

UTSU & Student Commons 2020/21 DRAFT PRELIMINARY Operating Budget & Draft 2019/2020 Actuals					
May 1, 2020 - April 30, 2021					
	Cost Centre	2019/2020 Final Budget	2019/2020 DRAFT Actuals	2020/2021 DRAFT Budget	2019/2020 Budget Actuals Notes (green) 2020/2021 DRAFT Budget Notes (blue)
5	REVENUE				
6	LEVIES				
	Student Levies <i>(Summer, Fall, Winter/Spring)</i>				
7	Membership Fee	\$ 1,478,649.00	\$ 1,478,649.00	\$ 1,491,000.00	Summer + Fall + Winter Student Fees (\$19.88 per student per semester). Assumes Conservative Enrollment: 5000 Students/Summer Session + 35,000 students F/W (usually ~37,500). Membership fee not reduced due to COVID-19: no reduction in union expenses is predicted, despite some losses expected from revenues. Future expenses are also projected to consistently increase with the opening of the Student Commons.
12	Other Student Life Levies (RESTRICTED)				
13	Scholarships & Bursaries	\$ -	\$ -	\$ 81,200.00	New referenda-created student fee: Student Aid Program. Previous Student Aid funding came out of Membership Fee.
14	Accessibility Resources Fund (ARF)	\$ 36,984.41	\$ 36,340.00	\$ 35,000.00	Funding to support student and student group initiatives and accomodation needs.
15	Radical Roots (Food Security)	\$ 9,799.74	\$ 10,118.58	\$ 11,250.00	Supports Food Bank and UTSU's Got You programming.
16	Dollars for Daycare	\$ 31,867.40	\$ 30,802.16	\$ 37,500.00	Supports Daycare Bursaries and Family Programming
17	Orientation	\$ 32,356.61	\$ 33,360.60	\$ 37,500.00	Paid by all students. Supports Orientation Programming (UTSU subsidizes remaining Orientation costs). 2020 Orientation Fee largely being used to directly fund and support divisional orientation efforts.
18	Student Refugee Program (WUSC)	\$ 47,698.18	\$ 58,764.55	\$ 57,000.00	UTSU supports five refugee students with their annual living costs as well as student refugee programming.
19	Foster Parents Plan/Plan International	\$ 3,205.56	\$ 3,307.74	\$ 3,750.00	UTSU donates this money to support education initiatives in developing economies.
20	OTHER				
	Other Revenue				
21	Grants and Funding				
22	Government Grants	\$ -	\$ -	\$ -	No staff laid off or fired due to COVID-19 because of UTSU student fee-based funding model, rather than reliance on sales and variable revenues. UTSU not eligible for Canadian Emergency Wage Subsidy (CEWS) or other similar government programs for organizations.
23	Corporate Grants	\$ -	\$ -	\$ 100,000.00	Partnerships Model moves away from corporate sponsorship and corporate promotions with focus on sustainability and partnerships. (+ Orientation Partnerships heavily impacted by C19)
24	Charitable Grants	\$ -	\$ -	\$ -	
25	Revenues from External Organizations				
26	Sponsorship & Fees	\$ 181,450.00	\$ 177,503.01	\$ -	Large focus on corporate sponsorship and corporate promotions. Line item moved. See above line re: corporate grants. New model focuses on sustainability and cooperative partnerships. Orientation partnerships have also been heavily impacted by COVID-19; impact to funding.
29	Program Revenues				
30	Donations	\$ 577.00	\$ 5,077.00	\$ 2,500.00	General donations. Unsolicited.
31	Sales	\$ 24,435.00	\$ 26,439.75	\$ 15,000.00	Assuming reduced sales with COVID-19 shutdown.
32	Printing	\$ 2,570.00	\$ 2,294.67	\$ -	Assuming reduced sales with COVID-19 shutdown. Cost recovery assumes zero revenues from printing.
33	Bulk Purchasing	\$ 8,399.00	\$ 9,246.36	\$ -	Bulk Purchasing Program Reduced. Cost Recovery, assuming no income.
34	Special Events	\$ -	\$ 31,186.45	\$ -	Club Booth Fees from 2019-2020. No Special Event Fees expected in 2020/21. Cost Recovery, assuming no income.
35	Program Service Fees	\$ 31,428.00	\$ 943.98	\$ -	No Program Fees expected in 2020/21. No Clubs Carnival, Unity Ball tickets, printing, etc. Cost Recovery, assuming no income.
36	Other Revenues				
37	Student Commons: Rent	\$ -	\$ -	\$ -	Will be collected after opening to the university community in 2021.
38	Interest and Investment Income	\$ 140,000.00	\$ 143,996.15	\$ 140,000.00	Income from interest generated by existing UTSU investments. Investment Model changed in 2019 to increase income. Investment income used for organizational development and team building, such as things like retreats and social events. This is also used for related professional fees, including facilitating these activities.
39	Deferred/Restricted Revenue Recognized	\$ 260,000.00	\$ 200,000.00	\$ -	Recognitions of reserve funding. \$200,000 used to accommodate 2019-2020 Board of Directors decisions to make 100K Muslim Chaplaincy Donation and to utilize \$100K under the Wheelchair Accessibility Fund to make necessary accessibility accommodations specific to term.
40	Miscellaneous Revenue	\$ -	\$ -	\$ -	
41	Transfer to/from H&D	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	Annual Health & Dental plan administrative fee transfer. Recognized in top sheet to accurately reflect cash flows.
42	Transfer to/from UTSU/Student Commons	\$ -	\$ 60,000.00	\$ 600,000.00	60K for Student Commons Planning. Student Commons upfront capital and growth costs (additional costs will be secured from capital fees)
43					
44	TOTAL REVENUE	\$ 2,689,419.89	\$ 2,708,030.00	\$ 3,011,700.00	
45					
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47					
48	EXPENSES				
49	COMPENSATION				
50	Compensation				
51	Salaries & Wages				
52	Executive Officers	\$ 190,000.00	\$ 198,237.00	\$ 200,000.00	2019/2020 includes cell phone allowance for Executives. Assumes 9760 Total Hours at 19/hr (185K with buffer).
53	Executive Assistants	\$ 85,000.00	\$ 89,100.00	\$ 103,040.00	Assumes 6440 Total Hours at 16/hr (103K with buffer)
54	Student Staff	\$ 100,000.00	\$ 123,217.00	\$ 150,000.00	Assumes 9200 (overestimation) Total Hours at an average of 16/hr. Includes Orientation Staff (2) and CRO/DRO. Increased CRH staffing.
55	Full Time Staff	\$ 749,349.00	\$ 768,131.00	\$ 1,100,000.00	Full Time Staff Complement (UTSU and Student Commons) [*400K recognized vs reducing cost]
56	Mandatory Employment Related Costs (MERCs) & Payroll Taxes				
57	EI	\$ 20,243.99	\$ 21,807.93	\$ 25,000.00	Employment Insurance
58	CPP	\$ 49,175.92	\$ 50,720.07	\$ 55,000.00	Canadian Pension Plan
59	EHT	\$ 20,274.58	\$ 12,074.67	\$ 20,000.00	Employer Health Tax
60	WSIB	\$ 48,866.93	\$ 4,494.46	\$ 10,000.00	Workplace Safety & Insurance Board of Ontario.
61	Taxable and Non-Taxable Benefits				
62	Health & Dental Benefits	\$ 60,000.00	\$ 69,044.91	\$ 90,000.00	Health, Dental and Employee Assistance Program (EAP) Benefits for Full-Time Staff
63	Telephone & Transportation	\$ 12,790.00	\$ 4,606.66	\$ 15,000.00	Executive Cell Phone Allowance included in Executive Salaries line, as set out in the UTSU Policy Manual (pre-2019 policy). Similar accommodations now being made for staff as a result of working from home due to COVID-19, as well as Executive benefit being itemized here.
64	Wellness	\$ 5,400.00	\$ 4,450.00	\$ 5,500.00	\$450 per person annually. Assumes not all staff will access the fund.
65	RRSP	\$ 30,634.00	\$ 30,262.10	\$ 55,000.00	Staff Retirement Contribution. 5% per person, standard practice.
66	Ergonomic Allowance for Staff	\$ -	\$ -	\$ 15,000.00	Health & Safety Item. Allowance for staff to purchase equipment necessary for their ability to work at home due to COVID-19. Standard practice for many businesses and organizations in Canada whose staff teams are now working from home. Up to \$1,000 per person. Not all will use.
67	Other Compensation Costs				
68	C19 Staff Fund	\$ -	\$ 47,000.00	\$ -	Includes all staff whose contracts ended April-May 2020.
69	Payroll & HR Processing Fees	\$ 2,860.00	\$ 7,384.14	\$ 7,500.00	New Payroll System in 2019/2020 (Ceridian PowerPay). Payroll system maintained for 2020.
70	Staff Recruitment	\$ 1,500.00	\$ 1,800.00	\$ 10,000.00	Job Postings and Recruitment Support from external hiring firm for full-time staff positions. Increase in cost due to increased number of staff being hired in preparation for the Student Commons.
71	Professional Development	\$ 7,500.00	\$ 5,646.87	\$ 11,000.00	Roughly \$1,000 per person. Larger staff complement. Assumes only half of staff will access based on past usage trends.
72					
73	TOTAL COMPENSATION	\$ 1,383,594.42	\$ 1,437,976.81	\$ 1,872,040.00	
74	OCCUPANCY				
75	Occupancy & Facilities				
76	Property and Liability Insurance & Directors and Officers Insurance	\$ 46,856.00	\$ 31,819.58	\$ 35,000.00	Includes Directors & Officers (D&O) insurance. Annual. Expected increases to insurance costs with the opening of the Student Commons.
77	Security Service	\$ -	\$ -	\$ -	
78	Cleaning Service	\$ -	\$ -	\$ -	
79	Facility and Grounds Maintenance & Repairs	\$ 5,000.00	\$ 7,422.01	\$ 5,000.00	General Facilities Maintenance.
80	Moving Costs	\$ 7,500.00	\$ 3,383.99	\$ 7,500.00	Tower Office Junk Removal. Further moving costs expected during transition to Student Commons.
81	Equipment				
82	Internet & Telephone Equipment & Service	\$ 6,800.00	\$ 6,623.23	\$ 7,500.00	IT investment in Tower Office to support expansion. Further expansion and movement of this equipment expected during transition.
83	Equipment Rental/Lease & Maintenance	\$ 11,000.00	\$ 13,274.20	\$ 15,000.00	New printer lease with Konica Minolta. Continuation of lease agreement.
84	Capital Expenditures				
85	IT Hardware & Software	\$ 12,000.00	\$ -	\$ 15,000.00	To support Student Commons Expansion and general IT hardware renewals.
86	Furniture & Equipment	\$ 10,000.00	\$ -	\$ 10,000.00	To support Student Commons Expansion

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90	Depreciation & Amortization	\$ 20,000.00	\$ 15,573.73	\$ 20,000.00	Cost of previous or current ammortized assets eg computers, furniture etc..
91					
92	TOTAL OCCUPANCY	\$ 119,156.00	\$ 78,096.74	\$ 115,000.00	
93	OPERATIONS				
	Office & Administration				
94	Office Stationery and Supplies	\$ 12,000.00	\$ 12,991.00	\$ 10,000.00	Includes Meeting Supplies and Food.
95	Printing	\$ 16,000.00	\$ 8,263.90	\$ 6,000.00	Printing Costs (Clubs, Members), Poster Costs, Banners etc..
96	Postage and Courier	\$ 2,500.00	\$ 2,073.20	\$ 750.00	Mail and Courier
97	Membership Dues & Subscriptions	\$ 3,500.00	\$ 8,821.31	\$ 8,500.00	All subscriptions in this line. Various Subscriptions eg Adobe, Google Storage, Formstack, Amazon Webservices, Quickbooks, Monday.com, Shopify, Mailchimp etc..
98	Bank & Finance Processing Charges	\$ 10,000.00	\$ 14,339.71	\$ 14,000.00	Includes increase in e-transfers for clubs [pre-C19] and all accounts payable [C19]
99	Bad Debt	\$ 5,000.00	\$ 178.00	\$ 2,500.00	Conservative Estimate. Bad debt no longer an issue
100	Professional Fees				
101	Accounting & Audit	\$ 35,000.00	\$ 22,660.00	\$ 25,000.00	Annual Audit.
102	Legal	\$ 30,000.00	\$ 9,474.85	\$ 75,000.00	Collective Bargaining January 2021. Student Commons agreements development and oversight (add legal fund 25K for possible total of 100K)
103	Translation & Interpretation	\$ 50,000.00	\$ -	\$ 5,000.00	Translation and Interpretation covered by WAF (See Accessibility Resources Fund 117K)
104	IT	\$ 7,500.00	\$ -	\$ 10,000.00	ICT Support
105	Planning & Facilitation	\$ 20,000.00	\$ 29,000.00	\$ 40,000.00	Phase 2 Strategic Planning (10K), Student Commons Planning and Governance, Communications Strategy
106	Human Resources, Learning & Development	\$ 35,000.00	\$ 33,000.00	\$ 20,000.00	Human Resources and Team Development. HR Restructuring Planning.
107	Project Management: Student Commons	\$ 35,000.00	\$ 39,097.00	\$ 35,000.00	Student Commons/Kokobi. Student Commons/Groundswell.
108	Governance	\$ 10,000.00	\$ 18,638.59	\$ 20,000.00	Phase 1 Strategic Planning (Community Consultation Phase). 180 Degrees 2019 Board Structure Review. Finance Governance and System Review. New and continued UTSU Governance Review processes and projects.
109	Governance				
110	D&O Insurance	\$ -	\$ -	\$ -	Item has moved. See other insurance line (line 77). Current line remains to reflect past method of itemizing D&O insurance.
111	Annual Report	\$ 2,500.00	\$ -	\$ -	
112	BOD & Committee Meetings	\$ 15,000.00	\$ 15,395.10	\$ 12,000.00	Meeting expenses (av, food, room). Includes after hours work expenses. General reduction made to accommodate expected reduction in need.
113	BOD Development, Training & Retreats	\$ 5,000.00	\$ 3,202.00	\$ 20,000.00	Annual Board Retreat cancelled during 2019-2020 year in light of Student Choice Initiative. Line increase approaches pre-2019-2020 levels.
114	Committee Initiatives	\$ 30,000.00	\$ 10,712.80	\$ 20,000.00	Committee Initiatives line reduced because of fewer events and activities taking place on campus (COVID-19 shutdown). Roughly \$19,000 in remaining Committee Initiatives line was redirected to the Student Aid Program to support COVID-19-related Student Aid requests.
115	Elections	\$ 18,584.00	\$ 12,209.02	\$ 20,000.00	CRO/DRO Staffing Costs not attributed here, itemized instead in Casual Staff Salaries. Simply Voting, Candidate Costs, Election Costs etc.
116					
117	TOTAL OPERATIONS	\$ 342,584.00	\$ 240,056.48	\$ 343,750.00	
118	PROGRAMS & SERVICES				
	Outreach & Engagement				
119	Website Development and Hosting	\$ 15,000.00	\$ 1,749.00	\$ 25,000.00	Web hosting under subscriptions. Significant increase provides for Website Development Project + hosting and additional online services.
120	Social Media Development & Hosting	\$ 2,500.00	\$ 1,805.99	\$ 2,500.00	Forecasted promotion costs.
121	Design & Promotions	\$ 30,000.00	\$ 24,963.00	\$ 10,000.00	Includes Handbook. No Handbook in 2020.
122	Events	\$ 160,000.00	\$ 169,044.00	\$ 160,000.00	Annual Student Life Event Budget (Orientation and Summer Speaker Series inclusive at 130K, + Winter Welcome Week and Unity Ball)
123	Hospitality	\$ 2,500.00	\$ 2,000.00	\$ 2,500.00	Internal Human Resources reserve fund for team building, morale-boosting, occasional social activities, and gifts (e.g. for new baby)
124	Programs & Services				
125	Student Group / Clubs Programming				
126	Student Group Funding	\$ 200,000.00	\$ 248,881.00	\$ 140,000.00	Clubs Funding 140K (Additional 40K added back after SCI reversal), plus 100K Donation to the Muslim Chaplaincy of Toronto from reserve funds. 2K BSS. 140K Clubs Funding

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127		EngSoc Associate Membership Agreement	\$ 95,000.00	\$ 93,192.20	\$ 95,000.00	Maximum Annual Engineering Society Contribution (2020/21 Cost Recovery)
128		Student Aid Program	\$ 37,500.00	\$ 102,123.17	\$ 81,200.00	Student Aid Program expanded to meet student need related to C19. Assumes 20 K Contribution from Committee Initiatives. 45K in Funds shifted from under budget lines (underspending because of conservative budget related to SCI). Student Aid plans to remain on-budget.
129		Student Refugee Program	\$ 70,000.00	\$ 73,176.01	\$ 57,000.00	Sponsorship costs for WUSC students reduced due to COVID-19 complications and travel restrictions.
130		Student Group Bulk Purchasing	\$ 12,500.00	\$ 2,214.00	\$ -	2019 Expenses included under Design. 2020 Bulk Purchasing Program Paused. Under Review.
131		Student Group Resource Bank	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	Resource Bank items included in office supplies.
132		Programs & Services				
133		Supplies & Materials	\$ 2,500.00	\$ 2,011.00	\$ 2,500.00	Program Related Supplies allocated to Office Supplies.
134		Room and Equipment Rental	\$ 4,000.00	\$ 2,034.20	\$ 4,000.00	Room & Equipment Rental Allocated to Meetings/Events.
135		Participant Costs (Food, Materials)	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	Meeting Costs Allocated to Meetings.
136		Accessibility Resources Fund	\$ 100,000.00	\$ 100,000.00	\$ 35,000.00	100K Wheelchair Accessibility Fund (WAF) recognized to support additional accomodation costs, per Board of Directors decision in 2019-2020. Accessibility Resources Fund (ARF) for accessibility-related needs and initiatives, reduced expected expenses due to reduced need interoffice.
137		Inventory (Tickets)	\$ 25,000.00	\$ 26,816.51	\$ 15,000.00	Assumes ticket sales will be significantly reduced due to COVID-19 shutdown.
138		Food	\$ 20,000.00	\$ 18,956.00	\$ 20,000.00	Food Bank, Vegan Breakfast and UTSU's Got You.
139		Volunteer Program	\$ 7,500.00	\$ 5,176.00	\$ 5,000.00	Volunteer honorariums, recognition, supplies, and hospitality
140		Library	\$ 1,000.00	\$ -	\$ 1,000.00	Online and Print Subscriptions and Books/Materials (Masterclass, Udemy, HBR, LinkedIn Learning, Audible, Kindle)
142		Travel & Meetings (Away)				
143		Conferences & Meetings	\$ 10,000.00	\$ 21,182.77	\$ 7,500.00	Conferences requiring travel, SUDS, CACUSS, CFS etc.. (Staff and Executive). Not inclusive of 2020-2021 travel costs; see below line.
144		Travel, Meals & Accomodations	\$ 10,000.00	\$ -	\$ 7,500.00	All travel expenses for above line. Includes online fees. Reduction expected with cancellation of in-person conferences (CFS, SUDS, CACUSS).
145						
146		TOTAL PROGRAMS AND SERVICES	\$ 809,500.00	\$ 900,324.85	\$ 675,700.00	
147						
148	TOTAL EXPENSES	TOTAL EXPENSES	\$ 2,654,834.42	\$ 2,656,454.88	\$ 3,006,490.00	
149						
150	SURPLUS (DEFICIT)	SURPLUS (DEFECIT)	\$ 34,585.47	\$ 51,575.12	\$ 5,210.00	