budget 2009/2010	Actual 2008/2009	Over/Under
Welcome Back BBQ:			
Burgers	\$	100.00	-\$ 100.00
Beverages	\$	100.00	-\$ 100.00
Tent Rental	\$	400.00	-\$ 400.00
Band-Entertainment	\$	250.00	-\$ 250.00
Prizes-Giveaways	\$	600.00	-\$ 600.00
Dis-O:			
Staff Costs	\$	-	\$ -
Band Costs	\$	9,000.00	-\$ 9,000.00
Clean Up Costs	\$	1,500.00	-\$ 1,500.00
Fencing Rental	\$	2,600.00	-\$ 2,600.00
Toilet Rental	\$	1,800.00	-\$ 1,800.00
Burgers Cost	\$	-	\$ -
Liquor Licence Cost	\$	120.00	-\$ 120.00
Insurance	\$	5,000.00	-\$ 5,000.00
Advertising and Promotion	\$	-	\$ -
Wristbands	\$	4,000.00	-\$ 4,000.00
Miscellaneous	\$	700.00	-\$ 700.00
Security	\$	4,700.00	-\$ 4,700.00
Police	\$	5,200.00	-\$ 5,200.00
Sound/Light/Stage Expense	\$	19,000.00	-\$ 19,000.00
Revenue:			
Ticket Revenue	-\$	9,500.00	\$ 9,500.00
Beverage Revenue	-\$	7,020.00	\$ 7,020.00
Sponsorship Revenue	\$	-	\$ -
Bar Events:			
Bands/Entertainment	\$	12,500.00	-\$ 12,500.00
Sound/Lights	\$	3,000.00	-\$ 3,000.00
Prizes	\$	5,000.00	-\$ 5,000.00
Clean Up	\$	950.00	-\$ 950.00
Ticket Revenue	\$	-	\$ -
Campus Events:			
Bands, Pizaas, BBQ etc.	\$	5,000.00	-\$ 5,000.00
Other:	\$	70,000.00	\$ 70,000.00
Total Events:	\$	70,000.00	\$ 65,000.00 \$ 5,000.00

*Actual 2008/2009 are academic estimates, fiscal year end is March 31, 2009

UFV STUDENT UNION SOCIETY EVENTS 2009/2010 NOTES

The Events Budget has been allocated as a fixed amount for 2009/2010, and that funding has not been directed to specific events as it will be up to next year's Board to decide an events schedule.

The 2009/2010 Events Budget has increased by \$5,000 from the previous year, which will give the directors more resources for their planning of events. The Events Budget is an important part of the 2009/2010 Budget as it is the most public face of the **Student Union Society**, and dedicated to the enjoyment of UFV's students.

Welcome Back Barbecue and Dis-Orientation

Last year's Events Committee put on two big events and a fair number of smaller ones. The biggest events for the school, the Welcome Back Barbecue and Dis-Orientation, were both held in the fall semester to welcome all the new students of UFV, and everyone returning after summer semester.

Dis-O was budgeted at a cost of \$30,000. Because the coordinators wanted to make the ticket prices more accessible for all students, tickets were priced at \$10 for students buying them early and \$15 at the door.

The Finance Committee's advice for the incoming Vice President Social is to engage more sponsors in the event, by either offering advertising opportunities at the event, or having sponsor booths around the whole area. Additional sponsorship would allow for affordable ticket prices, while decreasing the deficit.

Bar Events

The 2008-09 Events Committee held many weekly events at **Casey's** on Campus, which is owned and run by the **Student Union Society**. Having events at **Casey's** was convenient since there are no venue rental costs associated with events hosted there, and all revenues from food and drink sales are collected by the **Student Union Society**. Events scheduled at **Casey's** have included karaoke, Canucks games, a Battle of the Bands, and Clubs and Associations events.

In 2008/09 the Vice President Social collaborated with the owners of the Fawltly Tower in Chilliwack, and established that bar as the home pub for the Chilliwack Campuses. The pub owners are enthusiastic about working with the **Student Union Society** to create a place for students to come and hang out. The Events Committee not only established a campus pub in Chilliwack, but also held an event equivalent to the Welcome Back Barbecue, which was a huge pizza giveaway for the Trades and Technology Centre.





UFV SUS Clubs and Associations 2009/2010

Association	Beginning Balance	Spent Funds	Unspent Funds Returned
VASA	\$ 525.00		\$ 525.00
Theatre Association	\$ 525.00		\$ 525.00
TESL	\$ 525.00		\$ 525.00
SWSA	\$ 525.00		\$ 525.00
SPA	\$ 525.00		\$ 525.00
PSA	\$ 525.00		\$ 525.00
PISS	\$ 525.00		\$ 525.00
MOLA	\$ 525.00		\$ 525.00
Math Student Association	\$ 525.00		\$ 525.00
KPESA	\$ 525.00		\$ 525.00
Japanese Student Association	\$ 525.00		\$ 525.00
First Nations SA	\$ 525.00		\$ 525.00
Fashion Design Student Association	\$ 525.00		\$ 525.00
Geography Student Association	\$ 525.00		\$ 525.00
Engineering Student Association	\$ 525.00		\$ 525.00
English Student Association	\$ 525.00		\$ 525.00
Dental Hygiene Student Association	\$ 525.00		\$ 525.00
CJSA	\$ 525.00		\$ 525.00
CISSA	\$ 525.00		\$ 525.00
BIO/CHEM Student Association	\$ 525.00		\$ 525.00
BASA	\$ 525.00		\$ 525.00
Aviation Student Association	\$ 525.00		\$ 525.00
AHS	\$ 525.00		\$ 525.00
Agriculture Student Association	\$ 525.00		\$ 525.00
Total Associations:	\$ 12,600.00	\$ -	\$ 12,600.00

Clubs	Beginning Balance	Spent Funds	Unspent Funds Returned
SAPNA	\$ 300.00		\$ 300.00
UFV Electoral Reform Club	\$ 300.00		\$ 300.00
UFV Skate and Snow Club	\$ 300.00		\$ 300.00
UFV Rugby and Football Club	\$ 300.00		\$ 300.00
UFV Karoke Club	\$ 300.00		\$ 300.00
ACE	\$ 300.00		\$ 300.00
Video Game Club	\$ 300.00		\$ 300.00
Practice Hockey Club	\$ 300.00		\$ 300.00
Hockey Club	\$ 300.00		\$ 300.00
Anime Club	\$ 300.00		\$ 300.00
Tabletop Games Club	\$ 300.00		\$ 300.00
Supervision/Development Club	\$ 300.00		\$ 300.00
SFS	\$ 300.00		\$ 300.00
Student Athletics Club	\$ 300.00		\$ 300.00
Student Advisory Council	\$ 300.00		\$ 300.00
Pride	\$ 300.00		\$ 300.00
IDSA	\$ 300.00		\$ 300.00
Dr.Who Fan Club	\$ 300.00		\$ 300.00
Conservative Club	\$ 300.00		\$ 300.00
Chinese Culture Club	\$ 300.00		\$ 300.00
Atheists, Skeptics, and Humanists	\$ 300.00		\$ 300.00
Amnesty International	\$ 300.00		\$ 300.00
Karate Club	\$ 300.00		\$ 300.00
Total Clubs:	\$ 6,900.00	\$ -	\$ 6,900.00

Operating Budget Spreadsheet continued on the next page.

UFV SUS Clubs and Associations 2009/2010

Extraordinary Funding

Associations					
Summer	\$	6,300.00		\$	6,300.00
Fall	\$	12,600.00		\$	12,600.00
Winter	\$	12,600.00		\$	12,600.00
Total	\$	31,500.00	\$ -	\$	31,500.00
Clubs					
Summer	\$	4,200.00		\$	4,200.00
Fall	\$	8,400.00		\$	8,400.00
Winter	\$	8,400.00		\$	8,400.00
Total	\$	21,000.00	\$ -	\$	21,000.00
Total Extraordinary Funding:	\$	52,500.00	\$ -	\$	52,500.00
Total Clubs and Associations:					
	\$	72,000.00	\$ -	\$	72,000.00

UFV STUDENT UNION SOCIETY CLUBS AND ASSOCIATIONS NOTES

*** For the purposes of this section, the term "Student Organizations" will be synonymous with "Clubs" and / or "Associations."*

During the 2008/2009 fiscal year, the funding formula for **Student Union Society** funding of Clubs and Associations was changed, effective the Winter 2009 term.

Previously, Clubs were allocated \$300 and Associations \$500 per term. This money was available by assigning signing authority to executive members, and having 25 supporting student signatures. Unused funds were automatically rolled over, and an organization short of funds could file an "Extraordinary Funds Request" during the term. Additionally, there was no mechanism for the **Student Union Society** to discover if the monies were used to benefit the student body.

This system was deemed ineffective. As there were limited checks and balances, it was possible for a Student Organization to obtain a sum of money simply to throw parties, or buy goods/services for personal use.

As a result, the following changes were made to the funding formula:

1. Clubs would receive \$100 and Associations would receive \$175 per term as "start-up funding". To have this initial funding allocated the Student Organization must include basic details about events and activities they intend to organize over the term, and an estimate of revenues and expenses.
2. Requests for additional funding for any activities need to be submitted to the Board by providing details on planned events and activities the monies would go to.

3. When an activity is completed, the organization is to provide the **Student Union Society** with an update on how the event ran, the final event budget, and recommendations for running similar events.

4. Funds left unused by a Student Organization will no longer be rolled over without a valid reason (i.e. they are saving for a large-scale event in an upcoming term).

The new system results in a more effective allocation of financial resources. By reclaiming unused funds at the end of a term, the **Student Union Society** can then divert those funds to Associations and Clubs who could actually use that money. It also ensures that money that has been allocated will almost certainly be spent in the same fiscal year, so that current **Student Union Society** dues are going back to the same students in the form of Student Organization events. Finally, the new requirements about planned events and activities help ensure that funds are indeed being used for the purposes for which they were intended.

For the 2009/10 fiscal year, it is expected that there will be 24 Associations (24 x \$175 x 3 terms) and 23 Clubs (23 x \$100 x 3 terms) for which \$6,900 is budgeted for start-up.

Extraordinary funding allocated for all Associations is \$31,500 and the Extraordinary funding allocated for all Clubs is \$21,000.

The money available is divided by term to ensure equality between Student Organizations over the entire year: 40 per cent each for the Fall and Winter terms, and 20 per cent for the Summer term.

Under this new system, it is hoped that there will be activities and events throughout the year. No longer will it be possible for an entire year's Clubs and Associations funding to be used up mid-year.



STUDENT UNION SOCIETY

UFV Student Union Society Budget 2009/2010

Department	Budget 2009/2010	Actual 2008/2009	Over/Under
Revenues			
SUS Operating Fee and Business revenue	\$ 577,100.00	\$ 496,000.00	\$ 81,100.00
UPASS Fees	\$ 544,000.00	\$ -	\$ 544,000.00
SUB Fees	\$ 595,000.00	\$ 565,000.00	\$ 30,000.00
HDP Fees	\$ 699,969.84	\$ 640,000.00	\$ 59,969.84
Total Revenues:	\$ 2,416,069.84	\$ 1,701,000.00	\$ 715,069.84
Expenditures			
HDP Instalments			
Installment Quarter 2	\$ 377,761.36	\$ 331,000.00	\$ 46,761.36
Installment Quarter 4	\$ 309,077.48	\$ 280,000.00	\$ 29,077.48
HDP Administrative Assistant-Chilliwack	\$ 13,131.00	\$ 24,000.00	-\$ 10,869.00
UPASS Installments			
Installment June 2009	\$ -	\$ -	\$ -
Installment October 2009	\$ 299,200.00	\$ -	\$ 299,200.00
Installment February 2010	\$ 244,800.00	\$ -	\$ 244,800.00
SUS General Operations for the 2009/2010	\$ 577,100.00	\$ 496,000.00	\$ 81,100.00
Total Expenditures:	\$ 1,821,069.84	\$ 1,131,000.00	\$ 690,069.84
Contribution to SUB Building Fund	\$ 595,000.00	\$ 565,000.00	\$ 30,000.00
Surplus (Deficit):	-\$ 0.00	\$ 5,000.00	-\$ 5,000.00

*Actual 2008/2009 are academic estimates, fiscal year end is March 31, 2009

UFV STUDENT UNION SOCIETY RESTRICTED ACCOUNTS NOTES

While the Board of Directors of the **Student Union Society** has complete control and oversight as to the disbursement of funds in the operational budget, the **Student Union Society** nevertheless is responsible for a number of assets and accounts which are not directly accessible, but are the basis for a number of services the **Student Union Society** provides to its members.

The UPASS fee, of \$40 per semester per student, and the Student Union Building (SUB) fee, of \$35 per semester per student are universal and mandatory, and are collected along with the general **Student Union Society** Fee of \$30, which funds our operational budget. The Health and Dental Plan (HDP) fee of \$159.92 per year (September to August) is mandatory only for those members not already covered under a comparable health plan; as a result, the HDP fee is only paid by 50 to 60 per cent of members.

All of the above fees (UPASS, SUB, and HDP) are collected as the result of a majority vote in referenda conducted by the **Student Union Society**, and all are bound through legal agreements. As a result, monies gathered from these fees come into the possession of the **Student Union Society** at specific points in the year, and are then paid out to the appropriate payee.

For example, as noted here, the HDP costs are paid out to StudentCare, the Health and Dental Plan provider, on a biannual basis in Quarter 2 and Quarter 4 of the fiscal year, as determined by a legal agreement between StudentCare and the **Student Union Society**. The UPASS and SUB fees are subject to, or will be subject to, similar legal agreements.

It is important to stress here that while the **Student Union Society** collects these fees and pays them out on behalf of its membership, it does not have full access or discretion to these funds as it does for the operational budget. Due to the nature of the legal agreements each of the above fees is subject to, the ability of the **Student Union Society** to move funds from one account to the next is severely restricted, if not forbidden.





STUDENT UNION SOCIETY

UFV SUS Funds 2009/2010

Department	Budget 2009/2010	Actual 2008/2009	Over/Under
HDP Reserve Fund:			
Current Savings	\$ 82,600.15	\$ 82,600.15	\$ -
Total HDP Reserve Fund:	\$ 82,600.15	\$ 82,600.15	\$ -
Capital Fund:			
Current Savings	\$ 315,393.80	\$ 355,300.59	-\$ 39,906.79
Expected Expenditures			
Printer Lease-Abbotsford	-\$ 5,335.68	-\$ 5,335.68	\$ -
Printer Lease-Chilliwack	-\$ 2,997.12	-\$ 2,997.12	\$ -
Capital Expenses	\$ -	\$ 31,573.99	
Capital Injection for launch of MSRH**	-\$ 62,000.00	\$ -	-\$ 62,000.00
Total Capital Fund:	\$ 245,061.00	\$ 315,393.80	-\$ 101,906.79
Total Student Union Funds:	\$ 327,661.15	\$ 397,993.95	-\$ 101,906.79

*Actual 2008/2009 are academic estimates, fiscal year end is March 31, 2009

** My Safe Ride Home program

UFV STUDENT UNION SOCIETY RESERVE ACCOUNTS NOTES

The Health and Dental Reserve Fund

The Health and Dental Reserve Fund (HDRF) exists to cover any unexpected increases in claims over the fiscal year. On the recommendation of StudentCare, the Health and Dental Plan provider, the Office of the Vice President of Finance has endeavoured to ensure the **Student Union Society** reaches its target balance of two (2) per cent of fees collected for the Health and Dental Plan.

The HDRF has exceeded the targeted amount by eight (8) per cent, and, as of Quarter 1, 2009, contains 10 per cent of fees. As a result of this, contributions into the HDRF have been suspended for the foreseeable future. It can be reasonably assumed that, unless there is a dramatic increase in the amount or costs of claims over the next two fiscal years, it will be unnecessary to replenish the HDRF with new contributions.

The Capital Fund

The Capital Fund (CF) exists to cover costs related to capital upgrades undertaken by the **Student Union Society**. Distinct from the Student Union Building fund (SUB), the CF has been used to fund costs such as the leasing of printers for both **Student Union Society** offices in Abbotsford and Chilliwack.

Under the new My Safe Ride Home (MSRH) program, set to be included as a value-added service to the UPASS, there is a necessity for an injection of \$62,000 to get the project off the ground. It is expected that this capital injection will come from the CF, allowing the MSRH program to come into service in September 2009, when the UPASS program is tentatively set to begin.

Based on extensive financial modeling done by the **Student Union Society** and its partners who administer the MSRH program, the initial cost of \$62,000.00 will be recouped over a period of five (5) years, and will generate an additional \$35,000.00 which can be reinvested in the program or used elsewhere.

Similar to the restricted accounts which the **Student Union Society** operates, the reserve funds (HDRF and CF) are not subject to full discretionary power by the Board. Unlike the restricted accounts, however, the Board does have more power to disburse the funds as it sees fit, but has historically limited itself, especially in regards to the CF, to only purchases or payments which can be shown to categorically account for a capital upgrade.





STUDENT UNION SOCIETY

This document was drafted by the UFV Student Union Society 2008/09 Finance Committee.

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How You Can Get Involved with your **Student Union Society!**

*The **Student Union Society** offers excellent opportunities for students to gain valuable experience in student leadership.*

There are many ways to participate depending on how involved you wish to be. Drop by one of the **Student Union Society** offices and we will be happy to put your particular talents to use.

The **Student Union Society** welcomes visitors who wish to voice suggestions, address concerns, or just see what their **Student Union Society** is up to.

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