

Please Note: The UPEI Student Union Budget is a working document. Changes in spending may have occurred with the approval of council but which have not been reflected in this document. If you have any questions or want further clarification of notes or numbers please contact the Vice President Finance at vpfinance@upeisu.ca.



ASSUMPTIONS

				Amended 2011-2012	2012-2013
Enrollment: 1st semester				3920	3700
2nd semester				82	
Total Annual Withdrawals				82	

INFLOWS

				Amended 2011-2012	2012-2013
	<i>Note</i>	<i>Rate 11-12</i>	<i>Rate 12-13</i>		
Student Union Fees		\$ 164.00	\$ 164.00	\$ 642,880.00	\$ 606,800.00
CASA		\$ 3.00	\$ 3.00	\$ 11,760.00	\$ 11,100.00
Medical & Dental	19			\$ 946,731.00	\$ 980,199.00
WUSC		\$ 6.00	\$ 6.00	\$ 23,520.00	\$ 22,200.00
Student Centre Fund		\$ 40.00	\$ 40.00	\$ 156,800.00	\$ 148,000.00
Transit Pass		\$ 50.00	\$ 52.00	\$ 196,000.00	\$ 192,400.00
Vending				\$ 1,500.00	\$ 1,500.00
Student Centre Rent Collected				\$ 8,000.00	\$ 8,000.00
Mickey's Place	13			\$ 3,897.00	\$ -
"Off Campus Housing" Listing				\$ 750.00	\$ 1,050.00
Event Programming					\$ 60,000.00
Capital Fund Use (Withdrawal From Severance Allocation)				\$ -	\$ 23,400.00
Total Inflows				\$ 1,991,838.00	\$ 2,054,649.00

OUTFLOWS

				Amended 2011-2012	2012-2013
	<i>Note</i>				
AMICCUS				\$ 450.00	\$ -
CASA				\$ 11,760.00	\$ 11,100.00
Student Centre Operating Expenses	2			\$ 131,427.00	\$ 132,272.00
Medical & Dental Plan	19			\$ 946,731.00	\$ 980,199.00
Donations	3			\$ 5,060.00	\$ 3,560.00
Equipment	4			\$ 9,105.00	\$ 6,750.00
Executive Salaries	5			\$ 74,342.05	\$ 74,458.81
Graduate Students Standing Committee	16			\$ 5,000.00	\$ 5,000.00

Handbook				\$ 7,000.00	\$ 7,000.00
Insurance				\$ 13,500.00	\$ 16,500.00
Interest & Bank Charges				\$ 3,000.00	\$ 2,500.00
Investment				\$ 47,000.00	\$ 47,000.00
Mickey's Place	13			\$ -	\$ 6,268.00
Office & Miscellaneous	6			\$ 11,604.00	\$ 14,392.00
Professional Fees	7			\$ 12,500.00	\$ 18,750.00
Salaries	8			\$ 168,475.88	\$ 179,278.06
Social Committee	9			\$ 15,000.00	\$ 60,000.00
Smoothie Kiosk	17			\$ 16,700.00	\$ 15,684.00
Student Centre Fund - Debt				\$ 100,357.44	\$ 100,357.44
Student Council Activities	10			\$ 7,126.00	\$ 7,126.00
Executive, GM, OM Cellphones				\$ 8,275.00	\$ 3,840.00
Transit Pass				\$ 196,000.00	\$ 192,400.00
Travel	11			\$ 26,000.00	\$ 22,200.00
Under Graduate Students Standing Committee	18			\$ 2,500.00	\$ 2,500.00
Wages	12			\$ 14,508.60	\$ 14,808.80
The Wave	1			\$ 55,959.42	\$ 53,090.42
Workers Compensation				\$ 1,300.00	\$ 1,400.00
WUSC				\$ 23,520.00	\$ 22,200.00
Student Newspaper - Cadre	14			\$ 7,626.43	\$ 7,562.43
Yearbook	15			\$ 33,942.30	\$ 19,459.00
Christmas Lunch/Year End Banquet				\$ 4,200.00	\$ 4,200.00
Employee Appreciation				\$ 2,000.00	\$ -
Total Outflows				\$ 1,961,970.12	\$ 2,031,855.96
Total Inflows				\$ 1,991,838.00	\$ 2,054,649.00
Total Outflows				\$ 1,961,970.12	\$ 2,031,855.96
Net Cash Increase (Decrease)				\$ 29,867.88	\$ 22,793.04
Cash and short-term investments, beginning of year				\$ -	TBA
Total				\$ 29,867.88	\$ 22,793.04
NOTES					
NOTE 1 – THE WAVE				Amended	
				2011-2012	2012-2013
Revenue					
Sales: Food				\$ 40,000.00	\$ 35,000.00
Beverage				\$ 263,000.00	\$ 175,000.00
				\$ 303,000.00	\$ 210,000.00
Other Income: Entertainment				\$ 110,000.00	\$ -
Wave Programs					\$ 15,000.00
Sundry Income				\$ 11,000.00	\$ 11,000.00
ATM				\$ 20,000.00	\$ 9,700.00
				\$ 141,000.00	\$ 35,700.00
Total Revenue				\$ 444,000.00	\$ 245,700.00
Expenses					
Cost of goods sold:					

Purchases - Liquor				\$ 118,350.00	\$ 78,750.00
Cost of sales - Kitchen				\$ 16,000.00	\$ -
Cost of sales - Food (45% of food income)				\$ 16,000.00	\$ 15,750.00
				\$ 150,350.00	\$ 94,500.00
Operating:					
Advertising				\$ 15,000.00	\$ 8,000.00
Cable				\$ 1,000.00	\$ 1,000.00
Classes & suborganizations				\$ 3,500.00	\$ 3,500.00
Decorations				\$ 4,000.00	\$ 3,500.00
EI/CPP				\$ 7,374.75	\$ 5,099.59
Entertainment*				\$ 110,000.00	\$ -
Bar Programing					\$ 25,000.00
Equipment				\$ 22,000.00	\$ 5,000.00
License				\$ 300.00	\$ 340.00
Materials & supplies				\$ 19,000.00	\$ 15,000.00
Miscellaneous				\$ 4,000.00	\$ 2,000.00
Repairs, maintenance, and electrical				\$ 6,000.00	\$ 6,000.00
Socan				\$ 3,500.00	\$ 5,000.00
Staff clothing				\$ 5,000.00	\$ 3,000.00
Staff training				\$ 5,000.00	\$ 4,000.00
Telephone				\$ 2,000.00	\$ 2,240.00
Visa bank charge				\$ 600.00	\$ 600.00
Wave Student Committee				\$ 2,000.00	\$ -
				\$ 210,274.75	\$ 89,279.59
Wages:					
Bar Manager Salary & Benefits				\$ 25,642.02	\$ 25,985.83
Bartenders wages & vacation pay				\$ 21,000.00	\$ 21,000.00
Security wages & vacation pay				\$ 52,000.00	\$ 31,200.00
Servers wages & vacation pay				\$ 28,500.00	\$ 16,700.00
Ticket/Coat check wages & vacation pay				\$ 8,000.00	\$ 9,400.00
Cook				\$ -	\$ 10,725.00
				\$ 135,142.02	\$ 115,010.83
Special Purchase(s):					
Room Dividers				\$ 4,192.65	\$ -
Total Expenses				\$ 499,959.42	\$ 298,790.42
Net Inflow/Outflow:				-\$ 55,959.42	-\$ 53,090.42

*Bar programming in excess of \$2000 require Executive approval

NOTE 2 – STUDENT CENTRE OPERATING EXPENSES

				Amended 2011-2012	2012-2013
Service workers:					
Base salary				\$ 67,344.00	\$ 67,952.00
Fringe benefits (26.5%)				\$ 17,846.00	\$ 16,988.00
Utility workers				\$ 18,514.00	\$ 18,680.00
Fringe benefits (26.5%)				\$ 4,906.00	\$ 4,670.00
Cleaning supplies				\$ 5,000.00	\$ 5,000.00
Utilities:					
Heat				\$ 47,250.00	\$ 59,000.00
Electrical				\$ 94,600.00	\$ 82,000.00
Water				\$ 2,800.00	\$ 2,800.00
Service contracts				\$ 24,000.00	\$ 24,000.00
R & M - General				\$ 26,000.00	\$ 26,000.00

R & M Roof Project				\$ 4,000.00	\$ 4,000.00
Property insurance				\$ 2,225.00	\$ 2,193.00
Equipment				\$ 700.00	\$ 700.00
Total Costs				\$ 315,185.00	\$ 313,983.00
Student Union Portion (34% electrical + 45% of all other costs)				\$ 131,427.00	\$ 132,272.00
NOTE 3 – DONATIONS				Amended	
				2011-2012	2012-2013
JT Mickey Place Awards (11 @ \$150)				\$ 1,650.00	\$ 1,650.00
Foster Parents Plan				\$ 210.00	\$ 210.00
Shinerama				\$ 500.00	\$ 500.00
Movember					\$ 200.00
Benefactor - Bowls for Kid's Sake				\$ 500.00	\$ 500.00
To be allocated				\$ 1,700.00	\$ -
New Student Orientation				\$ 500.00	\$ 500.00
				\$ 5,060.00	\$ 3,560.00
NOTE 4 – EQUIPMENT & PROJECTS				Amended	
				2011-2012	
Computer				\$ 1,005.00	\$ 1,100.00
Office Equipment (Cash Counter, Check Protector)				\$ 600.00	\$ 400.00
Website & Brand Update Integrated Communications				\$ 2,000.00	\$ 5,000.00
Furniture				\$ 1,000.00	\$ -
Microwaves (2) & Stand				\$ -	\$ 250.00
Water Station				\$ 3,000.00	\$ -
Marketing Class Prizes (Wave Marketing Pitches)				\$ 1,500.00	\$ -
				\$ 9,105.00	\$ 6,750.00
NOTE 5 – EXECUTIVE SALARIES				Amended	
				2011-2012	2012-2013
Summer (35 hrs/week):					
President Training (1 week)				\$ 555.45	\$ 555.45
President (18 weeks)				\$ 9,998.10	\$ 9,998.10
Vice President (17 weeks)				\$ 7,675.50	\$ 7,675.50
School Year*:					
VP Prep Week (all @ 35hrs/week)				\$ 1,806.00	\$ 1,806.00
President (25hrs/week)**				\$ 13,489.50	\$ 13,489.50
EVP, VPC, VPF (15hrs/week)**				\$ 20,317.50	\$ 20,317.50
VPA (20hrs/week)**				\$ 9,030.00	\$ 9,030.00
Misc:					
EI/PPP				\$ 3,800.00	\$ 3,841.76
Honoraria (5 @ \$500)				\$ 2,500.00	\$ 2,575.00
Vacation pay (4%)				\$ 2,200.00	\$ 2,200.00
Courses (6 @ 495)				\$ 2,970.00	\$ 2,970.00
				\$ 74,342.05	\$ 74,458.81
* Executive pay is based on 35 weeks from Sept-April					
NOTE 6 – OFFICE & MISCELLANEOUS				Amended	
				2011-2012	2012-2013

Copier service agreement				\$ 1,944.00	\$ 1,944.00
Printer supplies				\$ 1,000.00	\$ 1,000.00
Central printing & paper				\$ 4,000.00	\$ 4,000.00
Courier				\$ 200.00	\$ 200.00
AccPac - Simply Accounting				\$ 1,400.00	\$ 1,500.00
Office supplies				\$ 1,500.00	\$ 1,500.00
Domain Fees				\$ 360.00	\$ 360.00
Printing letterhead, etc.				\$ 700.00	\$ 700.00
To be allocated				\$ 500.00	\$ 500.00
Telephones				\$ -	\$ 2,688.00
				\$ 11,604.00	\$ 14,392.00

NOTE 7 - PROFESSIONAL FEES

				Amended 2011-2012	2012-2013
Audit Fees				\$ 8,500.00	\$ 8,750.00
Legal Fees				\$ 4,000.00	\$ 10,000.00
				\$ 12,500.00	\$ 18,750.00

NOTE 8 – SALARIES

				Amended 2011-2012	2012-2013
Full Time Permanent Staff				\$ 120,376.78	\$ 113,117.41
Part Time Staff				\$ 10,873.41	\$ 5,200.00
New Hire for GM (1 month of base salary)				\$ 3,500.00	\$ -
Blue Cross & Campus Trust (MacKinley, Love, Morrow, Dingwell, Heigh)				\$ 13,759.13	\$ 13,759.13
Courses				\$ 1,500.00	\$ 1,545.00
Pension (Love*, Dingwell, Morrow, Heigh) + Severance Pay**				\$ 9,630.14	\$ 36,271.82
C.P.				\$ 6,330.18	\$ 6,687.98
E.I.				\$ 2,506.24	\$ 2,696.72
				\$ 168,475.88	\$ 179,278.06

* As per retirement agreement, pension contributions will continue for 7 years.

** Severance Pay for Heather Love (For current budget period only)

NOTE 9 – EVENT PROGRAMMING

				Amended 2011-2012	2012-2013
Event Programming				\$ 15,000.00	
Annual Events (7 events @ \$8,000)					\$ 56,000.00
Back to School Pub					
Halloween Pub					
Winter Carnival					
Beach Blast					
TBA					
TBA					
TBA					
Advertising					\$ 4,000.00
				\$ 15,000.00	\$ 60,000.00

* Each event requires an event cost form to be approved by the executive

NOTE 10 – STUDENT COUNCIL ACTIVITIES

				Amended 2011-2012	2012-2013
Educational Campaigns				\$ 1,000.00	\$ 1,000.00
Executive Training				\$ 1,000.00	\$ 1,000.00

Council orientation / Leadership development				\$ 1,876.00	\$ 1,876.00
Clubs & Societies				\$ 500.00	\$ 500.00
Picture (Council & Exec)				\$ 500.00	\$ 500.00
Hospitality expense				\$ 100.00	\$ 100.00
Sweatshirts				\$ 1,400.00	\$ 1,400.00
CASA Campaigns				\$ 750.00	\$ 750.00
				\$ 7,126.00	\$ 7,126.00

NOTE 11 – TRAVEL & CONFERENCES

				Amended	
				2011-2012	2012-2013
CASA Lobby Conference (Travel & Registration for 2 Executive)				\$ 2,000.00	\$ 2,000.00
AMICUS Conference & Regional (GM, Admin Assistant)				\$ 3,500.00	\$ 2,350.00
AMICUS Annual Fee					\$ 450.00
COCA, CHMA Conference (OM & VPA)				\$ 6,500.00	\$ 6,500.00
Executive regional travel				\$ 3,000.00	\$ 1,500.00
To be allocated				\$ 3,500.00	\$ 2,000.00
COCA Regional Conference (OM & VPA)				\$ 1,500.00	\$ 1,000.00
CASA AGM (Travel & Registration for 2 Executive)				\$ 2,000.00	\$ 2,000.00
CASA Policy (Travel & Registration for 2 Executive)				\$ 2,000.00	\$ 2,000.00
CASA Transition (Travel for 2 outgoing and 2 incoming Executive)				\$ 1,000.00	\$ 2,000.00
Partners Conference				\$ 1,000.00	\$ -
SU Swag				\$ -	\$ 400.00
				\$ 26,000.00	\$ 22,200.00

NOTE 12 – WAGES

				Amended	
				2011-2012	2012-2013
Wave Acct. Assistant (30wk@15hrs)				\$ 4,936.50	\$ 4,936.50
Promo. Co-ordinator (30wk@15hrs)				\$ 4,567.50	\$ 4,936.50
Deputy Chair (27 weeks)				\$ 810.00	\$ 891.00
Chair (27 weeks)				\$ 1,215.00	\$ 1,350.00
Chief Returning Officer (2 Elections)				\$ 390.00	\$ 430.00
Deputy Chief Returning Officer (2 Elections)				\$ 160.00	\$ 176.00
Vacation pay				\$ 458.16	\$ 345.62
EI/ CPP				\$ 501.44	\$ 217.18
Emergency election fund (2 elections)				\$ 710.00	\$ 766.00
Election campaign advertising and materials				\$ 300.00	\$ 300.00
Chair for Elections (2)				\$ 160.00	\$ 160.00
Mail Delivery				\$ 300.00	\$ 300.00
				\$ 14,508.60	\$ 14,808.80

NOTE 13 - MICKEY'S PLACE

				Amended	
				2011-2012	2012-2013
Sales				\$ 65,000.00	\$ 35,000.00
Wages & Supervisor Benefits				\$ 27,403.00	\$ 27,000.00
Materials / Supplies				\$ 30,000.00	\$ 12,000.00
Equipment				\$ 3,200.00	\$ 1,000.00
Repairs and maintenance				\$ 500.00	\$ 500.00
Telephone/Interact Lines					\$ 768.00
				\$ 3,897.00	-\$ 6,268.00

NOTE 14 - STUDENT NEWSPAPER

				Amended	

				2011-2012	2012-2013
Expenses:					
Salaries:					
Editor-in-Chief (25 weeks)				\$ 1,850.00	\$ 2,625.00
Managing Editors (6 @ 25 weeks each)					\$ 4,500.00
News Editor (6 issues)				\$ 336.00	\$ -
Copy Editor (6 issues)				\$ 760.00	\$ -
Online Editor (6 issues)				\$ 296.00	\$ -
Business Manager (25 weeks)				\$ 1,325.00	\$ 1,450.00
Business Manager Commission (10% of local ads)				\$ 800.00	\$ 400.00
Production Editor (6 issues)				\$ 760.00	\$ -
Sports Editor (6 issues)				\$ 336.00	\$ -
Reporter (6 @ 6 issues)				\$ 1,776.00	\$ -
Volunteer Honorarium				\$ 200.00	\$ 1,500.00
EI/ CPP				\$ 149.47	\$ 149.47
Vacation Pay				\$ 277.96	\$ 277.96
Total Salaries				\$ 8,866.43	\$ 10,902.43
Printing:					
Printing Cost (6 issues)				\$ 5,600.00	\$ -
Canadian University Press (CUP):					
Membership Fees				\$ 600.00	\$ 600.00
Delegation Fees				\$ 700.00	\$ 700.00
Travel				\$ 200.00	\$ 200.00
Total CUP Expense				\$ 1,500.00	\$ 1,500.00
Office Expenses:					
Materials & Supplies				\$ 300.00	\$ 300.00
Repairs and Maintenance				\$ 700.00	\$ 200.00
Cell Phone (Editor In Chief \$20 per month for 8 months)				\$ 160.00	\$ 160.00
Total Office Expenses				\$ 1,160.00	\$ 660.00
Total Expense				\$ 17,126.43	\$ 13,062.43
Revenue:					
National Ads *Campus Plus				\$ 1,500.00	\$ 1,500.00
Local Ads				\$ 8,000.00	\$ 4,000.00
Total Revenue				\$ 9,500.00	\$ 5,500.00
Net Operating Expense:					
Total Expense				\$ 17,126.43	\$ 13,062.43
Total Revenue				\$ 9,500.00	\$ 5,500.00
				\$ 7,626.43	\$ 7,562.43

NOTE 15 - YEARBOOK

				Amended 2011-2012	2012-2013
Printing				\$ 32,161.36	\$ 18,000.00
Salaries:					
Editor (34 weeks)				\$ 1,802.00	\$ 1,972.00
Activities Editor (30 weeks)				\$ 1,156.00	\$ 1,110.00
Sports Editor (30 weeks)				\$ 1,156.00	\$ 1,110.00
Photographer (2) (27 weeks)				\$ 1,674.00	\$ 1,836.00
Senior Week Photographer (1 weeks)				\$ 64.00	\$ 34.00
Grad Week Editor				\$ 340.00	\$ 370.00
EI/ CPP				\$ 273.54	\$ 157.88

Vacation Pay				\$ 215.40	\$ 269.12
Telephone				\$ 300.00	\$ -
Entertainment				\$ 100.00	\$ 100.00
Materials / Supplies				\$ 450.00	\$ 250.00
Computer Software				\$ 250.00	\$ 250.00
				\$ 39,942.30	\$ 25,459.00
Ad Sales Net Commission (Cu Advertising effective Sept 2010)				\$ 6,000.00	\$ 6,000.00
				\$ 33,942.30	\$ 19,459.00

NOTE 16 – GRADUATE STUDENT STANDING COMMITTEE

				Amended 2011-2012	2012-2013
Funding				\$ 5,000.00	\$ 5,000.00

NOTE 17 - SMOOTHIE KIOSK

				Amended 2011-2012	2012-2013
Sales				\$ 43,500.00	\$ 20,000.00
Wages (Attendants & Prep Cook)				\$ 25,000.00	\$ 18,600.00
Materials/Supplies				\$ 13,000.00	\$ 16,000.00
Internet Line					\$ 384.00
Equipment				\$ 22,000.00	\$ 500.00
Repairs and Maintenance				\$ 200.00	\$ 200.00
				-\$ 16,700.00	-\$ 15,684.00

NOTE 18 – UNDERGRADUATE STUDENT STANDING COMMITTEE

				Amended 2011-2012	2012-2013
Funding				\$ 2,500.00	\$ 2,500.00

NOTE 19 - MEDICAL & DENTAL PLAN RATES

				Amended 2011-2012	2012-2013
Medical Plan:					
Canadian Students				\$ 204.00	\$ 204.00
International Students				\$ 845.00	\$ 845.00
Dental				\$ 135.00	\$ 149.00
Vision				\$ 30.00	\$ 30.00

