

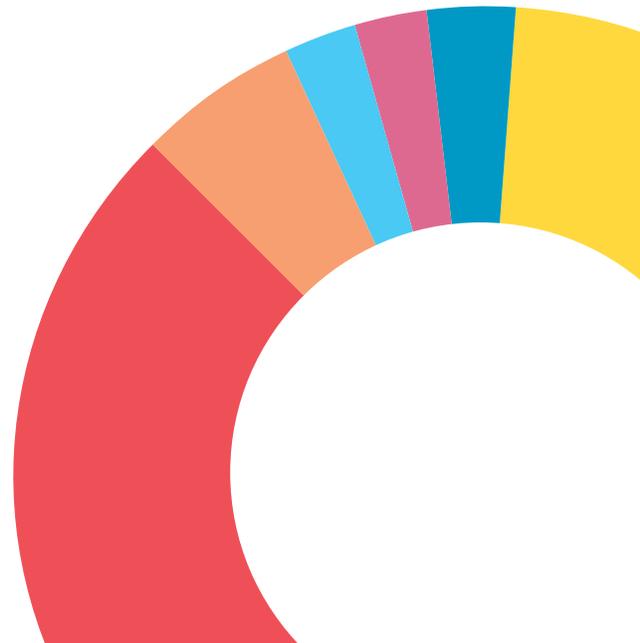
# SSMU GLOBAL BUDGET 2014-15



NOVEMBER 4, 2014

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*Office of the Vice-President Finance and Operations*



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## BUDGET REVISION PROCESS

The SSMU is an incorporated not-for-profit, which means that it is legally required to break even annually. This process is largely directed and overseen by the VP Finance and Operations, the General Manager, and the Comptroller. This document has been created to be a more reader-friendly, accessible version of the Statement of Operations, so that any student or McGill member can quickly and easily understand how SSMU operates, and how we spend our money. If you have any questions about specific aspects of the budget, or would like more information about a particular department, you can always email me, the VP (Finance and Operations), at [operations@ssmu.mcgill.ca](mailto:operations@ssmu.mcgill.ca).

## CAPITAL EXPENDITURE RESERVE FUND

As per the SSMU's Financial By-Laws, we are required to transfer a portion of our Operating Budget to CERF, our Capital Expenditure Reserve Fund. This transfer, and the fund it supports, are essential for the long-term sustainability of the Society because they facilitate large-scale, long-term capital investments that otherwise could not come from the Operating Budget on a year-to-year basis. This fund was responsible for major renovations in Gerts, as well as the startup costs necessary for the Nest's opening, as well as other space maintenance projects in the SSMU building. Last year, we were unable to make this transfer due to budgetary constraints, but this year, due to the success of the Building Fee, we are able to make this necessary contribution.

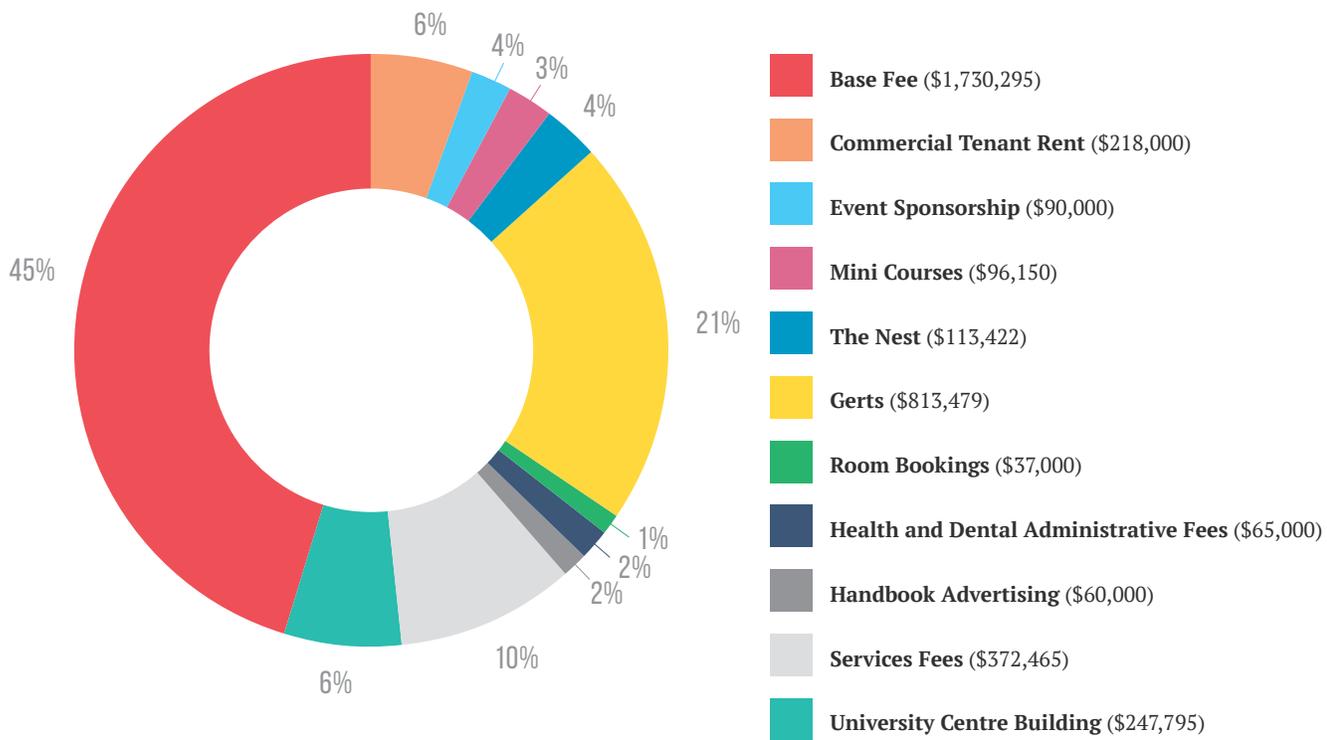
## THE BUILDING FEE

You will notice in reading the Global Budget that the "Rent and Utilities" expense in the "Building" department is \$0. We still very much pay rent, but in a different manner. After the Building Fee question was passed through online voting in the early Fall Referendum, the VP (Finance and Operations) brought a motion to Council to create a restricted fund for the University Centre Building Fee (called the University Building Fund, or UBF). This is for several reasons. First, the SSMU-McGill lease stipulates only the maximum amount of utility cost increases that can be charged in any given year (dictated by the Energy Price Index, or EPI). This was set at 8% in the lease, but was actually only 5.6% in 2014-2015. This created an excess of funds that should be reserved and restricted for lease payments, as that is what was voted on and approved by students. By creating a restricted fund (similar to the way the SSMU has a restricted Health and Dental Reserve Fund for excess fees collected for health insurance), we now have a restricted fund that will collect excess student fees to be used only for lease payments. Since we pay McGill directly from this restricted fund, there is no need to account for it in the Global Budget, in the same way that we do not account for health insurance costs in our Global Budget.

# WHERE OUR MONEY COMES FROM

The SSMU largely runs on student fees, either in the form of a direct, department-specific fee (e.g. the Midnight Kitchen Fee, or the Equity Fee), or indirectly through the SSMU Base fee. Depending on faculty, program, and number of credits taken, students are charged different rates, but all students, by way of paying some form of student fees, gain access to the clubs, services, funding opportunities, and resources the SSMU offers. In addition to student fees, SSMU

also generates revenue through our three operations—Gerts, the Nest, and Mini Courses—as well as through event sponsorship, room-booking fees, commercial tenant rent, and through advertising space in our annual Handbook. Below is a non-exhaustive breakdown of our major revenue streams. Keep in mind that all of this revenue gets equally and oppositely spent on projects, support, resources, and events that the SSMU offers to enrich student life at McGill.

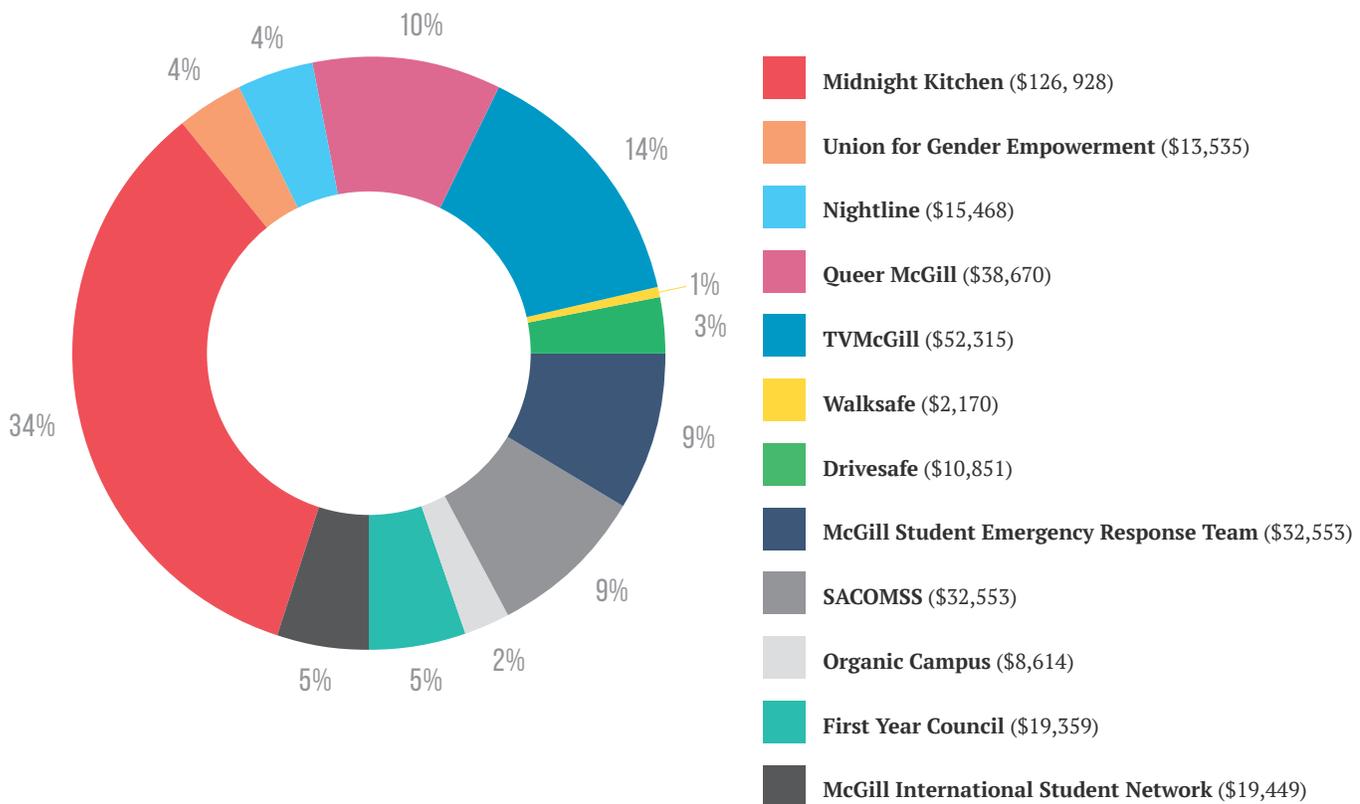


Fee	Full-Time (9+ credits)	Part-Time (8-credits)	Description
<b>Base Fee</b>	\$33.08 - \$44.10/term	\$16.60 - \$22.12/term	<i>Helps fund the general operations of the SSMU</i>
<b>University Centre Building Fee</b>	\$5.78/term	\$2.89/term	<i>Pays the rent and utilities for the SSMU Building</i>
<b>Fund Fees</b>	\$6.26/term	\$5.26/term	<i>Provides funding opportunities for groups and individuals at McGill, overseen by the Funding Committee</i>
<b>Services Fees</b>	\$6.00/term	\$5.40/term	<i>Directly funds 5 Services (see pg. 3 &amp; 4 for more details)</i>

# SSMU SERVICES

The SSMU runs 19 Services, each with their own departmental code, budgeting needs, and mandates. They are all student-run groups that offer a service to the McGill and Montreal community. Because all of these Services are financially part of the SSMU, they undergo the same budget revision process as all other departments and are similarly

required to break even. Some are fee-funded by their own fee-levy, funded directly through the SSMU Base Fee, or by funds allocated from the SSMU's Operating Budget. These budgets are created by members of the Service and the VP Finance and Operations, and are voted on and approved by Council.

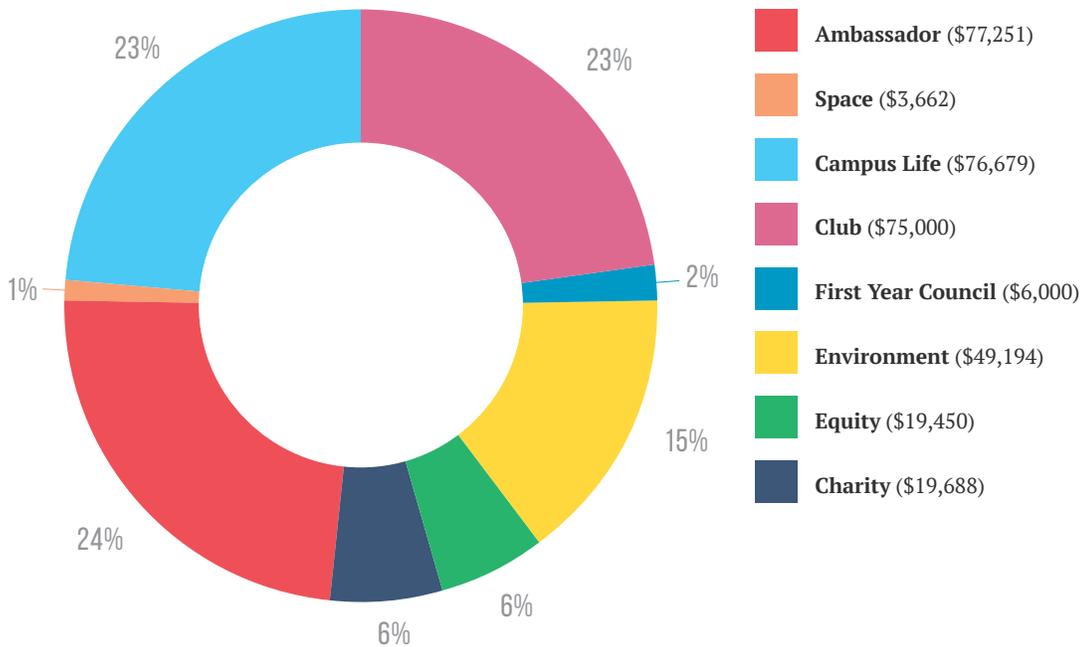


Fee	Full-Time (9+ credits)	Part-Time (8-credits)	Description
<b>First Year Council</b>	\$0.50/term	\$0.50/term	<i>Supports First Year Council activities and events which help orient first year students</i>
<b>Organic Campus</b>	\$0.22/term	\$0.22/term	<i>A food service that sells near-cost organic, vegan, and gluten free snacks in the SSMU Building</i>
<b>SACOMSS</b>	\$0.75/term	\$0.75/term	<i>Funded directly through the SSMU Base Fee, they provide a support network for survivors and allies of sexual assault through direct support, outreach, and advocacy</i>
<b>McGill Student Emergency Response Team</b>	\$0.75/term	\$0.75/term	<i>Funded directly through the SSMU Base Fee, members provide emergency first aid service to McGill and the Montreal community</i>
<b>Drivesafe</b>	\$0.25/term	\$0.25/term	<i>Funded directly through the SSMU Base Fee, members drive students home, free of charge, anywhere on the Montreal island</i>
<b>Walksafe</b>	\$0.05/term	\$0.05/term	<i>Funded directly through the SSMU Base Fee, members accompany students who feel unsafe or who cannot walk home alone</i>
<b>TVMcGill</b>	\$0.10/term	\$0.10/term	<i>Student-run news and entertainment television</i>
<b>Queer McGill</b>	\$1.00/term	\$1.00/term	<i>Funded through the "Referral Services" fee, QM supports queer and questioning students at McGill through events, support, and outreach</i>
<b>Nightline</b>	\$0.40/term	\$0.40/term	<i>Funded through the "Referral Services" fee, members provide confidential and non-judgemental listening services to McGill students</i>
<b>Union for Gender Empowerment</b>	\$0.35/term	\$0.35/term	<i>Funded through the "Referral Services" fee, this is a trans-positive feminist space that provides a variety of referral and support resources</i>
<b>Midnight Kitchen</b>	\$3.28/term	\$3.28/term	<i>Serves pay-what-you-can vegan lunches in the SSMU Building and supports social justice and political activism</i>
<b>McGill International Student Network (MISN)</b>	\$0.50/term	\$0.50/term	<i>Organizes trips, events, and meet-and-greets for international students at McGill</i>

# SSMU FUNDING

The SSMU has 8 funds, all of which are overseen by the Funding Committee and help individuals and groups at McGill promote various activities, events, and support networks. These funds are all directly funded through fee-levies ex-

cept the Club Fund, which comes from the SSMU's Operating budget. Below is a breakdown of both the per-student contribution to each fund, as well as the aggregate amount of funding allocated every year from each fund.



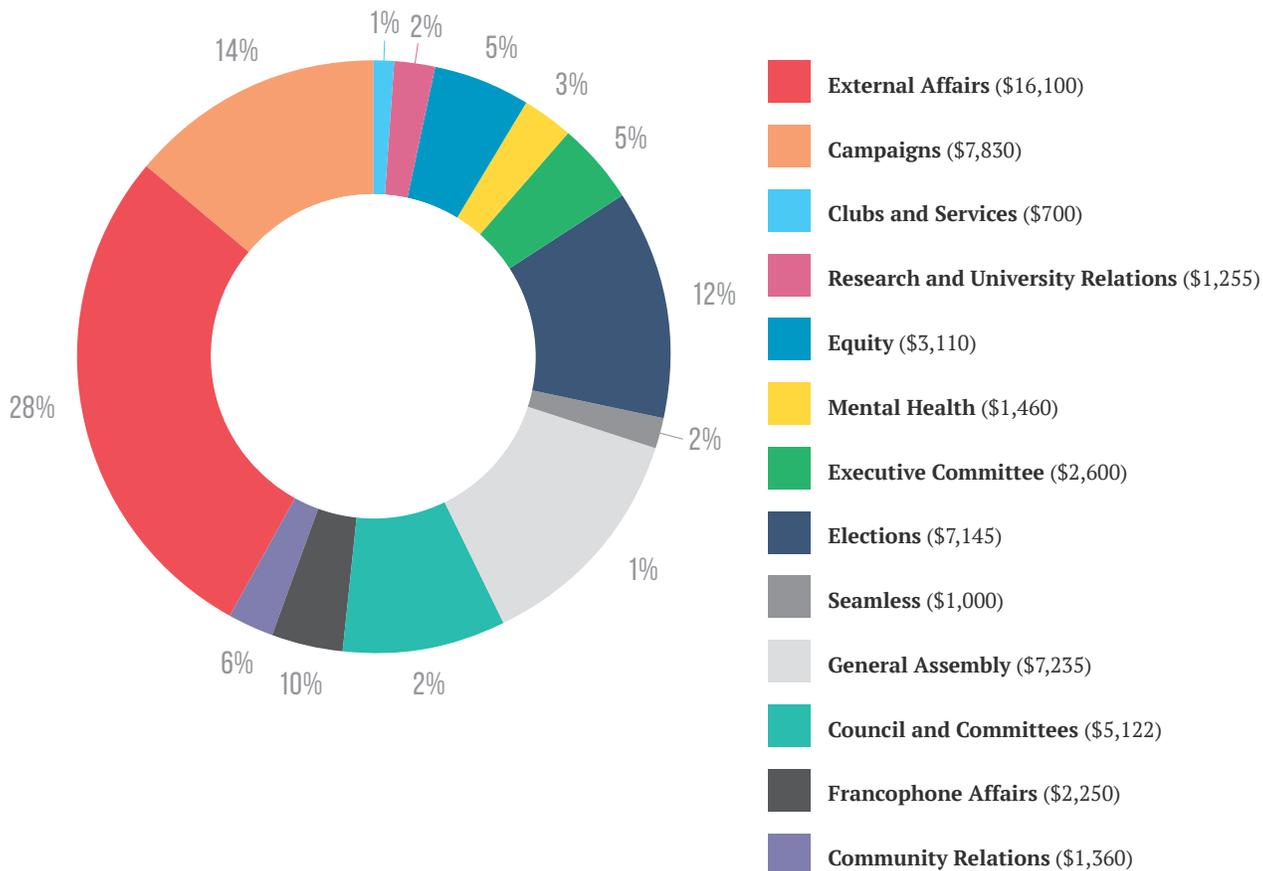
Fee	Full-Time (9+ credits)	Part-Time (8-credits)	Description
<b>Campus Life Fund</b>	\$2.00/term	\$1.00/term	<i>Funds groups and projects that contribute to or improve campus life</i>
<b>Space Fund</b>	\$5.78/term	\$2.89/term	<i>Pays the rent and utilities for the SSMU Building</i>
<b>Ambassador Fund</b>	\$2.00/term	\$2.00/term	<i>Funds conferences and travel costs for academic engagements</i>
<b>Charity Fund</b>	\$0.50/term	\$0.50/term	<i>Helps fund charitable events and projects that donate to charitable causes</i>
<b>Equity Fund</b>	\$0.50/term	\$0.50/term	<i>Funds initiatives that combat systematic power dynamics and oppression, and promote inclusiveness and accessibility</i>
<b>Environment/Green Fund</b>	\$1.26/term	\$1.26/term	<i>Funds sustainable initiatives on campus</i>
<b>First Year Council Fund</b>	\$0.50/term	\$0.50/term	<i>A contribution decided upon by the FYC representatives; allocated by Funding Committee for first year projects</i>
<b>Club Fund</b>	N/A	N/A	<i>Funded through the Operating Budget; funds club activities</i>

# EXECUTIVE PORTFOLIOS & GOVERNANCE

The six SSMU Executives are each mandated by Council, the By-Laws, and the General Assembly to perform certain functions every year. The projects each executive takes on range from highly political to highly administrative, but all are functions of the SSMU's constitutional mandate of Service, Leadership, and Representation. In addition to these executive budgets, the SSMU is also required to execute specific governance events, specifically the General Assembly, and Elections and Referendums. Below is a detailed breakdown of each executive's portfolio-specific budgets, which allow them to carry out their specific functions, proj-

ects, events, and initiatives. These are not, contrary to belief, personal budgets for the executives to spend as they choose, but rather portfolio-specific budgets with which they carry out their mandates.

*Note: Of the six Executives, two are not listed below. Both the VP (Finance and Operations) and the VP (Internal) oversee some of the Society's largest budgets—our Operational and Event-based departments. Since these departments generate both revenues and expenses, and because they are so much larger than any of the budgets listed here, we have moved them to their own separate sections.*



## EXTERNAL AFFAIRS

Overseen by the VP (External Affairs), this budget helps the SSMU organize and attend meetings of relevant local, provincial, and national bodies in order to communicate positions and further objectives and policies taken by the Society. The VP (External Affairs) is the spokesperson on issues of government policy and is tasked with lobbying the federal, provincial, and municipal governments, as well as to maintain information tools on external issues of interest to students. This budget was increased substantially this year to allow for a speaker series similar to those at other universities. In collaboration with the rest of the executives, the VP (External Affairs) is organizing speakers to come to SSMU and discuss relevant issues such as tuition increases, climate change, divestment, and military research.

## CAMPAIGNS

Overseen by the VP (External Affairs), this budget funds political campaigns and SSMU-endorsed student-run campaigns. The budget is used for mobilization efforts, informational and promotional material such as banner-making supplies and buttons, speakers, and information distribution mediums (website, flyers, posters). This year, the VP (External Affairs) is focusing her Campaigns budget on SSMU's mandate for promoting climate justice and divestment, and has thus far used it toward hosting the Naomi Klein book launch about climate change in collaboration with Concordia.

## CLUBS AND SERVICES

Overseen by the VP (Clubs and Services), this budget is allocated exclusively to the Services Summit, an event organized to help orient Service executive members and to teach them about proper budgeting, institutional memory, volunteer recruitment, room booking, and event organization within SSMU.

## RESEARCH AND UNIVERSITY RELATIONS

Overseen by the VP (University Affairs).

## EQUITY

Overseen by the VP (University Affairs), this budget allows the Equity committee to fulfill its function of promoting equitable costume campaigns during Halloween, providing food for students at policy consultation sessions and select events, and to foster conversations and spaces around equity and its place in the Society. There is an additional \$1500 added to this budget to reflect work that was performed by two students last year that were not paid before the fiscal year ended.

## MENTAL HEALTH

This budget was created this year under the VP (University Affairs) in order to promote and facilitate more mental health awareness campaigns, projects, and initiatives. Through it, she is hosting the first-ever Mental Health Awareness Week, which will see workshop facilitators and panelists informing students about approaches to mental health, and resources available.

## EXECUTIVE COMMITTEE

This budget is almost exclusively to cover the cost of the Executive's transition retreat, which happens May of every year and is an opportunity for the outgoing and incoming executives to discuss their roles and responsibilities, the SSMU, and specific challenges or opportunities for the upcoming year.

## ELECTIONS

Overseen by the Elections SSMU office, this budget is largely determined by the election by-laws. It is primarily used for advertising upcoming elections and referendum periods, and to reimburse students running in elections for their campaigning expenses.

## SEAMLESS

Overseen by the President, Seamless is an event held in collaboration with the Campus Life and Engagement Office that gathers executives from different student associations to network, share successful practices, and identify possible points of collaboration. This year's theme is sustainability, and will focus on how student associations can share, retain, and sue institutional memory to improve their services to students.

## GENERAL ASSEMBLY

Overseen by the President, this budget is in part dictated by the by-laws—the SSMU is required, for example, to publicize the General Assemblies in campus publications. This year's GA budget has been substantially increased to reflect the increased security and computer software costs associated with a higher than usual turnout to the Fall GA.

## COUNCIL AND COMMITTEES

Overseen by the President, this budget helps fund the retreat all councilors, senators, and executives are required to attend in September to orient themselves to the processes and rules of Legislative Council. The executives organize a retreat weekend to McGill's Gault chalet, where councilors learn about Robert's Rules of Order, Council proceedings, report writing, how to engage their constituents, and any relevant issues for the upcoming year.

## FRANCOPHONE AFFAIRS

Now overseen by the VP (External Affairs), previously the VP (Internal), Francophone Affairs works toward integrating the francophone community into the Society. In the past, this budget has been used toward events like FrancoFête, French movie screenings, French discussion circles, and the Mechante langue conference.

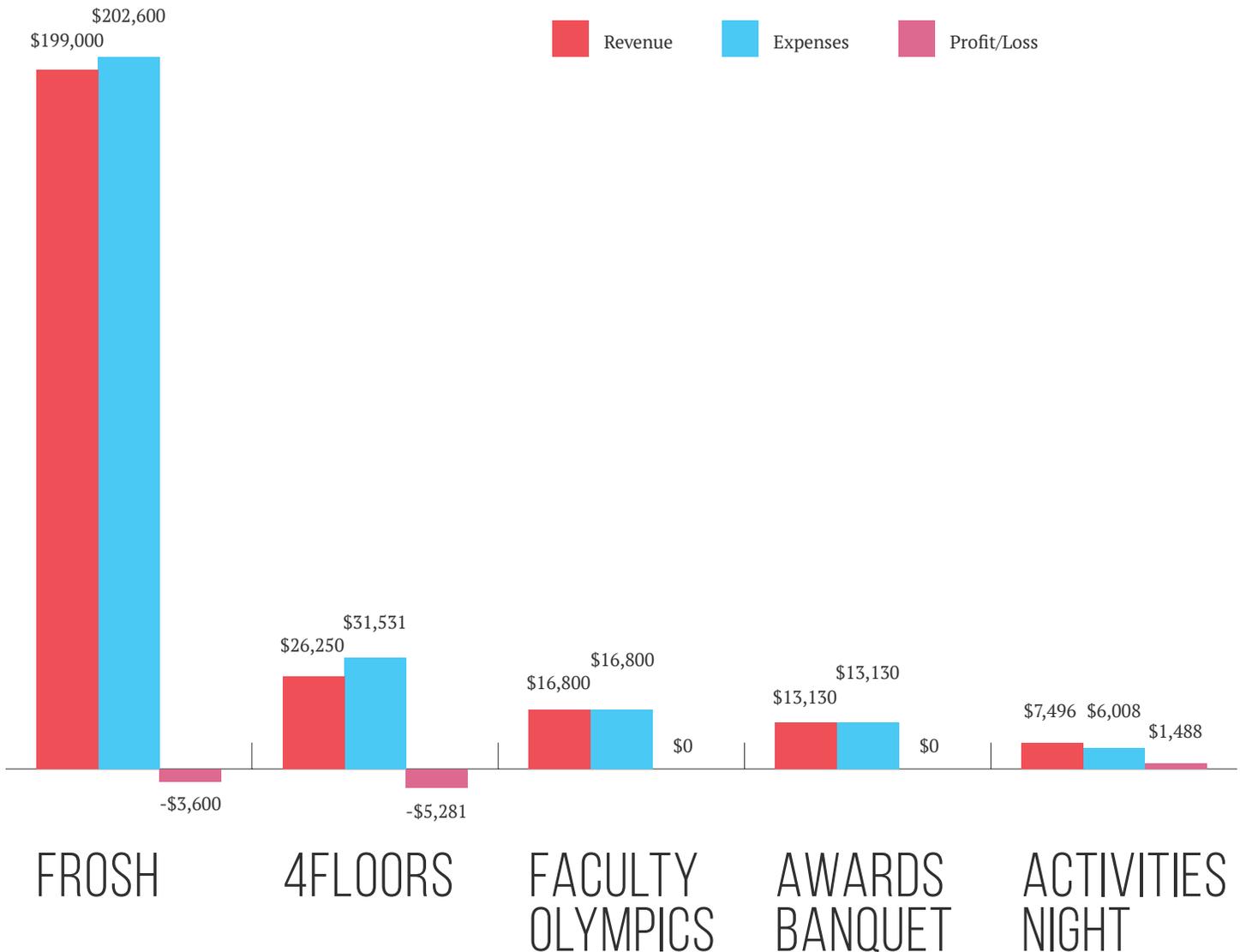
## COMMUNITY RELATIONS

Overseen by the VP (External Affairs), this department organizes events and awareness campaigns for and relating to the off-campus McGill community, particularly the Milton-Parc neighbourhood. In particular, this department helped organize street teams during Frosh and Orientation Week to ensure students were safe and respectful of their neighbours, and organized Community Engagement Day in collaboration with the Social Equity and Diversity Education (SEDE) Office.

# EVENTS

While not exclusively under the VP (Internal), most SSMU events are run through his portfolio. Frosh, Four Floors, and Faculty Olympics represent the three largest events the SSMU runs. Frosh is by far the largest event SSMU organiz-

es, and is conducted in collaboration with several faculty associations as an orientation to McGill and Montreal for first year students.



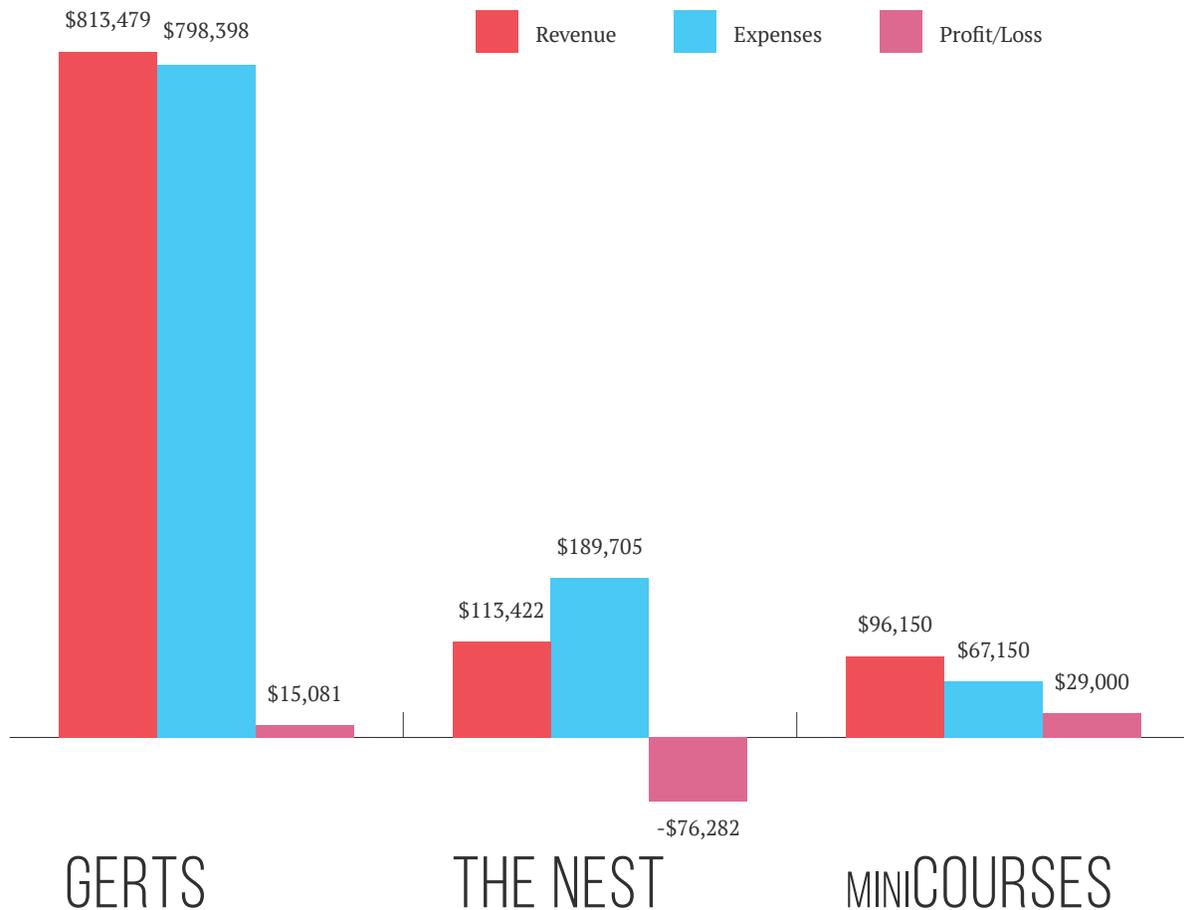
*\*A note about the FourFloors deficit: this deficit is almost exclusively the product of significantly higher external security costs than anticipated. Due to the construction on McTavish, emergency exists and security measures for the building have been drastically changed, making it very difficult to predict*

*security costs for large events in the building such as Four-Floors. We regret this oversight. For more information about the budgeting process for these events, please contact the VP (Internal).*

# OPERATIONS

A noticeable lack in the “Executive Budgets” is the budget of the VP (Finance and Operations). These budgets, because they are operations, generate revenue for the Society, and represent more of a service to students than leadership or

representation. The three operations overseen by the VP (Finance and Operations) are Gerts, the Nest (Student-Run Café), and Mini Courses. Their revenues, expenses, and respective profits are outlined in the chart below.



Gerts continues to do well financially. The introduction of a new Operations Manager has seen improved margins on alcohol and food, less waste, and better relationships with our beer suppliers.

The Nest is in its second semester of operation, and experiencing serious financial difficulty. A full-time, permanent staff cook position was created to oversee food production, increasing labour costs. An Outreach Coordinator position has also been created to help facilitate feedback and consultation for the Nest, and to guide its operations to ensure it is student-run and student demand-driven. Thus far, student feedback has indicated that students prioritize cost above all else, putting the mandate of the Nest to be local and sustainably oriented at odds with the lowest possible cost option. This discrepancy must be addressed by

Legislative Council, Operations Management Committee, and students interested in the Nest, as it is not achieving its mandate to be financially sustainable at this point in time.

Mini Courses is doing extremely well this year. After the failure of the Building Fee, the Mini Courses budget was adjusted to increase profits to assist the Society in its financially difficult position. Specifically, class enrollment was increased by \$5.00/person. But because Mini Courses runs at the beginning of the academic year, there was no opportunity for the VP (Finance and Operations) and the Mini Courses Supervisor to adjust class costs after the Building Fee's success in the early Fall Referendum. These cost adjustments can be changed in the February budget revision, or they can remain and provide revenue for the Society's other operational activities.

# GENERAL ADMIN

By far the largest department in the Operating Budget, General Administration is the department that helps all other departments at the SSMU run. It subsumes all other departmental salaries (with the exception of the Operations, Security, and the Services), telephone costs, printing costs, and bank charges, which is in part why it is so large. It also pays all lawyer and professional service fees the Society requires, which are, for the most part, designated to reviewing contracts, Constitutional amendments, the lease and Memorandum of Agreement with McGill, the Society's By-Laws, and overseeing the legally-required audit the Society must undergo.

Salaries are at once the largest part of the General Administration's budget, but also the most confidential. The

SSMU is not able to release salary information about any of its staff members, whether they are permanent or student staff. With this amount, we employ over 100 students and about 20 permanent staff members, without whom the Society could not function.

*\*A note about the Daycare: previously, the SSMU Daycare used many of SSMU's resources and institutional memory—our accountants and accounting software, databases and email server, and staff members' time. This year, the daycare manager introduced new software that automatically generates many of the reports required by law for daycare operation, meaning that SSMU will be needed significantly less than in previous years. For this reason, the revenue from the SSMU Daycare has been reduced.*

