

2008/2009 Budget Guide

There has been a substantial change to the structure of the budget this year. Some items have been added, such as the "Communications" line, while others have been merged onto other items, or, if deemed no longer relevant to the operation of SGPS, were entirely excluded. Items noted as "Other" refer to the items that no longer exist in this budget but were used up to last year.

It is expected that Queen's will see an increase in graduate and professional enrollment again this year. The revenue of this budget, however, has been estimated based on last year's figures of enrollment as given by the School of Graduate Studies and Research in order to prevent over-budgeting and subsequent risk of running deficit.

Below is a detailed explanation of individual budget items.

Amortization: Purchases of computers and furniture are being paid for this way. The figures have been fixed by the accountants and will recur over several fiscal years.

Awards: Administered by the Awards Committee as per the SGPS policy to individuals outside the SGPS executive and staff. The awards are: SGPS Student Contribution Awards; SGPS Staff/Faculty Excellence Award; SGPS Teaching Assistant/Teaching Fellow Excellence Award.

Campaigns: On-campus campaigning of external affairs and causes. The purpose of this is to promote the University community's awareness in current issues.

Communications: Administered jointly by the Communications Commissioner and Executive Director.

Mail Out: Summer mail-out for Green Shield claim forms.

Grad Guide: Cost for outsourced publication of Grad Guide, wages/stipends/honoraria paid to SGPS staff for the purpose of this publication. Note that this is to be supplemented by ad sales. Accordingly, any commission paid to the ad sales staff comes from this revenue.

Advertising: Advertising and branding of the SGPS through various media including The Journal, posters and brochures.

Conferences: Used to cover travel and conference expenses of the national and provincial conferences of Canadian Federation of Students. Administered by Vice President External.

Council and Committees:

Council: Available for refreshments and snacks at Council meetings.

Committees General: Administered by the Appointing Committee for expenses necessary for the function of committee appointments in general. Executive Director should be consulted for any expense and should be used to show appreciation for

committee member's participation and involvement.

N.B. Individual committees are encouraged to consult Vice President Operations for further funding for individual committee activities.

Discretionary Fund

Charity Expense: Charitable donations in the name of the SGPS as approved by Council.

Council's Discretionary Fund: Money that can be allocated by Council through a simple majority vote.

Elections and Referendum: Covers cost for elections and referenda processes, advertising, poll sitters pay, constable fees. Administered by Chief Returning Officer.

Emergency Student Fund: Funds for financially struggling students. Available through application forms and evaluated by the Operations and Finance Committee.

Grants: Events of significance to the graduate and professional student population as a whole. Events are preferably initiated and/or led by SGPS members and are focused on SGPS membership. Eligible events include but are not limited conference, journals and debates. Regular SPGS members as well as various committees are encouraged to apply for these funds. Available through application forms and evaluated by the Operations and Finance Committee.

Honoraria: Honoraria to the SGPS's executive, officers and commissioners. Amounts are set at the SGPS's Annual General Meeting and are paid upon completion of the term, unless otherwise specified.

Chief Returning Officer: One-third to be paid at the end of each referendum or election.

Commissioners

Deputy Speaker

Executive: A portion traditionally comes from the SGSR in the form of a scholarship for leadership activities.

Senator

Speaker

Trustee: For the SGPS Trustee member for the University Board of Trustees

Insurance: SGPS's insurance cost including the liability insurance of the Executive Director, Executive, commissioners and officers.

Internal Affairs

Club Funding: Administered according to the Clubs policy in order to cover needs of SGPS-ratified clubs.

Executive Internal: General expenses including Executive transitional orientation.

Promotional Material: Administered by Vice President Internal Graduate for the creation and design of promotional material.

Speakers: Covers expenses of guest speakers. Speaker series should directly focus on the interest and needs of the SGPS membership. Available through application forms and administered by Vice President Internal Graduate and Vice President Internal Professional.

Office and Other: Administered jointly by Vice President Operations and Executive

Director for SGPS's office and other operational expenses.

Capital Assets

Copiers: Covers only the rental and maintenance costs of the office photocopier. Actual printing cost of any bulk printing comes from respective budget lines.

General: General office expenses such as office supplies.

Professional Development: For the professional development of the Executive Director. Must be approved by the Executive.

Banking: Regular and special bank charges associated with current savings, investments and other bank accounts in the SGPS's name.

Professional Fees

Accounting: Accounting fees including the annual audit of the SGPS's finances required Bylaw 19.6.

Legal: Covers expenses made for any legal activity for the SGPS, including legal advice and consultation.

Social Events: Listing of Social Event items. Administered by the Social Commissioner in accordance with Bylaw 9.4. May be supplemented by the income generated from the event.

Stipends: Listing of monthly stipends unless otherwise specified. Administered jointly by Vice President Operations and Executive Director. Includes the EI and CPP contributions.

Executive

Commissioners

Speaker

Grad Guide Editor

Committee Coordinator

Student Advisor: Operational expenses for the SGPS Student Advisor program.

Telephone: Covers office telephone system at a rate predetermined by the University.

Wages and Benefits

Regular Employees: Executive Director's salary.

Part-time Employees: Front desk, office administrators and systems administrator.

EI & CPP Expenses

Contingency: An allowance, included in the aggregate expenses figuring, to cover for any unpredicted events or events that could not be assigned to individual budget lines in the initial drafting of annual budget.

Queen's University
 Society of Graduate and Professional Students 2008-2009 Annual Operating Budget Draft

REVENUE	2007-2008 Budget	2008-2009 Budget DRAFT	Difference from 07/08 Budget
Student Society Fee	189,480.00	186,640.00	(2,840.00)
Health & Dental Processing Fee	47,633.00	41,765.06	(5,867.94)
TD Interest	14,364.00	14,175.00	(189.00)
	251,477.00	242,580.06	(8,896.94)
EXPENSES			
Advertising	3,500.00	-	-
Amortization	4,500.00	1,125.00	(3,375.00)
Awards	2,000.00	2,000.00	0.00
Campaigns	1,000.00	2,200.00	1,200.00
Communications (1)	-	12,500.00	-
Conferences	9,225.00	10,500.00	1,275.00
Council and Committees (2)	3,000.00	1,750.00	(1,250.00)
Discretionary Fund (3)	2,000.00	2,000.00	0.00
Elections and Referendum	2,000.00	2,750.00	750.00
Emergency Student Fund	3,500.00	3,500.00	0.00
Grants	3,000.00	3,000.00	0.00
Honoraria (4)	14,200.00	15,900.00	1,700.00
Insurance	2,850.00	3,000.00	150.00
Internal Affairs (5)	12,000.00	9,300.00	(2,700.00)
Office and Other (6)	11,650.00	12,300.00	650.00
Professional Fees (7)	5,000.00	7,000.00	2,000.00
Social Events	28,000.00	23,000.00	(5,000.00)
Stipends (8)	48,785.00	46,264.40	(2,520.60)
Student Advisors	3,456.00	3,000.00	(456.00)
Telephone	3,000.00	2,300.00	(700.00)
Wages and Benefits (9)	66,294.00	72,976.00	6,682.00
Contingency	3,000.00	3,000.00	0.00
Other	19,500.00	-	-
Total	251,460.00	239,365.40	(12,094.60)
Total Revenue	251,477.00	242,580.06	(8,896.94)
Total Expenses	251,460.00	243,896.40	(7,563.60)
Surplus (Deficits)	17.00	3,214.66	3,197.66

Schedule 1 - Communications

Mail Out	-	3,000.00	
Grad Guide	-	6,000.00	
Advertizing	-	3,500.00	
Total	-	12,500.00	-

Schedule 2 - Council and Committees

Council	1,250.00	1,250.00	
Committees General	-	500.00	
Other	1,750.00	-	
Total	3,000.00	1,750.00	(1,250.00)

Schedule 3 - Discretionary Fund

Charity Expense	500.00	500.00	
Council's Discretionary Fund	1,500.00	1,500.00	
Total	2,000.00	2,000.00	0.00

Schedule 4 - Honoraria

Chief Returning Officer	600.00	600.00	
Commissioners	1,500.00	2,000.00	
Deputy Speaker	500.00	500.00	
Executive	8,400.00	8,400.00	
Senator	200.00	200.00	
Social Coordinators	-	3,000.00	
Speaker	1,000.00	1,000.00	
Trustee	200.00	200.00	
Other	1,800.00	-	
Total	14,200.00	15,900.00	1,700.00

Schedule 5 - Internal Affairs

Club Funding	1,300.00	0.00	
Executive Internal	800.00	1,300.00	
Promotional Material	4,500.00	5,000.00	
Speakers	4,200.00	3,000.00	
Other	1,200.00	-	
Total	12,000.00	9,300.00	(2,700.00)

Schedule 6 - Office and Other

Copiers	3,500.00	5,500.00	
General	5,000.00	5,500.00	
Professional Development	400.00	500.00	
Banking	750.00	800.00	
Other	2,000.00	-	
Total	11,650.00	12,300.00	650.00

Schedule 7 - Professional Fees

Accounting	5,000.00	5,000.00	
Legal	-	2,000.00	
Total	5,000.00	7,000.00	2,000.00

Schedule 8 - Stipends

Executive	34,668.00	34,538.40	
Commissioners	8,025.00	7,995.00	
Speaker	1,070.00	1,066.00	
Grad Guide Editor	1,070.00	1,066.00	

Committee Coordinator	<u>1,605.00</u>	<u>1,599.00</u>	
Total	46,438.00	46,264.40	(173.60)

Schedule 9 - Wages and Benefits

Regular Employees	47,019.00	51,096.00	
Part-time Employees	18,475.00	19,000.00	
EI & CPP Expense	-	2,880.00	
Other	<u>800.00</u>	<u>-</u>	
Total	65,494.00	72,976.00	7,482.00