

Account # 100-4160-00

Account Name/Dept: Interest Revenue-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Interest on Investments per attached schedule #1.	1,953
Interest on Chequing Account	3,360
Total for the year:	5,313

Account # 100-4180-00

Account Name/Dept: Insurance Fee Revenue-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Campus Clubs/Societies insurance fees based on actual to December 31, 2019 and estimated.	
Total for the year:	2,038

Account # 100-4300-00

Account Name/Dept: Student Fee Revenue-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Increase of 5% from 2019/2020 (1% administration fee retained by the University.)	
Total for the year:	1,703,286

Account # 100-5010-00

Account Name/Dept: Audit Fee Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Quote per KPMG - Audit	
Total for the year:	24,960

Account # 100-5030-00

Account Name/Dept: Bank Charge Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Activity Fee (Internet Banking Fee)	2,119
Other-deposit bags (\$30/100 bags), Credit Card Fees, and other misc. bank charges.	814
Deposit pickups (\$365.52 * 4 months)	1,462
Total for the year:	4,395

Account # 100-5090-00

Account Name/Dept: Computer Maintenance Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per computer schedule #2	-
2-SSL,1- Code Signing, FMS/Files,Support Ticket System (Fresh Desk), Microsoft 365, Zoom	2,251
Maintenance Agreement (Dynamics and 6-Filemaker)	4,195
Total for the year:	6,446

Account # 100-5120-00

Account Name/Dept: Conference Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Conferences are to be applied for.	
Due to COVID-19 all conferences are Virtual	
All Conference are inclusive of Registration, Hotels, Per diems, Taxes, and Taxi.	
Flights will be covered by RBC Avion points.	
Per Diem of \$65 is based on Federal Government policy.	

Total for the year:

4,000

Account # 100-5150-00

Account Name/Dept: Contract Labour Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Secret Shopper Program

Total for the year:

1,500

Account # 100-5170-00

Account Name/Dept: Copier Expenses-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Copier service expenses and supplies. Based on actual to December 31, 2019 and estimated.

Total for the year:

1,744

Account # 100-5200-00

Account Name/Dept: Depreciation Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per schedule #3

Total for the year:

4,653

Account # 100-5205-00

Account Name/Dept: Discount Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Staff discounts (20%) Based on actual to December 31, 2019 and estimated.

Total for the year:

1,167

Account # 100-5240-00

Account Name/Dept: Equipment & Equip. Maint. Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actual to December 31, 2019 and estimated.

Total for the year:

50

Account # 100-5320-00

Account Name/Dept: Hiring Expenses-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Includes all staff hiring.

Total for the year:

12,000

Account # 100-5340-00

Account Name/Dept: Insurance Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Insurance premiums as per quote from Insurer.

Property & Business Interruption

Boiler & Machinery

Commercial General Liability

Directors & Officers, Employment Practices Liability & Crime (EPL)

Sports Injury Accidental Death & Dismemberment

Total for the year:

76,544

30,757

1,928

29,719

12,921

1,219

Account # 100-5350-00

Account Name/Dept: Janitorial Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #4

Total for the year:

21,823

Account # 100-5370-00

Account Name/Dept: Legal Fee Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is for legal services related to labor relations, contract reviews, admin, annual general meeting, consulting (excludes lease contracts) as required.

Total for the year:

13,402

Account # 100-5400-00

Account Name/Dept: Meeting Expenses-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Meeting Expenses as required for all Administration staff and committees.

Total for the year:

250

Account # 100-5410-00

Account Name/Dept: Membership Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Assoc. of Managers in Cnd. Colleges & University Student Centers,

Total for the year:

900

Account # 100-5420-10

Account Name/Dept: Misc. COVID-19 Expense-Admin

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Supplies related to COVID-19.

Total for the year:

11,000

Account # 100-5430-00

Account Name/Dept: Office & General Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals for 2020 and estimated due to COVID-19

Internal supplies for all operations and centres are included in this line.

Total for the year:

3,315

Account # 100-5480-00

Account Name/Dept: Professional Dev./Wellness Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Reimbursement for Professional Development (seminars, workshops and tuition) Suspended Due to COVID-19

Reimbursement for Wellness (physical activity) (max. \$400)

Total for the year:

3,200

Account # 100-5510-00

Account Name/Dept: Repairs & Maintenance Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #5 (included in Facilities)	-
Misc. Repairs	100
Total for the year:	100

Account # 100-5550-00

Account Name/Dept: Salaries/Wages & Benefits Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Salaries, Wages, Benefits and CPI adjustments for all administration staff.	848,803
U of S 2% Benefit Fee (RRP, Basic Life, LTD)	2,994
Total for the year:	851,797

Account # 100-5580-00

Account Name/Dept: Staff Welfare/Apprec. Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Staff congratulations, thank you's, condolences, etc.	625
Executive going away gift, picture and frames (\$200.00 x 4), and catering	1,300
Staff long-service recognition awards	2,000
Social Committee Funds	500
Holiday party expenses for all Executive and FT,PPT,LTFT staff (19 staff @ \$35.00/person).	665
Total for the year:	5,090

Account # 100-5630-00

Account Name/Dept: Telephone Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for telephone hardware, long distance and cell phone reimbursement.	
Total for the year:	8,825

Account # 100-5640-00

Account Name/Dept: Training Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Resource materials and meeting expenses for HR Team to provide training to staff on topics such as conflict resolution, time management, stress management, etc.	1,500
Dynamics Training - 2 people - Suspended due to COVID-19	-
First Aid Training: 5 people @ \$150 each	750
Serve It Right - SLGA Licence (2-Admin and 4-Exec signees)	180
Senior Managers Midyear Retreat	400
Annual Retreat expenses includes professional consultants (teambuilding), food, etc. (\$120)*19 sta	2,280
Total for the year:	5,110

Account # 100-5660-00

Account Name/Dept: Travel Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is for miscellaneous Admin. Travel (i.e.. Not related to conference travel).	
Total for the year:	200

Account # 100-5690-00

Account Name/Dept: Utilities Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per schedule #6	
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Total for the year:

31,885

Account # 200-4150-00

Account Name/De Housing Registry Revenue-Admin.-Housing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Sales for housing ads. Based on actual to December 31, 2019 and estimated

Total for the year:

4,572

Account # 200-5030-00

Account Name/De Bank Charges Expense-Admin.-Housing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Sales for housing ads. Based on actual to December 31, 2019 and
estimated.

Total for the year:

196

Account #: 140-5000-00

Account Name/Dept Advertising Expense-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Sheaf Back (Term 1 online, and potential Term 2 ads)	9,500
Banners	500
USSU Advertising (Social Media, Posters, Miscellaneous)	1,200
Total for the year:	11,200

Account #: 140-5090-00

Account Name/Dept Computer Maintenance Expense-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #2 - Included in Admin	0
Adobe Creative Cloud, Website Calendar (Modern Tribe), Website Hosting, SSL Certificate	1,460
Maintenance Agreements (Filemaker)	248
Total for the year:	1,708

Account #: 140-5150-00

Account Name/Dept Contract Labour Expense-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Student for Buzz Board Updates (15 updates x \$40)	
Total for the year:	600

Account #: 140-5200-00

Account Name/Dept Depreciation Expense-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #3	
Total for the year:	882

Account #: 140-5410-00

Account Name/Dept: Membership Expenses-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

International Association of Business Communicators (IABC)	
Total for the year:	325

Account #: 140-5430-00

Account Name/Dept Office & General Expense-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Office Supplies	
Total for the year:	100

Account #: 180-4250-10

Account Name/Dept: Commercial Base Rent Revenue-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on tenant leases. This amount incorporates an occupancy cost for space occupied by commercial tenants. Many tenants will have a delayed opening due to COVID and when the University can re-open.	
Total for the year:	185,729

Account #: 180-4250-20

Account Name/Dept: Occupancy Rent Revenue-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Non-commercial tenant rent for Lower Place Riel and the MUB buildings. Includes: Sheaf, International Students & Study Abroad Centre, Health & Dental Office, Multifaiht and U of S third, fourth and penthouse floor. Some of these tenants will be delayed opening due to COVID-19 impacts.	
Total for the year:	277,544

Account #: 180-4250-30

Account Name/Dept: Percentage Rent Revenue-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Percentage rent payments from food court tenants will be waived this year as tenants are delayed opening and will have to rebuild their business. Traffic will also be limited.	
Total for the year:	-

Account #: 180-4250-00

Account Name/Dept: Room/Space Rent Revenue-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This covers Imagninus space rental , North Concourse and the Roy Romanow and bookings are not anticipated until term 2, and very limited.	
Total for the year:	200

Account #: 180-5000-00

Account Name/Dept: Advertising Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This covers an advertisement in the Survival Calendar, banner stands to advertise tenants, or Star Phoenix ads for space rental etc.	
Total for the year:	1,000

Account #: 180-5030-00

Account Name/Dept: Bank Charges Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is a percentage base charge for credit card sales. This will be lower than past years as most tenants won't be opening beginning of fiscal year.	
Total for the year:	1,200

Account #: 180-5090-00

Account Name/Dept: Computer Maintenance Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #2 - Included in Admin	-
Maintenance Agreement (Filemaker)	248
Total for the year:	248

Account #: 180-5200-00

Account Name/Dept: Depreciation Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #3	
Total for the year:	16,200

Account #: 180-5240-00

Account Name/Dept: Equipment Maint. Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This would cover such things as vacuum cleaner repairs, floor washing machine repairs and parts, batteries, replacement parts for equipment and food court trays.	
Total for the year:	3,600

Account #: 180-5350-00

Account Name/Dept: Janitorial Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #4 (Janitorial salaries and supplies)	
Total for the year:	155,115

Account #: 180-5370-00

Account Name/Dept: Legal Fee Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Legal fees to cover questions regarding leases or other facility legal issues that arise.	
Total for the year:	3,600

Account #: 180-5400-00

Account Name/Dept: Meeting Expense - Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Bi-annual Janitorial meeting and Lease meetings.	
Total for the year:	350

Account #: 180-5410-00

Account Name/Dept: Membership Fee Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

International Facilities Managers Association Membership @ \$400* 1.25 exchange. This membership also includes membership with IFMA Regina.	
Total for the year:	500

Account #: 180-5430-00

Account Name/Dept: Office & General Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This covers facility related office supplies not covered under the Admin line and for Janitors.

Total for the year:

300

Account #: 180-5470-00

Account Name/Dept: Printing Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals to December 31, 2019 and estimated up to April.

XL docket, laminating, etc

Total for the year:

325

Account #: 180-5480-00

Account Name/Dept: Professional Dev./Wellness Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per CUPE Agreement, staff reimbursement for health, wellness or education course for union staff.	1,950
Total for the year:	1,950

Account #: 180-5510-00

Account Name/Dept: Repairs/Maint. Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #5	99,583
Alarm monitors in Place Riel and MUB included	
Elevator Licenses for Place Riel and MUB included	
Total for the year:	99,583

Account #: 180-5565-00

Account Name/Dept: Signage Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Updating signage as needed (pillars and exterior building). Main signage will need to updated this year due to some tenant changes.	
Total for the year:	5,600

Account #: 180-5630-00

Account Name/Dept: Telephone Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for telephone hardware, long distance and cell phone reimbursement for janitorial staff.	
Total for the year:	2,680

Account #: 180-5670-00

Account Name/Dept: Uniforms Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Clothing allowance for janitorial staff as per CUPE Agreement.	1,500
Janitorial vests (not needed this year)	-
Total for the year:	1,500

Account #: 180-5690-00

Account Name/Dept: Utilities Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #6 (including air conditioning invoice - Feb)	
Total for the year:	267,840

Account #: 180-5750-00

Account Name/Dept: Waste Management Expense-Facilities

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Loraas Disposal Services for waste and recycling from the University.	
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Total for the year:

10,876

Account #: 175-5000-00 Account Name/Dept Advertising Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Advertising in Survival Guide and social media ads for U-food.
Total for the year: 760

Account #: 175-5090-00 Account Name/Dept Computer Maint. Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #2 - Included in Admin
File Maker (May)
Total for the year: 248

Account #: 175-5200-00 Account Name/Dept Depreciation Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #3
Total for the year: 49

Account #: 175-5240-00 Account Name/Dept Equip. & Equip. Maint. Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Equipment for Fresh Market including Moneris terminal
Total for the year: 268

Account #: 175-5250-00 Account Name/Dept: Events Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Costs Fresh Market and U-food program. Costs for U-food are offset by
previous funding commitments from U of S Parking and Tim Horton's
Total for the year: 400

Account #: 175-5350-00 Account Name/Dept Janitorial Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #4
Total for the year: 1,536

Account #: 175-5400-00 Account Name/Dept Meeting Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Meeting expenses for outreach and networking.
Total for the year: 40

Account #: 175-5430-00 Account Name/Dept Office & General Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Office Supplies, Business Cards, printer cartridges, pens, and pencils
Total for the year: 40

Account #: 175-5510-00 Account Name/Dept Repairs & Maintenance Exp.-S.S-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #5 - Included in Facilities
Total for the year: -

Account #: 175-5550-00 Account Name/Dept Salaries, Wages & Benefits Exp.-S.S-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Salaries, Wages & Benefits-39% time (15 hrs/week for two weeks August).
Total for the year: -

Account #: 175-5580-00 Account Name/Dept Staff Welfare/Apprec. Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Year-end event @ \$15/volunteer (Based on 5 volunteers)
Total for the year: 75

Account #: 175-5630-00 Account Name/Dept: Telephone Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Costs for telephone hardware and long distance.
Total for the year: 462

Account #: 175-5640-00 Account Name/Dept Training Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
VOTR for Term 2 \$15/volunteer (5 volunteers)
Total for the year: 75

Account #: 175-5710-00 Account Name/Dept: Volunteer Appreciation Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
USSU Gift Cards for volunteers based on points accumulated for hours volunteered.
Total for the year: 160

Account #: 175-5690-00 Account Name/Dept: Utilities Expense-Food Centre

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #5
Total for the year: 2,206

Account #: 190-5000-00 **Account Name/Dept:** Advertising Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Survival Calendar, social media ads for events and campaigns, and promotional materials for the Centre i.e. Buttons, discussion group and workshop advertising.

Total for the year: 1,700

Account #: 190-5090-00 **Account Name/Dept:** Computer Maint. Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per schedule #2 - Included in Admin -

Total for the year: -

Account #: 190-5110-00 **Account Name/Dept:** Condom Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

To cover condoms, gloves, lubricant, dental dams, and internal condoms.

Total for the year: 300

Account #: 190-5120-00 **Account Name/Dept:** Conference Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Cost for the Coordinator to attend a relevant conference.

Total for the year: 100

Account #: 190-5200-00 **Account Name/Dept:** Depreciation Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per schedule #3

Total for the year: 177

Account #: 190-5240-00 **Account Name/Dept:** Equip. & Equip. Maint. Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

To cover costs of any equipment needs for the year such as buttons.

Total for the year: 100

Account #: 190-5250-00 **Account Name/Dept:** Events/Speakers Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Event costs for the year including Mental Health Awareness weeks, Adulting 101.

Includes costs for speakers and honorariums for discussion group leaders.

Total for the year: 4,000

Account #: 190-5350-00 **Account Name/Dept:** Janitorial Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per schedule #4

Total for the year: 470

Account #: 190-5400-00 **Account Name/Dept:** Meeting Expenses-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Meeting expenses for outreach and networking.

Total for the year: 40

Account #: 190-5430-00 **Account Name/Dept:** Office & General Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Office Supplies, Coordinator's business cards, printer toner cartridges,	
pens, pencils and misc supplies. Based on actual to December 31, 2019	
and estimated up to April.	
Total for the year:	75

Account #: 190-5510-00 **Account Name/Dept:** Repairs/Maint. Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #5 - Included in Facilities	
Total for the year:	-

Account #: 190-5550-40 **Account Name/Dept:** Salaries/Wages & Benefit Exp.-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Salaries, Wages & Benefits - 39% time (15 hrs/week) for May through July.	
53% time (20 hrs/week August-April)	
40 hours extra in December and April.	
Total for the year:	16,986

Account #: 190-5580-00 **Account Name/Dept:** Staff Welfare/Apprec. Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Year-end event @ \$15/volunteer (Based on 30 volunteers)	
Total for the year:	450

Account #: 190-5630-00 **Account Name/Dept:** Telephone Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for telephone hardware and long distance.	
Total for the year:	816

Account #: 190-5640-00 **Account Name/Dept:** Training Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

VOTR - Based on \$15/volunteer (25 volunteers), \$15/volunteer (15 volunteer	325
Applied Suicide Intervention - Based on \$140/volunteers (16 Volunteers)	2,240
Additional training and educational opportunities for volunteers	800
Total for the year:	3,365

Account #: 190-5690-00 **Account Name/Dept:** Utilities Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #6	
Total for the year:	3,021

Account #: 190-5710-00 **Account Name/Dept:** Volunteer Appreciation Expense-Help Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

USSU Gift Cards for volunteers based on points accumulated for hours	
volunteered.	
Total for the year:	910

Account #: 250-4040-00 Account Name/Dept: Coat Check Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on estimates for revenue from events from January 2022-April 2022	
Total for the year:	300

Account #: 250-4070-20 Account Name/Dept: Commission Vending Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
This line is ATM revenue. Based on estimates for activity from January 2022-April 2022	
Total for the year:	400

Account #: 250-4270-40 Account Name/Dept: Sales-Bottled Beer Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on actuals with increases for the the fall and winter terms based on the predicted campus environment and market opportunities including the opening of Louis' in January.	
Total for the year:	4,523

Account #: 250-4270-50 Account Name/Dept: Sales Draught Beer Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on actuals with increases for the the fall and winter terms based on the predicted campus environment and market opportunities including the opening of Louis' in January.	
Total for the year:	12,442

Account #: 250-4270-60 Account Name/Dept: Sales-Food Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on actuals with increases for the the fall and winter terms based on the predicted campus environment and market opportunities including the opening of Louis' in January.	
Total for the year:	99,288

Account #: 250-4270-70 Account Name/Dept: Sales-Liquor Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on actuals with increases for the the fall and winter terms based on the predicted campus environment and market opportunities including the opening of Louis' in January.	
Total for the year:	5,070

Account #: 250-4270-80 Account Name/Dept: Sales-Non Alcoholic Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on actuals with increases for the the fall and winter terms based on the predicted campus environment and market opportunities including the opening of Louis' in January.	
Total for the year:	4,147

Account #: 250-4275-85 Account Name/Dept: Sales-Prepared Beverages- Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Coffee and tea sales at Louis' Loft based on actuals with an increases for the fall and winter terms based on the predicted campus environment.	
Total for the year:	23,708

Account #: 250-4275-00 Account Name/Dept: Special Event Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Room rentals based on events from January 2022 to April 2022.	
Total for the year:	3,500

Account #: 250-4280-00 Account Name/Dept: Sponsorship Revenue-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Sponsorship for Louis' based on beer selections and events from January 2022-April 2022.	
Total for the year:	200

Account #: 250-5000-00 Account Name/Dept: Advertising Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Includes ads in the Survival Guide, sign in front of MUB, and social media ads.	
Total for the year:	5,735

Account #: 250-5030-00 Account Name/Dept: Bank Charges Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
This is a percentage base charge for credit card sales.	
Based on actuals with increases for the the fall and winter terms based on the predicted campus environment and market opportunities including the opening of Louis' in January.	
Total for the year:	4,200

Account #: 250-5090-00 Account Name/Dept: Computer Maintenance Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
As per Schedule #2 - Included in Admin	-
iCloud storage	16
Total for the year:	16

Account #: 250-5180-40 Account Name/Dept: Cost of Sales-Bottled Beer Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on 35% of sales.	
Total for the year:	1,583

Account #: 250-5180-50 Account Name/Dept: Cost of Sales-Draft Beer Expense Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Based on 44% of sales.

Total for the year:	5,474

Account #: 250-5180-60 **Account Name/Dept:** Cost of Sales-Food Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Based on 42% of food sales.

Total for the year:	41,701

Account #: 250-5180-70 **Account Name/Dept:** Cost of Sales-Liquor Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Based on 23% of sales.

Total for the year:	1,166

Account #: 250-5180-80 **Account Name/Dept:** Cost of Sales-Non Alc. Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Based on 40% of sales. This line includes all soda used in mixed drinks.

Total for the year:	1,659

Account #: 250-5180-85 **Account Name/Dept:** Cost of Sales Prepared Bev. Expense- Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Based on 31% of sales. Includes coffee, tea, and other Loft products.

Total for the year:	7,349

Account #: 250-4200-00 **Account Name/Dept:** Depreciation Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #3

Total for the year:	17,309

Account #: 250-5240-00 **Account Name/Dept:** Equip. & Equip Maint. Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Repairs and maintenance on kitchen and bar equipment. This is based estimates given operating plan.

Total for the year:	11,050

Account #: 250-5285-00 **Account Name/Dept:** Food & Beverage Supp. Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Includes napkins, bar wipes, glass towels, glassware, cutlery, plates and take-out containers.

Total for the year:	9,050

Account #: 250-5290-00 **Account Name/Dept:** Freight Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Freight charges for incoming items. This includes liquor deliveries and bottle returns.

Total for the year:	1,650

Account #: 250-5360-00 **Account Name/Dept:** Kitchen Supplies Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Includes items such as detergents, dishwashing liquids as well as degreasers and cleaners.

Total for the year:	6,400

Account #: 250-5390-00 **Account Name/Dept:** License Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Liquor Licenses (SLGA), POS yearly license fees (\$5,388), 7 Shifts License (\$960),
Online ordering subscription (\$550), and Spotify for music.

Total for the year:	7,913

Account #: 250-5400-00 **Account Name/Dept:** Meeting Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Meeting expense Louis' manager retreat.

Total for the year:	250

Account #: 250-5410-00 **Account Name/Dept:** Membership Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Total for the year:	-

Account #: 250-5430-00 **Account Name/Dept:** Office & General Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Based on actuals to December 31, 2019 and estimated up to April.

Total for the year:	240

Account #: 250-5450-00 **Account Name/Dept:** Plant Maint. Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Includes planting of flowers on deck and maintenance of the boxes.

Total for the year:	200

Account #: 250-5470-00 **Account Name/Dept:** Printing Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Menu printing and other miscellaneous printing.

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Total for the year:

Account #: 250-5480-00 **Account Name/Dept:** Professional Dev./Wellness Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per CUPE Agreement, staff reimbursement for health, wellness or education courses.
\$650 per union member. Three members are eligible for this benefit in this fiscal year.
Total for the year:

Account #: 250-5500-00 **Account Name/Dept:** Promotions Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Promotions based on estimates given the campus environment.
This is non advertising cost to run promotions at Louis' as well as any food and beverage that is promoted to customers.
Total for the year:

Account #: 250-5510-05 **Account Name/Dept:** Repairs & Maint. Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #5 - Included in Facilities
Repairs specific to Louis'
Total for the year:

Account #: 250-5550-50 **Account Name/Dept:** Salaries/Wages & Benefits Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Salaries, Wages & Benefits for Full-time In scope, Full-time out of scope and Less Than Full-time.
Total for the year:

Account #: 250-5560-00 **Account Name/Dept:** Special Event Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Costs from rental of special items needed for special events including linens and other items.
Total for the year:

Account #: 250-5205-00 **Account Name/Dept:** Staff Discounts Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
20% discounts for all staff.
Total for the year:

Account #: 250-5580-00 **Account Name/Dept:** Staff Welfare/Apprec. Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Funds for monthly staff initiatives and incentives.
Total for the year:

Account #: 250-5630-00 **Account Name/Dept:** Telephone Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Costs for telephone hardware, long distance and cell phone reimbursement.
Total for the year:

Account #: 250-5460-00 **Account Name/Dept:** Training Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Training expenses for Food Safe.
Total for the year:

Account #: 250-5650-00 **Account Name/Dept:** Transportation Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Line includes cab fares for customers to limit our liability and provide customer service.
Also is for Staff rides home if necessary.
Total for the year:

Account #: 250-5670-00 **Account Name/Dept:** Uniforms Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Expense for the cost of purchasing kitchen uniforms as well as staff T-shirts and aprons.
Total for the year:

Account #: 250-5750-00 **Account Name/Dept:** Waste Management Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
Loraas Disposal Services for waste and recycling.
Total for the year:

Expenses
Building Maintenance

Account #: 250-5350-00 **Account Name/Dept:** Janitorial Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #4
Total for the year:

Account #: 250-5690-00 **Account Name/Dept:** Utilities Expense-Louis'

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:
As per Schedule #6
Total for the year:

Account # 160-4250-40

Account Name/Dept Equip Rental Revenue-Louis'-Entertainment

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Revenue brought in from the rental of sound equipment for shows at Louis' as well as	
for off-site rentals. Ranges from \$350 for student groups to \$1,000 for national	
promoters such as Live Nation.	
Total for the year:	6,000

Account # 160-4310-10

Account Name/Dept Ticket Sales Revenue-Louis'-Entertainment

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on estimates from historical data and touring patterns.	
Total for the year:	2,000

Account # 160-5000-05

Account Name/Dept Advertising Expense-Louis'-Entertainment

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This includes the cost of poster printing and Facebook ads.	
Total for the year:	400

Account # 160-5090-00

Account Name/Dept Computer Maint. Exp-Louis'-Entertainment

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per schedule #2 - Included in Admin	-
Total for the year:	-

Account # 160-5200-00

Account Name/Dept Depreciation Expense-Louis'-Entertainment

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per schedule #3	
Total for the year:	3,394

Account # 160-5220-10

Account Name/Dept Entertainment Live Expense-Louis' Ent.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This includes payment for all entertainers, riders, hotels, and ticket printing.	
Total for the year:	2,000

Account # 160-5240-00

Account Name/Dept: Equip. & Equip. Maint. Exp.-Louis'-Entertainmer

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Includes maintenance and repairs to sound equipment.

Total for the year:

900

Account # 160-5390-00

Account Name/Dept Licenses Expense-Louis'-Entertainment

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

entandem Tariff 3A fees associated with live entertainment. (3% artist guarantee)

Total for the year:

-

Account # 160-5550-40

Account Name/Dept: Salaries Expense-Louis' Entertainment

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Includes wages paid to technicians for Louis' events. The rate is \$250 for the main

technician and for additional technicians if needed.

Total for the year:

4,800

Account # 145-4000-20

Account Name/Dept Adver. Monitors/Plasma Revenue-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on expectations for the upcoming year.	2,200
Pre-pandemic, total in-kind \$6,000 (campus club events)	
Total for the year:	2,200

Account # 145-4250-30

Account Name/Dept Rental Space-Other Revenue-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on agreements in place resuming post-pandemic.	
Total for the year:	15,900

Account # 145-4620-00

Account Name/Dept Survival Calendar Revenue-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Estimate based on last year's sales during the pandemic.	
Total for the year:	35,000

Account # 145-5000-00

Account Name/Dept Advertising Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Sponsor recruitment annual expenditure.	450
Survival Calendar advertising.	800
Total for the year:	1,250

Account # 145-5030-00

Account Name/Dept Bank Charges Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is a percentage base charge for credit card sales.	
Total for the year:	250

Account # 145-5200-00

Account Name/Dept Depreciation Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #3	
Total for the year:	347

Account # 145-5400-00

Account Name/Dept Meetings Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Estimated expenses for attending various meetings and sales calls (coffee, lunch, etc.)	250
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Seasonal greetings, thank you cards, hospitality and networking.

100

Total for the year:

350

Account # 145-5430-00

Account Name/Dept Office & General Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Office supplies as needed.

Total for the year:

100

Account # 145-5620-00

Account Name/Dept Survival Calendar Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on quote provided from supplier.

Total for the year:

20,000

Account # 230-5000-00 **Account Name/Dept:** Advertising Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Survival Calendar, social media ads for events and campaigns, and promotional materials for the Centre i.e. Buttons, discussion group and workshop advertising.	
Total for the year:	1,930

Account # 230-5090-00 **Account Name/Dept:** Computer Maint. Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per schedule #2 - Included in Admin	-
Total for the year:	-

Account # 230-5110-00 **Account Name/Dept:** Condom Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

To cover condoms, gloves, lubricant, dental dams, and internal condoms.	
Total for the year:	300

Account # 230-5120-00 **Account Name/Dept:** Conference Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Cost for the Coordinator to attend a relevant conference.	
Total for the year:	100

Account # 230-5200-00 **Account Name/Dept:** Depreciation Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #3	
Total for the year:	52

Account #: 230-5240-00 **Account Name/Dept:** Equip. & Equip. Maint. Exp.-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

To cover costs of any equipment needs for the year such as buttons.	
Total for the yea	200

Account # 230-5250-00 **Account Name/Dept:** Events/Speakers Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This account includes all event costs including speakers, performers,	
film licenses, and other costs for Pride Centre events such as	
Queerapalooza, Sex Week, Drag Shows, and Pride as well as honorariums for	
speakers and discussion group leaders.	
Costs may be offset by Drag Show revenue if we can host an in person show.	
Total for the year:	4,550

Account # 230-5350-00 **Account Name/Dept:** Janitorial Expenses-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #4	
Total for the year:	646

Account # 230-5400-00 **Account Name/Dept:** Meeting Expenses-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Meeting expenses are for outreach and networking.	
Total for the year:	40

Account # 230-5430-00 **Account Name/Dept:** Office & General Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Office supplies for center including toner cartridge and business cards, pens,	
paper, name tags, etc.	
Total for the year:	100

Account # 230-5510-00 **Account Name/Dept:** Repairs & Maint. Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #5 - Included in Facilities	
Total for the year:	-

Account # 230-5550-00 **Account Name/Dept:** Salaries, Wages & Benefits Exp.-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Salaries, Wages & Benefits - 39% time (15 hrs/week) for May - July.	
53% time (20 hrs/week August - April).	
40 hours extra in December and April.	
Total for the year:	17,648

Account # 230-5580-00

Account Name/Dept:

Staff Welfare/Apprec. Exp.-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Year-end event @ \$15/volunteer (Based on 30 volunteers)

Total for the year:

450

Account # 230-5600-00

Account Name/Dept:

Subscriptions Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Yearly subscriptions & purchases of publications and resources

Total for the year:

200

Account # 230-5630-00

Account Name/Dept:

Telephone Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for telephone hardware and long distance.

Total for the year:

639

Account # 230-5640-00

Account Name/Dept:

Training Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

VOTR low cost for Term 1 for virtual training. Term 2 would be in person with high

Applied Suicide Intervention - Based on \$140/volunteers (12 Volunteers)

Additional training and educational opportunities for volunteers

Total for the year:

325

1,680

300

2,305

Account # 230-5710-00

Account Name/Dept:

Volunteer Apprec. Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

USSU Gift Cards for volunteers based on points accumulated for hours volunteered.

Total for the year:

930

Account # 230-5690-00

Account Name/Dept:

Utilities Expense-Pride Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #5

Total for the year:

4,132

Account # 150-5000-00

Account Name/Dept Exec - General Elections Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Elections (Advertising & Printing)	200
Candidate Forums	300
Executive Reimbursement	2,500
Councilor Reimbursement	-
Chief Returning Officer	2,500
Assistant Chief Returning Officer	1,500
DRO Voting Booth	500
Total for the year:	7,500

Account # 150-5000-05

Account Name/Dept Exec - By Elections Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Elections (Advertising & Printing)	200
Candidate Forums	100
Candidate Reimbursement	875
Chief Returning Officer	1,000
Assistant Chief Returning Officer	600
Total for the year:	2,775

Account # 150-5330-00

Account Name/Dept Exec - Referendum Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Referendum (Advertising & Printing)	200
Referendum Forum	300
Referendum Reimbursement	1,000
Referendum - Chief Returning Officer	1,000
Referendum - Assistant Chief Returning Officer	600
Total for the year:	3,100

Account # 170-5090-00

Account Name/Dept Executive - Computer Maint. Expense - Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #2 - Included in Admin	
Maintenance Agreement (1-Filemaker) (May)	248
Zoom License - 4	424
SSC Website Hosting, SSC Domain Renewal	-
Total for the year:	672

Account # 170-5120-00

Account Name/Dept Executive - Conference/Development Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Conferences and UCRU (President \$3,000, 3-VP's @ \$2,000)	9,000
Peer Advocacy Training and other professional development	750
Total for the year:	9,750

Account # 170-5200-00

Account Name/Dep Executive - Depreciation Expense - Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #3	
Total for the year:	3,203

Account # 170-5400-00

Account Name/Dep Executive - Meeting Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Meetings (Executive Committees)	500
Meetings (President \$350, Op Fin \$300, VP Academic \$300, VP Student. Af	1,250
Executive Transition Lunch (\$100/Exec)	400
Budget Review with Finance and Assessment Committee, Executive Committee and Senior Managers.	400
Senior Managers, U of S Senior Administrators, and Executive Lunch	-
USC Committees (8 x \$150) food allowance	1,200
Total for the year:	3,750

Account # 170-5430-00

Account Name/Dep Executive - Office & General Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Office supplies, business cards, etc.	
Total for the year:	600

Account # 170-5470-00

Account Name/Dep Executive - Printing Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Insurance forms and other misc. printing	
Total for the year:	38

Account # 170-5490-00

Account Name/Dep Executive - Projects Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Projects and initiatives of the Executive: each Executive member must apply to the Executive Committee for funding.	6,500
Anti-Racism / Anti-Oppression initiatives	1,500
Lobby Campaign Expense - Municipal, Provincial and Federal Campaigns. (including but not limited to research, preparation, cost-sharing, hosting expenses, etc)	3,000
Marketing (Survival Guide placements, social media advertising, executive campaigns and announcements)	3,000
Total for the year:	14,000

Account # 170-5490-05

Account Name/Dep Executive - Events Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Experience in Excellence Awards	5,000
Undergraduate Project Symposium	3,000
Know Your Rights (Academic rights and responsibilities)	500
AOCP (May, Aug, Nov, Mar)	1,600
Women in Leadership	1,500
Campus Club Weeks (Sep \$800, Jan \$400)	1,200
Advocacy Week (Government and Institution advocacy events)	600
Winter Programming (Jan)	500
Remembrance Day	600
Indigenous Achievement Week (to be applied for or USSU sponsored speaker)	5,250
Indigenous Knowledge Keeper (15hrs/month x 6 months plus expenses)	10,000
Bike Tool Rental Service	75
Total for the year:	29,825

Account # 170-5530-00

Account Name/Dep Executive - Retreat Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Executive Orientation Lunch	400
Retreat and Team Building (\$120*4 Exec)	480
Mid-year Review Retreat for the Executive Committee	300
Total for the year:	1,180

Account # 170-5550-00

Account Name/Dep Executive - Salaries, Wages & Benefits Exp. - Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Executive Salaries - (41302.67 x 4)	165,211
Executive Salaries - Payout (15 days Vacation and 20 EDO's)	9,531
Benefits (CPP, EI, WCB)	13,022
Benefits (Health and Dental Insurance)	1,098
Health and wellness (physical activity/PAC student fees) (\$400/exec)	1,600
Transition incentive (\$1,500 x4 for completion of report and exit interviews)	6,000
Total for the year:	196,462

Account # 170-5570-00

Account Name/Dep Executive - Sponsorship Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

International and Exchange Student Experience Event Funding to be applied for	2,500
Executive Sponsorship to be applied for	6,000
Total for the year:	8,500

Account # 170-5630-00

Account Name/Dep Executive - Telephone Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Cost for reimbursement of executive cell phone plans, up to \$100/month each	4,800
Costs for telephone hardware and long distance.	1,854
Total for the year:	6,654

Account # 170-5660-00

Account Name/Dep Executive - Travel Expense-Stud.Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is for miscellaneous Executive travel (Not related to conference travel).	
Car rental or mileage (Rural campus travel)	1,140
Food for students & the executive (\$200 x 3)	600
Per diem allowance for three full trip days (\$65 x 4 x 3)	780
Hotel rooms for three nights {(\$120 x 4 x 1) + (\$150 x 4 x 2)}	1,680
Total for the year:	4,200

Account # 310-5090-00

Account Name/Dep USC - Computer Maintenance

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per schedule #2 - In Admin	
Maintenance Agreement (Filemaker) (May)	248
Total for the year:	248

Account # 310-5190-00

Account Name/Dep USC - Councilor Year end gifts Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Year end gifts for Councilors (26 Councilors x \$100)	2,600
Year end gifts for Committee work, given as Louis' Gift Cards (65 committee seats x \$25)	1,625
Total for the year:	4,225

Account # 310-5200-00

Account Name/Dep USC - Depreciation Expense - Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per schedule #3	
Total for the year:	32

Account # 310-5330-00

Account Name/Dep USC - Honorariums Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

USC Chair (\$40/meeting x 26 meetings)	
Total for the year:	1,040

Account # 310-5400-00

Account Name/Dep USC - Meeting Expenses-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Other meeting expenses (name plates)	25
Councillor Travel and Accommodation Expenses (for Prince Albert x 4 meetings)	1,500
USC Orientation-April (Refreshments, printing, etc.)	350
USC Orientation-September (Refreshments, printing, etc.)	350
Total for the year:	2,225

Account # 310-5400-10

Account Name/Dep USC - Meeting Expenses (AGM)-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Printing, Office Supplies, Room & Equipment Rentals, and Advertising	1,000
Refreshments (Pizza, Pepsi Product)	490
Chairperson Honorarium	75
Total for the year:	1,565

Account # 310-5400-05

Account Name/Dep USC - Meeting Expenses (SGM)-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Printing, Office Supplies, Room & Equipment Rentals, and Advertising	1,000
Refreshments (Pizza, Pepsi Product)	490
Chairperson Honorarium	75
Total for the year:	1,565

Account # 310-5680-00

Account Name/Dep USC - Socials/Apprec. Expense-Stud. Gov.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

USC Appreciation (6 socials at \$400 per social)	2,400
USC Meetings (6 meetings at \$400 per meeting)	2,400
USC Transition Social	800
Total for the year:	5,600

Account #: 130-4180-00

Account Name/Dept: Ratification Revenue-Campus Groups

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Ratification revenue comes from ratification fees in the campus groups policy.	
(Insurance for Campus events are accounted for in the Admin Budget)	
Total for the year:	10,000

Account #: 130-4280-00

Account Name/Dept: Sponsorship Revenue- Campus Groups

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Pepsi Cold Beverage Contract	10,200
Pepsi Product	4,000
Total for the year:	14,200

Account #: 130-5310-00

Account Name/Dept: Grants Expense (Cash/Credit)-Campus Groups

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Campus Group Grants (~150 groups)	
Project and Initiative Grants	40,000
Equity, Diversity and Inclusion Grants	10,000
Total for the year:	50,000

Account #: 130-5310-05

Account Name/Dept: Grants Expense (Product)-Campus Groups

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Pepsi Product	
Total for the year:	4,000

Account #: 220-5310-00

Account Name/Dept: Grants Expense - Campus Legal Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per budget submitted by Legal Services for administrative expenses to be applied for.	
Total for the year:	500

Account #: 220-5310-05

Account Name/Dept: Grants Expense - Sustainability

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Sustainability Funding (maybe matched by U of S) to be applied for.	
(This is matched by Office of Sustainability of \$2,500)	
Total for the year:	2,500

Account #: 220-5310-10

Account Name/Dept: Grants Expense - Anti-Racism

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Anti-Racism and Anti-Oppression	
Total for the year:	2,500

Account #: 280-5310-00

Account Name/Dept: Grants Expense-Student-Travel Fund

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

USSU grant to U of S Student Travel Award

Total for the year:

5,000

Account #: 210-4070-00

Account Name/Dept: Commission Revenue-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

The revenue generated from parking, SPC, and other commission based programs.	
and evening parking passes.	
	150

Account #: 210-4070-05

Account Name/Dept: U-Pass Distribution Commission

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Revenue from the commission on undergraduate and graduate U-pass distribution.	
Based on estimates given the campus environment for Spring, Fall, and Winter terms.	
Total for the year:	22,500

Account #: 210-4140-00

Account Name/Dept: Faxing Revenue-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on projections given the predicted campus environment.	
Total for the year:	80

Account #: 210-4190-00

Account Name/Dept: Locker Revenue-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on estimated usage of lockers with \$40/term rate with rentals for January 2022.	
Total for the year	600

Account #: 210-4205-00

Account Name/Dept: Notary Revenue-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on projected notary services for non students at \$20 per transaction.	
Total for the year	480

Account #: 210-4230-00

Account Name/Dept: Poster Revenue-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based projections given access to the tunnel for January 2022	
Total for the year	40

Account #: 210-4250-10

Account Name/Dept: Table Rentals-Tunnel-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Table rentals in Place Riel tunnel based on projected access to the tunnel for	
January 2022.	
Total for the year:	1,200

Account #: 210-5000-00

Account Name/Dept: Advertising Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Advertising for Survival Calendar ad, U-pass, and parking passes for table vendors.	
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Total for the year:	800
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Account #: 210-5030-00

Account Name/Dept: Bank Charge Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is a percentage base charge for credit card sales and rental of equipment.	
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Based on estimates given the predicted campus environment.	
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Total for the year:	720
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Account #: 210-5090-00

Account Name/Dept: Computer Maint. Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per schedule #2 - Included in Admin	-
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Lt Speed Pro	1,168
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Maintenance Agreement (Filemaker) (May)	248
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Total for the year:	1,416
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Account #: 210-5200-00

Account Name/Dept: Depreciation Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per schedule #3	
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Total for the year:	1,296
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Account #: 210-5240-00

Account Name/Dept: Equip.Maint. Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Covers repairs to fax machine, and other machinery.	
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Total for the year:	100
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Account #: 210-5270-00

Account Name/Dept: Fax Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on predicted revenues and usage given the campus environment.	
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Total for the year:	8
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Account #: 210-5385-00

Account Name/Dept: Locker Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Covers purchase of replacement locks for lockers.	
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Total for the year:	40
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Account #: 210-5430-00

Account Name/Dept: Office & General Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Budget for thermal paper for debit card machine (s), cash register tape, and maps.	
Based on predicted campus environment for the Fall and Winter terms.	500
Payment to the U of S for the building of a database and interface that will allow U-pass to move an app based delivery.	5,000
Total for the year:	5,500

Account #: 210-5480-00

Account Name/Dept: Professional Dev./Wellness-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per CUPE Agreement, staff reimbursement for health, wellness or education courses.

Total for the year: -

Account #: 210-5550-00

Account Name/Dept: Salaries/Wages/Benefits Exp.-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Salaries, Wages & Benefits based on the hiring of a new position with an estimated start date of September 2021.

Total for the year: 32,706

Account #: 210-5630-00

Account Name/Dept: Telephone Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for telephone hardware and long distance.

Total for the year: 1,182

Expenses

Building Maintenance

Account #: 210-5350-00

Account Name/Dept: Janitorial Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #4

Total for the year: 1,574

Account #: 210-5510-00

Account Name/Dept: Repairs & Maint. Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #5 - Included in Facilities

Total for the year: -

Account #: 210-5690-00

Account Name/Dept: Utilities Expense-Student Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #6

Total for the year: 2,260

*As of May 1, 2021 Information Centre name changed to Student Services

Account #: 165-4280-00 **Account Name/Dept:** Sponsorship Revenue-S. S-Welcome Week

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Sponsorship for Welcome Week from various partners	
Total for the year:	15,000

Account #: 165-5000-00 **Account Name/Dept:** Advertising Expense-S.S-Welcome Week

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Social Media advertising	
Total for the year:	300

Account #: 165-5220-40 **Account Name/Dept:** Entertain/Live Expense-S.S-Welcome Week

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Entertainment/Activities	
Total for the year:	1,500

Account #: 165-5240-00 **Account Name/Dept:** Equip Maint. Expense-S.S-Welcome Week

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Facilities	3,000
Handyman Rentals	3,000
Equipment Rentals	1,000
Total for the year:	7,000

Account #: 165-5390-00 **Account Name/Dept:** Licenses Expense-S.S.-Welcome Week

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Licensing (Potential Outdoor Movie)	
Total for the year:	350

Account # 145-5500-00 **Account Name/Dept:** Promo Merch Expense-Welcome Week

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Various give-aways to students	
Total for the year:	3,500

Account # 165-5550-00 **Account Name/Dept:** PT Salaries Expense- S.S.-Welcome Week

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Student Crew for overnight security & odd jobs	
Total for the year:	1,200

Account #: 330-4295-00

Account Name/Dept Crew Revenue-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Revenue for Student Crew Wages charged out as follows: USSU \$14/hr, Campus Clubs \$14hr, Safestudy \$15/hr, Campus business \$15/hr, Off Campus Groups will be \$16/hr.	
Based on actual to December 31, 2019 and estimated up to April with increased rates in effect.	
Total for the year:	-

Account #: 330-5000-00

Account Name/Dept Advertising Expense -S.S Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Survival Calendar, Student Crew, Safewalk postcards and positions.	
Total for the year:	-

Account #: 330-5090-00

Account Name/Dept Computer Maint. Exp.-S.S Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #2 - Included in Admin	-
Total for the year:	-

Account #: 330-5200-00

Account Name/Dept Depreciation Expense-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #3	
Total for the year:	49

Account #: 330-5240-00

Account Name/Dept Equip. Maint. Exp.-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Covers the cost of radio license and service agreement for 2 Safewalk radios.	
Total for the year:	250

Account #: 330-5350-00

Account Name/Dept Janitorial Expense-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #4	
Total for the year:	3,641

Account #: 330-5430-00

Account Name/Dept Office&General Expense-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Office supplies as needed.	
Total for the year:	-

Account #: 330-5510-00

Account Name/Dept Repairs&Maint. Exp-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #5 -Included in Facilities

-

Total for the year:

-

Account #: 330-5550-00

Account Name/Dept Salaries/Wages Exp.-S.S.-Stud.Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Salaries, Wages & Benefits-53% time (20 hrs/week for two weeks August),	-
53% time (20hrs/week September - April)	
40 hours extra in December and April.	
	-
Total for the year:	-

Account #: 330-5580-00

Account Name/Dept Staff Welfare/App. Exp.-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Year-end event for volunteers.	-
Total for the year:	-

Account #: 330-5630-00

Account Name/Dept Telephone Expense-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for telephone hardware and long distance.	
Total for the year:	454

Account #: 330-5640-00

Account Name/Dept Training Expense-S.S.-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

To cover any costs associated with providing courses for coordinator and volunteers.	
Total for the year:	

Account #: 330-5670-00

Account Name/Dept Uniforms Expense-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Student Crew t-shirts and jackets for Safewalk.	
Total for the year:	

Account #: 330-5710-00

Account Name/Dept Volunteer App. Expense-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

USSU Gift Cards for volunteers based on points accumulated for hours volunteered.	
Total for the year:	-

Account #: 330-5690-00

Account Name/Dept Utilities Expense-S.S-Stud. Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #6	
Total for the year:	5,228

Account #: 350-5000-00 **Account Name/Dept:** Advertising Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Survival Calendar, social media ads for events and campaigns, and promotional materials for the Centre i.e. Buttons, discussion group and workshop advertising.	
Total for the year:	1,830

Account #: 350-5090-00 **Account Name/Dept:** Computer Maint. Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #2 - Included in Admin	-
Total for the year:	-

Account #: 350-5110-00 **Account Name/Dept:** Condoms Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

To cover condoms, gloves, lubricant, dental dams, and internal condoms. for the year.	
Total for the year:	300

Account #: 350-5120-00 **Account Name/Dept:** Conferences Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Cost for Coordinator to attend relevant conferences or seminars.	
Total for the year:	100

Account #: 350-5200-00 **Account Name/Dept:** Depreciation Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #3	
Total for the year:	81

Account #: 350-5240-00 **Account Name/Dept:** Equip. & Equip Maint. Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

To cover costs of any equipment needs for the year such as buttons.	
Total for the year:	100

Account #: 350-5250-00 **Account Name/Dept:** Events/Speakers Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

To pay for events and speakers that take place during the year. Includes cost of putting on Sexual Violence Awareness Week, Dec 6 Memorial, International Women's Day, Take Back the Night, Pro Choice Awareness Week, and other events planned by the coordinator. This would include honorariums for speakers and discussion group leaders	
Total for the year:	4,000

Account #: 350-5350-00 **Account Name/Dept:** Janitorial Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #4

Total for the year:

903

Account #: 350-5400-00 **Account Name/Dept:** Meeting Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Meeting expense is for outreach and networking.

Total for the year:

40

Account #: 350-5430-00 **Account Name/Dept:** Office & General Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Office supplies including toner cartridges, filing supplies, business cards, name tags, name tags, etc.

Total for the year:

80

Account #: 350-5510-00 **Account Name/Dept:** Repairs & Maintenance Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #5 - Included in Facilities

Total for the year:

-

Account #: 350-5550-00 **Account Name/Dept:** Salaries, Wages & Benefits Exp.-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Salaries, Wages & Benefits - 39% time (15 hrs/week) for May - July.

53% time (20 hrs/week) for August through April 30.

40 hrs extra (Dec and Apr)

Total for the year:

16,986

Account #: 350-5580-00 **Account Name/Dept:** Staff Welfare/Apprec. Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Year-end event @ \$15/volunteer (Based on 30 volunteers).

Total for the year:

450

Account #: 350-5600-00 **Account Name/Dept:** Subscriptions Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Yearly subscriptions & purchases of publications or resources to be used by the Centre.

Total for the year:

100

Account #: 350-5630-00 **Account Name/Dept:** Telephone Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for telephone hardware and long distance.	
Total for the year:	639

Account #: 350-5640-00 **Account Name/Dept:** Training Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Term 1 VOTR will be held on online estimated cost would be low.	100
Term 2 VOTR may allow for some some workshops and feeding of volunteers	225
Applied Suicide Intervention - Based on \$140/volunteers (12 Volunteers)	1680
Other training opportunities.	300
Total for the year:	2,305

Account #: 350-5710-00 **Account Name/Dept:** Volunteer Appreciation Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

USSU Gift Cards for volunteers based on points accumulated for hours volunteered.	
Total for the year:	990

Account #: 350-5690-00 **Account Name/Dept:** Utilities Expense-Women Cntr.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #6	
Total for the year:	5,765

Account #: 360-4005-00 **Account Name/Dept:** Banner Stand Revenue-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals with increases for the the fall and winter terms based on the	
predicted campus environment and market opportunities.	
Total for the year:	2,100

Account #: 360-4005-00 **Account Name/Dept:** Binding Revenue

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals with increases for the the fall and winter terms based on the	
predicted campus environment and market opportunities.	
Total for the year:	1,400

Account #: 360-4060-00 **Account Name/Dept:** Color Copy Revenue-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals with increases for the the fall and winter terms based on the	
predicted campus environment and market opportunities.	
Total for the year:	67,725

Account #: 360-4150-00 **Account Name/Dept:** Finishing Revenue

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals with increases for the the fall and winter terms based on the	
predicted campus environment and market opportunities.	
Total for the year:	3,811

Account #: 360-4170-00 **Account Name/Dept:** Laminating Revenue

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals with increases for the the fall and winter terms based on the	
predicted campus environment and market opportunities.	
Total for the year:	3,315

Account #: 360-4200-00 **Account Name/Dept:** Outsourcing Revenue-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals with increases for the the fall and winter terms based on the	
predicted campus environment and market opportunities.	
Total for the year:	13,800

Account #: 360-4215-00 **Account Name/Dept:** Plotter Revenue-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals with increases for the the fall and winter terms based on the	
predicted campus environment and market opportunities.	
Total for the year:	13,570

Account #: 360-4330-00 **Account Name/Dept:** Typesetting Revenue-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on actuals with increases for the the fall and winter terms based on the	
predicted campus environment and market opportunities.	
Total for the year:	2,740

Account #: 360-5000-00 **Account Name/Dept:** Advertising Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Full-page Survival Calendar, social media ads and promotional materials and	
customer bags. We also cover costs for the XL manager's networking group	
Total for the year:	2,740

Account #: 360-5030-00 **Account Name/Dept:** Bank Charges Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is a percentage base charge for credit card sales and credit card terminal	
rental.	
Total for the year:	1,700

Account #: 360-5040-00 **Account Name/Dept:** Banner Stand Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is the cost of banner stands and materials. They are at 27% of Banner Stand	
sales.	
Total for the year:	567

Account #: 360-5090-00 **Account Name/Dept:** Computer Maint. Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #2 - Included in Admin	0
2-Adobe Creative Cloud Complete	1,092
Lt Speed Pro	1,168
Total for the year:	2,259

Account #: 360-5170-10 **Account Name/Dept:** Copier-Paper Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on 17.5% of Colour Copier Sales.	
Total for the year:	11,852

Account #: 360-5170-15 **Account Name/Dept:** Copier-Service Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is an expense for 'click' charges on the copier. It is estimated at 25% of	
copy sales.	

Total for the year:

16,931

Account #: 360-5200-00

Account Name/Dept:

Depreciation Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Per Schedule #3

Total for the year:

7,211

Account #: 360-5240-00

Account Name/Dept:

Equip. & Equip Maint.-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Miscellaneous repairs for equipment not covered under service. This includes replacement of head cartridges, blade sharpening, and other items.

Total for the year:

2,600

Account #: 360-5215-00

Account Name/Dept:

Finance Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Finance charge on lease of Color Copier.

Total for the year:

3,396

Account #: 360-5290-00

Account Name/Dept:

Freight- XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Freight costs on shipping our paper and other supplies.

Total for the year:

720

Account #: 360-5355-00

Account Name/Dept:

Lease Operating- XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Lease costs for the two Ricoh printers at XL.

Total for the year:

20,928

Account #: 360-5430-00

Account Name/Dept:

Laminating Expense- XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for Laminating supplies used on jobs. Costs are estimated at 33% of Laminating sales.

Total for the year:

1,094

Account #: 360-5430-00

Account Name/Dept:

Office & General Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This includes debit paper, pens, paper, and general office/supply items. Based on actuals for this past year with a small increase.

Total for the year:

780

Account #: 360-5440-00 **Account Name/Dept:** Outsourcing Expenses-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

This is a service for clients. We outsource various types of print mounting to keep customers using XL for all their print requirements. This cost is budgeted at 85% of revenue.

Total for the year: 11,730

Account #: 360-5455-00 **Account Name/Dept:** Plotter Expenses-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Based on 20% of the plotter revenue. This covers ink cartridges, paper rolls, etc.

Total for the year: 2,714

Account #: 360-5510-00 **Account Name/Dept:** Repairs & Maint. Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Misc. Repairs

Total for the year: 300

Account #: 360-5550-00 **Account Name/Dept:** Salaries, Wages & Benefits Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Salaries, Wages & Benefits for FT and PT employees.

Total for the year: 67,207

Account #: 360-5630-00 **Account Name/Dept:** Telephones Expense - XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

Costs for telephone hardware and long distance.

Total for the year: 2,588

Expenses

Building Maintenance

Account #: 360-5350-00 **Account Name/Dept:** Janitorial Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per schedule #4

Total for the year: 5,845

Account #: 360-5670-00 **Account Name/Dept:** Utilities Expense-XL Design

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:

As per Schedule #6

Total for the year: 8,386