

March 2016



for students by students

# 2016 – 2017 OPERATING BUDGET

UFV Student Union Society: SUB 1109, 33844 King Road,  
Abbotsford BC, Canada V2S 7M8  
604 864 4613

The 2016-2017 Operating Budget was prepared by Anan Islam (Finance Officer) and Thomas Davies (President) on behalf of the Budget Committee. The information contained herein reflects the work and discussion of the committee, submissions from various areas of SUS as appropriate, and discussions at two public budget forums which gathered student input on both the previous budget and then this draft budget. The budget work incorporated any necessary elements of the 2015-2018 Strategic Plan, and will allow the SUS to continue to achieve the goals set out by the Board of Directors.

#### 2016 Budget Committee

Thomas Davies, Chair  
Anan Islam  
Clinton Quach  
Sahib Phagura  
Ashmeet Kaur Saran

In accordance with policy and bylaw, the draft 2016-2017 UFV Student Union Society Operating Budget was presented to the SUS Board of Directors for approval on March 14, 2016. The Board unanimously recommended to the Membership that the budget be approved as presented.

#### 2015-16 SUS Board of Directors

##### **Voting Members**

Thomas Davies	President
Sukhi Brar	Vice President External
Jennifer Janik	Aboriginal Rep
Ishpreet Singh Anand	Board of Governors Rep
Ekaterina Marenkov	College of Arts Rep
Ria Geluk	Faculty of Health Sciences Rep
Joshua Wilkie	Faculty of Professional Studies Rep
Shyna Kanda	Faculty of Sciences Rep
Nicole Dixon	Senate Rep

##### **Non-voting Members**

Ryan Petersen	<i>Ex-Officio</i>
Sonja Klotz	UFV Campus & Community Radio Society Rep

For further information, please contact Thomas Davies, President: [president@ufvsus.ca](mailto:president@ufvsus.ca).

**TABLE OF CONTENTS**

**Background Information.....3**

**Revenues.....5**

**Expenses – Student Services .....8**

    Student Advocacy & Support .....8

    Student Jobs ..... 11

    General Student Services..... 13

**Expenses – Operating ..... 16**

**Expenses – Office ..... 20**

**Capital Investment ..... 22**

**Other SUS Fees..... 23**

**Comprehensive Budget..... 25**



# BACKGROUND INFORMATION

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilities a number of services such as the UFV Campus Connector, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice, provide innovative and valuable services and developmental opportunities to our members by advocating on behalf of and collaborating with the Student Body, UFV and the wider community.

The SUS currently collects six 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 (\$215.59/year) – This fee pays for extended medical, dental, vision, and travel insurance coverage, and is only applied to full-time students. Students can opt-out if they have existing coverage, and opt-in as a part time student, and opt-in a spouse and/or a dependent(s).
3. Shuttle Bus Fee (\$27.23/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. As of January 2015, shuttle service also operates between Langley and Abbotsford
4. Student Union Building Fee (\$35/semester) – This fee pays for all costs associated with the SUB, which was completed in Summer 2015.
5. U-Pass Program Fee (\$43.13/semester) – This fee pays for unlimited access to Abbotsford, Chilliwack, and Mission, recreation centers in Abbotsford, Chilliwack, and Mission, and a variety of business discounts around the Fraser Valley.
6. Student IT Service Fee (\$4.98/semester) – This fee, pays for a FixIT, our student tech support service, which provided support ranging from basic connectivity, to major virus removal or hardware failure.

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

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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 other sources.

# REVENUES

	Revenue	2016/2017	2015/2016
1	Student Union Society Fees	648,000	654,000
2	Program Management Subsidies	69,450	62,628
3	SUB General Operating Transfer	40,449	40,449
4	Endowment Fund Interest Revenue	8,100	8,000
5	General Interest Revenue	3,750	11,000
6	Sponsorship & Advertising Revenue	3,750	0
7	Restricted Donations	1,000	1,000
8	ATM Revenue	800	1,200
9	Miscellaneous Revenue	500	400
10	Scholarship/Bursary Income Fund	0	5,000
11	<b>Total Revenue</b>	<b>775,799</b>	<b>783,677</b>

## 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 9,050 members each Fall and Winter semesters, and 3,500 members in the Summer semester. The 2016/2017 student fees revenue has decreased from the 2015/2016 budget as there has been a decline in UFV's student registration.

## 2. PROGRAM MANAGEMENT SUBSIDIES - \$69,450

Each of the four directly funded Services - the Health and Dental Plan, the Campus Connector, the U-Pass, and the IT Support Service – contributes a subsidy to the SUS operational fund to help cover the costs of managing the program. Some of these are paid by third parties, and others are inter-fund transfers. These revenues are directly tied to the staff salaries and benefits (student and permanent staff), in addition to office expenses, as they are used to offset the additional employment and materials to administer the programs.

## 3. SUB GENERAL OPERATING TRANSFER - \$40,449

As with other service areas, the SUB Fund pays the operating budget a small portion of revenues to cover the costs incurred from the central operating budget and office for the management of the facility.

## 4. ENDOWMENT FUND INTEREST REVENUE - \$8,100

The SUS has a long-term endowment fund, invested with the University of the Fraser Valley. Approximately 4% return is earned on invested assets, which are tied to student services funding. The Endowment Fund will grow over time, as will revenues from the account.

#### 5. INTEREST REVENUE - \$3,750

The SUS funds are no longer held with the UFV Finance Department, instead these are now held with the Bank of Montreal. The decline in the interest revenue is a result of the change in our banking system. Unlike prior years, the funds are now separated into different accounts instead of a lump sum amount in one account resulting in a lower interest revenue in the operating budget, and higher interest revenue within each of our dedicated funds.

#### 6. SPONSORSHIP AND ADVERTISING REVENUE - \$3,750

Welcome Week and other events are excellent sponsorship opportunities on campus, and in recent years we have seen both greater interest from 3<sup>rd</sup> parties, and an improve ability to convert this interest into sponsorship and advertising sales. Welcome activities are the primary source of revenue in this area, though other events and activities could generate funds too.

#### 7. RESTRICTED DONATIONS - \$1,000

With the creation of the SUS Food Bank and the taking over the operations of the Angel Tree program, SUS has begun to receive restricted donations for these specific purposes. Restricted donations, as the name suggests, must be used for the purpose specified for the donor. In the past, SUS also has received donations to the Emergency Student Grants program.

#### 8. ATM REVENUE - \$800

All ATMs charge a usage fee, and partial proceeds of one ATM in the Student Union Building are shared with SUS. Revenue from ATM fees has decreased in recent years, and this decrease is expected to continue.

#### 9. MISCELLANEOUS REVENUE - \$500

This is a new line in the budget that accounts for a variety of miscellaneous revenue SUS receives.

#### 10. SCHOLARSHIP BURSARY INCOME FUND - \$0

This line is \$0 for the 2016/2017 budget as SUS could not establish this income fund as originally anticipated due to cash flow problems. No revenue was or will be generated in this area.

## REVENUE DISCUSSION

As is usual for the 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 provide services. 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, U-Pass, FixIT) are tied to staff salaries, benefits, office expenses, and related areas. We have had some success in recent years, with the creation of new investment avenues to better use cash on deposit, and provide financial resources for specific areas. Even those avenues are limited to cash available, and further significant expansion is not likely in the near future.



# EXPENSES – STUDENT SERVICES

## STUDENT ADVOCACY & SUPPORT

	<b>Student Advocacy &amp; Support</b>	<b>2016/2017</b>	<b>2015/2016</b>
<b>12</b>	Emergency Student Grants	<b>40,000</b>	37,000
<b>13</b>	Student Scholarships	<b>34,000</b>	24,000
<b>14</b>	Student Advocacy Groups (CASA)	<b>26,755</b>	30,412
<b>15</b>	Student Advocacy & Development Conferences	<b>10,960</b>	12,779
<b>16</b>	Student Awards Program	<b>3,200</b>	2,500
<b>17</b>	Advocacy Committee	<b>2,600</b>	2,600
<b>18</b>	Student Food Bank	<b>2,100</b>	4,200
<b>19</b>	Equalities Committee	<b>2,000</b>	1,100
<b>20</b>	Volunteer Recognition & Appreciation	<b>1,250</b>	1,250
<b>21</b>	Angel Tree Program	<b>600</b>	0
<b>22</b>	<b>Total Student Advocacy &amp; Support Expense</b>	<b>123,465</b>	115,841

### 12. EMERGENCY STUDENT GRANTS - \$40,000

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.

### 13. STUDENT SCHOLARSHIPS - \$34,000

SUS provides a variety of scholarships to members, including an entrance scholarship, a student abroad scholarship, a leadership award, and an academic award. All of these are awarded annual through UFV's scholarship processes. In addition to annual contributions through the operating budget, SUS has funds invested with UFV which provide annual revenue to fund our scholarship and bursary programs, and this revenue does not appear on the operating budget.

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

We are a member of the Canadian Alliance of Student Associations (CASA - Federal). The decrease in this line is the result in SUS leaving the Alliance of British Columbia Students (ABCS – Provincial) as we found that being in that group provided no for the time and resources invested by UFV students.

#### 15. STUDENT ADVOCACY & DEVELOPMENT CONFERENCES - \$10,960

Throughout the year, your student representatives, along with those from other schools across the province and country, attend advocacy conferences hosted by CASA. These conferences are used to determine lobbying objectives, create action plans, and of course to meet with various members of Parliament. This line covers all costs associated with four CASA advocacy conferences and other student development efforts. Half the conferences take place in Ottawa, with other at CASA Member schools across the country, so the majority of expenses are known or can be reasonably estimated. Other costs are based on past trends. This line has decreased from last year as we have eliminated the cost of the Vice President Internal attending the CASA Foundations conference.

#### 16. STUDENT AWARDS PROGRAM - \$3,200

This is a continuation from the 2015/2016 year of the new student recognition awards that were launched in February 2016 as part of the 2015-2018 Strategic Plan. The current award categories are leader, volunteer, and club or association, and this funding allow for the continuation of these awards and an expansion of the program.

#### 17. ADVOCACY COMMITTEE - \$2,600

This line is renamed from On-Campus Advocacy to provide greater clarity on authority, and for consistency with other committee budget lines. This committee works on issues affecting students broadly, from political and educational campaigns, voter engagement campaign, to sexual assault and mental health. With a provincial election scheduled for May 2017, it is expected that a provincial get out the vote campaign also will draw on this line.

#### 18. STUDENT FOOD BANK - \$2,100

As noted previously, the Food Bank receives donations of both cash and food to support its operations. After one full budget year of operations, we believe that we can operate the food bank with a lower level of financial contributions due to the level of donations received. SUS is currently in the process of a sponsorship deal which has led to the increase of this line.

#### 19. EQUALITIES COMMITTEE - \$2,000

This line is renamed from On-Campus Equalities to provide greater clarity on authority, and for consistency with other committee budget lines. The Equalities Committee works on a variety of

issues affecting diverse populations or groups of students, as opposed to the broader student body. These types of activities include (among others) accessibility, women, and LGBTQ+.

## 20. VOLUNTEER RECOGNITION & APPRECIATION - \$1,250

Also a continuation from the 2015/2016 year are the efforts to recognize and thank the various volunteers that help in all areas of SUS. Volunteers work in SUS committees, in the Food Bank, running events, and in various other areas. We anticipate that our volunteer pool will grow over the coming years, and it is important to show all volunteers that their help is appreciated and meaningful.

## 21. ANGEL TREE PROGRAM - \$600

The Angel Tree program helps support our UFV students who face many challenges as they raise their families while pursuing their education. While we have many wonderful donors picking angels from the tree every year, there are always still a couple unpicked each year. This line considers the cost of SUS picking the leftover angels and buying the presents.

## 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, 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 (\$1,000 and \$750) and a bursaries (annually up to about \$4,000) awarded annually by UFV Financial Aid and Awards, using money that was permanently endowed by previous Boards.

SUS also is looking forward to the yearly student leadership awards, to recognize some of the wonderful student leaders and community builders on campus. We hope that these awards are something students will strive for, and be honored to be nominated or receive one. A further, important, improvement is the new funding for the recognition and appreciation of SUS volunteers.

**STUDENT JOBS**

	<b>Student Jobs</b>	<b>2016/2017</b>	<b>2015/2016</b>
<b>23</b>	Board Executives	<b>73,848</b>	67,631
<b>24</b>	Officers	<b>56,996</b>	55,284
<b>25</b>	Information Desk Attendants	<b>20,524</b>	56,357
<b>26</b>	Other Office Staff	<b>17,554</b>	14,943
<b>27</b>	CPP, EI & Payroll Charges (Student Staff)	<b>15,134</b>	16,830
<b>28</b>	Board Chair	<b>1,200</b>	1,200
<b>29</b>	<b>Total Student Jobs Expense</b>	<b>185,256</b>	212,245

**23. BOARD EXECUTIVES - \$73,848**

There are three Executives responsible for managing the day-to-day operations of SUS. These three elected roles are the President, Vice President Internal, and Vice President External, are paid \$15.25/hour for 30 hours/week. In August 2015 the Board approved an increase from \$12.25 to \$15.25, and this budget increase reflects the budgetary impact of this. As with all student positions, the pay rate will increase by the government change to minimum wage to take effect in September 2016 (estimated at 1.5%).

**24. OFFICERS - \$56,996**

Five students will be hired as Officers to work on five portfolios, overseen by a Vice President. These five positions are Advocacy Officer, Clubs & Associations Officer, Engagement Officer, Equalities Officer, and Finance Officer. The Officers will be paid \$11.22 for up to 20 hours/week. As with all student positions, the pay rate will increase by the government change to minimum wage to take effect in September 2016 (estimated at 1.5%).

**23. INFORMATION DESK ATTENDANTS- \$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. 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 with all student positions, the pay rate will increase by the government change to minimum wage to take effect in September 2016 (estimated at 1.5%). This significant decrease is due to a few different factors. The coverage in Chilliwack has been adjusted to

better reflect the different levels of traffic observed, there was an error in the 2015/2016 calculation, and duties and roles have been adjusted in the office to streamline processes.

#### 26. OTHER OFFICE STAFF - \$17,554

This is a catch-all for other student jobs in the SUS offices that do not fall into one of the main categories. For the coming year, positions will be available in marketing, accounts payable, and accounts receivable.

#### 27. CPP, EI, & PAYROLL CHARGES (STUDENT STAFF) - \$15,134

CPP, EI, and payroll processing charges are no longer included in each student job wage line. Instead the costs are pooled in this separate line to reflect the adjustment in our accounting software.

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

Under the new Board structure, a student who is hired as a neutral chair for all board meetings and general meetings. This student will receive an honorarium of \$100 per month.

### 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 Food Services subsidy which is primarily used to pay for students to work in the service. Also not included is the cost of students working in FixIT and students working in our operations for the Student Union Building

All of these student jobs serve students in some manner and are invaluable for the students in the roles, both to provide financial resources for their education, and because they offer the experiential learning that is so important in securing employment after graduation. At any given time, there will be up to about 70 jobs, which over the course of the year could employ over 100 students.

**GENERAL STUDENT SERVICES**

	<b>General Student Services</b>	<b>2016/2017</b>	<b>2015/2016</b>
<b>30</b>	Food Services Subsidy	<b>81,990</b>	79,700
<b>31</b>	Clubs & Associations Funding	<b>56,500</b>	50,000
<b>32</b>	Engagement Committee	<b>18,000</b>	14,000
<b>33</b>	Welcome Week	<b>15,000</b>	17,000
<b>34</b>	Elections	<b>6,000</b>	2,000
<b>35</b>	Clubs and Associations Committee	<b>2,200</b>	-
<b>36</b>	Executive Committee	<b>1,000</b>	-
<b>37</b>	Governance Committee	<b>600</b>	-
<b>38</b>	Finance Committee	<b>400</b>	-
<b>39</b>	Student App	-	11,045
<b>40</b>	<b>Total General Student Services Expense</b>	<b>181,690</b>	173,745

**30. FOOD SERVICES SUBSIDY - \$81,990**

In the Student Union Building, SUS operates a licensed restaurant, a coffee shop, and a catering service. This line covers the projected operating deficit of these three services. The increase is to consider inflationary costs in wages and other expenses.

**31. CLUBS & ASSOCIATIONS FUNDING - \$56,500**

Student Associations and Clubs are registered by SUS and receive funding for their events as requested. Demand for this line have been significantly higher in the 2015/2016 year due to the opening of the SUB and increased engagement in Student Associations and Clubs which have increased the volume of Fund Request received (approximately 150 for the year, which is a 35% increase). The budgeted \$50,000 is estimated to be fully used by the end of this fiscal year. For this reason, we anticipate the budget of \$56,500 to be a healthier amount for the 2016/2017 year. The Finance Committee is responsible for reviewing all funding requests and appropriately awarding funding based on the merit of individual requests.

**32. ENGAGEMENT COMMITTEE - \$18,000**

With Clubs & Associations becoming stronger and producing many great events through the semesters, SUS is beginning to focus on presenting signature events throughout the year. Once such event is the semesterly puppy room, which have been a huge delight for hundreds of students. Beyond that, we plan to host one major event per semester that attracts a large number of students, in addition to facilitate thought-provoking and engaging speakers on campus. This is not to take away from the other activities programmed through the

Engagement Committee, as we hope to provide something for just about every student on campus.

### 33. WELCOME WEEK - \$15,000

During the first week of the Fall Semester, the SUS hosts 'Weeks of Welcome' to kick off the new school year. 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! The reduction in this line is due to no extraordinary costs taking place next year such as the opening of the SUB.

### 34. ELECTIONS – \$6,000

This line covers all expenses relating to the SUS Elections. The increase of this line relates to the discussion of further professionalizing our election process by hiring a professional instead of a student, as has been done in the past at a lower cost.

### 35. CLUBS AND ASSOCIATIONS COMMITTEE - \$2,200

This year, every Officer will have their own committee budget to work with for the upcoming fiscal year. The Clubs and Associations Committee budget line will include all expenses relating to the committee's general printing and poster printing, and organizing workshops and social events, like what began in February 2016.

### 36. EXECUTIVE COMMITTEE - \$1,000

As with other committee, 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 - \$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 - \$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.

### 39. STUDENT APP - \$0

This app has been discontinued and funding reallocated to better serve students.

### GENERAL STUDENT SERVICES DISCUSSION

Food Services are the largest expense in this category, as is usual, but is projected to remain relatively constant year-to-year. The two main changes in this area are the creation of committee budgets, and the expansion of the budget for elections (previously under Student Jobs). Creating budgets for all committees will greatly increase budgeting accuracy and expense tracking, and reduce confusion among committees/officers around authority and responsibility for funds. This allows committees to do their own programming as they see fit and properly plan for the year. As discussed in the elections description, SUS plans to further professionalize our electoral processes, management, and marketing. This will improve the experience for everyone involved in elections, from candidates to voters, and lead to elections that are better managed, with higher voter turnout, and more competitive races.



## EXPENSES – OPERATING

<b>Operating Expenses</b>		<b>2016/2017</b>	<b>2015/2016</b>
<b>42</b>	Permanent Staff Salaries	<b>166,200</b>	160,492
<b>43</b>	Permanent Staff Benefits	<b>15,252</b>	15,680
<b>44</b>	Auditor	<b>13,400</b>	13,000
<b>45</b>	Advertising and Promotion	<b>13,000</b>	13,500
<b>46</b>	CPP, EI, Payroll Charges (Permanent Staff)	<b>10,375</b>	10,200
<b>47</b>	Legal Services	<b>10,000</b>	10,000
<b>48</b>	Insurance	<b>6,200</b>	6,200
<b>49</b>	Retreat & Teambuilding	<b>4,500</b>	4,000
<b>50</b>	Professional Development	<b>2,700</b>	2,400
<b>51</b>	Parking	<b>1,500</b>	1,800
<b>52</b>	Miscellaneous	<b>1,500</b>	1,000
<b>53</b>	Catering & Food Services	<b>1,350</b>	1,350
<b>54</b>	Mileage Allowance	<b>1,250</b>	2,000
<b>55</b>	External Recognition & Appreciation	<b>575</b>	250
<b>56</b>	Bank Charges	<b>400</b>	200
<b>57</b>	Societal Filing Fees	<b>200</b>	140
<b>58</b>	<b>Total Operating Expenses</b>	<b>248,402</b>	242,212

### 42. PERMANENT STAFF SALARIES - \$166,200

This line covers the salary expenses of the operations/government full-time staff employed by the SUS.

### 43. PERMANENT STAFF BENEFITS - \$15,252

All permanent full-time staff provided an extended health and dental benefits package, in addition to matching contributions to retirement funds. As with the student jobs, CPP, EI, and Payroll Charges have been separated to match our accounting software, and the prior year amount for this line has been adjusted to provide directly comparable data. We are continuing to see the positives of creating our own benefits package for staff, as the cost of the program is significantly lower than what we had from UFV, and the staff feel it better suits their needs.

### 44. AUDITOR - \$13,400

The SUS auditor is MNP LLP. MNP has provided a quote, reflected in the budget, which is the maximum fee we will be charged for the coming year for standard audit services. An audit is

requires per our bylaws, and per the *University Act* and the Memorandum of Understanding with UFV. This is the third of a three year agreement with MNP, and a process will be used again to re-appoint MNP or select a new auditor.

#### 45. ADVERTISING AND PROMOTION - \$13,000

All advertising, promotion, marketing, and branded items are charged to this line. Traditionally, it is used to create display banners, purchase social media advertising, supply swag to students, and purchase ads.

#### 46. CPP, EI, PAYROLL CHARGES (PERMANENT STAFF) - \$10,375

CPP, EI, and payroll processing charges are no longer included in the staff benefits line wage line. Instead the costs are pooled in this separate line to reflect the adjustment in our accounting software. Prior year data has been adjusted to provide directly comparable numbers.

#### 47. LEGAL SERVICES - \$10,000

The SUS retains McCarthy Tétrault as our legal team for all legal needs. As with any year, there are a few known items where legal services will be necessary this coming year, and it is prudent to include a small allowance for various items that may arise throughout the year.

#### 48. INSURANCE - \$6,200

The SUS has a general liability policy to cover operations and events, a directors' and officers' liability policy, and pays premiums to the Workers' Compensation Board (WCB). All of these policies are required for the safe operation of SUS.

#### 49. RETREAT & TEAMBUILDING - \$4,500

The SUS Board and Staff have an annual retreat at the beginning of May to introduce all new members to the SUS, understand policies, procedures, and current issues, and to develop a coherent team for the coming term. It is a vital weekend to creating an effective organization and team within the government wing of SUS. The slight increase allows for the provision of secondary activities through the year as appropriate to continue the effective and efficient operations of the SUS.

#### 50. PROFESSIONAL DEVELOPMENT - \$2,700

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.

**51. PARKING - \$1,500**

UFV provides some parking passes to the SUS at no cost, and additional passes are purchased from this line for permanent staff and officers.

**52. MISCELLANEOUS - \$1,500**

This covers expenses that do not do not fit anywhere else in the budget. Typical expenditures in the area have typically exceeded the \$1,000 budget allocated previously, so this budget has been increased accordingly.

**53. CATERING & FOOD SERVICES - \$1,350**

This line covers the costs of food whenever required for SUS activities, but not part of a traditional student event. Past uses include general meetings, meetings with 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.

**54. MILEAGE ALLOWANCE - \$1,250**

Reimbursement is offered to Board Members and Staff when travel is required for official business. This can include board meetings, 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. Usage of this line has continued to decrease over time.

**55. EXTERNAL RECOGNITION & APPRECIATION - \$575**

This new line is to provide forms of recognition and appreciation to various people who assist and support SUS in its activities. It is important to build relationships and show appreciation for people who provide extraordinary benefit for students. The increase is to allow SUS to recognize various people appropriately without exceeding budget.

**56. BANK CHARGES - \$400**

All of our banking is done through BMO, who provides us with an excellent package of services and support. This line covers the annual fees for business credit cards and similar expenses.

**57. SOCIETAL FILING FEES - \$200**

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, in particular the three costs associated with labor. This year's budget sees small increases in these areas, as expected, and other small changes throughout the category. The expenses, in general, are managed extremely well, and a lot of work is put into ensuring that central operating costs are reasonable and necessary for the provision of valuable student services to the UFV community. Future Boards must be careful to control costs in this area to ensure the category does not eat into funding necessary for student services. This is something that has been managed extremely well over the past couple of years, but will continue to be a challenge.

## EXPENSES - OFFICE

	<b>Office Expenses</b>	<b>2016/2017</b>	<b>2015/2016</b>
<b>59</b>	Office Supplies	<b>2,750</b>	2,750
<b>60</b>	Telephone	<b>2,700</b>	2,880
<b>61</b>	Computer Accessories & Software	<b>1,400</b>	2,250
<b>62</b>	Amortization	<b>1,000</b>	1,000
<b>63</b>	Equipment Leases	<b>660</b>	3,804
<b>64</b>	Printing & Photocopying	<b>450</b>	2,650
<b>65</b>	Shipping & Postage	<b>500</b>	100
<b>66</b>	<b>Total Office Expenses</b>	<b>9,460</b>	15,434

### 59. OFFICE SUPPLIES - \$2,750

There are two SUS offices, one in Abbotsford and one in Chilliwack. This covers all necessary supplies to maintain and operate both locations. After a few years of significant decreases in this area, the line is now projected to be stable with the efficient operations of our offices.

### 60. TELEPHONE - \$2,700

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

### 61. COMPUTER ACCESSORIES & SOFTWARE - \$1,400

While the main computer equipment and major software are consider capital assets and amortized over time, this line provides for various computer accessories and small software licenses. This ranges from a mouse to staff scheduling software. With our new office operations now normalized, expenses will decrease to routine monthly charges and upgrades.

### 62. AMORTIZATION - \$1,000

Amortization is an accounting expense to represent the decreasing value of assets over time. When major assets are purchased (i.e. a computer) the cost is recorded as an assets, and that cost is 'expensed' in this account over the useful life of the asset. The SUS has limited capital assets relevant to its SUS Operations Fund.

### 63. EQUIPMENT LEASES - \$660

With a change in our printer arrangements for the office, along with the elimination of off-site storage rentals, this line has significantly decreased. This is another example of the commitment to operational efficiencies throughout the budget and year-to-year, allowing for a more cost-effective student union.

#### 64. PRINTING & PHOTOCOPYING - \$450

Over the past few years, printing costs have decreased due to the diligence of students and staff in ensuring printing only occurs when necessary, and this trend is expected to continue. This major decrease is due to the change in printing operations. Individuals now have specific printing budgets with fewer costs hitting the general operations budget. Color printing and poster printing is now managed by FixIT, which will chargeback individual budget lines as necessary for any printing.

#### 65. SHIPPING & POSTAGE - \$500

As a change from previous years, this line will seem a jump in costs. For years we have shipped mail through UFV, but only now have they begun charging us for this. The budget is an estimate based on data from the current year, and we will, as always, work to minimize any postage costs. Most communication is through digital mediums, though many items still go through the mail.

#### OFFICE EXPENSES DISCUSSION

Over recent years, this category has, like other non-service areas, been meticulously managed to reduce costs as much as possible. The SUS continues to work toward decreasing printing costs, and the budget has once again decreased. Overall, we run an incredibly lean office operations for an organization of our size.

# CAPITAL INVESTMENT

	<b>Capital Investment</b>	<b>2016/2017</b>	<b>2015/2016</b>
<b>57</b>	Contribution to Contingency Fund	<b>11,176</b>	9,750
<b>58</b>	Contribution to Non-liquid Investments	<b>16,350</b>	16,450
<b>59</b>	<b>Total Capital Investment</b>	<b>27,526</b>	26,200

## 57. CONTRIBUTION TO CONTINGENCY FUND - \$11,176

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 1.5% of revenues, this fund will be added to the overall contingency fund if it is not required this year.

## 58. CONTRIBUTION TO NON-LIQUID INVESTMENTS - \$16,350

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. This is calculated at approximately 2% of revenues.

## 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 Committees, in conjunction with the last four 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

### HEALTH & DENTAL FEE

The SUS collects \$215.59 (adjustable for medical inflation up to 10%) 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. SUS receives a subsidy from Student Care 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 centers 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.



## IT SUPPORT SERVICE FEE

The SUS collects a fee of \$4.98/semester (adjustable for inflation) to operate a FixIT, a student tech support service. This service provides unlimited support for a wide variety of personal electronic devices, ranging from basic troubleshooting, to major hardware repair and virus removal. The service also provides additional employment and experiential learning opportunities for students.

# CONDENSED BUDGET

## REVENUES

	<b>Revenues</b>	<b>2016/2017</b>	<b>2015/2016</b>
1	Student Union Society Fees	648,000	654,000
2	Program Management Subsidies	69,450	62,628
3	SUB General Operating Transfer	40,449	40,449
4	Endowment Fund Interest Revenue	8,100	8,000
5	General Interest Revenue	3,750	11,000
6	Sponsorship & Advertising Revenue	3,750	0
7	Restricted Donations	1,000	1,000
8	ATM Revenue	800	1,200
9	Miscellaneous Revenue	500	400
10	Scholarship/Bursary Income Fund	0	5,000
11	<b>Total Revenue</b>	<b>775,799</b>	<b>783,677</b>

## STUDENT SERVICES EXPENSES

	<b>Student Advocacy &amp; Support</b>	<b>2016/2017</b>	<b>2015/2016</b>
12	Emergency Student Grants	40,000	37,000
13	Student Scholarships	34,000	24,000
14	Student Advocacy Groups (CASA)	26,755	30,412
15	Student Advocacy & Development Conferences	10,960	12,779
16	Student Awards Program	3,200	2,500
17	Advocacy Committee	2,600	2,600
18	Student Food Bank	2,100	4,200
19	Equalities Committee	2,000	1,100
20	Volunteer Recognition & Appreciation	1,250	1,250
21	Angel Tree Program	600	0
22	<b>Total Student Advocacy &amp; Support Expense</b>	<b>123,465</b>	<b>115,841</b>

	<b>Student Jobs</b>	<b>2016/2017</b>	<b>2015/2016</b>
23	Board Executives	73,848	67,631
24	Officers	56,996	55,284
25	Information Desk Attendants	20,524	56,357
26	Other Office Staff	17,554	14,943
27	CPP, EI & Payroll Charges (Student Staff)	15,134	16,830
28	Board Chair	1,200	1,200

<b>29</b>	<b>Total Student Jobs Expense</b>	<b>185,256</b>	<b>212,245</b>
<b>General Student Services</b>			
		<b>2016/2017</b>	<b>2015/2016</b>
<b>30</b>	Food Services Subsidy	<b>81,990</b>	79,700
<b>31</b>	Clubs & Associations Funding	<b>56,500</b>	50,000
<b>32</b>	Engagement Committee	<b>18,000</b>	14,000
<b>33</b>	Welcome Week	<b>15,000</b>	17,000
<b>34</b>	Elections	<b>6,000</b>	2,000
<b>35</b>	Clubs and Associations Committee	<b>2,200</b>	-
<b>36</b>	Executive Committee	<b>1,000</b>	-
<b>37</b>	Governance Committee	<b>600</b>	-
<b>38</b>	Finance Committee	<b>400</b>	-
<b>39</b>	Student App	-	11,045
<b>40</b>	<b>Total General Student Services Expense</b>	<b>181,690</b>	<b>173,745</b>

**OPERATING EXPENSES**

	<b>Operating Expenses</b>	<b>2016/2017</b>	<b>2015/2016</b>
<b>42</b>	Permanent Staff Salaries	<b>166,200</b>	160,492
<b>43</b>	Permanent Staff Benefits	<b>15,252</b>	15,680
<b>44</b>	Auditor	<b>13,400</b>	13,000
<b>45</b>	Advertising and Promotion	<b>13,000</b>	13,500
<b>46</b>	CPP, EI, Payroll Charges (Permanent Staff)	<b>10,375</b>	10,200
<b>47</b>	Legal Services	<b>10,000</b>	10,000
<b>48</b>	Insurance	<b>6,200</b>	6,200
<b>49</b>	Retreat & Teambuilding	<b>4,500</b>	4,000
<b>50</b>	Professional Development	<b>2,700</b>	2,400
<b>51</b>	Parking	<b>1,500</b>	1,800
<b>52</b>	Miscellaneous	<b>1,500</b>	1,000
<b>53</b>	Catering & Food Services	<b>1,350</b>	1,350
<b>54</b>	Mileage Allowance	<b>1,250</b>	2,000
<b>55</b>	External Recognition & Appreciation	<b>575</b>	250
<b>56</b>	Bank Charges	<b>400</b>	200
<b>57</b>	Societal Filing Fees	<b>200</b>	140
<b>58</b>	<b>Total Operating Expenses</b>	<b>248,402</b>	<b>242,212</b>

**OFFICE EXPENSES**

	<b>Office Expenses</b>	<b>2016/2017</b>	2015/2016
<b>59</b>	Office Supplies	<b>2,750</b>	2,750
<b>60</b>	Telephone	<b>2,700</b>	2,880
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**CAPITAL INVESTMENT**

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<b>69</b>	<b>Total Capital Investment</b>	<b>27,526</b>	26,200
<b>70</b>	<b>Total Expenses</b>	<b>775,779</b>	785,677