

STUDENTS SOCIETY OF MCGILL UNIVERSITY ANNUAL OPERATING BUDGET

2019-2020

PREPARED BY VICE PRESIDENT OF FINANCE JUN WANG

PREAMBLE

The SSMU is an incorporated non-for-profit, which means it is legally required to break even annually. The annual budget must be approved by Legislative Council and the Board of Directors for the next Fiscal Year, June 1st, 2019 to May 31st, 2020, to ensure financial transparency and management are upheld. Its approval will allow spending and staff hiring for the next Fiscal Year.

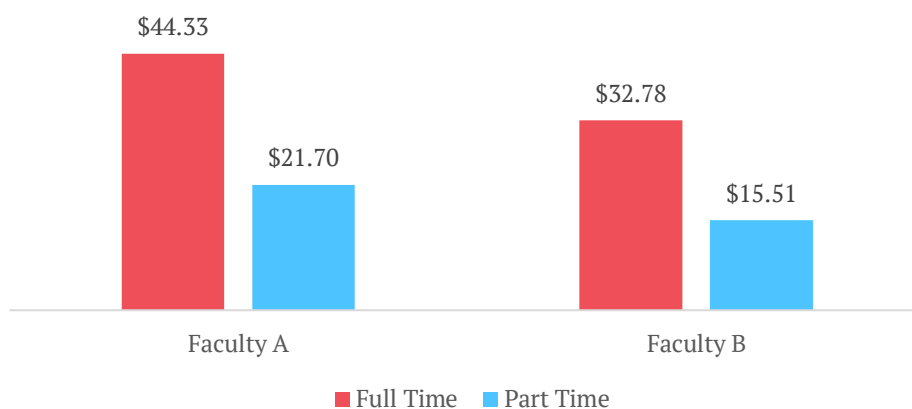
The budget process is directly overseen by the Vice President of Finance, the General Manager and the Controller. This budget report has been created to be a reader-friendly and student accessible version of our Statement of Operations to allow McGill members to quickly digest and easily understand how SSMU operates and where their money is spent.

WHERE DOES OUR MONEY COME FROM?

The SSMU largely runs on student fees, either in the form of a purpose-specific fee (i.e. the Mental Health fee or the Safety Network Fee), or directly through the SSMU Membership Fee. The SSMU primarily utilizes the base fee to help run student operations, events and student governance and is accountable for managing the funds responsibly through internal policies and an annual budget report to the Student Body.

The Base Fee helps fund the general operations and administration of SSMU. 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. The Membership Fee is also known as the Base Fee.

Below is a breakdown of the faculty **Base Fee** distinctions.

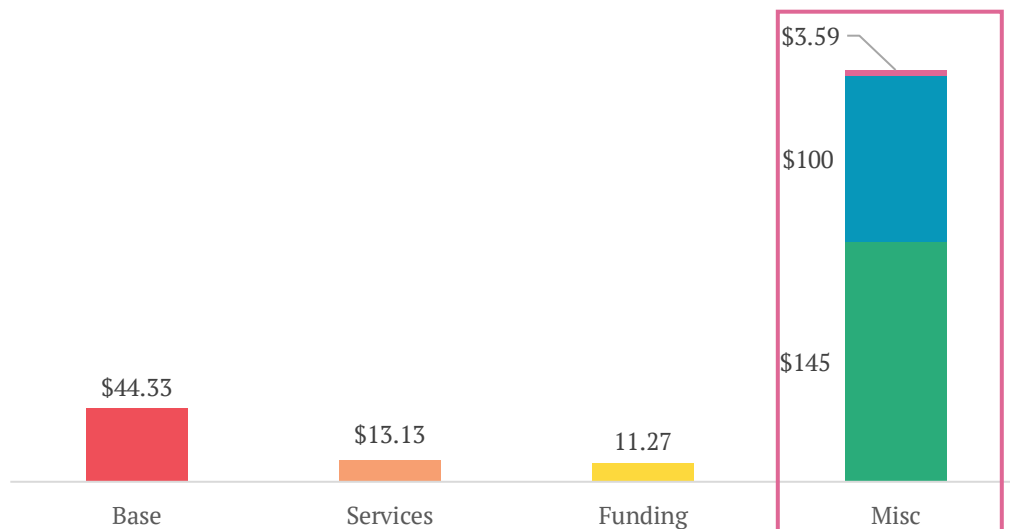


Membership Fee	Full-Time (9+ Credits)	Part-Time (8- Credits)	Description
Faculty A	\$44.33/Term	\$21.70/Term	<i>This amount is charged to all A faculties: Arts, Architecture (B.Sc. Arch), Education, Engineering, Music, Management, Nursing, Physical & Occupational Therapy, Science, and Arts & Science.</i>
Faculty B	\$32.78/Term	\$15.51/Term	<i>This amount is charged to all B faculties: Law, Dentistry and Medicine.</i>

To be specific, The SSMU levies twenty-three (23) distinctive Fees, inclusive of the Base Fee, to provide students with certain resources and services proposed by students and was approved and deemed necessary by referenda.

These fees directly benefit and are paid to the SSMU. These Fees should not be confused with tuition fees, course fees, independent student group fees or ancillary fees charged by McGill University. These twenty-one (23) fees fall under 4 categories, one (1) Membership Fee, nine (9) Service Fee, ten (10) Funding Fees and (3) Miscellaneous Fees.

Below is a **breakdown of each fee category per term**, excluding the Base Fee breakdown presented above.



Only funds levied through the Base Fee, Services Fee and Funding Fee are considered in the SSMU annual budget as these Fees finance the day to day student operations of the Society. On the other hand, the Miscellaneous Fees consist of the University Centre Fee, Health Plan fee and Dental Fee. These Fees are placed into financial funds that are used for very particular purposes. These fees are not used to finance day to day student operations, and subsequently are not considered part of the annual budget.

Below is a breakdown of the Miscellaneous Fees that are excluded from the annual budget.

Misc Fees	Full-Time (9+ Credits)	Part-Time (8- Credits)	Description
University Centre	\$3.59/Term	\$3.59/Term	Help pays for the lease of the Student's Society signed with McGill University for occupying the William Shatner University Centre, improvement to the University Centre and building related expenses such as utilities.
Health Plan	\$145.00/Year	\$145.00/Year	An opt-out able fee that helps pay for the Student Society's health plan to provide students with health insurance coverage.
Dental Plan	\$100.00/Year	\$100.00/Year	An opt-out able fee that helps pay for the Student Society's dental plan to provide students with dental insurance coverage.

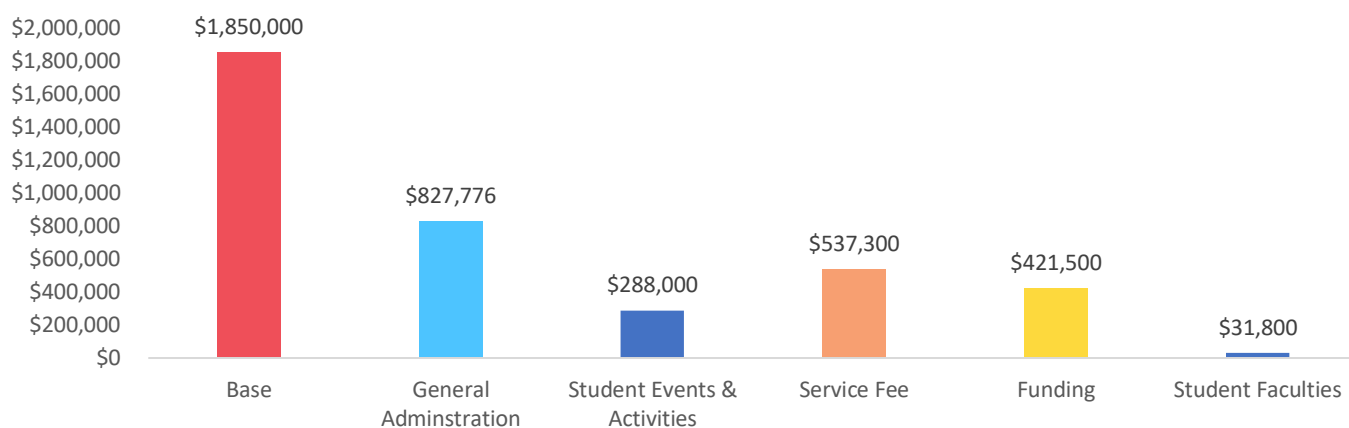
Other fees such as the library improvement, Bursary, Daycare and Sustainable Projects Fee are not included as it does not directly benefit or paid to the SSMU but rather external bodies of McGill such as the McGill Libraries or Student Scholarship and Aid.

ANNUAL BUDGET

The annual budget consists of budgeting the amount raised from the Base Fee, Service Fees, the Funding Fees and any amounts raised through the Society’s operations and events such as, but not limited to the Gert’s bar, Mini Course, Faculty Olympics, interest income and commercial tenant rent and through advertising space in our annual Handbook. The annual budget will place the most emphasis on the amount levied through Base Fee as it is the discretionary funds raised to cover administrative and operational overhead.

The SSMU also collects and financially manage three (3) student faculties fee and operate their finances as some fees are too immaterial for a faculty to incorporate.

The following is the amount of **all projected revenues generated** through the Base Fee, Services Fees, Funding Fees and operations such as Gert’s alcohol revenue and amount paid by external sponsors. These are **the six broad categories** will serve as the framework for this budget.



Budgeted Categories	Levied Fee	Revenue Total	Description
Base (Membership)	\$15.51 to \$44.33/Term	\$1,850,000	<i>This is the amount levied through The Base Fee, that all undergraduate students pay, that helps fund the general operations and administration of SSMU.</i>
General Administration	None	\$827,776	<i>This is the amount generated from SSMU operations such as Gert’s alcohol sale, commercial tenant rent, interest income from GIC’s and security revenue.</i>
Student Events & Activities	None	\$288,000	<i>This is the amount generated from SSMU student events such as Faculty Olympics ticket sales, event sponsorships, advertisement space in the Student Handbook.</i>
Service Fee	\$13.13/Term	\$537,300	<i>This is the amount levied through all nine (9) Service Fees to finance specific SSMU Services to provide McGill undergraduates with resources and services they deemed necessary through referenda.</i>
Funding	\$11.27/Term	\$421,500	<i>This is the amount levied through all ten (10) Funding Fees to provide financial assistance to student activities and internal SSMU committees to commit time and research into a student intuitive.</i>
Student Faculties	Variable	\$31,800	<i>This is the amount levied for three (3) student faculties as SSMU manages their finances: Nursing, PTOT and SWSA.</i>

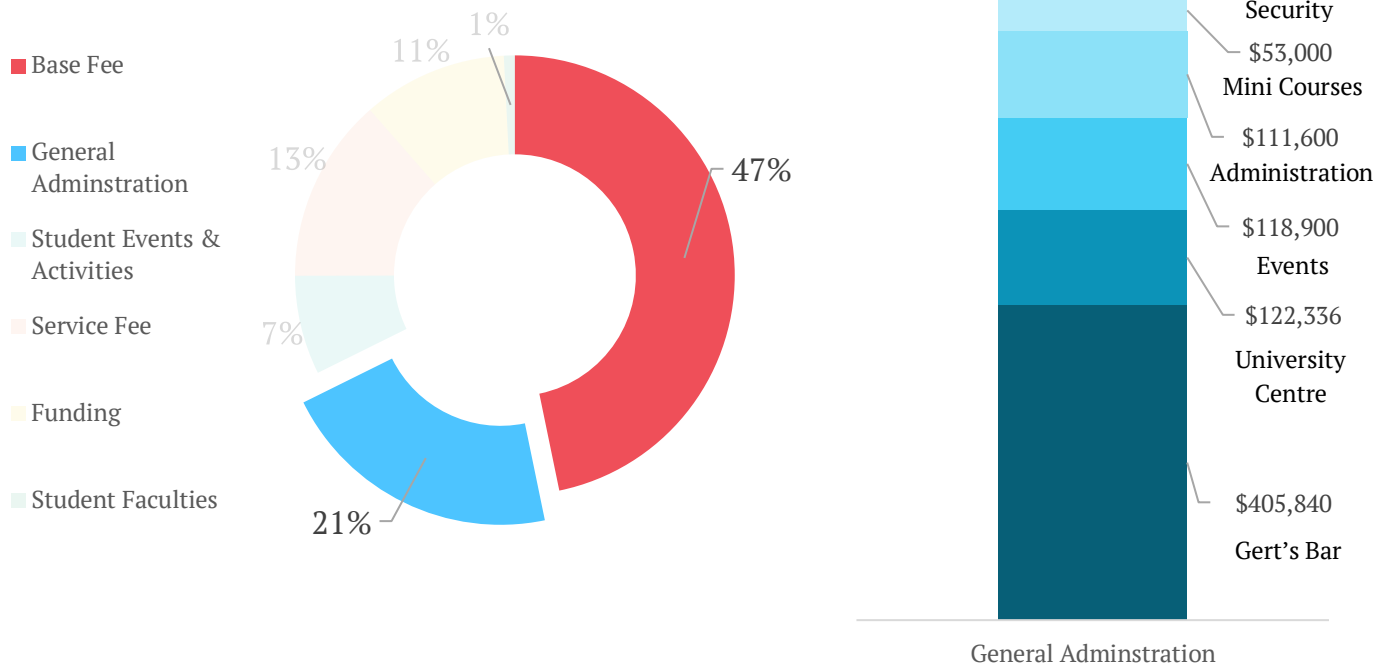
GENERAL ADMINISTRATION

OVERVIEW / REVENUE

By far the largest department in the Operating Budget, General Administration helps all other departments the SSMU runs. It subsumes the majority of all departmental, but not limited to, banking costs, support staff salaries, printing costs, telephone charges and insurance premiums. It also pays for all lawyers, auditors and other professional service fees that the Society requires, which are, for the most part, designated to reviewing contracts, Constitutional amendments, Memorandum of Agreements, the Society's By-Laws, financial rulings and overseeing the legally required audit the Society must undergo.

General Administration generates **21% of the Society's revenue** from the operating activities. As of 2019, it consists of eleven (11) departments as presented below. The **Base Fee, which consist of 47%** of the Society's revenue finances the majority General Administration.

PROJECTED REVENUES



General Administration Categories (Revenue)

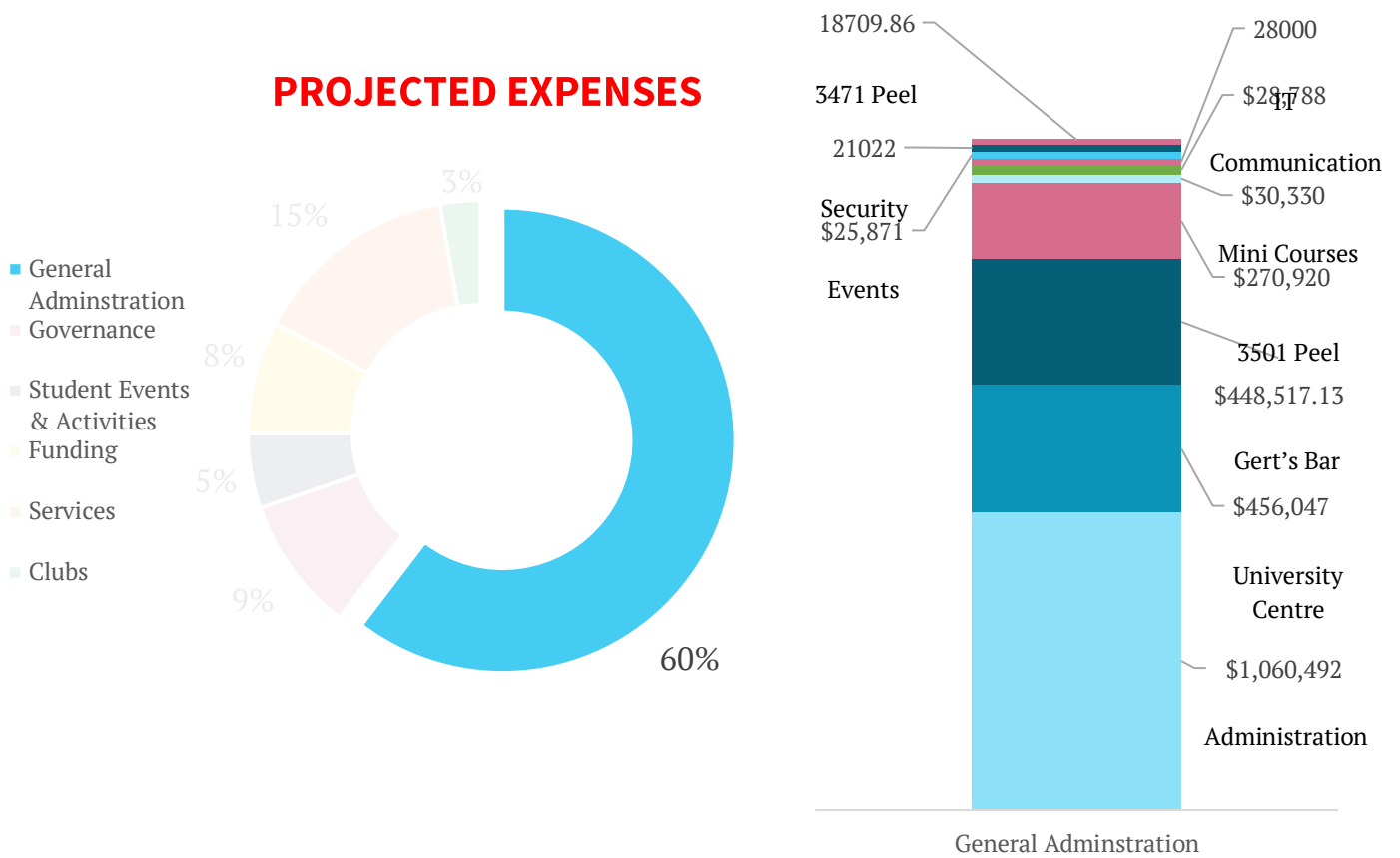
Events (\$118,900)	Mini Courses (\$53,000)	Gert's Bar (\$405,840)	Administration (\$111,600)
Security (\$15,500)	IT (\$0)	Communications (\$600)	University Centre (\$0)
2075 Robert Bourassa *(\$0)	3471 Peel * (\$0)	3501 Peel* (\$0)	

IT, 2075 Robert Bourassa Building, 3471 Peel Building and 3501 Peel Building do not generate any revenue and are **pure expense departments**. *

Most of the revenue generated by General Administration will come from the projected sales made at Gert's Bar, constituting \$405,840 of the \$827,700 of the General Administration departmental revenues. Events brings in a projected \$118,900, almost all will be from rental revenue. General Administration itself will bring in project \$111,600 revenue from activities such as manipulating interest rates on our GICs to maximize interest income, administration costs charged to administer the health and dental fund and SSMU daycare assistance. This also included money made from room bookings, space rentals and lease rents.

EXPENSES

General Administration's eleven (11) departments generates **60% of the Society's expenses** as presented below. The **Base Fee**, which collects a projected \$1,850,000, covers **77%** of General Administration total expenses of \$2,388,697. General Administration finances the **23%** remainder from operating activities as mentioned above.



General Administration Categories (Expenses)

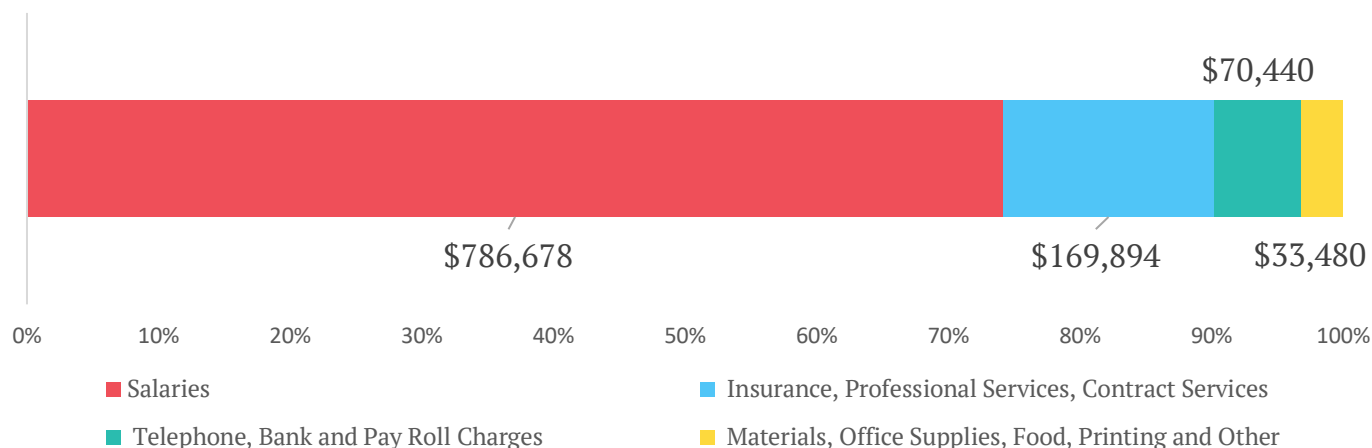
Events (\$25,871)	Mini Courses (\$30,330)	Gert's Bar (\$448,517.13)	Administration (\$1,060,492)
Security (\$21,022)	IT (\$28,000)	Communications (\$28,788)	University Centre (\$456,047)
2075 Robert Bourassa *(\$0)	3471 Peel * (\$187,098.6)	3501 Peel* (\$270,920)	

2075 Robert Bourassa Building is not posting any expense as we **anticipate moving back into the University Centre** for the next Fiscal Year, therefore no rent or utilities expense will be recorded in this department. *

Salaries is the largest expense in the General Administration budget but for the most part strictly confidential. SSMU is not able to release salary information about any of its staff members, whether they are permanent or student staff. With the budget amount, we employ over 50 students and about 15 permanent staff members, without whom the Society could not function. Their duties can include general clerical tasks, such as drafting documents and answering telephones, as well as administrative jobs, including project management, accounting, IT administration and human resource management.

The SSMU staff consists of: the general manager, human resource manager, operations director, operations coordinator, building director, building coordinator, IT administrator, communications and publications manager, graphic designer, controller, accounting analyst, accounting technician, assistant controller, payroll specialist and front desk receptionist.

Below is a breakdown of one of the eleven (11) departments of General Administration, known as *Administration*. This is the category where we record most of the permanent support staff's salaries.

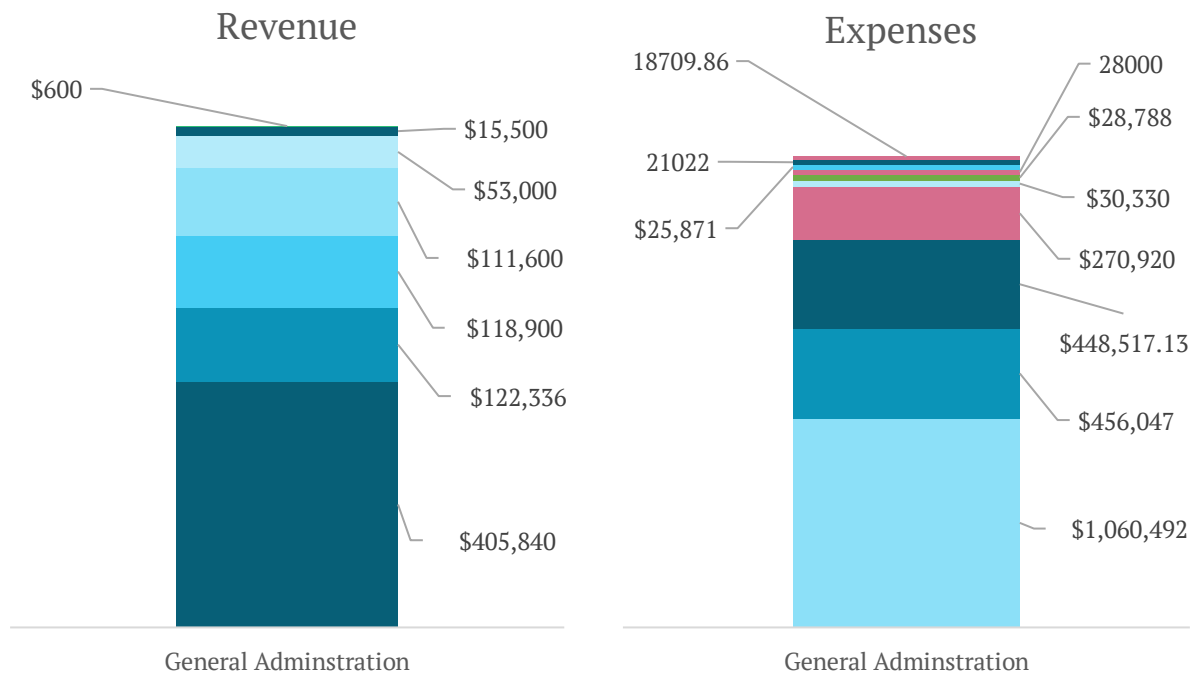


Given the magnitude of salaries on the annual budget, several assumptions were taken to accurately reflect the cost of salaries paid in the next Fiscal Year as outlined below.

Assumptions	Rate	Affected Category	Explanation
Inflation Rate	1.6%	Salaries	<i>This is average market rate given Canada and Quebec that we use to increase salaries by. The higher the amount, the more competitive you are in the labor market.</i>
Benefits	22%	Salaries	<i>This is the approximate rate of what we have to pay to the Quebec government under CNESTT regulations to fund Quebec's compulsory Quebec Pension Plan (QPP) and Quebec Parental Insurance Plan (QPIP).</i>
Vacation	4%	Salaries	<i>This is the rate the SSMU is obligated to pay out to all its employees. Vacation amount earned will be paid out at the end of the employment or when a vacation is taken.</i>
Merit	5%	Salaries	<i>This is the maximum rate the SSMU will increase salaries by for support staff given their performance evaluation completed by the Human Resources Manager</i>

GENERAL ADMINISTRATION SUMMARY

GENERAL ADMINISTRATION					
#	Department	Revenue	Expenses	Difference	2018-2019
3000	Student Base Fee	\$1,850,000	\$0	\$1,850,000	\$1,711,000
1031	Events	\$118,900	\$25,871	\$93,029	-\$27,896
3084	Mini Courses	\$53,000	\$30,330	\$22,670	\$0
1599	Gert's Bar	\$405,840	\$448,517	-\$42,677	-\$26,629
3021	General Administration	\$111,600	\$1,060,492	-\$948,892	-\$925,974
1210	Security	\$15,500	\$21,022	-\$5,522	\$12,850
2000	IT	\$0	\$28,000	-\$28,000	-\$35,000
4019	Communications	\$600	\$28,788	-\$28,188	-\$16,104
2022	Shatner Building	\$122,336	\$456,047	-\$333,711	-\$401,143
2075	Building 2075 Robert Bourassa	\$0	\$0	\$0	-\$274,590
3471	3471-Building 3471 Peel street	\$0	\$18,710	-\$18,710	-\$26,200
3501	3501-Building 3501 Peel street	\$0	\$270,920	-\$270,920	-\$246,000
Total of Administration		\$2,677,776	\$2,388,697	\$289,079	\$-255,686



It is projected that General Administration activities will be able to finance The Society's governance activities without budget cuts given our revenue projections are reasonable within bound with \$289,079 dedicated to other activities in comparison to last year's deficit of \$255,686 from administrative activities due to the building closure.

CHANGES AND EXPLANATION

Salaries

A major change to salaries is their accounting treatment. For the next Fiscal Year, we will consider vacation paid on an accrual basis. This means vacation will not be paid out every pay period but rather is accumulated and paid out when a vacation day is taken.

Some salaries have also been reclassified and moved out of Administration (accounting #3021) and into its respective departments to accurately reflect the cost of the department. Casual and permanent staff entire salaries are now placed into departments they devote the most time and resources to or have a direct supervisor in said department.

For example, the Funding Commissioners salaries will be recorded under the VP Finance department (accounting #4015) as they are directly supervised by and work closely with the Vice President (Finance). Other changes include recording the full salary of the Director of Operations and their support staff under Gert's Bar rather than recording a partial amount as done in prior years. This process makes overhead costs transparent.

The website designer budget has been removed from Vice President Student Life (accounting #4025) to Communications (accounting #4019) in General Administration as this role primarily works with the Society's communications and publications manager.

Buildings

As we anticipate the completion of the University Centre's renovations, moving expenses will be recorded under University Centre (Shatner Building, accounting #: 2022) rather than the current practice of recording moving expenses in its own separate accounting category (#2021) as we have done during the 2018 building closure. The startup cost to move back into the University Centre and initiating projects in 3501 Peel and 3471 Peel is the reason why we are incurring large expenses in these departments for the next Fiscal Year compared to the previous year as shown in the table above.

Other startup costs would primarily be capital expenses such as leasehold improvements to bring the University Centre back to a usable space for students. The majority of which will be financed from the Capital Expenditure Reserve Fund.

Regarding other buildings, most of the cost for 3501 Peel would constitute the mortgage payments paid out to Royal Bank for its debt financing. 680 Sherbrooke has been removed from this annual budget because we anticipate moving back into the University Centre. Any expenses, such as utilities or materials and supplies, would be immaterial to record in its own separate accounting department. As for 3471 Peel, its costs primarily consist of rent and utilities expense as well as materials and supplies and maintenance costs.

Other

Other changes include, reclassifying the Menstrual Hygiene fee (accounting #2023) and moving it out of the General Administration category. Instead, it will be classified in the Funding fee category (accounting #9064) to better represent its purpose as a restricted fund levied for a purpose by referenda, as per all other fees in the Funding fee category.

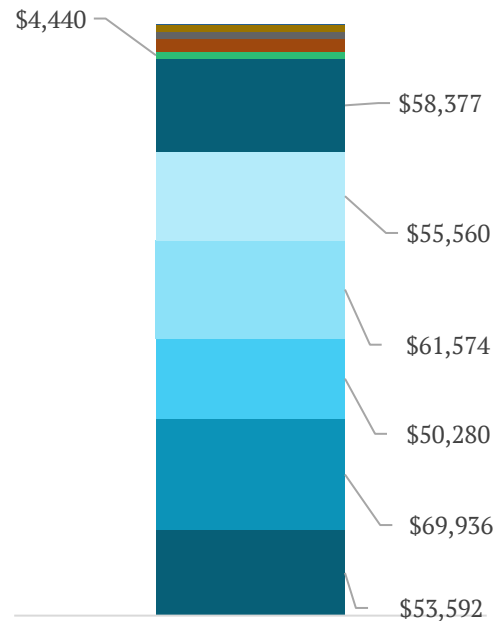
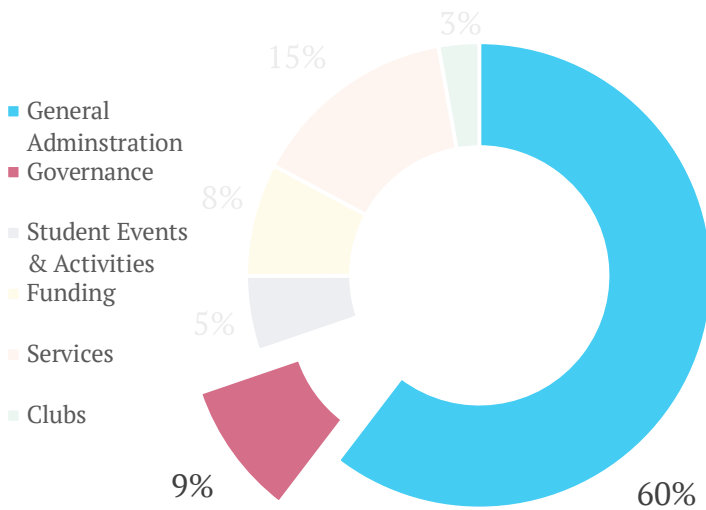
STUDENT GOVERNANCE

OVERVIEW / EXPENSE

The six SSMU Executives are each mandated by the Board of Directors, the By-Laws and Legislative Council to perform certain functions every year. The projects and functions each Executive take on range from highly political to highly administrative, but all are essential elements of the SSMU’s constitutional mandate of to provide student services, leadership and representation. None of the Executive portfolio generate any revenue but is reliant on the base fee and revenue collected from general administrative activities for financing. In addition to these executive budgets, the SSMU is also required to executive specific governance events, specifically the General Assembly, Legislative Council, Executive Committee and Elections and Referendum to uphold the Society’s governance structure.

Below is a detailed breakdown of each Executive Portfolio-specific budgets. These are not, contrary to belief, personal budgets or discretionary funding for the Executives to spend as they choose, but rather their portfolio-specific budgets with which they use to carry out their specific mandate. In total, Student Governance contribute to **9% of the total cost** of the Society.

PROJECTED EXPENSES

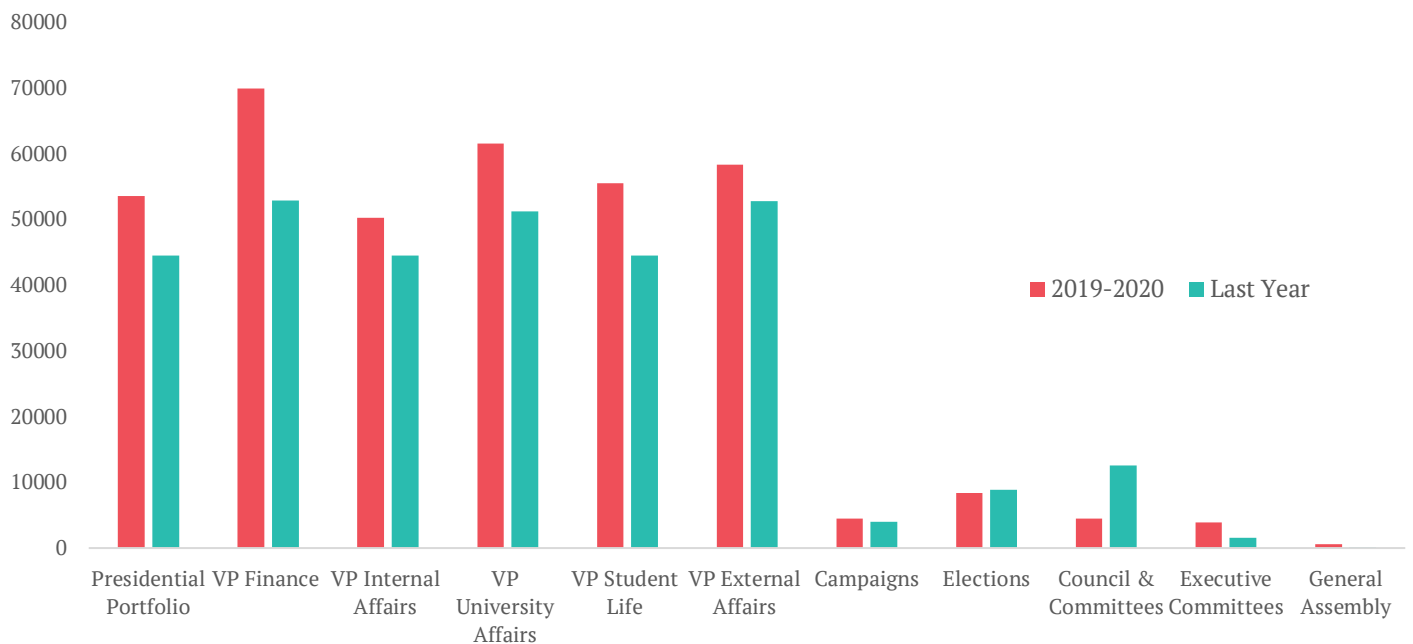


Governance Categories (Expenses)

President (\$53,592)	Finance (\$69,936)	Internal Affairs (\$50,280)	University Affairs (\$61,574)
Student Life (\$55,560)	External Affairs (\$58,377)	Campaigns (\$4,440)	Elections (\$8,352)
Council & Committees (\$4,500)	Exec. Committee (\$3,900)	General Assembly (\$600)	

STUDENT GOVERNANCE SUMMARY

GOVERNANCE						
#	Department	Revenue	Expenses	Difference	2018-2019	
4010	Presidential Portfolio	\$0	\$53,592	-\$53,592	-\$44,523	
4015	VP Finance	\$0	\$69,936	-\$69,936	-\$52,907	
4018	VP Internal Affairs	\$0	\$50,280	-\$50,280	-\$44,523	
4091	VP University Affairs	\$0	\$61,574	-\$61,574	-\$51,228	
4025	VP Student Life	\$0	\$55,560	-\$55,560	-\$44,523	
4037	VP External Affairs	\$0	\$58,377	-\$58,377	-\$52,765	
4039	Campaigns	\$0	\$4,440	-\$4,440	-\$4,000	
4057	Elections	\$0	\$8,352	-\$8,352	-\$8,913	
4082	Council & Committees	\$0	\$4,500	-\$4,500	-\$12,545	
4083	Executive Committees	\$0	\$3,900	-\$3,900	-\$1,550	
4084	General Assembly	\$0	\$600	-\$600	-\$120	
Total of Administration		\$0	\$371,111	\$371,111	\$-317,597	



Above is the comparison of each Governance department's 2019 to 2020 budget to last year's budget. The most significant differences are the Finance Portfolio (accounting #4015) and Council & Committees (accounting #4082). It is important to note; the budget is less restrictive than the previous year's as General Administration is generating revenue to finance these activities this year rather than incurring a larger deficit.

CHANGES AND EXPLANATION

Casual Salaries

A major change to casual salaries is their categorization. For the next Fiscal Year, we have reclassified several salaries into its respective departments to accurately reflect the cost of the department. We have most all casual staff salaries into their direct supervisor's department as they devote the most time and resources to this category.

For example, the Speaker of Council, recording secretaries and parliamentarian salaries will now be placed into the Presidential Portfolio (accounting #4010) as they directly supervised and aid in the President's role of facilitating governance structures such as Legislative Council. These salaries are moved out of Council and Committees (accounting #4082) as this category should only consist of expenses incurred more than amounts necessary to operate Legislative Council and its respective committees that are not financed by an external fee.

Executive Overall

Each of these Executive portfolios are also allocated \$1,500.00 of discretionary spending respective of their mandate. This fund is there for Executives to spend on food and beverages on their committees, travel expenditures to Student Union conferences and other necessary costs required to facilitate their projects and operations. This is not, contrary to belief, personal budgets or discretionary funding for the Executives to spend as they choose.

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 for the upcoming year.

Council and Committees

This budget is to cover all Legislative Council and its Committee's expenses such as, but not limited to, the Service Review's Committee Services Summit held by the Vice President Student Life, to help orient Service Executive members and to teach them about proper budget, room booking and event organization. This budget also covers the food and beverages for upcoming Legislative Council councilors and materials necessary to facilitate its operations.

President

The President is allocated and in charge of all Governance departments such as Council and Committees, General Assembly and Executive Committee budgets. Most of the President Department's budget (accounting #4010) is the President and their casual staff's salaries.

Finance

The Vice President of Finance does not have a specific budget allocated as they oversee the entire SSMU budget and financial spending. The Finance Portfolio (accounting #4015) has the largest Executive budget as this department is purely administrative thus requires more casual staff to facilitate the Society's business functions. These functions include, but are not limited to, funding applications, capital budgeting, bank

account maintenance, financial compliance and internal audits. Most of this budget is the Vice President of Finance and their casual staff's salaries.

Internal Affairs

The Vice President of Internal Affairs is not allocated a Governance department as their role is to oversee some of the Society's largest budgets – our Events-based departments such as Faculty Olympics, Frosh, Four Floors and SSMU Awards Banquet. The Internal Affairs Portfolio (accounting #4018) is allocated the smallest Executive budget as it has the least casual staff because most of Internal Affairs staff are working on a volunteer basis. For more information regarding these event budget, please refer to Student Events & Activities segment of this report. These volunteers include, but are not limited to, Faculty Olympics leaders and Four Floors coordinators. The Vice President Internals' support staff, Internal Logistics Coordinator position has been removed from Frosh (accounting #5080) and placed into this budget as this position is not solely responsible for Frosh but also helps with the logistic work for all other events Internal Affairs oversees. Most of this budget is the Vice President of Finance and their casual staff's salaries.

Student Life

The Vice President of Student Life is not allocated a Governance department as their role is to oversee Club and Service activities and events such as Activities Night. The Club and Service Administrative Assistants

University Affairs

The Vice President of University Affairs is not allocated a Governance department but rather has the second highest budget to hire academic researchers to help develop policies and investigate into certain university affairs. These researchers are essential for the Vice President of University Affairs to fulfill their function to initiate policy consultation and foster conversations around student initiatives with McGill University. Most of this budget is the Vice President of University Affairs, their casual staff and their ad-hoc academic researchers.

The main change with this department is its accounting treatment within the budget. Instead of having a separate budget line for researchers, this budget has been combined with the University Affairs Portfolio (accounting #4091) to better reflect the work done and cost required for the Vice President of University Affairs to fulfill their mandate.

External Affairs

The Vice President of External Affairs is allocated a budget as their role is to oversee student run campaigns and political advocacy. The budget is used for mobilization efforts, informational and promotional material such as banner -making supplies and stickers, and information distribution mediums such as website, flyers and posters. The political campaign coordinator also falls under the Vice President External Affairs Portfolio (accounting #4037).

The main change with this department is its accounting treatment within the budget. Instead of having a separate budget line for external affairs for advocacy, this budget has been combined with the External Affairs Portfolio (accounting #4037) to better reflect the work done and cost required for the Vice President of External Affairs to fulfill their mandate.

Campaigns

This budget is to cover all campaign related expenses for primarily, but not exclusively, for External Affairs projects and initiatives. The money is used for mobilization efforts or marketing initiatives for any departments ranging from the Change the Name Campaign to promoting climate justice, divestment policies or advertisements for the SSMU events.

Elections

This budget is largely determined by the elections by-laws. It is primarily used for advertising upcoming elections and referendum periods and to reimburse student candidates running in elections for their campaign expenses. Most of this budget is the Chief Elections Officer and the Deputy Elections Officer's salaries.

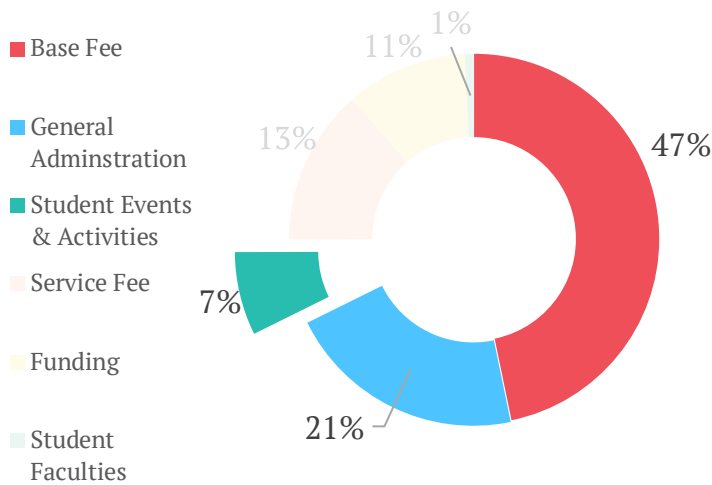
STUDENT EVENTS & ACTIVITIES

OVERVIEW / REVENUE & EXPENSES

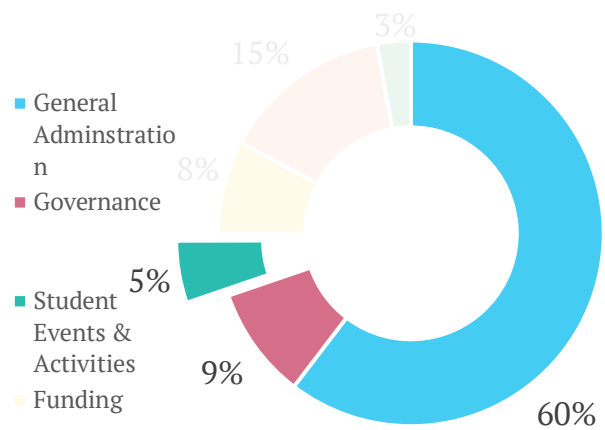
While not exclusively under the Vice President of Internal Affairs, most SSMU events are run through their portfolio. This includes Frosh, Four Floors and Faculty Olympics. Since the delegation of Frosh to each respective Student Society, such as the Arts Undergraduate Society and the Management Undergraduate Society, Faculty Olympics is now by far the largest event SSMU organizes.

Student Events & Activities generates **7% of the Society's revenue** from the operating activities but only contribute to 5% of the Society costs. From its activities, it generates \$82,032 for the Society, largely due to sponsorship. Most student events & activities are **self-funded** through ticket sales. It is additionally covered by our Sponsorship department revenue we receive from external parties, mostly for advertising space on SSMU platform such the student handbook and space at Activities Night. As of 2019, it consists of nine (9) departments as presented below.

PROJECTED REVENUES

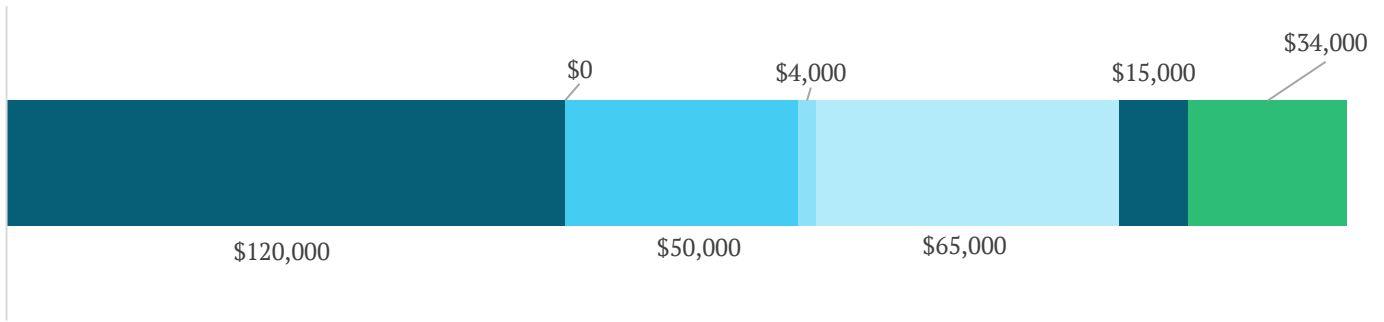


PROJECTED EXPENSES



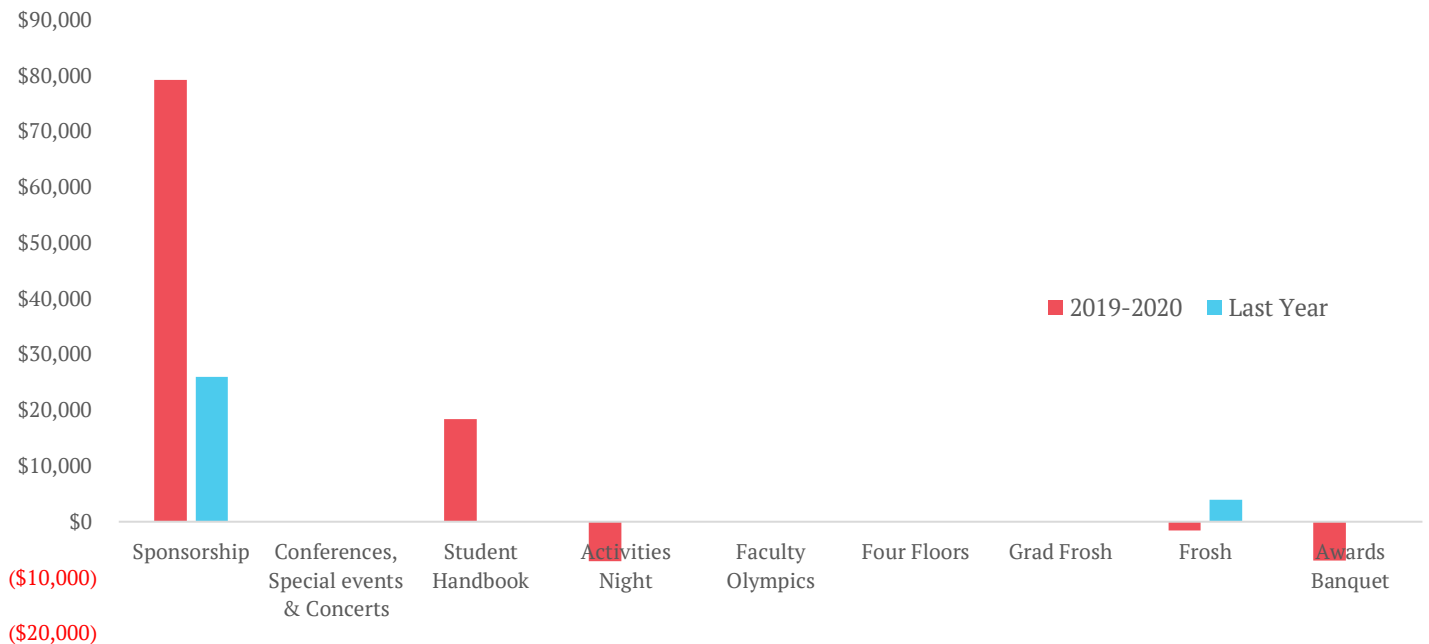
Student Events & Activities Categories (Revenue)

Sponsorship (\$120,000)	Conferences & Events (\$0)	Student Handbook (\$50,000)	Activities Night (\$4,000)
Faculty Olympics (\$65,000)	Four Floors (\$15,000)	Grad Frosh (\$34,000)	Frosh (\$0)
Awards Banquet (\$0)			



STUDENT EVENTS & ACTIVITIES SUMMARY

STUDENT EVENTS & ACTIVITIES					
#	Department	Revenue	Expenses	Difference	2018-2019
5084	Sponsorship	\$120,000	\$40,788	\$79,212	\$25,936
5015	Conferences, Special events & Concerts	\$0	\$0	\$0	\$0
6036	Student Handbook	\$50,000	\$31,580	\$18,420	\$0
5558	Activities Night	\$4,000	\$11,050	-\$7,050	\$0
5085	Faculty Olympics	\$65,000	\$65,000	\$0	\$0
5559	Four Floors	\$15,000	\$15,000	\$0	\$0
5079	Grad Frosh	\$34,000	\$34,000	\$0	\$0
5080	Frosh	\$0	\$1,550	-\$1,550	\$3,915
5528	Awards Banquet	\$0	\$7,000	-\$7,000	\$0
Total of Student Events		\$288,000	\$205,968	\$82,032	\$-29,235



Above is the comparison of each Student Events & Activities department's 2019 to 2020 budget to last year's budget. Sponsorship and Student Handbook have the most significant difference as previous year's handbook sponsorship revenue were recorded in Sponsorship rather than its own category.

CHANGES AND EXPLANATION

Sponsorship

Given the magnitude of the role, we have decided to budget for a permanent support staff to handle all external sponsorship. By doing so, we can expect a larger influx of sponsorship revenue and help facilitate Club sponsorships given our capabilities to oversee all financial activities given the Royal Bank transition from Scotia Bank. A permanent support staff will be also to organize the logistics of club activities and increase the profitability of student events & activities to ensure any deficits incurred by events are covered without impacting our administrative capacity.

Student Handbook

Previous year's handbook sponsorship revenue was recorded in Sponsorship rather than its own category. For 2019-2020, Student Handbook revenues will be reclassified and recorded in its own respective department to better reflect the cost and value added the Handbook but itself adds to the Society's budget.

Frosh

The Vice President Internals' support staff, Internal Logistics Coordinator position has been removed from Frosh (accounting #5080) and placed into this budget as this position is not solely responsible for Frosh but also helps with the logistic work for all other events Internal Affairs oversees.

Contracted Events

The previous Executive Committee, under Vice President Earle (Student Life) and Vice President Herpin (Finance) has entered into a Memorandum of Agreement (MOA) to jointly hold two events known as Social Justice Days. This will come out of Conferences, Specials Events & Concerts budget. Though there is no budget allocated for these specific events as the MOA stipulate it will be funded through the Campus Life Fund. Therefore, it will be the duty of the next Executive Committee to apply for funding and up to the discretion of the Funding Committee to allocate funds according to our By-Laws.

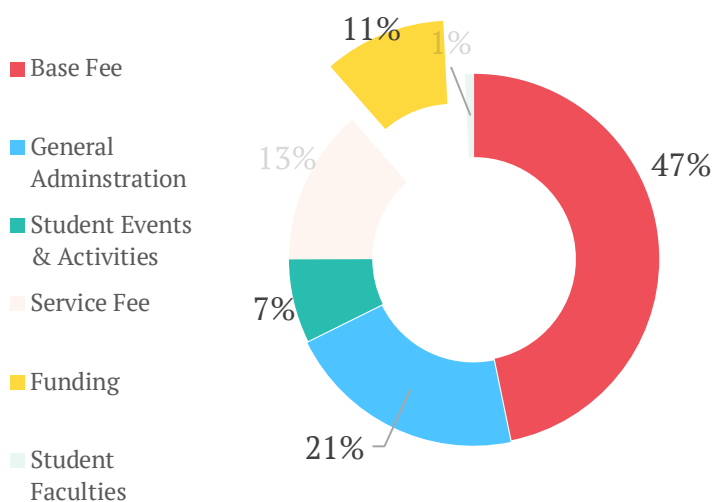
FUNDING

OVERVIEW / REVENUE & EXPENSES

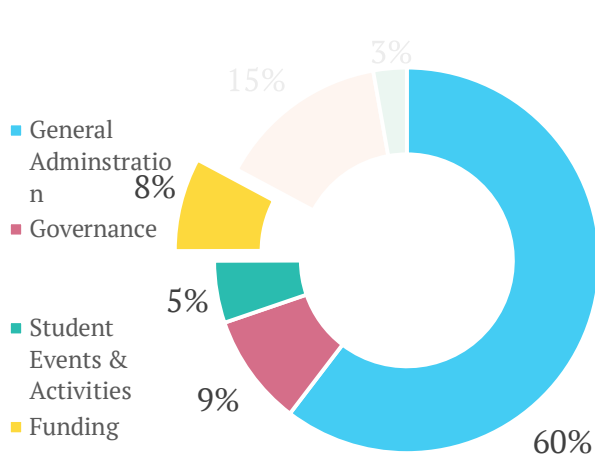
The SSMU has ten (10) funds, most of which are overseen by the Funding Committee, as part of the Vice President of Finances' Portfolio, but also are overseen but its respective Executive and their commissioner. For the most part, these funds help individuals and groups at McGill promote various activities, events, and support networks- all of which are directly funded through a specific fee-levy. Certain funds also finance its respective SSMU Legislative Council Committee that are deemed necessary bodies and functions by the student body through referendums through the years.

All funds levied through referendum have the same accounting treatment as the Base Fee, to be expensed to zero as stipulated by the Society's non-for-profit status. Therefore, these departments are **budgeted to breakeven each year**. Funding consists of **11% of the Society's Revenue** by contribute 8% of its Society's expense. This is because General Administration is not as costly this year.

PROJECTED REVENUES

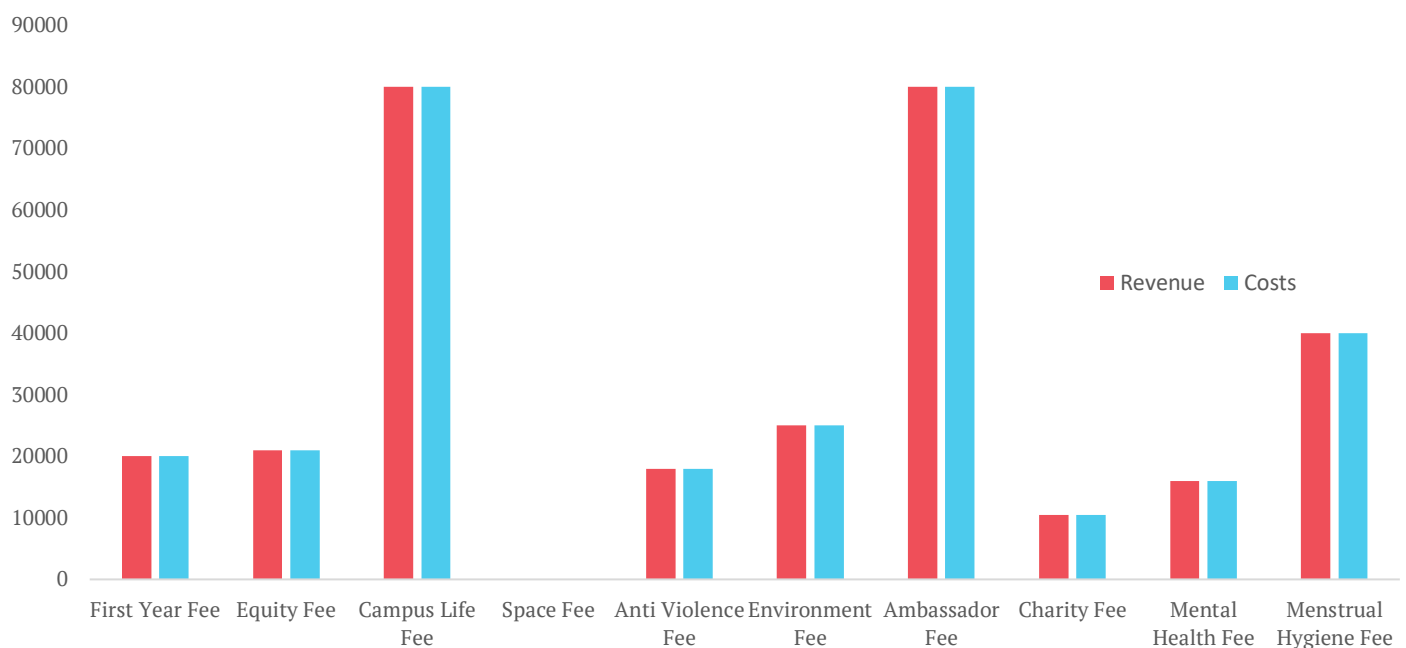


PROJECTED EXPENSES



The Funding Committee allocates all ten (10) funds less the amount budgeted each fund's respective committee. The following chart is a breakdown of which funds finance which committee of the Society.

Funding Fees	Financed Body	Part-Time (8- Credits)
Campus Life	Any undergraduate organization of McGill	Any undergraduate organization of McGill
Club	Clubs Committee	Only SSMU Clubs
Equity	Equity Committee & Indigenous Affairs Committee	A portion of the Fee
Mental Health	Mental Health Committee	A portion of the Fee
Menstrual Hygiene	Menstrual hygiene products for all members	No Allocation by Funding Committee
First Year Council	First Year Affairs Committee	A portion of the Fee
Ambassador	Any undergraduate organization of McGill	Any undergraduate organization of McGill
Community Engagement (Charity)	Community Engagement Committee	A portion of the Fee
Environment	Environment Committee	A portion of the Fee
Anti-Violence	Anti-Violence Committee	A portion of the Fee



The chart above does not include the Club Fund, as it is common practice to have a separate category for Clubs given the magnitude of the Society's Clubs. The follow is a list all of the funds and its mandate.

Funding Fees	Full-Time (9+ Credits)	Part-Time (8- Credits)	Description
Campus Life	\$2.00/Term	\$2.00/Term	<i>Help fund various student initiatives taking place on or near campus including, but not limited to, projects, events, conferences, publications, and production of an academic, social or athletic nature.</i>
Club	\$2.75/Term	\$2.75/Term	<i>Help fund full status SSMU Club activities including, but not limited to, projects, charity fundraisers, academic conferences, day to day club operations, social parties, and club-oriented events. Also funds the Clubs Committee and Club administrative overhead.</i>
Equity	\$0.50/Term	\$0.50/Term	<i>Help fund projects, research and policies that aim to end discrimination and promote accessibility and inclusivity in the McGill community. These funded initiatives may encourage civic engagement and help members of historically or currently disadvantaged groups. Also funds the Equity and Indigenous Affairs Committee of the SSMU.</i>
Mental Health	\$0.40/Term	\$0.40/Term	<i>Help fund student initiatives that contribute to the promotion of mental health awareness, improvement of students' mental health or the stigmatization of mental health issues on campus. Also funds the Mental Health Committee of the SSMU.</i>
Menstrual Hygiene	\$0.90/Term	\$0.90/Term	<i>Help fund an average of 10 tampons and 10 pads, free of charge, to menstruating students on campus for eight cycles across menstrual product dispensers across campus.</i>
First Year Council	\$0.50/Term	\$0.50/Term	<i>Help funds first year councils initiatives to enhance first year experience across campus. Also funds the SSMU First Year Council (First Year Affairs Committee) of the SSMU.</i>
Ambassador	\$2.00/Term	\$2.00/Term	<i>Help funds McGill student teams to participate in competitions and conferences of an academic nature and Tier 3 sports teams.</i>
Community Engagement (Charity)	\$0.52/Term	\$0.52/Term	<i>Help funds student initiatives that foster community building between the McGill community and external communities or charitable events such as initiatives that promote community development or the enhancement of social capital.</i>
Environment	\$1.25/Term	\$1.25/Term	<i>Help funds sustainable initiatives led by student groups that reduce the environmental impact of a group or promote a culture of sustainability on campus. Also funds the Environment Committee of the SSMU.</i>
Anti-Violence	\$0.45/Term	\$0.45/Term	<i>Help funds student initiatives, research and policies that help make the McGill community safer or promote a culture of inclusion and reduction of gendered violence; Also funds the Anti-Violence Committee of the SSMU.</i>

FUNDING SUMMARY

FUNDING					
#	Department	Revenue	Expenses	Difference	2018-2019
9052	First Year Fee	\$20,000	\$20,000	\$0	\$0
9061	Equity Fee	\$21,000	\$21,000	\$0	\$0
9062	Campus Life Fee	\$80,000	\$80,000	\$0	\$0
9063	Space Fee	\$0	\$0	\$0	\$0
9064	Anti-Violence Fee	\$18,000	\$18,000	\$0	\$0
9065	Environment Fee	\$25,000	\$25,000	\$0	\$0
9066	Ambassador Fee	\$80,000	\$80,000	\$0	\$0
9067	Charity Fee	\$10,500	\$10,500	\$0	\$0
9161	Mental Health Fee	\$16,000	\$16,000	\$0	\$0
9064	Menstrual Hygiene Fee	\$40,000	\$40,000	\$0	\$1,544
4052	First Year Affairs Committee	\$0	\$0	\$0	\$0
4060	Equity Committee	\$0	\$0	\$0	\$0
4061	Mental Health Committee	\$0	\$0	\$0	\$0
4064	Anti-Violence Committee	\$0	\$0	\$0	\$0
4065	Environment Committee	\$0	\$0	\$0	\$0
4085	Community Relations Committee	\$0	\$0	\$0	\$0
5087	Affaires Francophones Committee	\$0	\$0	\$0	\$0
4082	Indigenous Affairs Committee	\$0	\$0	\$0	\$0
Total of Funding		\$310,500	\$310,500	\$0	\$1,544

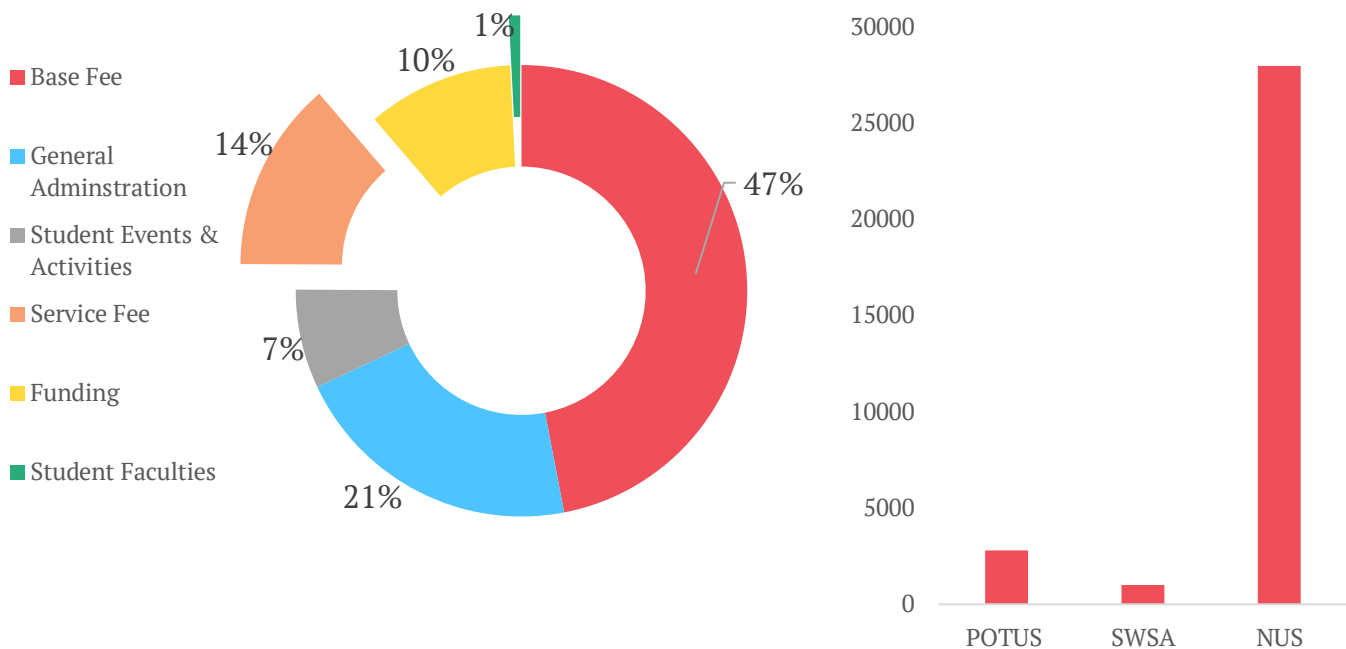
SERVICES & STUDENT FACULTIES

SERVICE OVERVIEW

The SSMU has thirteen (13) Services, all of which are overseen by both the Vice President of Student Life and Vice President of Finance. They have their own department, office, budgeting needs and mandates that were approved by Legislative Council and by referenda if they levied a fee for their particular service. Because all these Services are financially part of the SSMU, they undergo the same budget revision process as all other departments and are required to break even. However, it has been common practice to not report their budget to Legislative Council as each Service requires time to decide how to allocate their budget as their outgoing Service Executive would like to give their incoming team financial decision making on their operations for the next Fiscal Year. A summary will be provided on the amounts each Service will approximately receive to budget for, for approve in the Next Fiscal Year.

The budgets are created by members of the Service and the Vice President of Finance and are voted on and approved by Council in the budget revision in the Fall semester. Services Funding consists of **14% of the Society's revenue.**

PROJECTED REVENUES



STUDENT FACULTY OVERVIEW

The Society also manages the finance of three Student Society's: Physical and Occupational Therapy Undergraduate Society, Social Work Undergraduate Student Society and the Nursing Undergraduate Student Society as per an agreement between McGill, the SSMU and the respective faculties because they fee is immaterial for them to incorporate as a non-for-profit by themselves. Therefore, the SSMU manages their finances. They are subjected to the same accounting principle and must break even.

SSMU BUDGET SUMMARY

BY DEPARTMENT CATEGORY

GENERAL ADMINISTRATION					
#	Department	Revenue	Expenses	Difference	2018-2019
3000	Student Base Fee	\$1,850,000	\$0	\$1,850,000	\$1,711,000
1031	Events	\$118,900	\$25,871	\$93,029	-\$27,896
3084	Mini Courses	\$53,000	\$30,330	\$22,670	\$0
1599	Gert's Bar	\$405,840	\$448,517	-\$42,677	-\$26,629
3021	General Administration	\$111,600	\$1,060,492	-\$948,892	-\$925,974
1210	Security	\$15,500	\$21,022	-\$5,522	\$12,850
2000	IT	\$0	\$28,000	-\$28,000	-\$35,000
4019	Communications	\$600	\$28,788	-\$28,188	-\$16,104
2022	Shatner Building	\$122,336	\$456,047	-\$333,711	-\$401,143
2075	Building 2075 Robert Bourassa	\$0	\$0	\$0	-\$274,590
3471	3471-Building 3471 Peel street	\$0	\$18,710	-\$18,710	-\$26,200
3501	3501-Building 3501 Peel street	\$0	\$270,920	-\$270,920	-\$246,000
Total of Administration		\$2,677,776	\$2,388,697	\$289,079	\$-255,686
GOVERNANCE					
#	Department	Revenue	Expenses	Difference	2018-2019
4010	Presidential Portfolio	\$0	\$53,592	-\$53,592	-\$44,523
4015	VP Finance	\$0	\$69,936	-\$69,936	-\$52,907
4018	VP Internal Affairs	\$0	\$50,280	-\$50,280	-\$44,523
4091	VP University Affairs	\$0	\$61,574	-\$61,574	-\$51,228
4025	VP Student Life	\$0	\$55,560	-\$55,560	-\$44,523
4037	VP External Affairs	\$0	\$58,377	-\$58,377	-\$52,765
4039	Campaigns	\$0	\$4,440	-\$4,440	-\$4,000
4057	Elections	\$0	\$8,352	-\$8,352	-\$8,913
4082	Council & Committees	\$0	\$4,500	-\$4,500	-\$12,545
4083	Executive Committees	\$0	\$3,900	-\$3,900	-\$1,550
4084	General Assembly	\$0	\$600	-\$600	-\$120
Total of Administration		\$0	\$371,111	\$371,111	\$-317,597

FUNDING					
#	Department	Revenue	Expenses	Difference	2018-2019
9052	First Year Fee	\$20,000	\$20,000	\$0	\$0
9061	Equity Fee	\$21,000	\$21,000	\$0	\$0
9062	Campus Life Fee	\$80,000	\$80,000	\$0	\$0
9063	Space Fee	\$0	\$0	\$0	\$0
9064	Anti-Violence Fee	\$18,000	\$18,000	\$0	\$0
9065	Environment Fee	\$25,000	\$25,000	\$0	\$0
9066	Ambassador Fee	\$80,000	\$80,000	\$0	\$0
9067	Charity Fee	\$10,500	\$10,500	\$0	\$0
9161	Mental Health Fee	\$16,000	\$16,000	\$0	\$0
9064	Menstrual Hygiene Fee	\$40,000	\$40,000	\$0	\$1,544
4052	First Year Affairs Committee	\$0	\$0	\$0	\$0
4060	Equity Committee	\$0	\$0	\$0	\$0
4061	Mental Health Committee	\$0	\$0	\$0	\$0
4064	Anti-Violence Committee	\$0	\$0	\$0	\$0
4065	Environment Committee	\$0	\$0	\$0	\$0
4085	Community Relations Committee	\$0	\$0	\$0	\$0
5087	Affaires Francophones Committee	\$0	\$0	\$0	\$0
4082	Indigenous Affairs Committee	\$0	\$0	\$0	\$0
Total of Funding		\$310,500	\$310,500	\$0	\$1,544
Services & Student Societies					
#	Department	Revenue	Expenses	Difference	2018-2019
7010	TVM Student Television	\$59,000	\$59,000	\$0	\$0
7015	M-SERT	\$33,000	\$33,000	\$0	\$20,000
7020	Midnight Kitchen	\$140,000	\$140,000	\$0	\$0
7027	Peer Support Center	\$25,000	\$25,000	\$0	\$0
7030	Drive Safe	\$26,500	\$26,500	\$0	\$0
7033	SACOMSS	\$110,000	\$110,000	\$0	\$0
7034	Queer McGill	\$40,000	\$40,000	\$0	\$0
7035	Nightline	\$15,800	\$15,800	\$0	\$0
7038	Volunteer Service	\$0	\$0	\$0	\$0
7040	Union for Gender Empowerment	\$14,000	\$14,000	\$0	\$1,544

7050	Walk Safe	\$5,000	\$5,000	\$0	\$0
7051	Plate Club	\$5,500	\$5,500	\$0	\$0
7060	Musicians Collective	\$4,000	\$4,000	\$0	\$0
7074	Black Students' Network	\$39,500	\$39,500	\$0	\$0
7075	Arab Student Network	\$20,000	\$20,000	\$0	\$0
7090	Flat Bike Collective	\$0	\$0	\$0	\$0
8001	POTUS (PTOT)	\$2,800	\$2,800	\$0	\$0
8002	SWSA (Social Work)	\$1,000	\$1,000	\$0	\$0
8003	NUS (Nursing)	\$28,000	\$28,000	\$0	\$0
Total of Services & Stu.		\$569,100	\$569,100	\$0	\$20,000
Clubs					
#	Department	Revenue	Expenses	Difference	2018-2019
7010	Club Fee	\$111,000	\$0	\$111,000	\$0
7015	Club and Services Cost	\$0	\$111,000	\$111,000	\$0
Total of Clubs		\$111,000	\$111,000	\$0	\$0
GRAND TOTAL		\$3,956,376	\$3,956,376	\$0	-\$565,592.17