

Budget 2023-2024

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. | 18,638 |
| Interest on Chequing Account | 7,441 |
| Total for the year: | 26,079 |

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 are estimated on 2019 actuals. | |
| Total for the year: | 2,500 |

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 2021/2022 (1% administration fee retained by the University.) | |
| Total for the year: | 1,863,489 |

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: | 26,948 |

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) | 2,437 |
| Other-deposit bags (\$30/100 bags), Credit Card Fees, and other misc. bank charges. | 351 |
| Deposit pickups (\$237.73 * 12 months) | 2,853 |
| Total for the year: | 5,641 |

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) | 4,107 |
| Kandji Device Management | 7,073 |
| Maintenance Agreement (Dynamics) | 2,531 |
| Maintenance Agreement (Filemaker-6) | 1,633 |
| Total for the year: | 15,344 |

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) | 4,230 |
| International Association of Business Communicators (IABC) in June (1 attendee) | 3,624 |
| International Facility Managers Association (IFMA) in Sep (1 attendee) | 3,284 |
| 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: | 26,838 |

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: | 1,000 |

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 2022 actuals. | |
| Total for the year: | 1,927 |

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: | 2,518 |

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 2022 actuals. | |
| Total for the year: | 1,373 |

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: | 2,100 |

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 | 36,011 |
| Boiler & Machinery | 1,742 |

Budget 2022-2023

Account #: 100-4160-00 **Account Name/Dept:** Interest Revenue-Adm

| | |
|---|--------------|
| 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

| | |
|---|--------------|
| 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-

| | |
|---|------------------|
| 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-Ad

| | |
|---|---------------|
| 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

| | |
|---|--------------|
| 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-Adr

| | |
|---|--------------|
| 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 (Dig | 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-#

| | |
|---|---------------|
| 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 Exper

| | |
|---|--------------|
| 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-Adm

| | |
|---|--------------|
| 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-

| | |
|---|--------------|
| 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-Adn

| | |
|---|--------------|
| 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-#

| | |
|---|-----------|
| 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-Admi

| | |
|---|---------------|
| 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-Ad

| | |
|---|--------|
| 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 | 46,361 |
| Directors & Officers, Employment Practices Liability & Crime (EPL) | 15,554 |
| Special Risk - Sutton - Accidental Death & Dismemberment (AD&D) | 2,673 |
| Total for the year: | 102,342 |

| | |
|--|--------|
| 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: | 38,354 |

Account #: 100-5350-00 **Account Name/Dept:** Janitorial Expense-Adr

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: | 9,389 |

Account #: 100-5370-00 **Account Name/Dept:** Legal Fee Expense-Adr

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: | 140 |

Account #: 100-5400-00 **Account Name/Dept:** Meeting Expenses-Adr

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 #: 100-5410-00 **Account Name/Dept:** Membership Expense-

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: | 1,000 |

Account #: 100-5420-10 **Account Name/Dept:** Misc. COVID-19 Exper

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-Admin.

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

| | |
|---|-------|
| Based on 2022 actuals. | |
| Internal supplies for all operations and centres are included in this line. | |
| Total for the year: | 5,078 |

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

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 (physical activity) | 4,000 |
| Total for the year: | 12,000 |

Account #: 100-5480-00 **Account Name/Dept:** Professional Dev./Wellness Expense-

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 #: 100-5510-00 **Account Name/Dept:** Repairs & Maintenance Expense-Adr

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. | 816,221 |
| U of S 2% Benefit Fee (RRP, Basic Life, LTD) | 3,120 |
| Total for the year: | 819,340 |

Account #: 100-5550-00 **Account Name/Dept:** Salaries/Wages & Benefits Expense-

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. | 1,104 |
| Executive going away gift, picture and frames (\$200.00 x 4), and catering | 1,300 |
| Staff long-service recognition awards | 1,250 |
| Social Committee Funds | 1,500 |
| Holiday party expenses for all Executive, FT, PPT, and LTFT staff | 4,200 |
| Total for the year: | 9,354 |

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: | 8,341 |

Account #: 100-5630-00 **Account Name/Dept:** Telephone Expense-Adr

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. | 2,760 |
| Total for the year: | 5,590 |

Account #: 100-5640-00 **Account Name/Dept:** Training Expense-Adm

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) | 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 #: 100-5660-00 **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.

Account #: 100-5690-00 **Account Name/Dept:** Utilities Expense-Admi

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

Per schedule #6

Total for the year:

37,459

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

Budget 2023-2024

| | | | |
|---|--|---|-------|
| 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 2022 actuals | | | |
| Total for the year: | | | 2,079 |

| | | | |
|---|--|---|----|
| 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 2022 actuals | | | |
| Total for the year: | | | 89 |

Budget 2022-2023

| | | | |
|---|--|---|-------|
| 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 |

Budget 2023-2024

| | |
|---|---|
| Account #: 140-5090-00 | Account Name/Dept: Advertising Expense-Comm. |
| Detail/Analysis of what items will be coded to this account &/or calculation of annual total: | |
| Sheet Back Page based on print schedule: | 6,500 |
| Banners | 800 |
| USSU Advertising (Social Media, Posters, Miscellaneous) | 2,700 |
| Total for the year: | 10,000 |

| | |
|---|--|
| 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 | 1,767 |
| Maintenance Agreements (Filemaker), Display System (Vodeck) | 777 |
| Total for the year: | 2,544 |

| | |
|---|---|
| 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 Poster Updates (29 updates x \$40) | 1,160 |
| Total for the year: | 1,160 |

| | |
|---|--|
| 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 | 2,119 |
| Total for the year: | 2,119 |

| | |
|---|---|
| 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) | 325 |
| 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 | 100 |
| Total for the year: | 100 |

Budget 2022-2023

| | |
|---|---|
| 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: | |
| Sheet 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 (Vodeck) | 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) | 1,040 |
| 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 | 1,438 |
| Total for the year: | 1,438 |

| | |
|---|---|
| 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) | 325 |
| 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 | 100 |
| Total for the year: | 100 |

Budget 2023-2024

| 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 base rent for space occupied by commercial tenants. This budget year is based on in person learning throughout the year. | | | |
| Total for the year: | | | 403,808 |
| 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, U of S Meeting Rm and U of S 3rd, 4th and penthouse floor. | | | |
| Total for the year: | | | 307,548 |
| 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: | | | 150,825 |
| 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: | | | 8,050 |
| 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: | | | 750 |
| 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: | | | 3,920 |
| 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 (Flemaker) | | | 263 |
| Total for the year: | | | 263 |
| 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: | | | 13,208 |
| 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. | | | |
| WetDry Vacuum | | | 992 |
| Total for the year: | | | 5,382 |
| 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: | | | 285,310 |
| 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: | | | 9,200 |
| 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 @ \$350/ 1.34 exchange. This membership also includes membership with IFMA Saskatchewan. | | | |
| Total for the year: | | | 469 |
| 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 Evac sign, XL dockets, 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 professional development 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 | | | |
| Alarm monitors in Place Riel and MUB included | | | 103,994 |
| Elevator Licenses for Place Riel and MUB included | | | |
| Total for the year: | | | 103,994 |
| 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) for main wayfinding in the building and promoting tenants on the exterior. | | | |
| Total for the year: | | | 2,000 |
| 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: | | | |

Budget 2022-2023

| 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: | | | 148,252 |
| 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 (Flemaker) | | | 234 |
| 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-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: | | | 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 - 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: | | | |
| This is for small print jobs through XL Print & Design for small posters, front door Evac sign, XL dockets, 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 | | | |
| Alarm monitors in Place Riel and MUB included | | | 99,583 |
| 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) 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: | 3,572 |

| | |
|---|---|
| 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. | 2,450 |
| Janitorial vests | 300 |
| Total for the year: | 2,750 |

| | |
|---|--|
| 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: | 286,471 |

| | |
|---|---|
| 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: | |
| Lorax Disposal Services for waste and recycling from the University. | 12,457 |
| Total for the year: | |

| | |
|--|-------|
| 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: | |
| Lorax Disposal Services for waste and recycling from the University. | 11,600 |
| Total for the year: | |

Budget 2023-2024

| | | | |
|---|-------------|---------------------------|---------------------------------|
| 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, Truck 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 | | | |
| File Maker (May) | | | 276 |
| Total for the year: | | | 276 |

| | | | |
|---|-------------|---------------------------|----------------------------------|
| 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: | | | 828 |

| | | | |
|---|-------------|---------------------------|--|
| 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 Truck or Eat, Fresh Market, and Ufood. | | | |
| Total for the year: | | | 16,620 |

| | | | |
|---|-------------|---------------------------|--------------------------------|
| 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: | | | 2,585 |

| | | | |
|---|-------------|---------------------------|-----------------------------|
| 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-33% time (20 hrs/week for two weeks August), 65% time (20 hrs/week Sep-April) | | | |
| Total for the year: | | | 12,887 |

| | | | |
|---|-------------|---------------------------|---|
| 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: | | | 452 |

| | | | |
|---|-------------|---------------------------|------------------------------|
| 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: | | | 240 |

| | | | |
|---|-------------|---------------------------|-------------------------------|
| 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: | | | 2,589 |

Budget 2022-2023

| | | | |
|---|-------------|---------------------------|---------------------------------|
| 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, Truck 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 | | | |
| Tahiti-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: | | | 605 |

| | | | |
|---|-------------|---------------------------|--|
| 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 Truck or Eat, Fresh Market - Costs for Ufood 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), 65% 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: | | | 452 |

| | | | |
|---|-------------|---------------------------|------------------------------|
| 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 |

Budget 2023-2024

| | | | |
|--|-------------|---------------------------|--------------------------------|
| 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: | | | 1,840 |

| | | | |
|---|-------------|---------------------------|------------------------------------|
| 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: | | | 876 |

| | | | |
|---|-------------|---------------------------|---|
| 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, Adulting 101. Includes costs for speakers and honorariums for discussion group leaders. | | | |
| Total for the year: | | | 5,200 |

| | | | |
|---|-------------|---------------------------|-------------------------------|
| 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: | | | 1,118 |

| | | | |
|---|-------------|---------------------------|-----------------------------|
| 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: | | | 410 |

| | | | |
|---|-------------|---------------------------|-----------------------------------|
| 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: | | | 17,088 |

| | | | |
|---|-------------|---------------------------|--|
| 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 #: | 190-5600-00 | Account Name/Dept: | Subscription Expense-Help Cntr. |
| Detail/Analysis of what items will be coded to this account &/or calculation of annual total: | | | |
| 7ahits scheduling | | | |
| Total for the year: | | | 480 |

| | | | |
|---|-------------|---------------------------|------------------------------|
| 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: | | | 462 |

| | | | |
|---|-------------|---------------------------|-----------------------------|
| 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: | | | |
| NOTR - Based on \$15/volunteer (25 volunteers); \$15/volunteer (15 volunteers) | | | |
| Applied Suicide Intervention - Based on \$140/volunteers (16 Volunteers) | | | |
| Additional training and educational opportunities for volunteers | | | |
| 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: | | | 3,010 |

| | | | |
|---|-------------|---------------------------|---|
| 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 |

Budget 2022-2023

| | | | |
|--|-------------|---------------------------|--------------------------------|
| 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: | | | 1,840 |

| | | | |
|---|-------------|---------------------------|------------------------------------|
| 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: | | | 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: | | | 788 |

| | | | |
|---|-------------|---------------------------|---|
| 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, Adulting 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 #: | 190-5600-00 | Account Name/Dept: | Subscription Expense-Help Cntr. |
| Detail/Analysis of what items will be coded to this account &/or calculation of annual total: | | | |
| Total for the year: | | | |

| | | | |
|---|-------------|---------------------------|------------------------------|
| 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: | | | |
| NOTR - Based on \$15/volunteer (25 volunteers); \$15/volunteer (15 volunteers) | | | |
| Applied Suicide Intervention - Based on \$140/volunteers (16 Volunteers) | | | |
| Additional training and educational opportunities for volunteers | | | |
| 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 |

Budget 2023-2024

| | | | |
|---|-------------|---------------------------|---------------------------|
| 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: | | | 1,350 |

| | | | |
|---|-------------|---------------------------|-----------------------------------|
| 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: | | | 3,460 |

| | | | |
|---|-------------|---------------------------|-----------------------------------|
| 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 Griffin's Stadium | | | |
| Total for the year: | | | 157,242 |

| | | | |
|---|-------------|---------------------------|-----------------------------------|
| 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: | | | 173,081 |

| | | | |
|--|-------------|---------------------------|---------------------------|
| 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 Griffin's Stadium | | | |
| Total for the year: | | | 660,824 |

| | | | |
|--|-------------|---------------------------|-----------------------------|
| 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: | | | 147,846 |

| | | | |
|--|-------------|---------------------------|------------------------------------|
| 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 of non alcoholic beverages sold at Louis' and Griffin's Stadium | | | |
| Total for the year: | | | 30,189 |

| | | | |
|--|-------------|---------------------------|---------------------------------|
| 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: | | | 66,175 |

| | | | |
|---|-------------|---------------------------|------------------------------|
| 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: | | | 38,050 |

| | | | |
|---|-------------|---------------------------|----------------------------|
| 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: | | | 10,700 |

| | | | |
|--|-------------|---------------------------|----------------------------|
| 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: | | | 12,400 |

| | | | |
|---|-------------|---------------------------|-----------------------------|
| 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: | | | 19,500 |

| | | | |
|---|-------------|---------------------------|-------------------------------------|
| 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 | | | |
| (Cloud storage, Display System (Vodick) | | | |
| Total for the year: | | | 815 |

| | | | |
|---|-------------|---------------------------|---|
| 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: | | | 55,035 |

| | | | |
|---|-------------|---------------------------|---|
| 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: | | | 75,848 |

| | | | |
|---|-------------|---------------------------|-----------------------------------|
| 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 36% of food sales. | | | |
| Total for the year: | | | 257,721 |

| | | | |
|---|-------------|---------------------------|-------------------------------------|
| 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 21% for the rest of the year. | | | |
| Total for the year: | | | 33,195 |

| | | | |
|---|-------------|---------------------------|---------------------------------------|
| 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 55% of sales. This line includes all soda used in mixed drinks. | | | |
| Total for the year: | | | 16,604 |

| | | | |
|---|-------------|---------------------------|--|
| 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 30% of sales. Includes coffee, tea, and other Loft products. | | | |
| Total for the year: | | | 20,015 |

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

Budget 2022-2023

| | | | |
|---|-------------|---------------------------|---------------------------|
| 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 Griffin's Stadium | | | |
| Total for the year: | | | 131,812 |

| | | | |
|---|-------------|---------------------------|-----------------------------------|
| 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: | | | 160,628 |

| | | | |
|--|-------------|---------------------------|---------------------------|
| 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 Griffin's Stadium | | | |
| Total for the year: | | | 649,934 |

| | | | |
|--|-------------|---------------------------|-----------------------------|
| 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: | | | 136,533 |

| | | | |
|---|-------------|---------------------------|------------------------------------|
| 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 Griffin'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 | | | |
| (Cloud storage, Display System (Vodick) | | | |
| Total for the year: | | | 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: | | | 259,974 |

| | | | |
|---|-------------|---------------------------|-------------------------------------|
| 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: | 14,451 |

| | | | |
|---|-------------|---------------------------|--------------------------------------|
| 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: | | | 23,800 |

| | | | |
|--|-------------|---------------------------|--------------------------------------|
| 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: | | | 19,000 |

| | | | |
|---|-------------|---------------------------|------------------------|
| 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: | | | 9,500 |

| | | | |
|---|-------------|---------------------------|---------------------------------|
| 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: | | | 10,400 |

| | | | |
|---|-------------|---------------------------|------------------------|
| 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 \$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: | | | 880 |

| | | | |
|---|-------------|---------------------------|-----------------------------|
| 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: | | | 900 |

| | | | |
|--|-------------|---------------------------|--|
| 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. Two members are eligible for this benefit in this fiscal year. | | | |
| Total for the year: | | | 1,300 |

| | | | |
|--|-------------|---------------------------|---------------------------|
| 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: | | | 14,000 |

| | | | |
|---|-------------|---------------------------|---------------------------------|
| 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: | | | 721,227 |

| | | | |
|--|-------------|---------------------------|------------------------------|
| 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: | | | 33,250 |

| | | | |
|---|-------------|---------------------------|--------------------------------|
| 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: | | | 7,800 |

| | | | |
|---|-------------|---------------------------|--------------------------------------|
| 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: | | | 7,220 |

| | | | |
|---|-------------|---------------------------|-------------------------|
| 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: | | | |

| | |
|---|--------|
| Detail/Analysis of what items will be coded to this account &/or calculation of annual total: | |
| As per Schedule #3 | |
| Total for the year: | 12,428 |

| | | | |
|---|-------------|---------------------------|--------------------------------------|
| 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: | | | 693,143 |

| | | | |
|--|-------------|---------------------------|------------------------------|
| 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: | | | |

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:
Lorras Disposal Services for waste and recycling.
Total for the year: 7,500

**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: 47,507

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: 128,489

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:
Lorras 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: 121,051

Budget 2023-2024

| 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 \$1,500 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: | | | 17,500 |
| 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: | | | 2,700 |
| 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: | | | 1,974 |
| 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: | | | 14,900 |
| 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: | | | 600 |
| 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 \$275 for the main technician and for additional technicians if needed | | | |
| Total for the year: | | | 17,700 |

Budget 2022-2023

| 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 |

Budget 2023-2024

| | |
|---|--|
| 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. | 3,250 |
| Total in-kind \$7,000 (campus club events) | 3,250 |
| Total for the year: | 3,250 |
| 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. | 23,700 |
| Total for the year: | 23,700 |
| 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. | 30,000 |
| 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. | 600 |
| Survival Calendar advertising. | 400 |
| Total for the year: | 1,000 |
| 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. | 550 |
| Total for the year: | 550 |
| 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 | 170 |
| Total for the year: | 170 |
| 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. | 100 |
| 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. | 23,000 |
| Total for the year: | 23,000 |

Budget 2022-2023

| | |
|---|--|
| 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) | 3,200 |
| 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. | 23,300 |
| 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. | 30,000 |
| 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. | 500 |
| 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 | 243 |
| 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. | 100 |
| 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. | 20,000 |
| Total for the year: | 20,000 |

Budget 2023-2024

| | |
|--|---|
| 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 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: 828 | |
| 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 year: 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 Queerpalooza, 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: 5,050 | |
| 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: 1,538 | |
| Account #: 230-5400-00 | Account Name/Dept: Meeting Expense-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: 300 | |
| 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. 65% time (20 hrs/week August - April). Total for the year: 17,085 | |
| 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 & 7shifts Total for the year: 980 | |
| 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: VICTR low cost for Term 1 for virtual training. Term 2 would be in person with higher costs Applied Suicide Intervention - Based on \$140/volunteers (12 Volunteers) 1,680 Additional training and educational opportunities for volunteers 650 Total for the year: 2,330 | |
| 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: 4,137 | |

Budget 2022-2023

| | |
|--|---|
| 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 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: 608 | |
| 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 year: 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 Queerpalooza, 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. 65% 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: VICTR low cost for Term 1 for virtual training. Term 2 would be in person with higher costs Applied Suicide Intervention - Based on \$140/volunteers (12 Volunteers) 1,680 Additional training and educational opportunities for volunteers 650 Total for the year: 2,330 | |
| 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 | |

Budget 2023-2024

| | |
|--|---|
| 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 \$16/hour. Based on estimates given the predicted campus environment. | |
| Total for the year: | 38,720 |
| 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 | - |
| 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: | 828 |
| 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: | 6,395 |
| 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: | 414 |
| 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-93% time (20 hrs/week for August 1- April 30), plus wages for less than full time Student Crew staff. | |
| Total for the year: | 50,956 |
| 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) | 150 |
| Total for the year: | 150 |
| Account #: 330-5600-00 | Account Name/Dept: Subscription Expense-S.S-Stud. Crew/Safewalk |
| Detail/Analysis of what items will be coded to this account &/or calculation of annual total: | |
| 7shifts-scheduling | |
| Total for the year: | 276 |
| 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: | 522 |
| 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: | 300 |
| 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: | 6,136 |

Budget 2022-2023

| | |
|--|---|
| 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-93% time (20 hrs/week for August 1- April 30), plus wages for less 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 #: 330-5600-00 | Account Name/Dept: Subscription Expense-S.S-Stud. Crew/Safewalk |
| Detail/Analysis of what items will be coded to this account &/or calculation of annual total: | |
| | |
| 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: | 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 |

Budget 2022-2024

| Account # | Account Name/Dept | Justification Revenue-Campus Groups |
|-------------|-------------------|---|
| 130-4100-00 | 130-4100-00 | Justification Revenue-Campus Groups |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | Estimate revenue from activities fees in the campus group activity |
| | | Expenses for campus events are accounted for in the Admin Budget |
| | | Total for the year: 10,000 |
| 130-4200-00 | 130-4200-00 | Sponsorship Revenue-Campus Groups |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | New Athletic cost and beverage sponsorship |
| | | Total for the year: 0 |
| 130-5310-00 | 130-5310-00 | Grants Expense (Cash/Credit)-Campus Groups |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | Campus Credit Grants-100 percent |
| | | Travel and Indirect Grants 45,000 |
| | | New Athletic cost and beverage sponsorship 10,000 |
| | | Other, Unnamed and Indirect Grants 10,000 |
| | | Total for the year: 65,000 |
| 130-5310-05 | 130-5310-05 | Grants Expense (Product)-Campus Groups |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | New Athletic cost and beverage sponsorship |
| | | Total for the year: 0 |
| 220-5310-05 | 220-5310-05 | Grants Expense - Sustainability |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | Sustainability Funding expense reported to U.S. to be applied for |
| | | This is tracked by Office of Sustainability at \$4,500. |
| | | Total for the year: 4,500 |
| 290-5310-10 | 290-5310-10 | Grants Expense - Anti-Racism |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | Anti-Racism and Anti-Oppression |
| | | Total for the year: 2,500 |
| 290-5310-00 | 290-5310-00 | Grants Expense-Student Travel Fund |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | USDA grants to U.S. Student Travel Agency |
| | | Total for the year: 5,000 |

Budget 2022-2023

| Account # | Account Name/Dept | Justification Revenue-Campus Groups |
|-------------|-------------------|---|
| 130-4100-00 | 130-4100-00 | Justification Revenue-Campus Groups |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | Estimate revenue from activities fees in the campus group activity |
| | | Expenses for campus events are accounted for in the Admin Budget |
| | | Total for the year: 63,000 |
| 130-4200-00 | 130-4200-00 | Sponsorship Revenue-Campus Groups |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | New Athletic cost and beverage sponsorship |
| | | Total for the year: 0 |
| 130-5310-00 | 130-5310-00 | Grants Expense (Cash/Credit)-Campus Groups |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | Campus Credit Grants-100 percent |
| | | Travel and Indirect Grants 45,000 |
| | | New Athletic cost and beverage sponsorship 10,000 |
| | | Campus Credit-Indirect-Indirect-Overhead 10,000 |
| | | Health, Disability and Indirect Grants 10,000 |
| | | Total for the year: 85,000 |
| 130-5310-05 | 130-5310-05 | Grants Expense (Product)-Campus Groups |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | New Athletic cost and beverage sponsorship |
| | | Total for the year: 0 |
| 220-5310-05 | 220-5310-05 | Grants Expense - Sustainability |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | Sustainability Funding expense reported to U.S. to be applied for |
| | | This is tracked by Office of Sustainability at \$4,500. |
| | | Total for the year: 4,500 |
| 290-5310-10 | 290-5310-10 | Grants Expense - Anti-Racism |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | Anti-Racism and Anti-Oppression |
| | | Total for the year: 2,500 |
| 290-5310-00 | 290-5310-00 | Grants Expense-Student Travel Fund |
| | | Detail/Analysis of what items will be coded to this account for calculation of annual total |
| | | USDA grants to U.S. Student Travel Agency |
| | | Total for the year: 5,000 |

Budget 2023-2024

| | |
|---|---|
| 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 | 30,000 |
| Total for the year: | 30,000 |
| 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 | 350 |
| 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 | 7,500 |
| Total for the year: | 7,500 |
| 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 | 7,000 |
| Handyman Rentals | 9,000 |
| Equipment Rentals | 1,500 |
| Total for the year: | 18,500 |
| 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) | 500 |
| 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 | 3,500 |
| 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 | 1,000 |
| Total for the year: | 1,000 |

Budget 2022-2023

| | |
|---|---|
| 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 | 27,500 |
| 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 | 350 |
| 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 | 6,500 |
| 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 | 9,000 |
| Equipment Rentals | 1,000 |
| Total for the year: | 16,500 |
| 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) | 500 |
| 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 | 3,500 |
| 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 | 1,000 |
| Total for the year: | 1,000 |

Budget 2023-2024

| | | | |
|-------------------------------|--|---|--------|
| 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 and evening parking passes. | |
| 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. | 53,000 |
| 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. | 180 |
| 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. | 2,240 |
| 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. | 1,020 |
| 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. | 905 |
| 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 Reel tunnel based on the predicted campus environment. | 18,400 |
| 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. | 1,200 |
| 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. | 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) | 392 |
| 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 | 1,708 |
| 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. | 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. | 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. | 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. | 2,325 |
| 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 one support person @ 20 hrs/week (Mar - Apr) | 82,435 |
| 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. | 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 | 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 | - |
| Account #: 210-5690-00 | Account Name/Dept: Utilities Expense-USSU Services | | |

Budget 2022-2023

| | | | |
|-------------------------------|--|---|--------|
| 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. | 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. | 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. | 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. | 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. | 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. | 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 Reel tunnel based on the predicted campus environment. | 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. | 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. | 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 |
| 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 | 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. | 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. | 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. | 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 |
| 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. | 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. | 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 | 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 | - |
| 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:

2,652

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

Budget 2023-2024

| | | | |
|---|-------------|---------------------------|---------------------------------|
| 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: | | | 2,000 |

| | | | |
|---|-------------|---------------------------|-------------------------------------|
| 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: | | | 828 |

| | | | |
|---|-------------|---------------------------|---|
| 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: | | | 5,500 |

| | | | |
|---|-------------|---------------------------|--------------------------------|
| 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: | | | 2,008 |

| | | | |
|---|-------------|---------------------------|-----------------------------|
| 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: | | | 240 |

| | | | |
|---|-------------|---------------------------|---|
| 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: | | | 18,255 |

| | | | |
|---|-------------|---------------------------|---|
| 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, and 7shifts-scheduling. | | | |
| Total for the year: | | | 580 |

| | | | |
|---|-------------|---------------------------|-------------------------------|
| 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. | | | 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: | | | 2,680 |

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

Budget 2022-2023

| | | | |
|---|-------------|---------------------------|---------------------------------|
| 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. | | | |
| 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: | | | 2,680 |

| | | | |
|-------------------|-------------|---------------------------|--|
| 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. | 990 |
| Total for the year: | |

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: | 5,778 |

| | |
|---|-----|
| 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. | 990 |
| Total for the year: | |

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 |

Budget 2023-2024

| | | | |
|---|-------------|---------------------------|--------------------------------|
| 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: | | | 17,723 |

| | | | |
|---|-------------|---------------------------|-----------------|
| 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: | | | 5,696 |

| | | | |
|---|-------------|---------------------------|------------------------------|
| 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: | | | 166,158 |

| | | | |
|---|-------------|---------------------------|-------------------|
| 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: | | | 11,300 |

| | | | |
|---|-------------|---------------------------|--------------------|
| 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: | | | 8,516 |

| | | | |
|---|-------------|---------------------------|-------------------------------|
| 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: | | | 24,617 |

| | | | |
|---|-------------|---------------------------|---------------------------|
| 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: | | | 93,285 |

| | | | |
|---|-------------|---------------------------|-------------------------------|
| 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: | | | 3,553 |

| | | | |
|---|-------------|---------------------------|-------------------------------|
| 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: | | | 5,297 |

| | | | |
|---|---------------------------|---------------------------|-----------------------------------|
| 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 | | 1,104 |
| | FMS/Files (Digital River) | | 597 |
| Total for the year: | | | 1,701 |

| | | | |
|---|-------------|---------------------------|--------------------------------|
| 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: | | | 33,232 |

| | | | |
|--|-------------|---------------------------|----------------------------------|
| 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 Based on 28% of Colour Copier Sales. | | | |
| Total for the year: | | | 46,524 |

| | | | |
|---|-------------|---------------------------|--------------------------------|
| 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: | | | 7,481 |

| | | | |
|---|-------------|---------------------------|---------------------------------|
| 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: | | | 5,300 |

Budget 2022-2023

| | | | |
|---|-------------|---------------------------|--------------------------------|
| 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 Based on 28% of Colour Copier Sales. | | | |
| 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. | 0 |
| Total for the year: | 0 |

| | |
|---|---|
| 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. | 0 |
| 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. | 4,100 |
| Total for the year: | 4,100 |

| | |
|---|--|
| 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. | 720 |
| 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. | 0 |
| Total for the year: | 0 |

| | |
|---|--|
| 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. | 0 |
| 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. | 2,810 |
| Total for the year: | 2,810 |

| | |
|---|---|
| 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. | 1,864 |
| 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. | 780 |
| Total for the year: | 780 |

| | |
|---|--|
| 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. | 780 |
| 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. | 20,924 |
| Total for the year: | 20,924 |

| | |
|---|--|
| 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. | 12,850 |
| 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 25% of the plotter revenue. This covers ink cartridges, paper rolls, etc. | 23,321 |
| Total for the year: | 23,321 |

| | |
|---|--|
| 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. | 12,810 |
| 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 | 300 |
| Total for the year: | 300 |

| | |
|---|--|
| 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 | 300 |
| 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. | 109,181 |
| Total for the year: | 109,181 |

| | |
|---|--|
| 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. | 87,313 |
| 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. | 2,003 |
| Total for the year: | 2,003 |

| | |
|---|--|
| 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. | 2,463 |
| Total for the year: | 2,463 |

**Expenses
Building Maintenance**

**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 | 10,282 |
| Total for the year: | 10,282 |

| | |
|---|--|
| 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 | 9,558 |
| 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 | 9,907 |
| Total for the year: | 9,907 |

| | |
|---|---|
| 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 | 8,167 |
| Total for the year: | 8,167 |

Budget 2023-2024

| | |
|---|---|
| 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: | 1,281,800 |

| | |
|---|---|
| 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, 2022 | |
| Total for the year: | 94,104 |

| | |
|---|---|
| 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: | 549,324 |

| | |
|---|---|
| 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: | 748,357 |

Budget 2022-2023

| | |
|---|--|
| Account #: 181-4160-00 | Account Name/I: 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/I: 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/I: 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/I: 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/I: 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 |