

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.	7,236
Interest on Chequing Account	2,541
Total for the year:	9,777

Account #: 100-4180-00 Account Name/Dept: Insurance Fee Revenue-Adm

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

Campus Clubs/Societies insurance fees based on 2019 actuals.	
Total for the year:	3,669

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 2020/2021 (1% administration fee retained by the University.)	
Total for the year:	1,772,371

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:	26,352

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)	1,715
Other-deposit bags (\$30/100 bags), Credit Card Fees, and other misc. bank charges.	290
Deposit pickups (\$206.73 * 12 months)	2,481
Total for the year:	4,486

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	-
1- Code Signing, 2-Files & FMS Certificates, Microsoft 365, 2-Zoom License, FMS/Files (Digital River)	2,005
Maintenance Agreement (Dynamics and 6-Filemaker)	4,089
Total for the year:	6,094

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:

Association of Managers in Canadian Colleges & University Student Centers (AMICCUS)	
May (2 attendees)	7,000
International Association of Business Communicators (IABC) in June (1 attendee)	3,500
International Facility Managers Association (IFMA) in Oct (1 attendee)	3,800
Conferences are to be applied for.	15,700
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:	30,000

Account #: 100-5150-00 Account Name/Dept: Contract Labour Expense-Adi

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

Secret Shopper Program	
Total for the year:	1,000

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 2019 actuals.

Total for the year:

1,996

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:

2,844

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 2019 actuals.

Total for the year:

1,466

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:

To cover costs of any equipment needs for the year.

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

33,208

Boiler & Machinery

1,629

Commercial General Liability

27,845

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

13,409

Special Risk - Sutton

2,228

Total for the year:

78,318

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:

35,968

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:

10,000

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-Adr

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:	4,000

Account #: 100-5430-00 **Account Name/Dept:** Office & General Expense-Adm

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

Based on 2019 actuals.	
Internal supplies for all operations and centres are included in this line.	
Total for the year:	4,787

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)	8,000
Reimbursement for Wellness	4,000
Total for the year:	12,000

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.	861,621
U of S 2% Benefit Fee (RRP, Basic Life, LTD)	3,086
Total for the year:	864,707

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	500
Social Committee Funds	1,500
Holiday party expenses for all Executive and FT,PPT,LTFT staff (120 staff @ \$35.00/person).	4,200
Total for the year:	8,125

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:	8,127

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)*23 staff	2,760
Total for the year:	5,590

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

Total for the year:

31,051

Account #: 200-4150-00 **Account Name/Dept:** 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/Dept:** 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	14,500
Banners	500
USSU Advertising (Social Media, Posters, Miscellaneous)	1,300
Total for the year:	16,300

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	1,546
Maintenance Agreements (Filemaker), Display System (Yodeck)	598
Total for the year:	2,144

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 (26 updates x \$40)	
Total for the year:	1,040

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:	1,438

Account #: 140-5410-00 **Account Name/Dept:** Membership Expenses-Cc

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. This budget year is based on in person learning throughout the year.	
Total for the year:	432,977

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, Room 118 and U of S third, fourth and penthouse floor.	
Total for the year:	274,404

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	
Total for the year:	149,252

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 space rental for the North Concourse and the Roy Romanow Council Chamber. It also includes the Imaginus Poster Sale.	
Total for the year:	6,950

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 covers commissions deducted due to tenants paying rent with Mastercard, Visa and Debit.	
Total for the year:	3,000

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)	-
Total for the year:	234

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:	12,813

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:

4,400

Account #: 180-5350-00 **Account Name/Dept:** Janitorial Expense-Faciliti

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:

260,108

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:

4,800

Account #: 180-5400-00 **Account Name/Dept:** Meeting Expense - Faciliti

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:

This is for small print jobs through XL Print & Design for small posters, front door Exec sign, XL docket, laminating, etc

Total for the year:

400

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 courses for union staff.

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-Facilitie

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

Updating signage as needed (pillars and exterior building) for main wayfinding in the building and promoting tenants on the exterior.

Total for the year:

1,800

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:	3,492

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.	2,100
Janitorial vests	350
Total for the year:	2,450

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:	260,836

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.	
Total for the year:	11,600

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, Trick or Eat, and social media ads for U-food.	
Total for the year:	1,650

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	-
7shifts-scheduling	240
File Maker (May)	237
Total for the year:	477

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:	606

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:	536

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 for Trick or Eat, Fresh Market. Costs for U-food are offset by previous funding commitments from U of S Parking and Tim Horton's	
Total for the year:	2,300

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:	2,513

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:	60

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:

200

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),
53% time (20 hrs/week Sep-April)

Total for the year:

12,808

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 10 volunteers)

Total for the year:

150

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 1 and 2 \$15/volunteer (5 volunteers)

Total for the year:

150

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:	2,148

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:	1,940

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	
7shifts-scheduling	240
Total for the year:	240

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:	798

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:	150

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, Adulging 101.	
Includes costs for speakers and honorariums for discussion group leaders.	
Total for the year:	5,300

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:

946

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:

80

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.

Total for the year:

350

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)

Total for the year:

17,543

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

500

Applied Suicide Intervention - Based on \$140/volunteers (16 Volunteers)	2,240
Additional training and educational opportunities for volunteers	1,000
Total for the year:	3,740

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:	2,976

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:	813

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 October 2022 to March 2023

Total for the year:

1,700

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 estimated ATM revenue from Louis' and Louis' Loft

Total for the year:

5,961

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 estimates given the predicted campus environment. This includes sales for Welcome Week and Griffith's Stadium

Total for the year:

#####

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 estimates given the predicted campus environment. Sales includes product sold at Louis' and Louis' Loft.

Total for the year:

#####

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 estimates given the predicted campus environment. Sales are inclusive of all food products sold at Louis', Louis' Loft, and Griffith's Stadium

Total for the year:

#####

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 estimates given the predicted campus environment. Sales are inclusive of all spirits and wine sold at Louis' and Louis' Loft.

Total for the year:

#####

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 estimates given the predicted campus environment. Sales are inclusive non alcoholic beverages sold at Louis' and Griffith's Stadium

Total for the year:

29,384

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 estimates given the predicted campus environment.

Total for the year:

74,287

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 at Louis' and Louis' Loft based on estimates given the predicted campus environment.

Total for the year:

38,150

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' including \$8000 from Great Western Brewing for Welcome Week.

Total for the year:

10,400

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. We also budgeted for \$5000 for video production in the summer to provide the operation with new assets to advertise the venue to student and prospective clients.

Total for the year:

13,100

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 and rental fees for Moneris terminals

Totals are estimated based on predicted revenues.

Total for the year:

18,900

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, Display System (Yodeck)

Total for the year:

-

141

141

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:

46,134

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:

70,676

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 40% of food sales.

Total for the year:

#####

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 27% of sales in the summer months and 23% for the rest of the year.

Total for the year:

31,873

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:

11,754

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:

23,029

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:

12,426

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:

20,750

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:

16,200

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:

10,000

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:

12,800

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 \$525), POS yearly license fees (\$5,388), 7 Shifts License (\$960),

Online ordering subscription (\$550), and Spotify for music.

Total for the year:

8,438

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:

600

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:

Supplies needed for the office, daily service, and the stadium.

Total for the year:

1,200

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:

900

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.

Total for the year:

600

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:	650

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:	10,000

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:	12,400

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:	29,250

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:

25% discounts for all staff.	
Total for the year:	10,000

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:	1,800

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:

8,520

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 and other programs.

Total for the year:

1,000

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:

160

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:

1,100

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:

6,876

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:

43,055

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 Equipment 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: 22,000

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 events that Louis' will host

Total for the year: 20,500

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: 2,800

Account # 160-5090-00

Account Name/Dept Computer Maint. Expense-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: 2,583

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: 17,700

Account # 160-5240-00

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

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: 1,800

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:

750

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:

17,400

Account #: 145-4000-20 **Account Name/Dept:** Adver. Video 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.	3,200
Pre-pandemic, total in-kind \$6,000 (campus club events)	
Total for the year:	3,200

Account # 145-4250-30 **Account Name/Dept:** Rental Space-Other-Building Revenue-Marketing

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

Based on agreements in place.	
Total for the year:	23,300

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:	30,000

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.	450
Total for the year:	900

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:	500

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:	243

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
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:	2,000

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	
7shifts-scheduling	240
Total for the year:	240

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:	606

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:	5,550

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:	1,300

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).	
Total for the year:	17,130

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 includes Netflix	
Total for the year:	464

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 higher c	500
Applied Suicide Intervention - Based on \$140/volunteers (12 Volunteers)	1,680
Additional training and educational opportunities for volunteers	650
Total for the year:	2,830

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:	4,024

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 billed out at \$15/hour. Based on estimates given the predicted campus environment.	
Total for the year:	44,400

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:	1,250

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	
7shifts-scheduling	240
Total for the year:	240

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:	606

Account #: 330-5240-00

Account Name/Dept Equip. & 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:	5,956

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:	100

Account #: 330-5510-00

Account Name/Dept Repairs & Maint. 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 #5 -Included in Facilities	-
Total for the year:	-

Account #: 330-5550-00

Account Name/Dept Salaries, Wages & Ben. 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 August 1- April 30), plus wages for
than full time Student Crew staff.

-

Total for the year:

54,588

Account #: 330-5580-00

Account Name/Dept Staff Welfare/Apprec. 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 Safewalk volunteers (10 x \$15)

Total for the year:

150

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:

462

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 clothing for Safewalk.

Total for the year:

700

Account #: 330-5710-00

Account Name/Dept Volunteer Apprec. 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:

640

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:

5,091

Account #: **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)	500
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:	7,800

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)	500
Candidate Forums	100
Candidate Reimbursement	875
Chief Returning Officer	1,000
Assistant Chief Returning Officer	600
Total for the year:	3,075

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 (2-Filemaker) (May)	468
Zoom License - 4	744
Total for the year:	1,212

Account #: **Account #:** 170-5120-00 **Account Name/Dept:** Executive - Conference/Development Expense-Stud.

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

Conferences (UCRU lobby- 2 exec, SUDS- 4 exec & others)	14,200
Peer Advocacy Training and other professional development	800
Total for the year:	15,000

Account #: **Account #:** 170-5200-00 **Account Name/Dept:** 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:	4,872

Account #: **Account #:** 170-5400-00 **Account Name/Dept:** Executive - Meeting Expense-Stud. Gov.

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

Meetings (Executive Committees)	750
Meetings (\$325/executive)	1,300
Executive Transition Lunch (\$60/Exec)	480
Budget Review with Finance and Assessment Committee, Executive Committee and Senior Managers.	400
AOCP (May, Aug, October, Nov, Mar)	2,000
Total for the year:	4,930

Account #: **Account #:** 170-5430-00 **Account Name/Dept:** 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:	400

Account #: **Account #:** 170-5470-00 **Account Name/Dept:** 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 #: **Account #:** 170-5490-00 **Account Name/Dept:** 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.	10,500
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
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
Academic Prep hub resources	200
Bike Tool Rental Service	75
Total for the year:	33,525

Account #: **Account #:** 170-5490-05 **Account Name/Dept:** Executive - Events Expense-Stud. Gov.

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

Fall orientation give away	800
Campus Group Weeks Fall	1,200
Equity, Diversity and Inclusion week	500
Sustainability week	500
Know Your Rights (Academic rights and responsibilities)	500
Remembrance Day	600
Winter Orientation programming	1,500
Campus Group Weeks Winter	1,000
Advocacy Week (Government and Institution advocacy events)	600
Women in Leadership	2,000
Undergraduate Project Symposium	3,500
Experience in Excellence Awards	5,500
Total for the year:	18,200

Account #: **Account #:** 170-5530-00 **Account Name/Dept:** Executive - Retreat Expense-Stud. Gov.

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

Executive Orientation Lunch (May)	400
Team building Executives, AGA and coordinators (July) only in Louis' and Louis' Loft	700
Team building Executives (October)	200
Mid-year Review Retreat for the Executive Committee(December)	300
End year Review Retreat for Executives, AGA, and Coordinators(April)	700
Total for the year:	2,300

Account #: **Account #:** 170-5550-00 **Account Name/Dept:** Executive - Salaries, Wages & Benefits Exp. - Stud. G

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

Executive Salaries - (42830.87x 4)	171,323
Executive Salaries - Payout (15 days Vacation and 5 EDO's x 4)	13,179
Benefits (CPP, EI, WCB)	13,949
Benefits (Health and Dental Insurance)	1,153
Health and wellness (physical activity/PAC student fees) (\$400/exec)	1,600
Transition incentive outgoing (\$1,000 x4 for completion of report and exit interviews)	4,000

Transition incentive incoming (\$1,000 x4 for completion of report and exit interviews)	4,000
Total for the year:	209,205

Account #: **Account #:** 170-5570-00 **Account Name/Dept:** 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	3,000
Total for the year:	5,500

Account #: **Account #:** 170-5630-00 **Account Name/Dept:** 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.	1,848
Total for the year:	6,648

Account #: **Account #:** 170-5660-00 **Account Name/Dept:** 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 4)	800
Per diem allowance for three full trip days (\$65 x 4 x 3)	780
Hotel rooms for three nights (\$170 x 4 x 3)	2,040
Total for the year:	4,760

Account #: **Account #:** 310-5090-00 **Account Name/Dept:** 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	
Zoom Licence (Nov)	74
Total for the year:	74

Account #: **Account #:** 310-5190-00 **Account Name/Dept:** 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 gift for committee work, given as Louis' Gift Cards	2,450
(98 committee seats x \$25)	
Total for the year:	5,050

Account #: **Account #:** 310-5200-00 **Account Name/Dept:** 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:	5,424

Account #: **Account #:** 310-5330-00 **Account Name/Dept:** 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 30 meetings)	
Total for the year:	1,200

Account #: **Account #:** 310-5400-00 **Account Name/Dept:** 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 Campus MSC x 4 meetings)	1,500
USC Orientation-April (Refreshments, printing, etc.)	400
USC Orientation-September (Refreshments, printing, etc.)	400
Total for the year:	2,325

Account #: Account #: 310-5400-10

Account Name/Dept: 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, Non-Alc Products)	500
Chairperson Honorarium	75
Total for the year:	1,575

Account #: Account #: 310-5400-05

Account Name/Dept: 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, Non-Alc Products)	500
Chairperson Honorarium	75
Total for the year:	1,575

Account #: Account #: 310-5680-00

Account Name/Dept: USC - Socials/Apprec. Expense-Stud. Gov.

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

USC Appreciation (8 socials at \$400 per social)	3,200
USC Meetings (8 meetings at \$400 per meeting)	3,200
USC Transition Social	800
USC Committees (14 x \$150) food allowance	2,100
Total for the year:	9,300

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:

Non Alcoholic cold and beverages sponsorship	-
Non Alcoholic cold and beverages Product	-
Total for the year:	-

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	45,000
New groups support grant for branding (XL Design Credit)	2,000
Campus Group Professional Leadership Development	2,500
Equity, Diversity and Inclusion Grants	10,000
Total for the year:	59,500

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:

Non Alcoholic cold and beverages Product	
Total for the year:	-

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 #: 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:	27,500

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:	350

Account #: 165-5220-40 **Account Name/Dept:** Entertainment 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:	6,500

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

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

Facilities	6,500
Handyman Rentals	8,000
Equipment Rentals	1,000
Total for the year:	15,500

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:	500

Account # 165-5500-00 **Account Name/Dept:** Promo Merchandise 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:	1,000

Account #: 210-4070-00

Account Name/Dept: Commission Revenue-USSU 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.

Total for the year: 40

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: 53,500

Account #: 210-4140-00

Account Name/Dept: Faxing Revenue-USSU 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: 400

Account #: 210-4190-00

Account Name/Dept: Locker Revenue-USSU 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 both terms.

Total for the year: 3,340

Account #: 210-4205-00

Account Name/Dept: Notary Revenue-USSU Services

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

Based on projected notary services for non undergraduate students at \$20 per transaction.

Total for the year: 1,720

Account #: 210-4230-00

Account Name/Dept: Poster Revenue-USSU Services

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

Based on projections for posters stamped for the Arts Tunnel at \$3/poster.

Total for the year: 920

Account #: 210-4250-10

Account Name/Dept: Table Rentals-Tunnel-USSU 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 the predicted campus environment.

Total for the year: 8,500

Account #: 210-5000-00

Account Name/Dept: Advertising Expense-USSU 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.

Total for the year: 1,000

Account #: 210-5030-00

Account Name/Dept: Bank Charge Expense-USSU 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.	
Based on estimates given the predicted campus environment.	
Total for the year:	1,880

Account #: 210-5090-00

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

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

Per schedule #2 - Included in Admin	-
Maintenance Agreement (Filemaker) (May), Display System (Yodeck) (May)	349
Total for the year:	349

Account #: 210-5200-00

Account Name/Dept: Depreciation Expense-USSU Services

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

Per schedule #3	
Total for the year:	978

Account #: 210-5240-00

Account Name/Dept: Equip.Maint. Expense-USSU 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.	
Total for the year:	100

Account #: 210-5270-00

Account Name/Dept: Fax Expense-USSU 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.	
Total for the year:	36

Account #: 210-5385-00

Account Name/Dept: Locker Expense-USSU Services

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

Covers purchase of replacement locks for lockers.	
Total for the year:	40

Account #: 210-5430-00

Account Name/Dept: Office & General Expense-USSU 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.	1,125
Total for the year:	1,125

Account #: 210-5550-00

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

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

Salaries, Wages & Benefits including the full time position and student help at the beginning of each term.	
Total for the year:	62,194

Account #: 210-5630-00 **Account Name/Dept:** Telephone Expense-USSU 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:	863

Expenses
Building Maintenance

Account #: 210-5350-00 **Account Name/Dept:** Janitorial Expense-USSU Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Per Schedule #4	
Total for the year:	2,575

Account #: 210-5510-00 **Account Name/Dept:** Repairs & Maint. Expense-USSU 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-USSU Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Per Schedule #6	
Total for the year:	2,201

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

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:	1,950

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	
7shifts-scheduling	240
Total for the year:	240

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:	663

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:	4,800

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:	1,816

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.	
Total for the year:	17,130

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.	
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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.	250
Term 2 VOTR may allow for some some workshops and feeding of volunteers	250
Applied Suicide Intervention - Based on \$140/volunteers (12 Volunteers)	1680
Other training opportunities.	700
Total for the year:	2,880

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:	5,614

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 estimated sales given the predicted campus environment.	
Total for the year:	19,643

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 estimated sales of binding services given the predicted campus environment.	
Total for the year:	3,650

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:

Sales for all copying and printing based on the predicted campus environment	
Total for the year:	109,974

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:

Sales for all finishing services based on the predicted campus environment.	
Total for the year:	7,890

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 laminating services given the predicted campus environment.	
Total for the year:	5,649

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:

Estimated billing for work that XL sends out to other printers.	
Total for the year:	15,118

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:

Large format printing sales based on the predicted campus environment.	
Total for the year:	58,229

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:

Design and typesetting revenue based on the predicted campus environment.	
Total for the year:	5,621

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:	5,304

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
Adobe Creative Suite	585
FMS/Files (Digital River)	548
Total for the year:	1,133

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 20% of Colour Copier Sales.	
Total for the year:	21,945

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 28% of	
Total for the year:	30,723

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:	19,741

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:	0

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:	0

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:	1,864

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:	12,850

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 22% of the plotter revenue. This covers ink cartridges, paper rolls, etc.	
Total for the year:	12,810

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:	87,313

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:	2,463

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:	9,558

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:	8,167

Account #: 181-4160-00 **Account Name/Dept:** Interest Revenue-Place Riel

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

Based on actual from 2021-2022.

Total for the year:

-

Account #: 181-4300-00 **Account Name/Dept:** Infrastructure Revenue-Place Riel

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

Based on principal repaid during the year plus interest and bank charges.

Total for the year:

1,224,897

Account #: 181-5030-00 **Account Name/Dept:** Bank Charges Expense-Place Riel

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

Based on actual from January - December, 2021.

Total for the year:

97,075

Account #: 181-5200-00 **Account Name/Dept:** Depreciation Expense-Place Riel

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

Per Schedule #3

Total for the year:

572,788

Account #: 181-5325-00 **Account Name/Dept:** Interest Expense-Place Riel

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

Based on actual from January - December, 2021.

Total for the year:

715,496