

2024-2025 Revised SSMU Operating Budget Report

October 2024

Prepared by SSMU Vice-President (Finance)

Updated as of 10-27-2024





Vice-présidence (finance) de l'AÉUM

Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.

SSMU Vice-President (Finance)

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finance@ssmu.ca | ssmu.ca | (514) 398-6800 | 3600 rue McTavish, Suite 1200, Montréal, QC, H3A 0G3

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Budget Report

Purpose

This report was prepared by the SSMU Vice-President (Finance) in October of 2024 in order to provide a detailed breakdown of the reasoning behind the adjustments made to the 2024-2025 projected operating budget. The adjustments reflect a combination of external factors and internal decisions impacting the projected 2024-2025 budget. These changes arose between the time of approval of the original budget in April 2024 and the revisions prepared in October 2024.

The numbers in this report are projections, not actuals, meaning that they reflect expected revenues and expenses rather than money actually spent. They reflect the information available as of October 2024; further developments may arise between October of 2024 and May 2025 and render some of these projections inaccurate.

Contact

Any questions or concerns related to the contents of this report should be directed to the Vice-President (Finance).

finance@ssmu.ca



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Initial vs Revised Budget

Original Approved 2024-2025 Operating Budget

The original 2024-2025 operating budget was prepared by the 2023-2024 Vice-President (Finance), and approved by the SSMU Board of Directors on April 4th 2024 and ratified on April 11th 2024. This budget projected an operating deficit of approximately \$462,000.

Revised 2024-2025 Operating Budget

A revised version of the 2024-2025 operating budget was prepared in October of 2024 by the 2024-2025 Vice-President (Finance) and approved by the SSMU Board of Directors. This version of the budget reflects the information available as of October 2024, and projects a surplus of \$285,927.06.

Important Note on 2024-2025 Revised Budget and Long-Term Financial Sustainability

The projected surplus for the 2024-2025 year is significantly inflated by the early lease termination of the 3501 Peel building tenant, which resulted in two payments of approximately \$200,000.00 each, both scheduled within the 2024-2025 fiscal year. This is not a revenue which SSMU expects in future years, and it replaces the rental income that would otherwise have been collected from the 3501 Peel building under normal circumstances. The estimated timeline to find a new tenant may range from several months to 2 years, which presents some degree of risk.

Prior to the lease termination, the Business Rent collected from 3501 Peel had been approximately breaking even with the mortgage payments. If the lease termination payment is factored out, the projected surplus would have been less than \$100k. A surplus level of this level more accurately reflects the state of SSMU operations, and is an ideal targeted closing balance, as it allows for some flexibility to cover unexpected expenses without drawing down the reserve funds.

Therefore, the operating surplus projected for 2024-2025 should not be allocated towards new expenses except in circumstances where such expenses are deemed necessary by the SSMU Board of Directors.



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Summary of Reasons for Adjustments

The following categories represent the main reasons for adjustments made to the 2024-2025 Operating Budget:

1. Downsizing
2. Software cancellations, purchases, and upgrades
3. 3501 Peel building updates
4. Anticipated professional fees
5. Labour costs
 - a. CPI, Performance, and Seniority Adjustments
 - b. Collective Agreement Adjustments
 - c. Gerts Department Restructuring
 - d. Events Department Restructuring
 - e. HR Department Restructuring
 - f. Governance Department Restructuring
 - g. Front Desk Receptionist
 - h. Pay-grade re-scoring
6. Insurance company transfer
7. Student Fees
8. Other

More detailed explanations of the reasoning behind each of these changes and their respective impacts on the budget are included below.



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Downsizing

Reasoning for Downsizing

- Labour costs have historically been SSMU's largest operating expense, accounting for more than 90% of total expenses in the 2023-2024 fiscal year. Following the failure of several fee increase campaigns attempting to mitigate the operating deficit of the past few years, the SSMU Board of Directors made the decision to remove 7 Full Time staff positions.
- This was done in accordance with the terms of the collective agreement and with the long-term financial sustainability of the organization in mind.

Budget Impact of Downsizing

- The **total reduction** in projected expenses resulting from the downsizing is **\$456,140.29**, which includes the originally projected salaries, benefits, and vacation accrual for the laid off positions.

Software Changes

Removal of unnecessary or redundant softwares

- **Humi:**

This HR software was redundant with the payroll software, Dayforce, and was therefore removed. This reduced the "Contract Services" line within the Human Resources department by \$14,277.10.

- **Smartrecruiters:**

This recruitment software was unnecessary due to the existence of cheaper alternatives that suffice for SSMU's needs, and was therefore canceled. This reduced the "Contract Services - Other" account within the General Administration department by \$12,000.



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Upgrade to outdated or insufficient softwares

- **RapidBar:**

This new inventory system replaced the previous combination of Bevspot and Restock. RapidBar has several features that replace manual calculations and reduce the risk of lost revenue due to over/under-purchasing inventory. Rapidbar also integrates much more seamlessly with SSMU's accounting and POS systems, further reducing possible errors and discrepancies.

The implementation of RapidBar involved several one-time expenses including coding customization and lightspeed integration reflected in "Computer Software", as well as the purchase of compatible bluetooth scales (reflected in "Equipment". Moving forward, the subscription cost will be \$4,000 per year.

- **Sage 300 upgrade:**

The current Sage 300 System is outdated; it does not integrate well with other SSMU software. Upgrading the Sage system will reduce redundant administrative work within the accounting department, and improve access flexibility. The total cost of this upgrade is projected as an additional \$8,000.00 in the "Computer Software" line within the IT department.

3501 Peel Building Updates

Lease Termination

- The tenant of 3501 Peel decided to terminate their lease early, agreeing to pay the SSMU an early termination fee equivalent to 17 months of rent, to be paid in 2 installments of approximately \$200,000 each.
- This is reflected in the "Rental Income" line of the 3501 Peel Building department. Both payments fall within the 2024-2025 fiscal year, inflating the projected surplus.



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Kitchen Repair

- With the 3501 Peel building being newly vacant, SSMU decided to move forward with a kitchen repair, overdue since 2022, which was budgeted at an additional \$20k in the 3501 Peel Building department. A maximum of \$25k had been approved by the Board of Directors; however, with the original quote being around 12k, it is unlikely that more than \$20k will be spent. This expense will be covered using a portion of the lease termination payments received.

Professional Fees

Background

- Professional Fees include legal and consulting fees. This is typically one of the highest expenses within the operating budget. For the 2024-2025 fiscal year, \$400k was originally budgeted for this item. It is generally wise to overestimate potential Professional fees to allow flexibility for unexpected situations that may arise.

Projected legal Expenses

- Based on developments in SSMU's ongoing legal cases the projected total legal expenses for the 2024-2025 fiscal year are estimated at approximately \$325,000.
- The total budget line item for professional fees was reduced from \$400,000 to \$350,000 to reflect this projection while allowing for some flexibility to account for unexpected changes.

HR Consultant Fees

- Throughout the restructuring of the HR department, a consulting firm was hired to temporarily assist with HR-related projects to facilitate the transition period.
- These professional fees have added up to approximately \$30,000 as of October 2024. Moving forward, far less external HR support will be required. Therefore, these fees are budgeted at only \$1250 (maximum of 10h of service) per month.
- Prior to October 2024, these fees had been accounted for within the General Administration department, combined with legal fees. Following October 2024, the HR consulting fees will be accounted for under the HR department to improve clarity in budgeting for distinct types of professional fees.



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Adjustments to Labour-Related Expenses

CPI, Performance, and Seniority Salary Adjustments

These factors had not yet been adjusted into the 2024-2025 budget, and therefore, each full time Salary line item as well as the corresponding benefits, Vacation Accrual, and RRSP Employer Contribution line items did not accurately reflect the current compensation levels, and was adjusted accordingly.

- **CPI Salary Adjustments:** 1.71% increase to all full-time salaries.
- **Performance Salary Adjustments:** Increase between 0% - 2% to each full-time salary depending on individual performance.
- **Seniority Salary Adjustments:** Increase between 0% - 1% to each full-time salary depending on individual seniority.
- **Benefits Salary Adjustments:** 12% of newly adjusted full-time salaries.
- **RRSP Employer Contribution Adjustments:** 6% of newly adjusted full-time salaries (see section on adjustments to labour costs based on Collective Agreement).
- **Vacation Accruals Adjustments:** 8% of newly adjusted full-time salaries (assumption).

Collective Agreement

The newly signed Collective agreement slightly altered the guidelines related to the calculation of Vacation Accruals and RRSP Employer Contribution.

- **RRSP employer Contribution**

Previously, only full-time employees were eligible for RRSP employer Contribution, up to a maximum of 5% of their annual salary. The collective agreement extended this benefit to include part-time employees as well, and raised the maximum contribution to 6% of salaries, full-time and part-time. All RRSP line items were adjusted accordingly.



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- **Vacation Accruals**

The collective agreement changed the method of accrual for vacation; however, the assumption of accrual at 8% will be maintained for the approximate projection of full-time employee Vacation Accruals. This will be reassessed for the next fiscal year based on vacation balances and payouts. Part-time employee Vacation Accruals remain budgeted at 6%.

Gerts Department Restructuring

- The Bar Manager position was laid off.
- The Gerts Bar Assistant Manager and Gerts Cafe Assistant Manager both resigned.
- The two Assistant Manager Positions are being replaced by Manager-level positions with slightly higher salaries.

Events Department Restructuring

- The Student Life Operations Director received a raise.
- The Internal Events Coordinator and the External Events Coordinator resigned.
- The two vacant roles are to be replaced by one Events Specialist role and one Events Coordinator role.
- A bonus for the Student Life Operations Director was approved as compensation for the work of hiring for the 4 vacant roles (Events Specialist, Events Coordinator, Gerts Cafe Manager, and Gerts Bar Manager).

HR Department Restructuring

- The HR Director was terminated and the position was permanently closed.
- The HR Coordinator was laid off.
- The HR Manager received a temporary bonus for several months.
- The HR Manager resigned.
- HR Consulting firm was hired to assist throughout this process (Professional Fees).
- A new HR Manager was hired.
- Equity Policy Specialist role was empty for several months and will be rehired with fewer contract hours based on necessity.
- Part-time HR Coordinator to be hired in the near future.



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Governance Department Restructuring

- The Governance Coordinator was laid off.
- The Governance Manager resigned.
- New temporary part-time Governance Advisor role created until a new Governance Manager will be hired.
- Governance manager to be hired in several months.

Front Desk Receptionist

- Raise to account for revised job description with additional responsibilities.
- Moved to be budgeted within the General Administration Department budget rather than HR.

VP Internal Casual Salaries

- The pay grades of three part-time positions within the Internal Affairs portfolio were re-scored, accounting for a small adjustment to the VP Internal (Admin) departmental budget.

Insurance Company transfer

The SSMU transferred to a different insurance broker and re-negotiated the coverage into a more comprehensive plan for a total of approximately 106k replacing the previous combination of different coverages originally budgeted for.

Non-Allocated Student Fees (Base Fee)

Total of \$1,692,315.40 collected in Fall 2024, and assumption that Winter 2025 fees will be equivalent to 85% of Fall fees (\$1,438,468.09) due to lower registrations, for a total of \$3,130,783.49 as opposed to the originally budgeted \$3,060,000.00.



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Other Adjustments

Re-Introduction of the Community Relations Department Budget

This department, which falls under the VP External Portfolio, had not been budgeted for in the original 2024-2025 operating budget. However, the department and the casual staff positions within it had not been officially discontinued, which resulted in some confusion. Ultimately the budget was added back into the revised version of the operating budget.

This departmental budget appears as an additional \$17,563.32 in expenses, but this adjustment does not represent a new expense. It corrects an oversight in the original budget.

Moving forward, this department could perhaps be made more financially sustainable through the introduction of an opt-outable \$0.50/semester fee via referendum, which would reliably cover this expense similarly to other fees that fund similar departments within executive portfolios (Mental Health Fee, Equity Fee, Menstrual Health Fee, etc.).



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Adjustments Summarized by Account Type

The following is a summary of all adjustments broken down by account type (only accounts where adjustments were made are included).

The table below indicates that:

- The largest **net reductions** in projected expenses are seen in the following account types:
 1. **Salaries** (due to downsizing).
 2. **Business Rent** (due to lease cancellation).
 3. **Student Fees** (Indicates that more student fees were collected than originally projected).
- The largest **net increases** in projected expenses are seen in the following account types:
 1. **Casual Salaries** (due to creation of new part-time positions in restructuring of departments)
 2. **Maintenance/Repairs** (due to Peel Building kitchen repair)
 3. **Bonus/Commision** (Due to turnover in Events department)

Red indicates an **increase** in the projected expense.

Green indicated a **reduction** in the projected expense.

Account	2025	2025-Revised	Adjustments
Advertising & Promotion	7190.00	7690.00	500.00
Benefits	274796.37	206117.10	-68679.27
Bonus/Commission	7500.00	17670.70	10170.70
Business Rent	-280685.80	-488303.09	-207617.29
Casual salaries	271350.44	301551.76	30201.32
Computer Software / Expenses	30855.03	38855.03	8000.00



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Computer Software/ loyalty cards	2887.97	8637.80	5749.83
Contract Services	48067.68	41790.56	-6277.12
Contract Services _ others	6000.00	0.00	-6000.00
Equipment	500.00	854.96	354.96
Food & Beverages - N/S	19200.00	20450.00	1250.00
Insurance, Permits & Licenses	171164.36	129463.32	-41701.04
Materials & Supplies	43850.00	44250.00	400.00
Memberships/Training	20150.00	20788.81	638.81
Printing	61200.00	61950.00	750.00
Professional Fees	400000.00	363750.04	-36249.96
Rentals	-39092.00	-37842.00	1250.00
Repairs & Maintenance	23499.96	38499.96	15000.00
RRSP - employer contribution	92344.19	102434.62	10090.43
Salaries	2106787.95	1717644.04	-389143.91
Student Fees	-3060000.00	-3130783.49	-70783.49
Vacation Accruals	506.19	132.32	-373.87
Vacation accrued	155902.94	150074.31	-5828.63



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Adjustments Summarized by Department

The following table summarizes all adjustments by department;

- The largest **net reduction** in projected expenses is seen in the Building 3501 Peel street department, which can be explained by the early lease termination.
- The largest **net increase** in projected expenses is seen in the Events department, which can be explained by the bonus/salary adjustments made to the SLO Director salary to account for the additional responsibilities taken on by the events department following layoffs, as well as the turnover within the Events department.

Red indicates an **increase** in the projected expense.

Green indicated a **reduction** in the projected expense.

Department	2025	2025 - Revised	Adjustments
1031-Events	139189.31	168143.03	28953.72
1599-Gerts	109832.35	56959.03	-52873.31
2000-IT	149200.84	160180.99	10980.14
2022-Shatner Building	365469.14	337351.11	-28118.03
3000-Non-Allocated Student Fees	-3060000.00	-3130783.49	-70783.49
3021-General Administration	796680.17	744543.51	-52136.66
3022-Human Resources	372405.30	138061.52	-234343.78
3023-Accounting	476227.84	478982.81	2754.98
3024-Governance	180312.39	83457.77	-96854.61
3084-MiniCourses	55815.57	59106.56	3290.98
3501-Building 3501 Peel street	46448.21	-146169.08	-192617.29



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4010-Presidential Portfolio (Admin)	56862.36	60304.09	3441.73
4015-VP Finance (Admin)	70382.16	71731.71	1349.55
4016-VP Operations (Admin)	59222.36	59717.37	495.01
4018-VP Internal Affairs (Admin)	57602.00	62789.53	5187.53
4019-Communications	308345.78	265968.64	-42377.14
4025-VP Student Life (Admin)	115440.91	60603.33	-54837.58
4037-VP External Affairs (Admin)	69401.18	70417.63	1016.45
4039-Campaigns	10172.00	10416.00	244.00
4057-Elections	7831.08	8298.58	467.50
4082-Council & Committees	14158.72	14940.16	781.44
4085-Community Relations	0.00	17869.68	17869.68
4091-VP University Affairs (Admin)	55639.52	55814.53	175.01
5084-Sponsorship	-22004.67	-21832.37	172.29
5087-Affaires Francophones	3668.28	3505.56	-162.72
5527-SSPN	-450.00	-450.00	0.00
5528-Awards Banquet	9500.00	9500.00	0.00
5558-Activities Night	15417.42	15417.42	0.00
5559-Four Floors	-810.00	-810.00	0.00
6036-Student Handbook	411.19	37.32	-373.87
Grand Total	462371.43	-285927.06	-748298.49



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1030 - Events

1030 - Events	2025	2025 - Revised	Adjustments
Department Total	139189.31	168143.03	28953.72
Advertising & Promotion	300.00	300.00	
Benefits	19747.37	21169.80	1422.43
Bonus/Commission	750.00	11392.68	10642.68
Bottled beer sales	-200.00	-200.00	
Cleaning Revenue	-1750.00	-1750.00	
Cost of Goods Sold	1245.47	1245.47	
Equipment	500.00	500.00	
Food & Beverages - N/S	150.00	150.00	
Inter dept transf- Server coordinator	390.72	390.72	
Liquors sales	-200.00	-200.00	
Materials & Supplies	400.00	400.00	
Non alcohol and other sales	-400.00	-400.00	
Rentals	-60000.00	-60000.00	
Rentals Other	-3000.00	-3000.00	
RRSP - employer contribution	8228.07	10584.80	2356.73
Salaries	164561.45	176415.16	11853.71
Server Coordinator revenue	-600.00	-600.00	
Telephones	31.20	31.20	
Vacation accrued	11435.03	14113.20	2678.17
Wines/Sangria sales	-2400.00	-2400.00	



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1599 - Gerts

1599 - Gerts	2025	2025-Revised	Adjustments
Department Total	109832.35	56959.03	-52873.31
Advertising & Promotion	1000.00	1000.00	
Bank and service charges	13773.40	13773.40	
Benefits	35507.64	11898.70	-23608.94
Bonus/Commission	750.00	750.00	
Bottled beer - Cost of Sales	740.00	740.00	
Bottled beer sales	-2000.00	-2000.00	
Cable	3029.52	3029.52	
Casual salaries	150756.32	150756.32	
Catering - sales	-7000.00	-7000.00	
Cleaning supplies	1500.00	1500.00	
Cocktails sales	-33059.67	-33059.67	
Coffee & Tea - Cost of sales	32052.80	32052.80	
Coffee sales	-86629.10	-86629.10	
Computer Software/ loyalty cards	2887.97	8637.80	5749.83
Conferences & Travel	100.00	100.00	
Cost of food sales	49950.00	49950.00	
Damaged good	452.72	452.72	
Deposit Cases / Bottles	-3500.00	-3500.00	
DJ svc	1000.00	1000.00	
Draft beer - Cost of Sales	52705.84	52705.84	



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Draft beer sales	-142448.17	-142448.17	
Equipment	0.00	354.96	354.96
Food - sales	-128000.00	-128000.00	
Food & Beverages - N/S	250.00	250.00	
Insurance, Permits & Licences	10947.36	10947.36	
Juices / Syrup- Cost of sales	370.00	370.00	
Liquor - Cost of Sales	38496.00	38496.00	
Liquors sales	-8000.00	-8000.00	
Materials & Supplies	15000.00	15000.00	
Memberships/Training	150.00	788.81	638.81
Non alcohol - Cost of Sales	740.00	740.00	
Non alcohol and other sales	-2000.00	-2000.00	
Printing	1000.00	1000.00	
Rentals	3708.00	3708.00	
Rentals / Booking fees	-16070.00	-16070.00	
Repairs & Maintenance	6999.96	6999.96	
RRSP - employer contribution	7257.03	14994.71	7737.68
Salaries	145140.66	99155.85	-45984.81
Sales - others	-1000.00	-1000.00	
Security	50000.00	50000.00	
Shooters sales	-63000.00	-63000.00	
Vacation accrued	14738.69	16977.85	2239.15
Wines - Cost of Sales	22590.32	22590.32	
Wines/Sangria sales	-61054.94	-61054.94	



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2000 - IT

2000 - IT	2025	2025 - Revised	Adjustments
Department Total	149200.84	160180.99	10980.14
Benefits	8872.83	9227.04	354.21
Bonus/Commission	250.00	250.00	
Computer Expenses / Leasing	436.33	436.33	
Computer Software / Expenses	29617.47	37617.47	8000.00
Contract Services	13667.68	13667.68	
Insurance, Permits & Licences	11217.00	11217.00	
RRSP - employer contribution	3697.01	4613.52	916.51
Salaries	73940.22	76892.28	2952.06
Telephones	108.29	108.29	
Vacation accrued	7394.02	6151.38	-1242.64



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2022 - Shatner Building

2022-Shatner Building	2025	2025 - Revised	Adjustments
Department Total	365469.14	337351.11	-28118.03
Benefits	21302.41	22569.36	1266.95
Bonus/Commission	750.00	750.00	
Business Rent	-50000.00	-50000.00	
Casual salaries	2520.00	2520.00	
Cleaning Contract Services	150000.00	150000.00	
Cleaning Revenue	-600.00	-600.00	
Food & Beverages - N/S	200.00	200.00	
Insurance, Permits & Licences	44000.00	600.00	-43400.00
Inter dept transf- Cleaning	-1000.00	-1000.00	
Inter dept transf- Porter	-1500.00	-1500.00	
Inter dept transf-Security	-20000.00	-20000.00	
Materials & Supplies	13000.00	13000.00	
Porter Revenue	-6000.00	-6000.00	
Rent / Utilities Expense	500.00	500.00	
Rentals	1700.00	1700.00	
Repairs & Maintenance	14500.00	14500.00	
RRSP - employer contribution	8876.00	11435.88	2559.88
Salaries	177520.05	188078.40	10558.35
Security	6000.00	6000.00	



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Security Revenue	-12000.00	-12000.00	
Telephones	1400.00	1400.00	
Vacation accrued	14300.69	15197.47	896.79



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3000 - Non-Allocated Student Fees

3000-Non-Allocated Student Fees	2025	2025-Revised	Adjustments
Department Total	-3060000.00	-3130783.49	-70783.49
Student Fees	-3060000.00	-3130783.49	-70783.49



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3021 - General Administration

3021-General Administration	2025	2025-Revised	Adjustments
Department Total	796680.17	744543.51	-52136.66
Admin fees - HDRF	-120000.00	-120000.00	
Admin fees _ Daycare	-6000.00	-6000.00	
Automobile Expenses	2500.00	2500.00	
Bank and service charges	41000.00	41000.00	
Benefits	21000.00	20230.92	-769.08
Bonus/Commission	500.00	500.00	
Contract Services - Financial	38000.00	38000.00	
Contract Services _ others	6000.00	0.00	-6000.00
Employee programm assistance EAP (PEA)	2200.00	2200.00	
Entertainment	3500.00	3500.00	
Food & Beverages - N/S	1300.00	1300.00	
Group Insurance	40000.00	40000.00	
Insurance, Permits & Licences	105000.00	106698.96	1698.96
Inter department charge	12000.00	12000.00	
Interest Income	-4500.00	-4500.00	
Materials & Supplies	1000.00	1000.00	
Memberships/Training	18000.00	18000.00	
Office Supplies	2000.00	2000.04	0.04
Payroll Charges - CERIDIAN	25000.00	25000.00	



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Photocopy	13920.00	13920.00	
Professional Fees	400000.00	350000.04	-49999.96
RRSP - employer contribution	8750.00	10115.40	1365.40
Salaries	170010.17	168590.88	-1419.29
Telephones	5000.00	5000.00	
Vacation accrued	10500.00	13487.27	2987.27



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3022 - Human Resources

3022-Human Resources	2025	2025-Revised	Adjustments
Department Total	372405.30	138061.52	-234343.78
Benefits	31331.42	9139.32	-22192.10
Bonus/Commission	1000.00	1028.02	28.02
Casual salaries	0.00	16380.00	16380.00
Contract Services	21600.00	7322.88	-14277.12
Food & Beverages - N/S	300.00	300.00	
Memberships/Training	2000.00	2000.00	
Professional Fees	0.00	13750.00	13750.00
RRSP - employer contribution	14134.47	4904.46	-9230.01
Salaries	282689.46	76161.15	-206528.31
Vacation accrued	19349.96	7075.69	-12274.26



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3023 - Accounting

3023-Accounting	2025	2025-Revised	Adjustments
Department Total	476227.84	478982.81	2754.98
Benefits	45651.05	45405.96	-245.09
Bonus/Commission	1500.00	1500.00	
CELL ALLOCATION TAXABLE	420.00	420.00	
Food & Beverages - N/S	300.00	300.00	
RRSP - employer contribution	19021.27	22703.04	3681.77
Salaries	380425.45	378383.16	-2042.29
Vacation accrued	28910.06	30270.65	1360.59



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3024 - Governance

3024-Governance	2025	2025-Revised	Adjustments
Department Total	180312.39	83457.77	-96854.61
Benefits	14658.90	4890.80	-9768.10
Bonus/Commission	500.00	250.00	-250.00
Casual salaries	26361.00	27861.00	1500.00
Computer Software / Expenses	100.00	100.00	
Food & Beverages - N/S	550.00	550.00	
RRSP - employer contribution	6107.87	4117.10	-1990.77
Salaries	122157.48	40756.68	-81400.80
Vacation accrued	9877.14	4932.19	-4944.94



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3084 - MiniCourses

3084-MiniCourses	2025	2025 - Revised	Adjustments
Department Total	55815.57	59106.56	3290.98
Advertising & Promotion	400.00	400.00	
Bank and service charges	500.00	500.00	
Benefits	5193.81	5352.96	159.15
Contract Services	12000.00	12000.00	
Registration Fees / Admissions	-10000.00	-10000.00	
RRSP - employer contribution	2164.09	2676.48	512.39
Salaries	43281.79	44608.44	1326.65
Vacation accrued	2275.88	3568.68	1292.79



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3501 - Building Peel Street

3501-Building 3501 Peel street	2025	2025 - Revised	Adjustments
Department Total	46448.21	-146169.08	-192617.29
Business Rent	-230685.80	-438303.09	-207617.29
Cleaning Contract Services	51864.00	51864.00	
Interest Expense / Mortgage 3501 Peel street	174000.00	174000.00	
Materials & Supplies	2000.00	2000.00	
Printing	100.00	100.00	
Rent / Utilities Expense	3000.00	3000.00	
Repairs & Maintenance	2000.00	17000.00	15000.00
Security	600.00	600.00	
Taxes	5767.15	5767.15	
Taxes Municipales	34602.87	34602.87	
Telephones	3200.00	3200.00	



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4019 - Communications

4019-Communications	2025	2025-Revised	Adjustments
Department Total	308345.78	265968.64	-42377.14
Advertising & Promotion	5000.00	5000.00	
Bank and service charges	60.00	60.00	
Benefits	32237.95	22660.68	-9577.27
Bonus/Commission	1000.00	750.00	-250.00
Casual salaries	11537.46	11537.46	
Food & Beverages - N/S	500.00	500.00	
Materials & Supplies	600.00	600.00	
Photocopy	200.00	200.00	
Printing	8000.00	8000.00	
RRSP - employer contribution	11137.48	12022.56	885.08
Salaries	222749.56	188838.60	-33910.96
Vacation accrued	15323.33	15799.34	476.01



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4039 - Campaigns

4039-Campaigns	2025	2025-Revised	Adjustments
Department Total	10172.00	10416.00	244.00
Casual salaries	3050.00	3050.00	
Food & Beverages - N/S	2000.00	2000.00	
Honorariums	1000.00	1000.00	
Materials & Supplies	3000.00	3000.00	
Printing	1000.00	1000.00	
RRSP - employer contribution	0.00	183.00	183.00
Vacation accrued	122.00	183.00	61.00



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4057 - Elections

4057-Elections	2025	2025-Revised	Adjustments
Department Total	7831.08	8298.58	467.50
Advertising & Promotion	300.00	300.00	
Campaign Expenses Reimbursed	1000.00	1000.00	
Casual salaries	5844.50	5844.50	
Computer Software / Expenses	652.80	652.80	
Printing	300.00	300.00	
Rentals	-500.00	-500.00	
RRSP - employer contribution	0.00	350.64	350.64
Vacation accrued	233.78	350.64	116.86



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4082 - Council & Committees

4082-Council & Committees	2025	2025-Revised	Adjustments
Department Total	14158.72	14940.16	781.44
Casual salaries	9768.00	9768.00	
Food & Beverages - N/S	4000.00	4000.00	
RRSP - employer contribution	0.00	586.08	586.08
Vacation accrued	390.72	586.08	195.36



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4085 - Community Relations

4085-Community Relations	2025	2025-Revised	Adjustments
Department Total	0.00	17869.68	17869.68
Advertising & Promotion	0.00	500.00	500.00
Casual salaries	0.00	5106.96	5106.96
Contract Services	0.00	8000.00	8000.00
Food & Beverages - N/S	0.00	1250.00	1250.00
Materials & Supplies	0.00	400.00	400.00
Printing	0.00	750.00	750.00
Rentals	0.00	1250.00	1250.00
RRSP - employer contribution	0.00	306.36	306.36
Vacation accrued	0.00	306.36	306.36



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5084 - Sponsorship

5084-Sponsorship	2025	2025-Revise d	Adjustments
Department Total	-22004.67	-21832.37	172.29
Benefits	1731.27	1784.28	53.01
Bonus/Commission	250.00	250.00	
Donations/sponsorship	-40000.00	-40000.00	
RRSP - employer contribution	721.36	74.35	-647.01
Salaries	14427.26	14869.44	442.18
Vacation accrued	865.44	1189.56	324.12



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5087 - Francophone Affairs

5087-Affaires Francophones	2025	2025-Revised	Adjustments
Department Total	3668.28	3505.56	-162.72
Benefits	375.60	0.00	-375.60
Casual salaries	3129.96	3129.96	
RRSP - employer contribution	0.00	187.80	187.80
Vacation accrued	162.72	187.80	25.08



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6036 - Student Handbook

6036-Student Handbook	2025	2025-Revised	Adjustments
Department Total	411.19	37.32	-373.87
Advertising HB	-45000.00	-45000.00	
Advertising HB - Discount	2500.00	2500.00	
Casual salaries	2205.00	2205.00	
Postage & Courier	200.00	200.00	
Printing	40000.00	40000.00	
Vacation Accruals	506.19	132.32	-373.87



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Executive Portfolios

Executive Portfolio (Admin)	2025	2025-Revised	Adjustments
4010-Presidential Portfolio (Admin) Total	56862.36	60304.09	3441.73
Benefits	4541.04	4541.04	
Casual salaries	2916.80	5833.60	2916.80
Conferences & Travel	1500.00	1500.00	
Food & Beverages - N/S	500.00	500.00	
Materials & Supplies	50.00	50.00	
MEALS ALLOCATION TAXABLE	3600.00	3600.00	
Mental Health	3642.00	3642.00	
RRSP - employer contribution		174.96	174.96
Salaries	37842.00	37842.00	
Vacation accrued	2270.52	2620.49	349.97
4015-VP Finance (Admin) Total	70382.16	71731.71	1349.55
Benefits	4541.04	4541.04	
Casual salaries	17599.30	17599.30	
Food & Beverages - N/S	250.00	250.00	
Materials & Supplies	50.00	50.00	
MEALS ALLOCATION TAXABLE	3600.00	3600.00	
Mental Health	3642.00	3642.00	
RRSP - employer contribution	0.00	880.92	880.92
Salaries	37842.00	37842.00	



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Vacation accrued	2857.82	3326.45	468.63
4016-VP Operations (Admin) Total	59222.36	59717.37	495.01
Benefits	4541.04	4541.04	
Casual salaries	6916.80	6916.80	
Food & Beverages - N/S	100.00	100.00	
MEALS ALLOCATION TAXABLE	3642.00	3642.00	
Mental Health	3600.00	3600.00	
Office Supplies	100.00	100.00	
Printing	50.00	50.00	
RRSP - employer contribution	0.00	240.00	240.00
Salaries	37842.00	37842.00	
Vacation accrued	2430.52	2685.53	255.01
4018-VP Internal Affairs (Admin) Total	57602.00	62789.53	5187.53
Bank and service charges	0.00	0.00	
Benefits	4541.04	4541.04	
Casual salaries	5406.80	9704.36	4297.56
Food & Beverages - N/S	50.04	50.04	
Materials & Supplies	50.00	50.00	
MEALS ALLOCATION TAXABLE	3600.00	3600.00	
Mental Health	3642.00	3642.00	
Office Supplies	100.00	100.00	
RRSP - employer contribution	0.00	407.28	407.28
Salaries	37842.00	37842.00	
Vacation accrued	2370.12	2852.81	482.69



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4025-VP Student Life (Admin) Total	115440.91	60603.33	-54837.58
Benefits	9939.89	4541.04	-5398.85
Bonus/Commission	250.00	250.00	
Casual salaries	6986.80	6986.80	0.00
Computer Software / Expenses	257.64	257.64	
Food & Beverages - N/S	399.96	399.96	
Materials & Supplies	50.00	50.00	
MEALS ALLOCATION TAXABLE	3600.00	3600.00	
Mental Health	3642.00	3642.00	
Office Supplies	99.96	99.96	
RRSP - employer contribution	2249.52	244.20	-2005.32
Salaries	82832.40	37842.00	-44990.40
Vacation accrued	5132.74	2689.73	-2443.01
4037-VP External Affairs (Admin) Total	69401.18	70417.63	1016.45
Benefits	4541.04	4541.04	
Casual salaries	13434.90	13434.90	
Conferences & Travel	3000.00	3000.00	
Food & Beverages - N/S	300.00	300.00	
Materials & Supplies	50.00	50.00	
MEALS ALLOCATION TAXABLE	3600.00	3600.00	
Mental Health	3642.00	3642.00	
Office Supplies	100.00	100.00	
Printing	200.00	200.00	
RRSP - employer contribution	0.00	631.08	631.08



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Salaries	37842.00	37842.00	
Vacation accrued	2691.24	3076.61	385.37
4091-VP University Affairs (Admin) Total	55639.52	55814.53	175.01
Benefits	4541.04	4541.04	
Casual salaries	2916.80	2916.80	
Computer Software / Expenses	227.12	227.12	
Conferences & Travel	200.04	200.04	
Food & Beverages - N/S	300.00	300.00	
Materials & Supplies	50.00	50.00	
MEALS ALLOCATION TAXABLE	3600.00	3600.00	
Mental Health	3642.00	3642.00	
Printing	50.00	50.00	
Salaries	37842.00	37842.00	
Vacation accrued	2270.52	2445.53	175.01



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Departments with no Adjustments

5527 - SSPN

5527 - SSPN	2025	2025-Revised
Department Total	-450.00	-450.00
Food & Beverages - N/S	500.00	500.00
Materials & Supplies	50.00	50.00
Registration Fees / Admissions	-1000.00	-1000.00

5528 - Awards Banquet

5528 - Awards Banquet	2025	2025-Revised
Department Total	9500.00	9500.00
Donations/sponsorship	-2000.00	-2000.00
Food & Beverages - N/S	6000.00	6000.00
Materials & Supplies	3000.00	3000.00
Printing	500.00	500.00
Rentals	1000.00	1000.00
Security	1000.00	1000.00

5558 - Activities Night

5558 - Activities Night	2025	2025-Revised
Department Total	15417.42	15417.42
Advertising & Promotion	100.00	100.00



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Bank and service charges	167.42	167.42
Conferences & Travel	100.00	100.00
Contract Services	800.00	800.00
Donations/sponsorship	-12000.00	-12000.00
Food & Beverages - N/S	1250.00	1250.00
Materials & Supplies	4000.00	4000.00
Printing	10000.00	10000.00
Registration Fees / Admissions	-4000.00	-4000.00
Rentals	11000.00	11000.00
Security	4000.00	4000.00

5559 - Four Floors

5559 - Four Floors	2025	2025-Revised
5559-Four Floors	-810.00	-810.00
Advertising & Promotion	90.00	90.00
Bank and service charges	100.00	100.00
Honorariums	1000.00	1000.00
Inter department charge	7000.00	7000.00
Materials & Supplies	1500.00	1500.00
Registration Fees / Admissions	-10000.00	-10000.00
Rentals	4000.00	4000.00
Sales - Beer & Liquor	-4500.00	-4500.00



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End of Report