

2025-2026 SSMU Operating Budget Report

Prepared by SSMU VP (Finance)
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Purpose of this Report

This report provides the budget allocations within the SSMU operating fund for the 2025-26 fiscal year. It discusses the assumptions used in the budgeting process, addresses recent events with financial implications and provides recommendations for maintaining long-term financial sustainability.

Background

The SSMU has operated with a significant deficit for the past several years. Following extensive restructuring at the beginning of the 2024-2025 fiscal year, the SSMU is now on track to complete the 2024-2025 fiscal year with no deficit. The factors contributing to this improvement in the SSMU's financial health are described in detail in the Revised 2024-2025 Operating Budget Report.

Budgeting Process

The budgeting process involves consultations with departmental managers and executives, comparison with the budget of the previous and current fiscal year, the actuals of both years, and consideration of upcoming events.

Limitations

The SSMU oversees many fees that are allocated to separate funds. This report only deals with the departments that are paid out of the operating fund. For a complete list of fees and their designated purpose, please see the latest "Where's my Money Going" Fee Brochure. Revenues counted in this the operating budget include the SSMU Base Fee collected, interest earned on student fees, and miscellaneous revenue generating activities within the relevant departments. Please note that several factors cannot be predicted with 100% accuracy, budget sets a guideline based on estimate based on available information.

Contact

If any further clarification is needed, please do not hesitate to reach out to the Vice-President (Finance) at finance@ssmu.ca.

Student Base Fee Revenue

The SSMU base fee revenue was significantly underestimated in the current fiscal year. For the 2025–2026 budget, the assumptions have been revised to improve accuracy. The budget now reflects a base fee of \$70.95, which may be slightly adjusted upwards once McGill indexes it for inflation; however, the adjustment has not yet been released. Additionally, the student population is projected at 24,000 for the Fall semester, with the Winter semester expected to have approximately 90% of that enrollment.

Interest Income

This fiscal year, the SSMU began holding collected student fees in a high-interest savings account until they were needed. This approach yielded over \$100,000 in interest income. However, this figure was unusually high due to a delay in a large health insurance premium payment, which remained in the account and continued to accrue interest for most of the year. For the upcoming fiscal year, no similar delays are anticipated, and as such, the interest income is expected to be significantly lower.

Operating Departments Included in this Report

This report includes projections for the following departments: Communications, Events, Shatner Building, 3501 Peel Building, Legal and Governance, Human Resources, Accounting, General Administration, Gerts Bar, Gerts Café, Minicourses, Sponsorships, Executive Events and Departments, and Executive Portfolios. Most revenue and expense projections for these departments are based on actual figures from the current fiscal year. Exceptions were made for departments where significant changes are expected. Detailed budget tables for each department are provided at the end of the report.

Communications

There are no significant changes anticipated in the Communications department. Projections for this department are based on actuals from the previous fiscal year.

Events

Similarly, the Events department shows no major changes from the previous year. Estimates are based on last year's actuals, though the account structure has been revised slightly to improve clarity.

Shatner Building

The upcoming office move introduces considerable uncertainty into the budget for the Shatner Building. As such, the estimates for this department may vary significantly. Fortunately, the University Centre building reserve fund is available to cover unexpected costs that may arise within this building.

3501 Peel

The SSMU will no longer receive business rent from 3501 Peel. This transition adds further uncertainty to the budget. However, the early termination payments from the previous tenant have provided a useful financial buffer. Looking ahead, a potential solution for improving long-term sustainability would be to revise the description of the SSMU Facilities Fee to allow it to contribute to the building's mortgage.

Gerts

The Gerts operations are divided into two departments: one for the Bar and one for the Café. The account structures for both have been significantly revised to enhance clarity and transparency. The Bar is projected to operate at a surplus, while the Café is expected to incur a deficit. A summer project is planned to integrate the systems of both departments, which should lead to improved accounting accuracy and operational efficiency.

Human Resources

This year, the Human Resources department undertook a comprehensive rescoring of most part-time pay grades, which led to small adjustments across projected casual salaries. The HR Manager played a key role in both the rescoring process and in calculating the salary, vacation, and benefits estimates across departments. One major correction involved the fitness reimbursement benefit of \$600 per employee per year. Although this benefit had been approved by the Board of Directors, it was never previously included in annual budgets. It has now been properly incorporated as a \$16,800 line item within the HR department. The HR Manager will have access to a tracking sheet to monitor employee use of this benefit throughout the year.

Executive Portfolios

The contents of the Executive Portfolios have remained largely consistent with previous years. These portfolios include executive salaries (which have not been increased or indexed to inflation), part-time staff salaries (which are indexed to inflation), and associated food and office supply expenses. One structural change was the removal of the VP Operations and Sustainability position, with their staff reassigned to other executive portfolios. Additionally, events organized by the President have been assigned to a new department code to facilitate tracking and planning, following the precedent set by VP Internal events such as Four Floors.

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Summary By Department

Accounting	\$494,830.79
Activities Night	\$4,100.00
Awards Banquet	\$11,500.00
Campaigns	\$17,934.40
Communications	\$293,863.63
Community Relations	\$25,853.30
Councils and Committees	\$4,000.00
Elections	\$11,667.80
Events	\$132,316.74
Faculty Olympics	\$3,550.00
Four Floors	\$2,550.00
General Administration	\$370,297.51
Gerts Bar	-\$67,273.87
Gerts Cafe	\$88,245.12
Handbook	\$22,693.20
Human Resources	\$131,278.39
IT	\$145,569.59
Legal and Governance	\$413,990.53
Minicourses	\$28,702.89
Peel Building	\$315,477.16
President (Admin)	\$62,321.50
Presidents Events	\$5,400.00
Shatner Building	\$422,107.16
Sponsorships	\$18,234.30
Student Fees	-\$3,305,000.00
VP External (Admin)	\$67,953.14
VP Finance (Admin)	\$77,660.06
VP Internal (Admin)	\$63,969.02
VP Student Life (Admin)	\$73,070.99
VP University Affairs (Admin)	\$63,080.54
Grand Total	-\$56.11

Full Breakdown by Department

3021 - General Administration

Admin fees _ Daycare	-\$6,000.00
Admin fees - HDRF	-\$143,227.57
Automobile Expenses	\$2,500.00
Bank and service charges	\$43,200.00
Benefits	\$20,230.92
Bonus/Commission	\$500.00
Cleaning Contract Services	\$14,065.68
Contract Services - Financial	\$45,000.00
Employee program assistance EAP (PEA)	\$2,200.00
Entertainment	\$4,500.00
Food & Beverages - N/S	\$1,950.00
Group Insurance	\$40,000.00
Insurance, Permits & Licences	\$120,000.00
Interdepartmental charge	\$20,000.00
Interest Income	-\$49,315.07
Materials & Supplies	\$1,000.00
Office Supplies	\$2,500.00
Payroll Charges - CERIDIAN	\$37,500.00
Photocopy	\$14,000.00
RRSP - employer contribution	\$10,115.40
Salaries	\$168,590.88
Telephones	\$7,500.00
Vacation accrued	\$13,487.27
Department Total	\$370,297.51

3022 - Human Resources

Advertising & Promotion	\$3,000.00
Benefits	\$7,633.44
Bonus/Commission	\$250.00
Casual salaries	\$13,338.00

Fitness Reimbursement	\$16,800.00
Food & Beverages - N/S	\$50.00
Memberships/Training	\$12,000.00
Professional Fees	\$4,680.00
RRSP - employer contribution	\$3,976.78
Salaries	\$63,612.00
Vacation accrued	\$5,137.89
Vacation paid each pay	\$800.28
Department Total	\$131,278.39

3023 - Accounting

Benefits	\$43,124.04
Bonus/Commission	\$1,250.00
CELL ALLOCATION TAXABLE	\$420.00
Food & Beverages - N/S	\$250.00
Memberships/Training	\$1,300.00
Postage & Courier	\$50.00
RRSP - employer contribution	\$23,246.38
Salaries	\$387,440.00
Vacation accrued	\$37,750.37
Department Total	\$494,830.79

3024 - Legal and Governance

Benefits	\$15,195.00
Bonus/Commission	\$250.00
Casual salaries	\$48,071.50
Food & Beverages - N/S	\$50.00
Membership & Training	\$3,000.00
Professional Fees	\$200,000.00
RRSP - employer contribution	\$8,174.36
Salaries	\$126,625.00
Vacation accrued	\$9,740.38
Vacation paid each pay	\$2,884.29
Department Total	\$413,990.53

4019 - Communications

Advertising & Promotion	\$5,000.00
Bank and service charges	\$0.00
Benefits	\$23,249.88
Bonus/Commission	\$750.00
Casual salaries	\$31,350.00
Clothing	\$0.00
Computer Software / Expenses	\$0.00
Conferences & Travel	\$0.00
Contract Services	\$0.00
Donations	\$0.00
Food & Beverages - N/S	\$150.00
Materials & Supplies	\$450.00
Memberships/Training	\$0.00
Office Supplies	\$100.00
Photocopy	\$0.00
Printing	\$8,000.00
Professional Fees	\$0.00
RRSP - employer contribution	\$12,000.20
Salaries	\$193,749.00
Telephones	\$0.00
Vacation accrued	\$17,183.55
Vacation paid each pay	\$1,881.00
Department Total	\$293,863.63

1030 - Events

Benefits	\$21,792.24
Bonus/Commission	\$750.00
Cleaning Contract Services	\$6,000.00
Conferences & Travel	\$100.00
Equipment	\$2,000.00
Food & Beverages - N/S	\$150.00
Materials & Supplies	\$2,000.00
Miscellaneous Revenue	\$3,000.00
Porter Revenue	\$8,000.00

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Rentals	-\$135,000.00
Rentals Other	-\$5,000.00
RRSP - employer contribution	\$10,896.12
Salaries	\$181,602.00
Security Revenue	\$25,000.00
Vacation Accrued	\$11,026.38
Department Total	\$132,316.74

2000 - IT

Bank and service charges	\$120.00
Benefits	\$9,466.92
Bonus/Commission	\$250.00
Computer Software / Expenses	\$43,259.11
RRSP - employer contribution	\$4,733.46
Salaries	\$78,891.00
Telephones	\$960.00
Vacation accrued	\$7,889.10
Department Total	\$145,569.59

3501 - Peel Building

Cleaning Contract Services	\$53,419.92
Contract Services	\$2,500.00
Interest Expense / Mortgage 3501 Peel street	\$185,268.72
Materials & Supplies	\$2,600.00
Printing	\$100.00
Professional Fees	\$500.00
Rent / Utilities Expense	\$8,500.00
Repairs & Maintenance	\$17,000.00
Taxes	\$6,055.50
Taxes Municipales	\$36,333.01
Telephones	\$3,200.00
Department Total	\$315,477.16

2022 - Shatner Building

Benefits	\$22,758.72
Bonus/Commission	\$750.00
Business Rent	-\$55,000.00
Casual salaries	\$11,859.30
Cleaning Contract Services	\$170,000.00
Food & Beverages - N/S	\$150.00
Insurance, Permits & Licences	\$600.00
Materials & Supplies	\$15,000.00
Memberships/Training	\$500.00
Porter Revenue	\$3,033.00
Professional Fees	\$500.00
Rent / Utilities Expense	\$500.00
Rentals	\$1,900.00
Repairs & Maintenance	\$28,000.00
RRSP - employer contribution	\$11,521.67
Salaries	\$189,656.00
Security	\$15,000.00
Security Revenue	-\$12,000.00
Telephones	\$1,400.00
Vacation accrued	\$15,266.91
Vacation paid each pay	\$711.56
Department Total	\$422,107.16

6036 - Handbook

Advertising HB	-\$30,000.00
Advertising HB - Discount	\$5,000.00
Casual salaries	\$4,975.00
Postage & Courier	\$200.00
Printing	\$42,160.00
RRSP - employer contribution	\$59.70
Vacation accrued	\$298.50
Department Total	\$22,693.20

3084 - Minicourses

Bank and service charges	\$750.00
Benefits	\$5,492.16
Bonus/Commission	\$250.00
Contract Services	\$15,000.00
Inter dept transfer	-\$30,000.00
Registration Fees / Admissions	-\$15,000.00
RRSP - employer contribution	\$2,746.08
Salaries	\$45,768.00
Vacation accrued	\$3,696.65
Department Total	\$28,702.89

5084 - Sponsorships

Benefits	\$1,830.72
Donations/sponsorship	-\$1,000.00
Inter departmental transfer	-\$550.00
Postage & Courier	\$550.00
RRSP - employer contribution	\$915.36
Salaries	\$15,256.00
Vacation accrued	\$1,232.22
Department Total	\$18,234.30

Gerts Departments

1599 - Gerts Bar

Advertising & Promotion	\$2,500.00
Benefits	\$6,480.00
Bonus/Commission	\$250.00
Casual salaries	\$122,378.30
Cleaning Contract Services	\$3,000.00

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Clothing	\$400.00
Deposit Receivable - Bottles/Cases	\$6,000.00
Entertainment	\$200.00
Entry Fee Disbursements	\$3,500.00
Equipment & Smallwares	\$3,000.00
Estimated revenue after cost of goods sold	-\$352,530.35
Food & Beverages - N/S	\$50.00
Insurance, Permits & Licences	\$1,050.00
Materials & Supplies	\$4,000.00
Memberships & Training	\$200.00
Miscellaneous Expense	\$500.00
Operational Equipment Rentals	\$4,000.00
Performance and Event Service Provider Fees	\$2,000.00
Repairs & Maintenance	\$3,000.00
RRSP - employer contribution	\$4,708.53
Salaries	\$54,000.00
Security Charges	\$41,281.60
Service Contract Fees	\$8,800.00
Staff & Operational Transportation	\$500.00
Subscriptions	\$3,000.00
Vacation accrued	\$3,115.38
Vacation paid each pay	\$7,342.67
Department Total	-\$67,273.87

1590 - Gerts Cafe

Advertising & Promotion	\$2,500.00
Bank & Service Charges	\$0.00
Benefits	\$6,480.00
Bonus/Commission	\$250.00
Cash Over/Short	\$0.00
Cleaning Contract Services	\$1,000.00
Clothing	\$400.00
Conferences & Travel	\$200.00
Entertainment	\$200.00
Equipment & Smallwares	\$1,500.00

Estimated revenue after cost of goods sold	-\$100,590.00
Food & Beverages - N/S	\$50.00
Full-Time Salaries	\$51,663.00
Insurance, Permits & Licences	\$50.00
Materials & Supplies	\$4,000.00
Memberships & Training	\$200.00
Miscellaneous Expense	\$300.00
Part-Time Salaries	\$99,939.60
Repairs & Maintenance	\$2,500.00
RRSP - Employer Contribution	\$4,299.05
Service Contract Fees	\$5,500.00
Staff & Operational Transportation (Travel)	\$500.00
Subscriptions	\$250.00
Tax credit on gratuities	\$0.00
Vacation Accrued	\$1,057.10
Vacation Paid - Per Pay Period	\$5,996.37
Department Total	\$88,245.12

Event-Specific Departments

5528 - Awards Banquet

Food & Beverages - N/S	\$6,000.00
Materials & Supplies	\$3,000.00
Printing	\$500.00
Rentals	\$1,000.00
Security	\$1,000.00
Department Total	\$11,500.00

5558 - Activities Night

Advertising & Promotion	\$100.00
Clothing	\$500.00
Donations/sponsorship	-\$14,000.00
Food & Beverages - N/S	\$1,000.00
Materials & Supplies	\$4,000.00
Printing	\$6,000.00
Registration Fees / Admissions	-\$4,500.00
Rentals	\$8,000.00
Security	\$3,000.00
Department Total	\$4,100.00

5559 - Four Floors

Cleaning Fee	\$1,000.00
Entertainment	\$1,000.00
Food & Beverages - N/S	\$250.00
Materials & Supplies	\$1,300.00
Registration Fees / Admissions	-\$14,000.00
Rentals	\$6,000.00
Security	\$7,000.00
Department Total	\$2,550.00

XXXX - President Events

Entertainment	\$2,000.00
Food & Beverages - N/S	\$5,000.00
Inter department charge	\$1,000.00
Materials & Supplies	\$400.00
Registration Fees / Admissions	-\$3,000.00
Department Total	\$5,400.00

Departments Managed by Executives

4082 - Councils and Committees

Food & Beverages - N/S	\$4,000.00
Department Total	\$4,000.00

4039 - Campaigns

Casual salaries	\$10,200.00
Food & Beverages - N/S	\$2,000.00
Honorariums	\$1,000.00
Materials & Supplies	\$3,000.00
Printing	\$1,000.00
RRSP - employer contribution	\$122.40
Vacation paid each pay	\$612.00
Department Total	\$17,934.40

4085 - Community Relations

Casual salaries	\$17,587.00
Contract Services	\$4,000.00
Food & Beverages - N/S	\$200.00
Honorariums	\$2,000.00
Materials & Supplies	\$300.00
Printing	\$500.00
RRSP - employer contribution	\$211.05
Vacation paid each pay	\$1,055.25
Department Total	\$25,853.30

4057 - Elections

Advertising & Promotion	\$100.00
Campaign Expenses Reimbursed	\$600.00
Casual salaries	\$9,062.50
Computer Software / Expenses	\$652.80
Food & Beverages - N/S	\$400.00
Printing	\$200.00
RRSP - employer contribution	\$108.75
Vacation accrued	\$543.75
Department Total	\$11,667.80

Executive (Admin) Portfolios

4010 - President

Benefits	\$5,383.44
Casual salaries	\$8,019.60
Food & Beverages - N/S	\$500.00
Materials & Supplies	\$100.00
MEALS ALLOCATION TAXABLE	\$3,600.00
Mental Health	\$3,642.00
RRSP - employer contribution	\$61.56
Salaries	\$37,842.00
Vacation accrued	\$3,172.90
Department Total	\$62,321.50

4015 - VP Finance (Admin)

Benefits	\$5,383.44
Casual salaries	\$22,891.85
Food & Beverages - N/S	\$250.00
MEALS ALLOCATION TAXABLE	\$3,287.50

Mental Health	\$3,600.00
Office Supplies	\$100.00
RRSP - employer contribution	\$240.03
Salaries	\$37,842.00
Vacation paid each pay	\$4,065.24
Department Total	\$77,660.06

4037 - VP External (Admin)

Benefits	\$5,383.44
Casual salaries	\$11,827.10
Conferences & Travel	\$2,000.00
Food & Beverages - N/S	\$50.00
MEALS ALLOCATION TAXABLE	\$3,600.00
Mental Health	\$3,642.00
Office Supplies	\$100.00
RRSP - employer contribution	\$107.25
Salaries	\$37,842.00
Vacation paid each pay	\$3,401.35
Department Total	\$67,953.14

4018 - VP Internal (Admin)

Benefits	\$5,383.44
Casual salaries	\$9,929.60
Food & Beverages - N/S	\$50.00
Materials & Supplies	\$50.00
MEALS ALLOCATION TAXABLE	\$3,600.00
Mental Health	\$3,642.00
Office Supplies	\$100.00
RRSP - employer contribution	\$84.48
Salaries	\$37,842.00
Vacation paid each pay	\$3,287.50
Department Total	\$63,969.02

4025 - VP Clubs and Services (Admin)

Benefits	\$5,383.44
Casual salaries	\$17,813.90
Food & Beverages - N/S	\$50.00
Materials & Supplies	\$100.00
MEALS ALLOCATION TAXABLE	\$3,600.00
Mental Health	\$3,642.00
Office Supplies	\$100.00
RRSP - employer contribution	\$179.09
Salaries	\$37,842.00
Telephones	\$600.00
Vacation paid each pay	\$3,760.56
Department Total	\$73,070.99

4091 - VP University Affairs

Benefits	\$5,383.44
Casual salaries	\$8,214.60
Food & Beverages - N/S	\$1,050.00
Materials & Supplies	\$100.00
MEALS ALLOCATION TAXABLE	\$3,600.00
Mental Health	\$3,642.00
RRSP - employer contribution	\$63.90
Salaries	\$37,842.00
Vacation paid each pay	\$3,184.60
Department Total	\$63,080.54