

SSMU Budget 2020-2021

April 2, 2020

Summary

Day-to-Day Operations				
#	Department	Revenue	Expenses	Difference
3000	Student Base Fee	\$2,550,000	\$0	\$2,550,000
1031	Events	\$100,700	\$78,720	\$21,980
3084	Mini Courses	\$70,000	\$57,220	\$12,780
1599	Gerts Bar	\$245,900	\$296,715	-\$50,815
3021	General Administration	\$78,000	\$1,068,119	-\$990,119
1210	Security	\$23,900	\$83,643	-\$59,743
2000	IT	\$0	\$137,558	-\$137,558
4019	Communications	\$0	\$179,216	-\$179,216
30XX	Accounting	\$0	\$256,782	-\$256,782
30XX	Human Resrouces	\$0	\$103,440	-\$103,440
30XX	Governance	\$0	\$50,000	-\$50,000
2022	Shatner Building	\$172,017	\$421,728	-\$249,711
2075	Building 2075 Robert Bourassa	\$0	\$0	\$0
3471	3471-Building 3471 Peel street	\$0	\$0	\$0
3501	3501-Building 3501 Peel street	\$20,000(est.)	\$200,000 (est.)	-\$180,000
	Total	\$3,260,517	\$2,933,122	\$327,376

EXECUTIVES AND CAMPAIGNS				
#	Department	Revenue	Expenses	Difference
4010	Presidential Portfolio	\$0	\$50,000	-\$50,000
4015	VP Finance	\$0	\$54,922	-\$54,922
4018	VP Internal Affairs	\$0	\$48,165	-\$48,165
4091	VP University Affairs	\$0	\$63,039	-\$63,039

4025	VP Student Life	\$0	\$55,185	-\$55,185
4037	VP External Affairs	\$0	\$61,818	-\$61,818
4039	Campaigns	\$0	\$5,000	-\$5,000
4057	Elections	\$0	\$0	-\$0
4082	Council & Committees	\$0	\$0	-\$0
4083	Executive Committees	\$0	\$0	-\$0
4084	General Assembly	\$0	\$0	-\$0
Total		\$0	\$338,129	\$338,129

STUDENT EVENTS & ACTIVITIES SUMMARY

STUDENT EVENTS & ACTIVITIES				
#	Department	Revenue	Expenses	Difference
5084	Sponsorship	\$113,300	\$98,640	\$14,660
5015	Conferences, Special events & Concerts	\$0	\$0	\$0
6036	Student Handbook	\$50,000	\$37,357	\$12,643
5087	CAF	\$0	\$4500	-\$4500
5558	Activities Night	\$4,000	\$11,050	-\$7,050
5085	Faculty Olympics	\$70,000	\$70,000	\$0
5559	Four Floors	\$15,000	\$15,000	\$0
5079	Grad Frosh	\$34,000	\$34,000	\$0
5080	Frosh	\$0	\$0	-\$0
5528	Awards Banquet	\$0	\$5,000	-\$5,000
Total of Student Events		\$286,300	\$275,547	\$10,753

FUNDING				
#	Department	Revenue	Expenses	Difference
9052	First Year Fee	\$20,000	\$20,000	\$0

9061	Equity Fee	\$40,000	\$40,000	\$0
9062	Campus Life Fee	\$80,000	\$80,000	\$0
9063	Space Fee	\$40,000	\$40,000	\$0
9064	Anti-Violence Fee	\$18,000	\$18,000	\$0
9065	Environment Fee	\$25,000	\$25,000	\$0
9066	Ambassador Fee	\$80,000	\$80,000	\$0
9067	Charity Fee	\$31,464	\$31,464	\$0
9161	Mental Health Fee	\$16,000	\$16,000	\$0
9064	Menstrual Hygiene Fee	\$110,400	\$110,400	\$0
9168	Indigenous Equity Fund	\$69,000	\$69,000	\$0
4052	First Year Affairs Committee	\$0	\$0	\$0
4060	Equity Committee	\$0	\$0	\$0
4061	Mental Health Committee	\$0	\$0	\$0
4064	Anti-Violence Committee	\$0	\$0	\$0
4065	Environment Committee	\$0	\$0	\$0
4085	Community Relations Committee	\$0	\$0	\$0
4082	Indigenous Affairs Committee	\$0	\$0	\$0
Total of Funding		\$529,864	\$529,864	\$0
Services & Student Societies				
#	Department	Revenue	Expenses	Difference
7010	TVM Student Television	\$59,000	\$59,000	\$0
7015	M-SERT	\$33,000	\$33,000	\$0
7020	Midnight Kitchen	\$140,000	\$140,000	\$0
7027	Peer Support Center	\$25,000	\$25,000	\$0
7030	Drive Safe	\$26,500	\$26,500	\$0
7033	SACOMSS	\$110,000	\$110,000	\$0
7034	Queer McGill	\$45,540	\$45,540	\$0
7035	Nightline	\$24,840	\$24,840	\$0
70X	EDRSC	\$37,260	\$37,260	\$0

7040	Union for Gender Empowerment		\$31,050	\$31,050	\$0
7050	Walk Safe		\$5,000	\$5,000	\$0
7051	Plate Club		\$5,500	\$5,500	\$0
7060	Musicians Collective		\$4,000	\$4,000	\$0
7074	Black Students' Network		\$39,500	\$39,500	\$0
7075	Arab Student Network		\$20,000	\$20,000	\$0
7090	Flat Bike Collective		\$0	\$0	\$0
8001	POTUS (PTOT)		\$2,800	\$2,800	\$0
8002	SWSA (Social Work)		\$1,000	\$1,000	\$0
8003	NUS (Nursing)		\$28,000	\$28,000	\$0
Total of Services & Stu.			\$637,900	\$637,900	\$0
Clubs					
#	Department		Revenue	Expenses	Difference
8055	Club Fee		\$164,220	\$0	\$164,220
8056	Club Funding and Admin		\$0	\$164,220	\$164,220
Total of Clubs			\$164,220	\$164,220	\$0
GRAND TOTAL			\$4,878,891	\$4,878,891	\$0

1031

Department Name: **Events**

Signing Officers: Operations Director

Salaries Paid in This Department: Operations Coordinator, Operations Assistant Coordinator

Description: This department houses the Society's room rental revenues and costs/staffing associated with Student and Community groups using the University Centre and 3501 Peel for Events

Main Expenses	Main Revenues
6810 - Salaries This comprises the Salary of the Operations Coordinator	4903 - Rentals This comprises fees paid to the SSMU for use of SSMU spaces outside of groups' free booking hours or by external groups
6812 - Casual Salaries This Comprises the Salary of the Operations Assistant Coordinator	
6620 - Insurance, Permits and Licenses This covers the cost of applying for one-time permits as necessary for Events that would not be covered by the Food/Liquor permits in SSMU's buildings	
Budgeted Full Year Surplus (Deficit)	21,980

1210

Department Name: **Security**

Signing Officers: Building Director

Salaries Paid in This Department: Security Coordinator (*Tentative*)

Description: This department houses all expenses related to providing Security for SSMU locations and events

Main Expenses	Main Revenues
6810 - Salaries This comprises the Salary of the Security Coordinator	4916 - Security Revenue This comprises fees paid to the SSMU in exchange for booking and providing security services
6135 - Security This comprises fees paid to third-party Security providers to support SSMU Staff at large or after-hours events	6379 - Inter Dept. Transfer (Security) This represents money transferred from Gerts' department to cover the cost of providing Security for the bar
Budgeted Full Year Surplus (Deficit)	(67,560)

1599

Department Name: **Gerts**

Signing Officers: Operations Director, Operations Manager

Salaries Paid in This Department: Operations Manager, Gerts Bartenders, Gerts Food Staff, Gerts Coat Check Staff

Description: This department houses all transactions associated with the operation of Gerts' Bar

Main Expenses	Main Revenues
6812 - Casual Salaries This comprises all hourly Staff working at Gerts and is the highest casual staff budget of any department at the SSMU	3900 - Catering Sales 3903 - Food Sales 3905 - Draft Beer Sales 3906 - Bottled Beer Sales 3915 - Liquor Sales 3918 - Wine/Sangria Sales 4907 - Coat Check Revenue
6810 - Salaries This comprises the Salary of the Operations Manager	
6662 - Cleaning Contract Services This comprises the cost of 3rd party contracts with cleaners to maintain the Gerts space	
6379 - Inter Department Transfer (Security) This comprises a transfer to Dept. 1210 to cover security costs for the bar	
6500 - Equipment This comprises the cost of new and replacement kitchen or bar equipment	
Budgeted Full Year Surplus (Deficit)	(50,715)

While the Gerts department is projected to run a deficit in 2020-2021, operating the bar will continue to be a profitable endeavour for the SSMU in future years. The 2020-2021 operating budget reflects two realities in this year's operations:

- 1) Reduced sales due to a student body that has not had access to Gerts for two years, and may not readily return to the bar**
- 2) Additional start-up costs due to the prolonged closure such as:**
 - a) Additional staffing hours for training**
 - b) Additional equipment purchases and replacements**
 - c) Complete restock of food, drinks and alcohol**

2000

Department Name: **IT**

Signing Officers: Building Director

Salaries Paid in This Department: Systems Administrator

Description: This department houses all expenses relevant to Information Technology including office computer hardware, website hosting and software purchases and subscriptions

Main Expenses	Main Revenues
6810 - Salaries This comprises the Salary of the Systems Administrator	None
6505 - Computer Software/Expenses This comprises the aggregate cost of all computer software used by the SSMU including but not limited to: SAGE300, Zoom, Mailchimp, Adobe applications. It also includes monthly costs for the Society's website hosting, domain name and server use.	
6500 - Equipment This comprises the cost of replacing end-of-life computer hardware and the addition of new hardware as recommended by the Systems Administrator and Building Director	
Budgeted Full Year Surplus (Deficit)	(137,558)

2022

Department Name: **Shatner Building**

Signing Officers: Building Director

Salaries Paid in This Department: Building Coordinator

Description: This department comprises all expenses and revenues associated with the day-to-day operation of the University Centre/Shatner Building.

Main Expenses	Main Revenues
6662 - Cleaning Contract Services This comprises of payments to a third party provider to support SSMU staff in providing round-the-clock cleaning and restocking to all areas of the building	4907 - Business Rent This comprises rent paid to the SSMU by external tenants occupying space in the University Centre. At the time of writing this includes: La Prep, Liquid Nutrition, The Legal Information Clinic at McGill, The Daily Publications Society and The McGill Tribune
6810 - Salaries This comprises of the salary of the Building Coordinator	
6620 - Insurance Permits and Licenses This comprises of the building's insurance policy	
6100 - Materials and Supplies This comprises of the costs of non-capital purchases required for the regular operation of the building such as bathroom supplies	
Budgeted Full Year Surplus (Deficit)	(249,711)

2075, 2680

Department Name: 2075 Robert Bourassa, 680 Sherbrooke

Signing Officers: N/A

Staff Members: N/A

Main Expenses	Main Revenues

These departments were temporarily added for the duration of the HVAC project. SSMU will not occupy these spaces after Summer 2020 and as such no expenses or revenues will be incurred.

3021

Department Name: General Administration

Signing Officers: General Manager, President, Vice-President (Finance)

Salaries Paid in This Department: General Manager, Human Resources Director, Building Director, Operations Director, Comptroller, Governance Manager, Front Desk Receptionist, Front Desk Lunch Hour Replacement, Clubs and Services Coordinator

Main Expenses	Main Revenues
6810 - Salaries This comprises of the salaries of the above members of staff	4952 - Admin Fees HDRF This comprises a rebate paid annually to the SSMU for the administration of the Health and Dental Plans
6650 - Professional Fees This comprises of fees to professional service providers engaged by the SSMU such as Lawyers or Consultants	4950 - Admin Fees Daycare This comprises fees paid by SSMU Daycare Inc. for professional services provided by SSMU employees (SSMU Daycare Inc. is a functionally separate corporation that pays SSMU staff to perform certain administrative/logistical tasks)
6620 - Insurance, Permits and Licenses This comprises SSMU's commercial insurance policies such as General Liability, Directors and Officers, Errors and Omissions etc.	
6661 - Contract Services (Financial) This comprises the cost of SSMU's annual financial audit	
6422 - Payroll Charges - CERIDIAN This comprises the cost of SSMU's Payroll system	
6420 - Bank and Service Charges	

This comprises fees paid to RBC for maintenance of accounts and other services	
Full Year Surplus (Deficit)	(990,119)

30XX

Department Name: Human Resources

Signing Officers: Human Resources Director

Salaries Paid in this Department: Human Resources Coordinator, Human Resources Assistant Coordinator

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
Full Year Surplus (Deficit)	(103, 440)

30XX

Department Name: Accounting

Signing Officers: Comptroller, Assistant Comptroller

Salaries Paid in this Department: Assistant Comptroller, Accounting Analyst,
Accounting Technician, Accounting Technician

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
Full Year Surplus (Deficit)	(256,782)

30XX

Department Name: Governance

Signing Officers: Governance Manager

Salaries Paid in this Department: Speaker of Council, Speaker of Council on Call, Parliamentarian, Recording Secretary (x3), Chief Electoral Office, Deputy Electoral Officer

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
6370 - Rentals Council retreat, Exec retreat	
Full Year Surplus (Deficit)	(50,000)

3084

Department Name: Minicourses

Signing Officers: Operations Director, Operations Manager

Salaries Paid in this Department: Minicourses Admin

Main Expenses	Main Revenues
6660 - Contract Services Instructors	Registration Fees
6812 - Casual Salaries Mini Courses Coordinator	Student Fees
6100 - Materials and Supplies Various class materials	
Full Year Surplus (Deficit)	7,780

4019

Department Name: Communications

Signing Officers: Communications Manager

Salaries Paid in this Department: Student Translator, Graphic Designer (x2), Club Website Designer, Communications Coordinator, Communications Manager, Photographer (x2)

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
6650 - Professional Fees	
6120 - Printing	
Full Year Surplus (Deficit)	(179,216)

4010

Department Name: Presidential Portfolio

Signing Officers: President

Salaries Paid in this Department: General Researcher (x2)

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
Full Year Surplus (Deficit)	(50,000)

4015

Department Name: VP Finance

Signing Officers: VP Finance

Salaries Paid in this Department: VP Finance, Finance Administrative Coordinator,
Funding Commissioner (x2), Club Finance Coordinator

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
Full Year Surplus (Deficit)	(54,922)

4018

Department Name: VP Internal

Signing Officers: VP Internal

Salaries Paid in this Department: VP Internal, Internal Logistics Coordinator

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
Full Year Surplus (Deficit)	(48,165)

4025

Department Name: VP Student Life

Signing Officers: VPSL

Salaries Paid in this Department: VPSL, Services Admin Asst, Clubs Admin Asst,
SSMU Admin Asst

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
Full Year Surplus (Deficit)	(55, 185)

4037

Department Name: VP External

Signing Officers: VPX

Salaries Paid in this Department: VPX, Mobilisation Coord, Researcher x2, Political Attache (Part Time), Pop Ed events coord

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
Full Year Surplus (Deficit)	(61,818)

4091

Department Name: VP University Affairs

Signing Officers: VPUA

Salaries Paid in this Department: VPUA, LIFC, SVMAC, UA Sec Gen, Researcher x4

Main Expenses	Main Revenues
6810 - Salaries	
6812 - Casual Salaries	
Full Year Surplus (Deficit)	(63,039)