



UPEISU Amended Budget 2017-2018

Budget Highlights

Strategy

The University of Prince Edward Island Student Union (UPEISU) is a not-for-profit organization that seeks to provide services to support and engage UPEI students. To ensure that the UPEISU is able to support students effectively, it employs students and staff to help meet student needs, support student programs, and create an engaging on-campus community.

In its 2017-2018 amended budget, the UPEISU created a sustainable fiscal environment for years to come. The UPEISU has done so while also increasing funding for graduate, undergraduate, and AVC students, increase to event spending for graduate, AVC, and first year student events, creating a new UPEI endowed scholarship and increasing funds for our clubs and societies. The UPEISU recognizes the importance of clubs and societies to the creation of an on-campus community through a continued increase to their funding. These expenditures go a long way to help students develop, not only academically, but also socially.

Operations

The UPEISU operates in a limited fiscal environment. The goal of the UPEISU is to give as much back to students as possible while also ensuring a balanced budget to promote sustainability for future years. The UPEISU is committed to meeting both of these goals to ensure that neither takes priority over the other.

Development of the Budget

The UPEISU budget guides the day-to-day activities of the organization. Many factors are considered when developing the budget: sustainability, student experience, student benefits, and more.

All factors must be considered to ensure that the maximum benefit to students is delivered. The amended budgeting process began in the summer with registration numbers and continued throughout the first semester. The UPEISU Budget Committee is responsible for discussing, debating, and creating the budget. The budget was then presented and approved approval at the Nov 19, 2017 student council meeting.

Revenue:

The UPEISU receives the majority of its revenues from you, the students. For this reason, the UPEISU works relentlessly to satisfy the needs and wants of all students on campus. The revenue from “Student Union Fees” is used to cover all the expenses in Chart 1. The UPEISU collects a Student Centre Fund Fee to maintain and operate the W.A. Murphy Centre represented by “Student Centre Operations” and “Student Centre Debt” in Chart 1. A breakdown of all fees administered by the UPEISU is available in Appendix A.2 CASA, CFS, WUSC, and Transit Pass fees are not retained by the UPEISU they are merely collected by the UPEISU on behalf of the particular organization. The following pie graphs display expected revenues and expenses for 2017/18.

Chart –1 Projected Revenues From all Sources 2017-2018

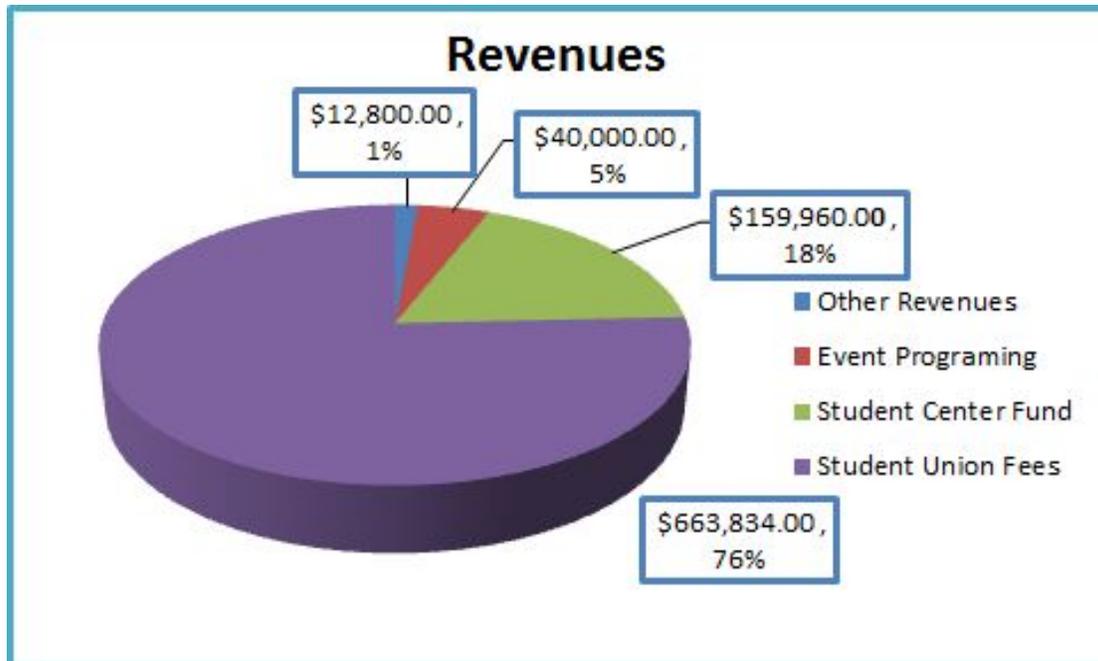
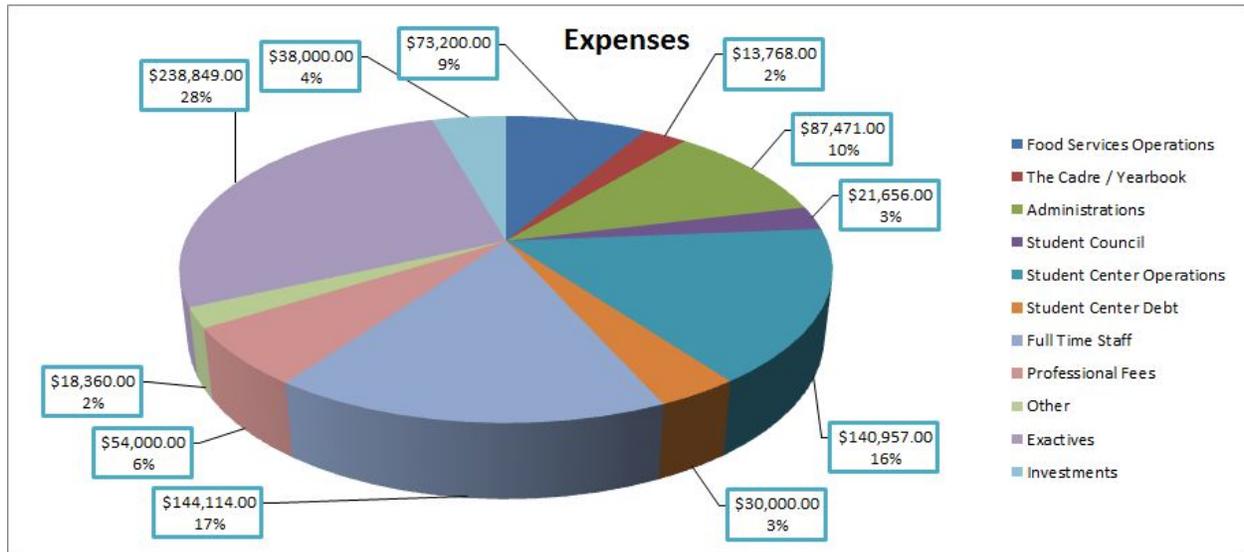


Chart – 2 Projected Expenses 2017-2018



See Appendix A.1 for Breakdown of Executive Portfolios

The UPEISU spends money to enhance the student experience. The effective administration and deliverance of student services and businesses requires a large and talented workforce making labor the single greatest cost to the organization (28% of overall expenses). The UPEISU takes pride in providing as many students as possible with student jobs. These labor costs fall under several of the above expenses including: Executive Portfolios, Administration, Mickey’s Place, The Wave, The Yearbook, *The Cadre*, and more. These SU-run businesses and events represent (21%) of total expenses. Additionally, they aim to enhance campus life and fill the needs of students on campus.

A relatively large portion of expenses (28%) goes to executive portfolios. Executive portfolios consist of money dedicated to:

- Clubs and Societies
- Event Costs
- Student Academic Enrichment Funding (Undergrads, Grads, and AVC)
- Student Initiative Funding
- Campaigns Funding
- Branding for the Organization
- Executive Salaries (Appendix A.1)

The Student Centre Operations expense is the cost of utilities and labor to keep the W.A. Murphy Centre functional and clean year-to-year.

Full-Time Wages covers costs for the Food-Service Manager, General Manager, and Administrative Coordinator at the Student Union. These individuals keep the operation running smoothly and add a

tremendous amount of value to the organization. They also provide continuity year-over-year between new executive teams.

The Student Union is dedicated to providing students with quality entertainment on campus. For this reason funding towards events has remained relatively stable. Events include wet/drys, theme nights, special guests, and more. The Student Union has also put an emphasis on constituent-specific programming to engage with groups that are currently less engaged with the organization. The VP Student Life is responsible for planning and executing these various events throughout the year.

In Summary:

The Student Union is committed to using student dollars effectively to create as much value per dollar for students as possible. The UPEISU is committed to doing this while also maintaining a balanced budget to ensure that future generations of students can also enjoy the same experiences. Any questions regarding the budget can be directed to the VP Finance at vpfinance@upeisu.ca or in person by appointment at the Student Union office in the W.A. Murphy Student Centre.

UPEI Student Union Budget

	Note	Amended 15/16	Amended 16/17	Approved 17/18	Amended 17/18
Sources of Cash					
Student Union Fees		\$ 625,660	\$ 622,380	\$ 614,200	\$ 663,834
Student Center Fund		\$ 152,600	\$ 144,640	\$ 148,000	\$ 159,960
Event Programming		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
GM Mat Leave From Savings		\$ 9,011	\$ -	\$ -	\$ -
Health Plan Late Opt Outs		\$ 2,000	\$ 4,000	\$ 4,000	\$ 4,000
Heckbert's Session Fees		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
New Ad Revenue		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Off Campus Housing Ads		\$ 1,000	\$ 1,200	\$ 1,000	\$ 800
Student Center Rent		\$ 6,000	\$ 6,000	\$ 3,000	\$ 3,000
Vending		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total Operating Revenues:		\$ 841,271	\$ 823,220	\$ 815,200	\$ 876,594
Uses of Cash					
Donations	9	\$ 2,360	\$ 2,360	\$ 2,360	\$ 18,360
Executive Administration	1	\$ 6,243	\$ 6,843	\$ 8,800	\$ 8,765
Full-Time Staff Salaries	8	\$ 149,419	\$ 132,243	\$ 143,135	\$ 144,114
Insurance		\$ 20,000	\$ 22,000	\$ 22,000	\$ 22,000
Interest and Bank Charges		\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000
Investment	10	\$ 17,000	\$ 25,000	\$ 10,000	\$ 38,000
Mickey's Place	7	\$ 1,863	\$ 4,964	\$ -	\$ 8,700
Office of the President	1	\$ 37,508	\$ 48,218	\$ 48,207	\$ 51,707
Office of the VPAX	1	\$ 24,422	\$ 32,354	\$ 34,091	\$ 34,091
Office of the VPFA	1	\$ 25,942	\$ 35,098	\$ 44,670	\$ 46,670
Office of the VPSL	1	\$ 87,326	\$ 95,947	\$ 95,516	\$ 97,616
Professional Fees	12	\$ 23,000	\$ 33,000	\$ 16,000	\$ 27,000
Student Center Debt		\$ 100,357	\$ 25,071	\$ 75,000	\$ 30,000
Student Center Operations	11	\$ 155,718	\$ 152,478	\$ 140,957	\$ 140,957
Student Council	4	\$ 12,391	\$ 12,535	\$ 18,078	\$ 21,656
SU Administration	5	\$ 89,653	\$ 85,830	\$ 77,251	\$ 87,471
The Cadre	3	\$ 12,501	\$ 12,368	\$ 12,568	\$ 13,768
The Wave	2	\$ 52,586	\$ 79,050	\$ 45,600	\$ 64,500
Worker's Compensation		\$ 1,100	\$ 1,100	\$ 1,500	\$ 1,500
Yearbook	6	\$ 8,205	\$ 8,481	\$ 8,023	\$ 8,623
Total Operating Expenses		\$ 831,596	\$ 818,939	\$ 808,755	\$ 870,496
Net Cash Inflow (Outflow)		\$ 9,675	\$ 4,281	\$ 6,445	\$ 6,098

Appendix A.1

Executive Portfolios	Note 1	Amended 15/16	Amended 16/17	Proposed 17/18
Office of The President				
Salary (Summer)		\$ 10,554	\$ 10,108	\$ 10,680
Salary (School Year)		\$ 13,490	\$ 14,547	\$ 14,722
Student Initiatives		\$ -	\$ 3,000	\$ 3,000
Director of Communications				
Salary		\$ 6,205	\$ 6,927	\$ 7,011
Branding		\$ 2,500	\$ 2,500	\$ 2,500
Equipment		\$ -	\$ 2,000	\$ -
Associate Director of Comms		\$ -	\$ 4,149	\$ 5,248
Graphic Designer		\$ 3,410	\$ 3,572	\$ 3,615
Photographer		\$ 1,350	\$ 1,414	\$ 1,431
Total		\$ 37,508	\$ 48,218	\$ 48,207
Office of The VPAX				
Salary (Summer)		\$ 5,117	\$ 7,760	\$ 7,853
Salary (School Year)		\$ 7,225	\$ 9,738	\$ 9,855
Advocacy		\$ 1,500	\$ 1,500	\$ 1,500
Lobby Conference		\$ -	\$ 1,500	\$ 2,000
AGM		\$ 2,500	\$ 2,500	\$ 2,000
Policy		\$ 1,500	\$ 2,000	\$ 3,000
Transition		\$ 2,000	\$ 2,000	\$ 2,000
Election Readiness		\$ 1,500	\$ -	\$ -
Policy and Research Coordinator		\$ 3,080	\$ 5,357	\$ 5,421
Total		\$ 24,422	\$ 32,354	\$ 33,629
Office of The VPFA				
Salary (Summer)		\$ 5,117	\$ 7,760	\$ 7,853
Salary (School Year)		\$ 7,225	\$ 9,738	\$ 9,855
Funding				
Society Funding 1		\$ 3,500	\$ 4,500	\$ 6,500
AVC Student Funding		\$ -	\$ -	\$ 5,000
Undergraduate Funding 2		\$ 4,500	\$ 5,000	\$ 5,000
Graduate Funding 2		\$ 5,000	\$ 7,500	\$ 6,500
Campus Trust Conference		\$ 600	\$ 600	\$ 1,000
Total		\$ 25,942	\$ 35,098	\$ 41,708

Appendix A.1 Continued

Office of The VPSL					
	Salary (Summer)		\$ 5,117	\$ 7,760	\$ 7,853
	Salary (School Year)		\$ 7,225	\$ 9,738	\$ 9,855
Programming					
	Events		\$ 50,000	\$ 50,000	\$ 50,000
	AVC Student Programming		\$ -	\$ -	\$ 1,500
	Graduate Student Programming		\$ -	\$ 1,150	\$ 2,000
	1st year event		\$ 1,000	\$ 1,000	\$ 1,000
Campaigns			\$ 10,000	\$ 10,000	\$ 7,500
Societies:					
	Society Appreciation		\$ 750	\$ 750	\$ 750
	Society Initiatives		\$ 2,000	\$ 2,000	\$ 2,500
COCA:					
	COCA		\$ 2,500	\$ 2,000	\$ 3,500
	COCA Annual fee		\$ 396	\$ 396	\$ 402
Clubs and Campaigns Coordinator			\$ -	\$ -	\$ 7,694
Clubs Coordinator			\$ 2,310	\$ 4,838	\$ -
Campaign Coordinator			\$ 6,028	\$ 6,315	\$ -
Total			\$ 87,326	\$ 95,947	\$ 94,554

Appendix A.2

Student Fees								
				2014/15	2015/16	2016/17	2017/2018	2017/2018
Fees:								
CASA				\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
CFS				\$ -	\$ -	\$ 9.00	\$ 9.00	\$ 9.00
Student Union Fees				\$164.00	\$164.00	\$164.00	\$ 166.00	\$166.00
Student Center Operations				\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
Transit Pass				\$ 54.00	\$ 56.00	\$ 58.00	\$ 58.00	\$ 58.00
WUSC				\$ 6.00	\$ 6.00	\$ 14.00	\$ 14.00	\$ 14.00
				\$268.00	\$270.00	\$289.00	\$ 291.00	\$291.00
Enrollment				3,774	3,815	3,795	3700	3999