

# UPEI SU

OPERATING BUDGET  
2016 - 2017



# Budget Highlights

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## 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 many students and staff to help meet student needs, support student programs, and create an engaging on-campus community.

In its 2016-2017 budget, the UPEISU has managed to create a sustainable fiscal environment for years to come. The UPEISU has done so while also increasing funding for both graduate and undergraduate students, maintaining event spending, increasing funds for clubs, and putting more towards student based initiatives. 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 still operates in a very tight 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.

## The Operating Budget is based on the following assumptions:

The sales figures for both Mickey's Place and The Wave will follow past growth trends. All other costs and revenues will maintain similar levels to previous years and are adjusted when necessary.

## 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.

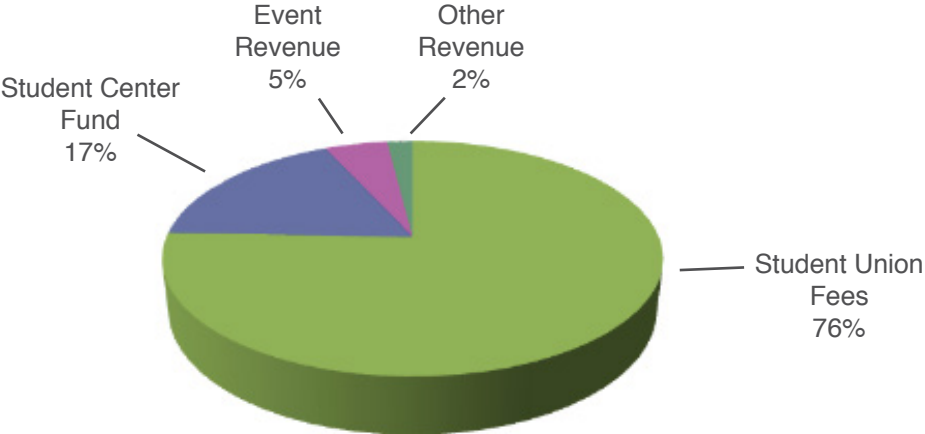
All factors must be considered to ensure that the maximum benefit to students is delivered. The budgeting process begins in the fall with registration numbers and continues throughout the year. In the winter the Budget Committee is responsible for discussing, debating, and creating the budget. The budget is then presented to student council for approval.

## Revenue:

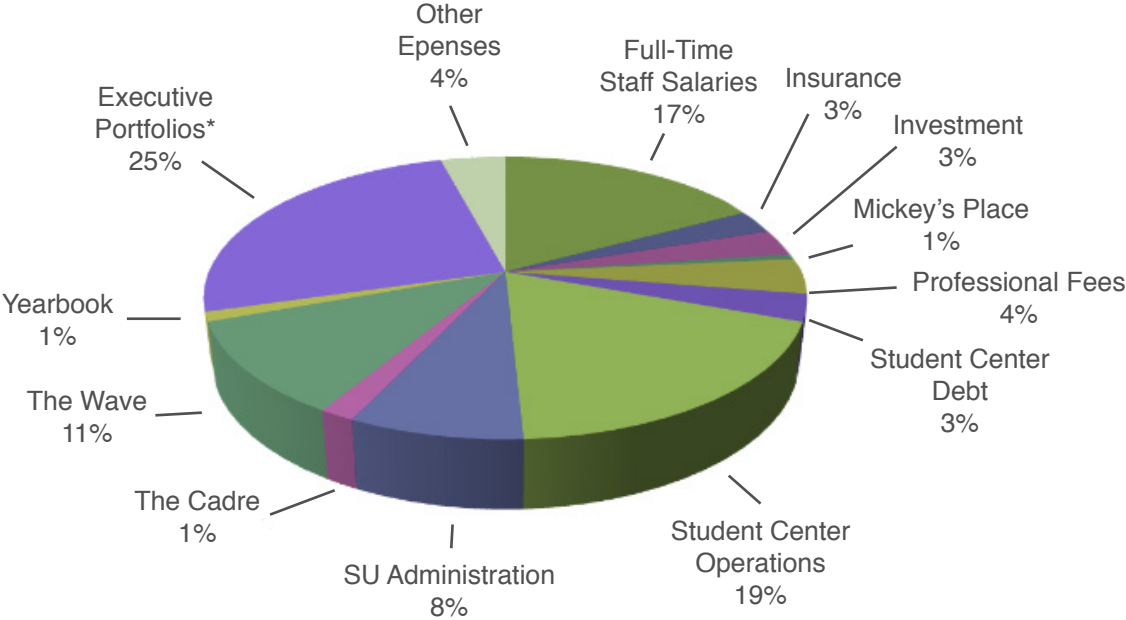
The UPEISU gets majority of its revenues from you, the students. For this reason, the UPEISU works relentlessly to satisfy the needs and wants of all students on campus. The revenue from "Student Union Fees" is used to cover all the expenses in Chart 2. The UPEISU collects a Student Center Fund Fee to maintain and operate the W.A. Murphy Center represented by "Student Center Operations" and "Student Center Debt" in Chart 2. A breakdown of all fees administered by the UPEI SU 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 2016/17.

# Revenues

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**Chart\_1**  
 Projected Revenues From all Sources 2016 - 2017



**Chart\_2**  
 Projected Expenses 2016 - 2017

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\*See Appendix A.1 & A.2 for Breakdown of Executive Portfolios and Other Expenses

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The UPEI SU spends money to enhance the student experience. The effective administration and deliverance of student services and businesses requires a large and talented work force 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. This is one of many ways that the SU tries to give back. The SU run businesses and events represent (21%) of total expenses. These businesses and services aim to enhance on campus life and fill the needs of students on campus.

A relatively large portion of expenses (25%) go to executive portfolios. Executive portfolios consist of money dedicated to:

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

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

Full-Time Wages covers costs for the Wave Manager, General Manager, and Administrative Coordinator at the Student Union. These individuals keep the operation running smoothly and provide a tremendous amount of value to the organization. They also provide continuity year-over-year between new executive teams.

Information relating to the businesses and services operated by the UPEI SU can be found in your business insider located on the [upeisu.ca](http://upeisu.ca) website.

Events add a tremendous amount of value to student life. Year-over-year the Student Union is dedicated to providing students with quality entertainment on campus. For this reason funding towards events has remained relatively stable at \$51,000 or 6 percent of overall expenditures. Events include wet/drys, theme nights, special guests, and more. 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 UPEI SU 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](mailto:vpfinance@upeisu.ca) or in person by appointment at the Student Union office in the W.A. Murphy Student Center.

# UPEI SU Budget

Budget Overview	Note	Amended 15/16	Amended 16/17
<b>Sources of Cash</b>			
Student Union Fees		\$ 625,660	\$ 622,380
Student Center Fund		\$ 152,600	\$ 144,640
Event Programming		\$ 40,000	\$ 40,000
GM Mat Leave From Savings		\$ 9,011	\$ -
Health Plan Late Opt Outs		\$ 2,000	\$ 4,000
Heckbert's Session Fees		\$ 1,500	\$ 1,500
New Ad Revenue		\$ 2,000	\$ 2,000
Off Campus Housing Ads		\$ 1,000	\$ 1,200
Student Center Rent		\$ 6,000	\$ 6,000
Vending		\$ 1,500	\$ 1,500
<b>Total Operating Revenues:</b>		<b>\$ 841,271</b>	<b>\$ 823,220</b>
<b>Uses of Cash</b>			
Donations	9	\$ 2,360	\$ 2,360
Executive Administration	1	\$ 12,244	\$ 14,000
Full-Time Staff Salaries	8	\$ 158,157	\$ 140,465
Insurance		\$ 20,000	\$ 22,000
Interest and Bank Charges		\$ 4,000	\$ 4,000
Investment	10	\$ 17,000	\$ 25,000
Mickey's Place	7	\$ 1,863	\$ 4,964
Office of the President	1	\$ 37,508	\$ 44,069
Office of the VPAX	1	\$ 24,422	\$ 32,354
Office of the VPFA	1	\$ 25,942	\$ 35,098
Office of the VPSL	1	\$ 86,326	\$ 95,947
Professional Fees	12	\$ 23,000	\$ 33,000
Student Center Debt		\$ 100,357	\$ 25,071
Student Center Operations	11	\$ 155,718	\$ 152,478
Student Council	4	\$ 12,391	\$ 12,535
SU Administration	5	\$ 69,294	\$ 64,421
The Cadre	3	\$ 12,501	\$ 13,115
The Wave	2	\$ 52,586	\$ 88,099
Worker's Compensation		\$ 1,100	\$ 1,100
Yearbook	6	\$ 8,548	\$ 8,862
<b>Total Operating Expenses</b>		<b>\$ 825,318</b>	<b>\$ 818,938</b>
<b>Net Cash Inflow (Outflow)</b>		<b>\$ 15,953</b>	<b>\$ 4,282</b>

## Appendix A.1

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<b>Executive Portfolios</b>		<b>Amended 2016-2017</b>
<b>Office of The President</b>		
	Salary (Summer)	\$ 10,108
	Salary (School Year)	\$ 14,547
<b>Student Initiatives</b>		\$ 3,000
<b>Director of Communications</b>		
	Salary	\$ 6,927
	Branding	\$ 2,500
	Equipment	\$ 2,000
	Graphic Designer	\$ 3,572
	Photographer	\$ 1,414
<b>Total</b>		<b>\$ 44,069</b>
<b>Office of The VPAX</b>		
	Salary (Summer)	\$ 7,760
	Salary (School Year)	\$ 9,738
<b>Advocacy</b>		\$ 1,500
<b>CASA</b>		
	CASA Lobby Conference	\$ 1,500
	CASA AGM	\$ 2,500
	CASA Policy	\$ 2,000
	CASA Transition	\$ 2,000
	CASA Election Readiness	\$ -
<b>Policy and Research Coordinator</b>		\$ 5,357
<b>Total</b>		<b>\$ 32,354</b>
<b>Office of The VPFA</b>		
	Salary (Summer)	\$ 7,760
	Salary (School Year)	\$ 9,738
<b>Funding</b>		
	Society Funding <sup>1</sup>	\$ 4,500
	Undergraduate Funding <sup>2</sup>	\$ 5,000
	Graduate Funding <sup>2</sup>	\$ 7,500
<b>Campus Trust Conference</b>		\$ 600
<b>Total</b>		<b>\$ 35,098</b>

## Appendix A.1 Continued

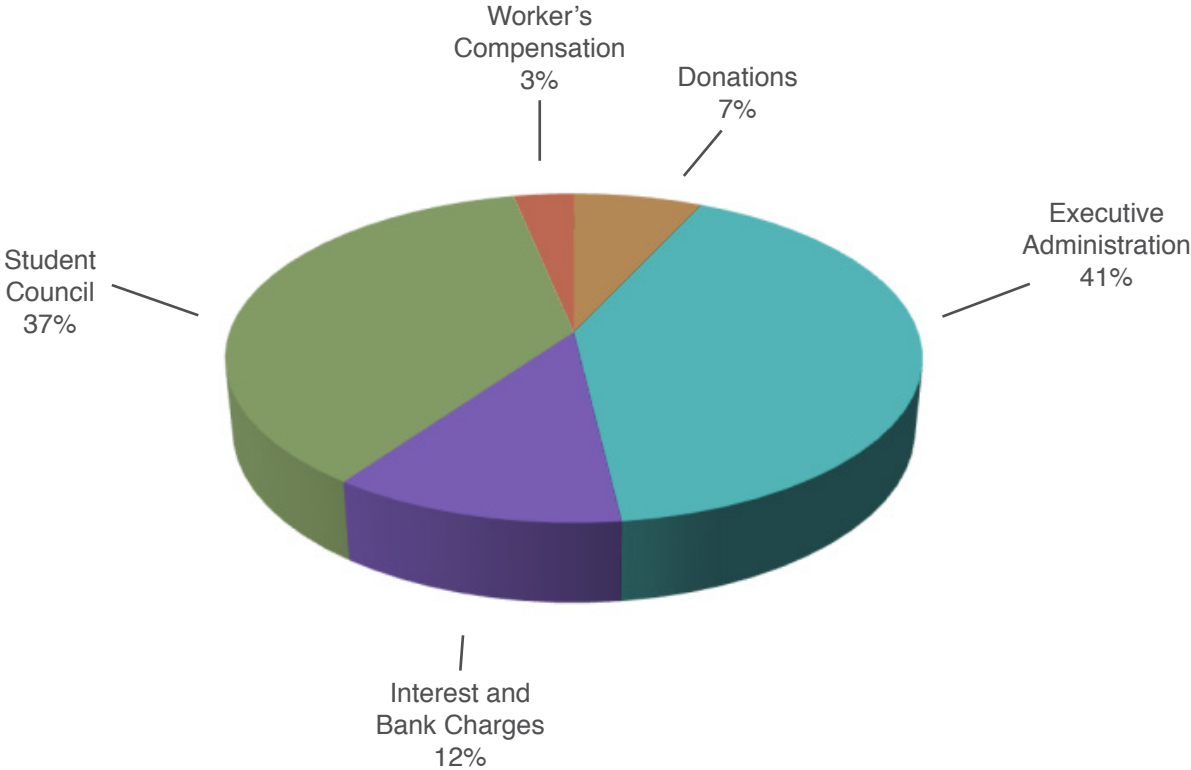
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<b>Office of The VPSL</b>		
	Salary (Summer)	\$ 7,760
	Salary (School Year)	\$ 9,738
<b>Programming</b>		
	Back to School Pub	\$ 7,143
	Halloween Pub	\$ 7,143
	Beach Blast	\$ 7,143
	Misc. activities	\$ 7,143
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	Graduate Student Program	\$ 1,150
	1st year event	\$ 1,000
<b>Total Programming</b>		<b>\$ 52,150</b>
<b>Campaigns</b>		\$ 10,000
<b>Societies:</b>		
	Society Appreciation	\$ 750
	Society Initiatives	\$ 2,000
	Society Fairs	\$ -
	Society Workshops	\$ -
<b>COCA:</b>		
	COCA	\$ 2,000
	COCA Annual fee	\$ 396
<b>Clubs Coordinator</b>		\$ 4,838
<b>Campaign Coordinator</b>		\$ 6,315
<b>Total</b>		<b>\$ 95,947</b>

# Appendix A.2

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## Other Expenses





## Appendix A.3

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Student Fees						
Fees:				<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
CASA				\$ 4.00	\$ 4.00	\$ 4.00
CFS				\$ -	\$ -	\$ 9.00
Student Union Fees				\$ 164.00	\$ 164.00	\$ 164.00
Student Center Operations				\$ 40.00	\$ 40.00	\$ 40.00
Transit Pass				\$ 54.00	\$ 56.00	\$ 58.00
WUSC				\$ 6.00	\$ 6.00	\$ 14.00
				\$ 268.00	\$ 270.00	\$ 289.00
<b>Enrollment</b>				3,774	3,815	3,795