

USSU OPERATION/SERVICE	Budget	Budget
	2024-2025	2023-2024
Administration	(1,101,902)	(1,102,755)
Admin-Student Fees	1,916,516	1,863,489
Communications	(16,568)	(16,408)
Facilities	152,159	137,275
Food Centre	(47,344)	(39,433)
Help Centre	(37,101)	(36,116)
Louis'	(86,511)	(99,401)
Louis' MUB Cost	(191,666)	(173,996)
Louis'-Entertainment	2,786	(174)
Marketing Service	33,231	31,780
Pride Centre	(39,679)	(37,407)
Student Governance	(345,241)	(357,701)
Student Grants	(57,000)	(57,000)
Student Service-Events	650	650
Safewalk-Student Crew	(30,966)	(29,456)
USSU Services	(16,433)	(15,234)
USSU Services-PR Cost	(5,509)	(5,404)
Women's Centre	(42,320)	(40,688)
XL Design	61,694	60,769
XL Design-PR Cost	(20,527)	(20,187)

<b>Total</b>	<b>128,268</b>	<b>62,603</b>
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Less: Capital	(68,130)	(93,707)
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*Investments for Operating as of December 31, 2023	4,880,121	5,436,883
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\*RBC Bank for Operating

Less: Student Care Internal Reserve	(673,518)	(584,523)
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<b>Total</b>	<b>4,266,741</b>	<b>4,821,256</b>
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INFRASTRUCTURE NOT OPERATING	Budget	Budget
	2024-2025	2023-2024

Place Riel	(87,533)	(109,985)
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Less: Capital	(39,598)	-
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*Investments for Infrastructure as of December 31, 2023	6,063,592	5,122,298
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\*FN Bank for Infrastructure

<b>Total Place Riel</b>	<b>5,936,460</b>	<b>5,012,313</b>
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**USSU 2024-2025 Budget  
Annual Summary**

<u>Description</u>	<u>Profit/(Loss)</u> <u>With Depreciation</u>	<u>Profit/(Loss)</u> <u>Without Depreciation</u>
Administration	(1,101,902)	(1,091,639)
Admin-Student Fees	1,916,516	1,916,516
Communications	(16,568)	(14,656)
Facilities	152,159	155,011
Food Centre	(47,344)	(46,971)
Help Centre	(37,101)	(36,721)
Louis'	(86,511)	(64,962)
Louis'-MUB Cost	(191,666)	(191,666)
Louis'-Entertainment	2,786	4,300
Marketing Service	33,231	33,350
Pride Centre	(39,679)	(39,306)
Student Governance	(345,241)	(339,840)
Student Grants	(57,000)	(57,000)
Student Service-Welcome Week	650	650
Safewalk-Student Crew	(30,966)	(30,593)
USSU Services	(16,433)	(14,547)
USSU Services-PR Cost	(5,509)	(5,509)
Women's Centre	(42,320)	(41,947)
XL Design	61,694	71,437
XL Design-PR Cost	(20,527)	(20,527)
<b>Total</b>	<b>128,268</b>	<b>185,379</b>

<u>INFRASTRUCTURE NOT OPERATING</u>	<u>Profit/(Loss)</u> <u>With Depreciation</u>	<u>Profit/(Loss)</u> <u>Without Depreciation</u>
Place Riel	(87,533)	439,340
<b>Total Place Riel</b>	<b>(87,533)</b>	<b>439,340</b>

## 2024-2025 Budget In-Kind - Campus Groups

Description	Budget 2024-2025 Amount	Budget 2023-2024 Amount
Advertising , Video Monitors, Plasma's - Marketing	\$ 8,000	\$ 7,000
Room/Space Rentals - Facilities	\$ 500	\$ 500
Special Events - Louis'	\$ 26,350	\$ 26,450
Table Rentals - Student Services	\$ 11,250	\$ 8,825
XL Design	\$ 561	\$ 685
<b>Total In-Kind</b>	<b>\$ 46,661</b>	<b>\$ 43,460</b>

**USSU**                                    **Budget**  
**OPERATION/SERVICE**   **2024-2025**

	<b><u>Revenue</u></b>	<b><u>Expenses</u></b>	<b><u>Total</u></b>
Administration	1,983,439	1,168,825	814,614
Communications	-	16,568	(16,568)
Facilities	885,442	733,283	152,159
Food Centre	-	47,344	(47,344)
Help Centre	-	37,101	(37,101)
Louis'	1,347,872	1,626,049	(278,177)
Louis'-Entertainment	47,500	44,714	2,786
Marketing Service	59,750	26,519	33,231
Pride Centre	-	39,679	(39,679)
Student Governance	-	-	-
Student Grants	10,000	67,000	(57,000)
Student Service-Events	32,000	31,350	650
Safewalk-Student Crew	45,241	76,207	(30,966)
USSU Services	75,699	97,641	(21,942)
Women's Centre	-	42,320	(42,320)
XL Design	402,976	361,810	41,166
<b>Total</b>	<b><u>4,889,919</u></b>	<b><u>4,416,411</u></b>	<b><u>473,508</u></b>

Description	Interest Rate	Maturity Date	COST			Market Value	Interest Earned
			Opening Balance	Increases	Decreases		
<b><u>FIXED INCOME INVESTMENTS-RBC Dominion</u></b>							
Equitable Bank - GIC - Annual	4.860%	February 8, 2024				104,314.08	1,125
Home Trust Company - GIC - Annual	4.870%	February 8, 2024				104,322.96	1,127
Natl Bank of Canada - GIC - Annual	4.850%	February 8, 2024				104,305.21	1,123
Vancity Credit Union - GIC - Annual	4.850%	February 8, 2024				104,305.21	1,123
Fairstone Bank - GIC - Annual	4.760%	March 7, 2024				103,873.21	731
Effort Trust - GIC - Annual	4.950%	March 7, 2024				104,027.81	762
HSBC Bank - GIC - Annual	4.830%	March 7, 2024				103,930.16	743
Home Equity - GIC - Annual	4.950%	March 7, 2024				104,027.81	762
Laurentian Bank - GIC - Annual	4.750%	March 7, 2024				103,865.07	730
Versa Bank - GIC - Annual	4.80%	March 11, 2024				103,879.45	683
Royal Bank - GIC - Annual	4.55%	May 24, 2024				513,650.00	1,537
RBC Mortgage Corp - GIC - Annual	5.40%	November 28, 2024				100,458.63	3,151
Royal Trust - GIC - Annual	5.40%	November 28, 2024				100,458.63	3,151
B2B Bank - GIC - Annual	5.45%	November 28, 2024				100,462.88	3,180
BMO Mortgage Corp. - GIC - Annual	5.40%	November 28, 2024				100,458.63	3,151
Bank of Nova Scotia - GIC - Annual	5.40%	November 28, 2024				100,458.63	3,151
Bank of Montreal - GIC - Annual	5.40%	November 28, 2024				100,458.63	3,151
CDN Western Bank - GIC - Annual	5.40%	November 28, 2024				100,458.63	3,151
General Bank of CDA - GIC - Annual	5.460%	November 28, 2024				100,463.73	3,186
Montreal Trust CDA - GIC - Annual	5.400%	November 28, 2024				100,458.63	3,151
Peoples Trust - GIC - Annual	5.470%	November 28, 2024				100,464.58	3,192
			-	-	-	2,559,102.57	42,059

**Managed Assets-RBC Dominion**

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**MUTUAL FUNDS-RBC Dominion**

Fidelity Cdn Disciplined Equity Class ISC (296)	FID 296	90,771.78
PH&N Canadian Equity Value Fund (7670)	RBF7670	22,947.04
RBC Investment Savings Account Series A (2010)	RBF 2010	2,207,299.54
		2,321,018.36

**TOTAL INVESTMENTS AS OF DECEMBER 31, 2023 - RBC Dominion**

4,880,120.93

Note - the Student Infrastructure Fee for future capital building projects is included in the above investments.

Note - Starting Nov 4/09 Infrastructure is invested through TD First Nations.

Interest on Building Infrastructure Fee Date & Amount of Investment-RBC Dominion	Interest Rate	# of Days Interest is	Total Interest
*Infrastructure is with the First Nations Bank			-

Note - the Student Infrastructure fee was not invested separately from other investments so it was assumed that the interest rate would be an average of the Fixed Income investments.

Description	Interest Rate	Maturity Date	Opening Balance	Increases	Decreases	Market Value
<b><u>FIXED INCOME INVESTMENTS-First Nations Bank</u></b>						
First Nations Bank of Canada Long Term Non-Redeem 1-5 Years #43132	1.75%	March 20, 2024				215,347.96
First Nations Bank of Canada Long Term Non-Redeem 1-5 Years #43765	3.80%	March 2, 2024				138,795.75
First Nations Bank of Canada Long Term Non-Redeem 1-5 Years #45054	1.75%	March 23, 2024				104,676.10
First Nations Bank of Canada Long Term Redeem 1-5 Years #4581088	1.75%	March 8, 2024				996,492.61
First Nations Bank of Canada Short Term Redeem 1-365 Days #4426656	3.70%	January 17, 2024				297,328.15
First Nations Bank of Canada Short Term Redeem 1-365 Days #4500955	3.80%	January 19, 2024				108,101.19
First Nations Bank of Canada Short Term Redeem 1-365 Days #4503066	3.80%	January 7, 2024				215,846.34
First Nations Bank of Canada Short Term Redeem 1-365 Days #4503272	4.45%	June 1, 2024				320,652.42
First Nations Bank of Canada Short Term Redeem 1-365 Days #4609236	3.80%	February 28, 2024				117,192.58
First Nations Bank of Canada Short Term Redeem 1-365 Days #4609244	3.800%	February 28, 2024				180,007.71
First Nations Bank of Canada Short Term Redeem 1-365 Days #4609251	3.900%	March 29, 2024				399,044.98
First Nations Bank of Canada Short Term Redeem 1-365 Days #4621595	3.600%	May 27, 2024				987,374.53
First Nations Bank of Canada Short Term Redeem 1-365 Days #4636296	3.800%	January 10, 2024				990,370.33
First Nations Bank of Canada Short Term Redeem 1-365 Days #4680849	4.450%	June 5, 2024				992,361.04
<b>TOTAL INVESTMENTS AS OF DECEMBER 31, 2023 First Nations Bank</b>						<u>6,063,591.69</u>

**USSU 2024-2025 Budget  
Computer Maintenance**

**Schedule #2**

	<u># of Computers</u>	<u>% of Total</u>	<u>Computer Maintenance Cost</u>
Administration	7	14.00%	-
Communications	6	12.00%	-
Facilities-Janitors	2	4.00%	-
Food Centre	1	2.00%	-
Help Centre	3	6.00%	-
Louis'	16	32.00%	-
Louis'-Entertainment	1	2.00%	-
Marketing	1	2.00%	-
Pride Centre	1	2.00%	-
Student Governance	4	8.00%	-
Student Governance-USC	1	2.00%	-
Student Services	2	4.00%	-
Student Services-Student Crew/Safew	1	2.00%	-
Women's Centre	1	2.00%	-
XL Design	3	6.00%	-
	<u>50</u>	<u>100.00%</u>	<u>\$ -</u>

**Additional expenses will be budgeted on a department basis for any other software or support that may be required. Please refer to Budget Notes for detail of this.**

**\*As of May 1, 2019 all computers go under Admin**

**\*As of May 1, 2020 IT has moved into a salary position in Admin**

**USSU 2024-2025 Budget  
Depreciation Expense**

**Schedule #3**

	<b>Depreciation (Note 1)</b>	<b>Less Capital Revenue (Note 2)</b>	<b>Net Depreciation Expense</b>
Administration	10,263		10,263
Communications	1,918	(7)	1,912
Facilities	68,897	(66,817)	2,080
Facilities/MUB	21,558	(20,785)	772
Food Centre	376	(3)	373
Help Centre	538	(158)	380
Louis'	120,397	(100,387)	20,010
Louis'-Entertainment	1,615	(101)	1,514
Louis'-Loft	14,497	(12,958)	1,539
Marketing	119		119
Place Riel	526,873	(526,873)	-
Pride Centre	503	(131)	373
Student Governance	987		987
Student Governance-USC	4,458	(44)	4,414
Student Services-Safewalk/Student Crew	384	(11)	373
USSU Services	2,227	(341)	1,886
Women's Centre	549	(177)	373
XL Designs	10,646	(903)	9,743
<b>Total</b>	<u><u>786,804</u></u>	<u><u>(729,696)</u></u>	<u><u>57,109</u></u>

Notes:

1. Depreciation is an allocation of an asset's cost to reflect the use of the asset for one year as shown in the example below:

Asset cost	\$ 1,000
Expected life of the asset in years	<u>5</u>
Annual Depreciation Expense	<u><u>\$ 200</u></u>

Please note, the USSU uses the declining balance method of depreciation. The above example uses the straight line method for demonstration purposes only.

2. The USSU has a Campus Center Trust Fund and a Students' Union Building Trust Fund which are co-managed with the University of Saskatchewan. The investment of these funds is administered by the University. The purpose of the funds is to provide a source of funding for capital expenditures (equipment purchases, building renovations, or building construction), extraordinary operating expenses and special projects. Interest of \$30,000 is paid annually to the USSU from the Campus Center Trust Fund; interest for the Building Trust Fund is not paid out but is added to the investment balance.

Fund balances at April 30, 2009 were as follows:

Students' Union Building Trust Fund	-
Campus Center Trust Fund	<u>-</u>
	<u><u>-</u></u>

The current year's capital revenue is equal to the amount of depreciation of the assets that are purchased with the funds.

The KV Loop for additional electricity to Place Riel is planned for 2005/6. This will cost the USSU \$450,000 which will be paid for from the above funds.

**USSU 2024-2025 Budget  
Janitorial Expenses**

**Schedule #4**

<u>Department</u>	<u>Supplies</u>	<u>Wages &amp; Benefits</u>	<u>Total</u>	<u>2023 Actual YTD</u>	<u>2023 Actual YTD</u>	<u>Total Supplies</u>
				<u>Jan 1 - Apr 30, 2023</u>	<u>May 1 - Dec 31, 2023</u>	
Administration	5,346	35,428	40,774	1,846	3,245	5,091
Administration-MUB	0	265	265			0
Facilities-MUB	241	14,431	14,672	81	148	230
Facilities-Place Riel	38,012	250,235	288,247	13,126	23,076	36,202
Food Centre	376	2,480	2,856	130	228	358
Help Centre	19	1,152	1,171	6	12	18
Louis'	9,449	41,950	51,398	3,022	5,977	8,999
Pride Centre	26	1,583	1,609	9	16	25
USSU Services	385	2,572	2,958	133	234	367
Student Crew/Safewalk	892	5,971	6,863	308	541	849
Womens Centre	37	2,211	2,248	12	23	35
XL Design	1,440	9,554	10,998	497	874	1,371
	<u>56,224</u>	<u>367,832</u>	<u>424,059</u>	<u>19,172</u>	<u>34,375</u>	<u>53,547</u>

**Janitorial supplies are based on actual from January 1 to December 31, 2023  
and with a 5% increase.**

**Janitorial Wages are increase of 2.00% and step of 2.5%  
as per CUPE 1975 Contract**

**\*As of May 1/14 Admin took over IT server room.**



**USSU 2024-2025 Budget  
Repairs & Maintenance**

**Schedule #5**

		<u>2023 Actual YTD</u>	<u>2023 Actual YTD</u>	<u>Total</u>
		<u>Jan 1 - Apr 30, 2023</u>	<u>May 1 - Dec 31, 2023</u>	
	<u>2024-2025 Budget</u>	<u>R &amp; M - Building</u>	<u>R &amp; M - Building</u>	<u>R &amp; M - Building</u>
Administration	-			0
Administration-Mub	-			0
Facilities	14,188	3,128	9,770	12,898
Facilities (Bldg)	57,277	15,116	36,955	52,070
Facilities-MUB	-			0
Facilities-MUB (Bldg)	34,336	5,109	26,106	31,215
Food Centre	-			0
Help Centre	-			0
Information Centre	-			0
Louis'	-			0
Pride Centre	-			0
Student Crew/Safewalk	-			0
Womens Centre	-			0
XL Design	-			0
<b>Total</b>	<b>105,802</b>	<b>23,352</b>	<b>72,831</b>	<b>96,183</b>

**Repairs & Maintenance expenses are based on actual from Jan 1 to Dec 31, 2023.**

**Increased actual expense by 10%. includes BI-yearly elevator R & M.**

**\*As of May 1/14 Facilities took over building expenses.**

**\*As of May 1/14 Admin took over server room.**

USSU 2024-2025 Budget Schedule #6

Utilities Expense

2023 Actual YTD    2023 Actual YTD  
Jan 1 - Apr 30, 2023    May 1 - Dec 31, 2023    Total

	<u>2024-2025 Budget</u>	<u>Utilities</u>	<u>Utilities</u>	<u>Utilities</u>
Administration	36,135	10,950	23,464	34,415
Administration-MUB	-			0
Facilities	251,578	76,229	163,369	239,598
Facilities-MUB	27,599	8,402	17,883	26,285
Food Centre	2,490	754	1,617	2,371
Help Centre	3,332	1,014	2,159	3,173
Louis'	140,268	42,831	90,757	133,588
Pride Centre	4,579	1,394	2,967	4,361
USSU Services	2,551	773	1,657	2,430
Student Crew/Safewalk	5,902	1,788	3,833	5,621
Womens Centre	6,396	1,947	4,145	6,092
XL Design	9,529	2,887	6,188	9,076
<b>Total</b>	<b>490,360</b>	<b>148,971</b>	<b>318,039</b>	<b>467,010</b>

**Utilities expenses are based on actual from Jan 1 to Dec 31, 2023 and increased by 5%.**

**\*As of May 1/14 Admin took over IT server room.**

## **Admin Highlights 2024-2025**

The USSU's primary source of revenue comes from the USSU student fees collected from undergraduate students. Student fees help to support our businesses (Louis', Louis' Loft, Louis' Entertainment, USSU Service Desk, and XL Print & Design), the Centres (Food Centre, Help Centre, Pride Centre, Student Crew/Safewalk, and Women's Centre), Campus Club Funding, and Executive initiatives.

The main expenses within the Administration budget are Employee Salaries, Financial Audit (required by law for Non-Profit organizations), Insurance (Property & Business Interruption, Boiler & Machinery, Commercial General, Directors & Officers, Employment Practices Liability & Crime, Special Risk-Accidental Death & Dismemberment) and a portion of the building utilities.

Amanda Mitchell  
Controller

Admin  
Revenue

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
100-4160-00	Interest	2,129	1,473	1,070	988	806	933	645	3,180	3,228	687	2,016	46,634	63,789
100-4180-00	Insurance Fee Revenue	-	-	-	-	500	675	139	200	25	-	50	25	1,614
100-4300-00	Student Fees	159,710	159,710	159,710	159,710	159,710	159,710	159,710	159,710	159,710	159,710	159,710	159,710	1,916,516
		161,839	161,182	160,780	160,697	161,015	161,318	160,494	163,090	162,963	160,397	161,776	206,369	1,981,919

Expenses

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
100-5010-00	Audit Fees												27,534	27,534
100-5030-00	Bank Charges	546	708	447	692	626	561	515	483	478	765	540	586	6,948
100-5090-00	Computer Maint.	8,830	371	101	313	170	101	3,188	101	101	101	101	101	13,580
100-5120-00	Conferences	3,253	3,985	-	3,140		3,821	3,140	-	3,140	3,140	3,140	-	26,759
100-5150-00	Contract Labor	-	-	-	200	200	200	-	-	200	-	200	-	1,000
100-5170-00	Copier Expenses	45	42	23	138	150	101	266	151	83	51	190	251	1,490
100-5200-00	Depreciation	855	855	855	855	855	855	855	855	855	855	855	855	10,263
100-5205-00	Discounts	70	23	37	43	76	64	60	28	77	34	103	64	680
100-5240-00	Equipment & Equipment Maintenance	-	-	-	-	25	-	-	-	25	-	-	-	50
100-5320-00	Hiring Expenses				700	-	700	-	-	-	700	-	-	2,100
100-5340-00	Insurance	-		109,928										109,928
100-5350-00	Janitorial	3,422	3,272	3,111	3,401	3,422	3,724	3,488	3,333	3,068	3,784	3,620	3,395	41,039
100-5370-00	Legal Fees	-	2,464	461	1,749	-	-	-	-	-	3,678	-	928	9,280
100-5400-00	Meeting Expenses	10	10	10	10	10	10	10	10	10	10	10	10	120
100-5410-00	Memberships	-	-	-	-	-	-	-	-	990	-	-	-	990
100-5430-00	Office & General	383	1,062	399	641	265	310	1,296	549	206	296	351	1,126	6,884
100-5480-00	Professional Dev./Wellness	2,000	400	400	800	2,000	400	400	400	2,000	800	400	2,000	12,000
100-5510-00	Repairs & Maintenance	-	-	-	-	-	50	-	-	-	-	-	50	100
100-5550-00	Salaries/Wages & Benefits	66,204	66,204	66,204	67,740	66,765	83,789	66,765	66,765	66,765	66,765	66,765	83,789	834,521
100-5580-00	Staff Welfare/Apprec.	60	330	1,560	60	60	60	80	100	7,060	60	60	1,664	11,154
100-5630-00	Telephone	536	536	537	2,501	742	574	536	770	973	572	1,115	1,027	10,420
100-5640-00	Training	2,940	550	150	200	200	400	200	150	600	50	100	50	5,590
100-5660-00	Travel	-	-	-	200	-	-	-	-	-	-	-	-	200
100-5690-00	Utilities	3,417	3,226	2,872	3,140	2,799	2,910	3,066	3,206	3,023	3,015	3,244	2,216	36,135
		92,572	84,037	187,095	86,523	78,366	98,631	83,866	76,902	89,655	84,677	80,794	125,647	1,168,766
		May	June	July	August	September	October	November	December	January	February	March	April	Total
Net		69,267	77,145	(26,315)	74,175	82,649	62,686	76,628	86,187	73,307	75,720	80,982	80,722	813,154

\*All 2%Benefit fee fall under Admin  
 \*All office supplies, except paper and special items  
 fall under Admin.

**Budget 2024-2025**

**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.	42,059
Interest on Chequing Account	21,730
Total for the year:	63,789

**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 based on Jan - Dec 2023 actuals.	1,614
Total for the year:	1,614

**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 2023/2024 ( 1% administration fee retained by the University.)	1,916,516
Total for the year:	1,916,516

**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	27,534
Total for the year:	27,534

**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)	2,475
Other-deposit bags ( \$30/100 bags), Credit Card Fees, and other misc. bank charges.	917
Deposit pickups ( \$296.36 * 12 months)	3,556
Total for the year:	6,948

**Account #** 100-5090-00      **Account Name/Dept:** Computer Maintenance Expense-Admin.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Per computer schedule #2	-
2-Files & FMS Certificates, Microsoft 365, 2-Zoom License, FMS/Files (Digital River)	2,257
Kandji Device Management	6,885
Maintenance Agreement (Dynamics)	2,594
Maintenance Agreement (Filemaker-7)	1,844
Total for the year:	13,580

**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)	3,253
May (2 attendees)	3,985
International Association of Business Communicators (IABC) in June (1 attendee)	3,821
International Facility Managers Association (IFMA) in Oct (1 attendee)	15,700
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:	26,759

**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 Jan-Dec 2023 actuals.)	
Total for the year:	1,490

**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:	10,263

**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 Jan-Dec 2023 actuals.)	
Total for the year:	680

**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	37,978
Boiler & Machinery	1,842
Commercial General Liability	51,346
Directors & Officers, Employment Practices Liability & Crime (EPL)	15,554
Special Risk - Sutton - Accidental Death & Dismemberment (AD&D)	3,208
Total for the year:	109,928

**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:	41,039

**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:	9,280

**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. (Based on Jan-Dec 2023 Actuals)	
Total for the year:	120

**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:	990

**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 Jan-Dec 2023 Actuals	
Internal supplies for all operations and centres are included in this line.	
Total for the year:	6,884

**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 #** 100-5510-00

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

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

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

**Account #** 100-5550-00

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

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

Salaries, Wages, Benefits and CPI adjustments for all administration staff.	830,572
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U of S 2% Benefit Fee (RRP, Basic Life, LTD)	3,949
Total for the year:	834,521

**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	250
Social Committee Funds	1,500
Holiday party expenses for all Executive, FT, PPT, and LTFT staff (\$60 x 100 employee)	7,000
Total for the year:	11,154

**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. (Based on Jan-Dec 2023 Actuals)	
Total for the year:	10,420

**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	-
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 x 23 employe	2,760
Total for the year:	5,590

**Account # 100-5660-00 Account Name/Dept: Travel Expense-Admin.**

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

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

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

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

Per schedule #6	
Total for the year:	36,135



## **Housing Highlights 2024-2025**

The Housing Registry allows landlords to advertise their safe, positive, and inclusive living space to potential tenants. The Housing Registry has one source of revenue (Advertising) and one expense (Bank Charges).

Amanda Mitchell  
Controller

Admin-Housing

Revenue

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
200-4150-00	Housing Registry Sales	67	53	200	413	107	133	133	120	53	93	147	-	1,520
		67	53	200	413	107	133	133	120	53	93	147	-	1,520

Expenses

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
200-5030-00	Bank Charges	3	2	8	16	4	5	5	5	2	4	6	-	59
		3	2	8	16	4	5	5	5	2	4	6	-	59

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	64	51	192	397	102	128	128	115	51	90	141	-	1,460

**Budget 2024-2025**

**Account #** 200-4150-00

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

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

Sales for housing ads. Based on 2023 actuals

Total for the year:

1,520

**Account #** 200-5030-00

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

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

Sales for housing ads. Based on 2023 actuals

Total for the year:

59

## **Communications Highlights 2024-2025**

The USSU communications department has many functions, mainly processing communications and creative requests within the union. We manage the website and the main USSU social media channels, USSU ad screens across campus, PAWS announcements, overseeing media relations, including writing and distributing news releases, responding to media inquiries, and reviewing promotional marketing materials for events/campaigns, including ads, brochures, newsletters, and government relations among many other things.

We work in conjunction with all the USSU departments, including the executive, centres, and businesses, to facilitate their needs throughout the year. While they develop their events, campaigns, and advertising needs and execute their plans, the student graphics and media designer creates the material requested. You'll see this reflected in the department budgets, as most will have their dedicated lines for advertising and promotions.

The communications budget includes expenses for the Sheaf and other general advertising throughout the year, software needs, and the labour costs for the student that takes care of our poster boards (buzzboards) across campus. The communication budget also includes my membership in the International Association of Business Communicators (IABC), which operates a chapter locally, provides resources, and hosts a conference every June, which I attend.

Jason Ventnor  
Communications & Marketing Manager

Communication  
Revenue

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
		-	-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	-

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
140-5000-00	Advertising	450	450	450	450	1,000	900	1,400	600	900	1,200	1,000	800	9,600
140-5090-00	Computer Maintenance	1,534	113	93	93	93	93	93	93	439	93	93	385	3,216
140-5150-00	Contract Labour	40	40	40	80	160	160	160	80	160	160	160	80	1,320
140-5200-00	Depreciation	159	159	159	159	159	159	159	159	159	159	159	159	1,912
140-5410-00	Membership Expense	420	-	-	-	-	-	-	-	-	-	-	-	420
140-5430-00	Office & General	-	-	-	-	20	20	20	-	20	-	20	-	100
		2,603	763	743	783	1,433	1,333	1,833	933	1,678	1,613	1,433	1,424	16,568

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(2,603)	(763)	(743)	(783)	(1,433)	(1,333)	(1,833)	(933)	(1,678)	(1,613)	(1,433)	(1,424)	(16,568)

Budget 2024-2025

Account #: 140-5000-00 Account Name/Dept: Advertising Expense-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Sheaf Back Page based on print schedule.	6,500
Banners	800
USSU Advertising (Social Media, Posters, Miscellaneous)	2,300
Total for the year:	9,600

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	1,776
Maintenance Agreements (Filemaker), Display System (Yodeck)	1,440
Total for the year:	3,216

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 (33 updates x \$40)	
Total for the year:	1,320

Account #: 140-5200-00 Account Name/Dept: Depreciation Expense-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
As per Schedule #3	
Total for the year:	1,912

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
International Association of Business Communicators (IABC)	
Total for the year:	420

Account #: 140-5430-00 Account Name/Dept: Office & General Expense-Comm.

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Office Supplies	
Total for the year:	100

## **Facilities Highlights 2024-2025**

The Place Riel Student Centre and the Memorial Union Building are the two buildings on campus operated by and maintained by the USSU Facilities department.

These two non-academic buildings are approximately 100,000 total square feet and house: USSU Operations, USSU Centres, University Tenants, External Tenants (both business and food operations) and Financial ATM's. The USSU Facilities Manager leads the Janitorial Team, consisting of 7 members, to take on the huge task of ensuring the buildings are clean, safe, and accessible. Our buildings are open 7 days per week with the Place Riel Student Centre being open 7:00 am until 12:30 am during the week, and 8:00 am until 10:00 pm on weekends.

As the Landlord to all of these tenants, the USSU is responsible to keep the buildings in good repair and to provide appropriate heating, air conditioning, electrical services, and plumbing to all spaces. Most repair & maintenance work is performed by the University's Facilities Department and the USSU pays the University a fee for service, which is coordinated by the USSU Facilities Manager. It is expensive to maintain the two buildings, and many of the repairs are often unpredictable in timing. Between the two buildings, and the amount of square footage, repairs and maintenance and utilities make up the other 2 major expense lines in the budget.

Due to the busy nature of the building, and the accessibility of vast hours, the buildings are cleaned and serviced by a 7 member unionized team which makes up the salary portion of the budget. The salaries are negotiated and part of the Collective Agreement.

The expenses are offset by revenues being generated by leasing out space to tenants. These tenants are here to serve the students and campus community, and our integral to providing services on campus. Depending on the nature of the tenant, they pay a negotiated base rent and/or base rent with a percentage rate combination. Many of the leases are on 5 year terms, with a set base rent amount that is included in the budget. There is also space that is rented out to internal and external groups for a rental rate.

### Upcoming Project:

For this upcoming fiscal year, the USSU Facilities Department is seeking to replace all security cameras in common spaces in the Place Riel Student Centre. The existing cameras are from 2010 when the last expansion/renovation was completed, and the technology is outdated and parts can no longer be replaced. Security, and providing a safe space is a top priority of the USSU, and the replacement of the cameras and system with new features will also enhance the communication between our office and Protective Services who monitor these cameras.

Stef Ewen  
Facilities Manager





Facilities

Revenue														
Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
180-4250-10	Rent - Commercial Based	30,472	30,472	32,020	32,020	36,149	36,149	36,149	36,149	36,149	36,149	36,149	36,149	414,177
180-4250-20	Rent - Occupancy	25,395	25,395	25,395	25,395	25,395	25,395	25,395	25,395	25,395	25,395	25,395	25,395	304,740
180-4250-30	Rent - Percentage	5,800	5,700	6,100	6,300	18,850	19,950	16,250	11,450	18,900	16,075	18,800	13,550	157,725
180-4250-00	Rent - Room/Space	-	-	-	-	200	7,500	200	200	200	150	200	150	8,800
		61,667	61,567	63,515	63,715	80,594	88,994	77,994	73,194	80,644	77,769	80,544	75,244	885,442

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
180-5000-00	Advertising	-	-	-	-	500	-	-	-	250	-	-	-	750
180-5030-00	Bank Charges	280	280	280	280	375	375	375	300	375	375	375	375	4,045
180-5090-00	Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
180-5200-00	Depreciation	238	238	238	238	238	238	238	238	238	238	238	238	2,852
180-5240-00	Equipment Maintenance	400	400	400	400	400	400	400	400	400	400	400	400	4,800
180-5350-00	Janitorial	25,247	24,174	23,026	25,104	25,284	27,415	25,741	24,619	22,739	27,839	26,671	25,061	302,919
180-5370-00	Legal Fees	700	700	700	700	700	700	700	700	700	700	700	700	8,400
180-5400-00	Meeting Expenses	-	200	-	-	-	-	-	200	-	-	-	-	400
180-5410-00	Membership Fees	-	-	450	-	-	-	-	-	-	-	-	-	450
180-5430-00	Office & General	25	25	25	25	25	25	25	25	25	25	25	25	300
180-5470-00	Printing	25	25	25	75	25	25	25	25	25	25	25	75	400
180-5480-00	Professional Development	150	150	150	150	150	150	150	150	150	150	150	150	1,800
180-5510-00	Repairs & Maintenance	20,959	5,008	3,396	9,649	4,875	9,451	6,601	20,175	8,656	4,340	8,273	4,419	105,802
180-5565-00	Signage	-	-	-	1,000	-	-	-	-	1,000	-	-	-	2,000
180-5630-00	Telephone	125	125	125	685	125	125	125	685	125	125	125	685	3,184
180-5670-00	Uniforms	550	200	200	200	200	200	200	200	200	200	200	200	2,750
180-5690-00	Utilities	26,226	24,755	22,179	24,400	21,610	22,554	23,723	24,868	23,483	23,352	24,994	17,033	279,177
180-5750-00	Waste Management	1,139	1,093	1,093	1,093	1,093	1,139	1,093	1,093	1,139	1,093	1,093	1,093	13,254
		76,064	57,373	52,286	63,999	55,599	62,797	59,397	73,678	59,505	58,862	63,269	50,454	733,283

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(14,396.87)	4,193.87	11,228.34	(284.71)	24,994.85	26,197.64	18,597.10	(483.69)	21,139.39	18,906.93	17,275.69	24,790.60	152,159.15

R & M

- \*MUB Elevator - August
- \*PR (H) - \$795 (incl PST) - Jun, Sep, Dec, Mar
- \*PR (T) - \$1431 (incl PST) - May, Aug, Nov
- \*PR (T) - \$1800 - Jan

Utilities

- PR - Air Conditioning - Nov

**Budget 2024-2025**

**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:	414,177

**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:	304,740

**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:	157,725

**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:	8,800

**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:	4,045

**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	-
Total for the year:	-

**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:	2,852

**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.	4,800
Total for the year:	4,800

**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:	302,919

**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:	8,400

**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:	400

**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:	450

**Account #:** 180-5430-00 **Account Name/Dept:** Office & General Expense-Facilities

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

This covers facility related office supplies not covered under the Admin line and for Janitors.	
Total for the year:	300

**Account #:** 180-5470-00 **Account Name/Dept:** Printing Expense-Facilities

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

This is for small print jobs through XL Print & Design for small posters, front door Exec sign, XL 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:	1,800

**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	105,802
Alarm monitors in Place Riel and MUB included	

Elevator Licenses for Place Riel and MUB included  
Total for the year:

105,802

**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:

Costs for telephone hardware, long distance and cell phone reimbursement for janitorial staff.

Total for the year:

3,184

**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.

Janitorial vests

Total for the year:

2,450

300

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:

279,177

**Account #:** 180-5750-00 **Account Name/Dept:** Waste Management Expense-Facilities

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

Loraas Disposal Services for waste, recycling and new organics program from the University.

Total for the year:

13,254

## **Food Centre Highlights 2024-2025**

The Food Centre continues to be a vital part of the University of Saskatchewan community as food insecurity with students continues to rise. The centre is located on the main floor of the Place Riel Student Centre and is run by a student coordinator with support from student volunteers and USSU staff.

The centre operates a Fresh Market Tuesday to Friday weekly during the school year, making fresh fruit and vegetables, as well as other food items available to students at excellent prices. The centre also provides emergency food hampers to students through two programs. The first is through the Saskatoon Food Bank, where students can have hampers delivered to campus for pick up at the USSU Food Centre. The second program is Ufood, an in house emergency food program, where students can choose food and hygiene items by placing orders online for pick up at the centre.

The Ufood program usage has grown dramatically with an estimated 2500 hampers being distributed by the fiscal year end. This is up by over 100% from the previous year, with many months seeing usage at triple the levels as the year before. Given the dramatic increases, the USSU Executive was able to secure financial support from the U of S of \$25,000 and \$6,000 from the Graduate Students' Association. This funding helped keep costs for Ufood at zero for this past year, but the funding will be depleted at some point in the next fiscal year.

The budget this year reflects the financial costs for the Ufood program assuming that the funding from both the U of S and the GSA will expire in late fall. We will then experience high costs for the remainder of the year, unless more funding is obtained. We also reserve the right to limit access to GSA students as necessary to keep things running smoothly and on budget at the centre.

Jason Kovitch  
Business & Services Manager

Food Centre  
Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
175-5000-00	Advertising	-	-	-	200	700	300	75	75	75	75	75	75	1,650
175-5090-00	Computer Maintenance	263	-	-	-	-	-	-	-	-	-	-	-	263
175-5200-00	Depreciation	31	31	31	31	31	31	31	31	31	31	31	31	373
175-5240-00	Equipment	-	-	-	-	67	67	67	67	67	67	67	67	536
175-5250-00	Events/Speakers	-	-	-	-	150	500	4,300	4,300	3,500	3,000	3,500	3,500	22,750
175-5350-00	Janitorial	238	228	216	237	238	259	243	232	213	264	252	236	2,856
175-5400-00	Meeting Expenses	-	-	-	-	-	20	-	-	20	-	-	20	60
175-5430-00	Office & General	-	-	-	20	200	20	20	20	20	20	20	20	360
175-5510-00	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
175-5550-00	Salaries/Wages - PT	-	-	-	862	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	14,659
175-5580-00	Staff Welfare/Apprec.	-	-	-	-	-	-	-	-	-	-	-	225	225
175-5630-00	Telephone	39	39	39	39	39	39	39	39	39	39	39	39	462
175-5640-00	Training	-	-	-	-	150	-	-	-	150	-	-	-	300
175-5710-00	Volunteer Awards	10	10	10	10	40	40	40	40	40	40	40	40	360
175-5690-00	Utilities	236	223	198	216	193	200	211	221	208	208	224	153	2,490
		817	530	494	1,615	3,532	3,201	6,750	6,749	6,087	5,467	5,972	6,130	47,344

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(817)	(530)	(494)	(1,615)	(3,532)	(3,201)	(6,750)	(6,749)	(6,087)	(5,467)	(5,972)	(6,130)	(47,344)

**Budget 2024-2025**

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

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

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

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

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

As per Schedule #2 - Included in Admin	-
File Maker (May)	263
Total for the year:	263

**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:	373

**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 rental.	
Total for the year:	536

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

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

Costs for Trick or Eat, Fresh Market, and Ufood. We have budgeted for the existing deferred funding to expire in October.	
Total for the year:	22,750

**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:	2,856

**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:	360

**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-53% time (20 hrs/week for two weeks August),	
53% time (20 hrs/week Sep-April)	
Total for the year:	14,659

**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 15 volunteers)	
Total for the year:	225

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

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

Costs for telephone hardware and long distance.	
Total for the year:	462

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

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

VOTR for Term 1 and 2 \$15/volunteer (10 volunteers)	
Total for the year:	300

**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:	360

**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:	2,490



## **Help Centre Highlights 2024-2025**

The USSU Help Centre is committed to providing information, referrals, and personal support to undergraduate students. The centre strives to provide these services in a confidential, informed, and safe environment in their space located in room 105 of the Memorial Union Building. The centre is run by a student coordinator with support from dozens of student volunteers that are there to help fellow students.

The centre features an exam file that students can use to access previous exams in dozens of courses. They also offer an academic resource hub where students can sign out prep books to help them study for many professional entrance exams. The centre provides programming to students, with a primary focus on mental health and well being. This includes Mental Health Awareness Weeks, Mental Health Discussion groups, Neurodivergent discussion groups, and various other events with a focus on de-stressing and improving mental health.

In addition to programming the centre also provides training opportunities for volunteers including ASIST, Safetalk, and Mental Health First Aid. The centre also works with community partners to provide Naloxone Training and other opportunities for students.

This year's budget offers funding for all of the centre events with room for the incoming coordinator to add to the programming as they see fit. There are also sufficient budget dollars allocated for training, so that our volunteers are prepared to help students that access the centre and the services that we provide.

Jason Kovitch  
Business & Services Manager

Help Centre

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
190-5000-00	Advertising	20	20	50	200	700	300	100	50	50	200	100	50	1,840
190-5090-00	Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
190-5110-00	Condoms	-	-	-	-	100	-	-	-	200	-	-	-	300
190-5120-00	Conferences	-	-	-	-	-	-	-	-	100	-	-	-	100
190-5200-00	Depreciation	32	32	32	32	32	32	32	32	32	32	32	32	380
190-5240-00	Equipment & Equipment Maint.	-	-	-	-	-	-	100	-	-	50	-	-	150
190-5250-00	Events/Speakers	-	50	100	100	800	800	300	600	300	300	800	600	4,750
190-5350-00	Janitorial	97	96	96	97	100	98	99	97	98	98	98	97	1,171
190-5400-00	Meeting Expense	20	-	-	20	-	-	20	-	-	20	-	-	80
190-5430-00	Office & General	25	25	25	50	50	50	50	50	50	50	50	50	525
190-5510-00	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
190-5550-00	Salaries/Wages & Benefits	1,274	1,274	1,274	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	19,344
190-5580-00	Staff Welfare/Apprec.	-	-	-	-	-	-	-	-	-	-	-	450	450
190-5600-00	Subscription	40	40	40	40	40	40	40	40	40	40	40	40	480
190-5630-00	Telephone	39	39	39	39	39	39	39	39	39	39	39	39	462
190-5640-00	Training	-	-	-	-	300	700	400	-	325	700	400	100	2,925
190-5690-00	Utilities	289	272	264	310	256	279	289	309	298	287	289	191	3,332
190-5710-00	Volunteer Awards	20	20	20	50	100	100	100	100	100	100	3	100	813
		1,855	1,867	1,939	2,663	4,240	4,162	3,292	3,041	3,355	3,640	3,575	3,473	37,101

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(1,855)	(1,867)	(1,939)	(2,663)	(4,240)	(4,162)	(3,292)	(3,041)	(3,355)	(3,640)	(3,575)	(3,473)	(37,101)

**Budget 2024-2025**

**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, pregnancy tests, and other items.	
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:	380

**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:	4,750

**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:	1,171

**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 for the centre.	
Total for the year:	525

**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:

19,344

**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:

7shifts-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:

VOTR - Based on \$15/volunteer (20 volunteers); \$15/volunteer (15 volunteers)

Applied Suicide Intervention - Based on \$140/volunteer (10 Volunteers)

Additional training and educational opportunities for volunteers including SafeTalk and MHFA

Total for the year:

525
1,400
1,000
2,925

**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:

3,332

**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

## **Louis' - Louis' Loft Highlights 2024-2025**

Louis is a full service food and beverage operation located in the Lower Level of the Memorial Union Building. Louis' offers a diverse menu that caters to students, faculty, and staff for lunch and dinner. The venue has a seating for up to 200 people and a capacity of 579.

Louis provides all food and beverage service to patrons of Griffith's Stadium, as well as hosting large catered events such as weddings, banquets, and after grads. Campus Clubs and all other groups can book Louis' or portions of Louis' for fundraising events, social events, or any other special event they are planning. Louis strives to meet the needs of students, as well as the greater campus community.

Louis' Loft is located on the second floor of the Memorial Union Building. It functions as a coffee shop restaurant during the day, offering patrons premium coffees, baking, sandwiches, paninis, and other items. In addition, beverage selections including draught beer and locally produced spirits are available in the bright open space. The space has seating for over 100 people with a capacity of 225 for events.

In the evenings and weekends Louis' Loft is available for bookings. The open floor plan can accommodate student club functions, receptions, acoustic concerts, fundraisers and weddings. Outstanding full service catering options are available to clients that will be sure to meet their needs.

All revenues and costs for Louis' and Louis' Loft are captured in the Louis' budget. For the 2024-25 fiscal year Louis' will continue to grow revenues back to pre- COVID levels. Many changes have occurred to the campus environment since COVID and revenues across campus for food and beverage operations have been slower to return. Louis' saw moderate growth this past year and the operation is looking to continue growth by approximately 4% for the upcoming year.

Much of this growth will come from student based business where Louis' will look to connect students to the space with marketing efforts and a loyalty program. The loyalty program will allow students to accumulate points that they can use as credits at Louis', there will also be loyalty discounts offered to members through various promotions throughout the year. Louis' will also look to continue to be the main home for campus club events. Each year the spaces host 150-200 campus club events of all kinds, with groups not paying rental fees. Louis' will also continue to provide great campus life programming such as trivia nights, karaoke, and other event based activities that appeal to students.

Louis' will also look to grow revenues through wedding booking and large off campus events. Weddings are a great way to provide revenues during non peak times for the operation. They also are profitable given the low number of staff required and high

revenues they provide. Louis' will attend wedding shows throughout the year and offer non peak discounts to couples looking to get married in slower months.

Another focus in the budget for this year is efficiency with labour and product costs. Labour costs are up at the operation with less than full time wages being tied to minimum wage. Costs will grow anywhere from 2.3%-7% depending on the work unit at the operation and management will have to be diligent to keep costs on budget as revenues grow. Management will also have to work to keep product costs in check while ensuring students have access to affordable items. This will involve dedicated menu planning throughout the year.

Jason Kovitch  
Business & Services Manager

Louis'-Louis' Loft  
Revenue  
Bar Operations

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
250-4040-00	Coat Check Revenue	-	-	-	-	-	100	350	350	300	250	100	-	1,450
250-4070-20	Commission Vending	75	135	135	165	400	550	450	400	350	350	500	400	3,910
250-4270-40	Sales - Bottled Beer	2,944	4,233	1,866	8,967	90,513	20,679	9,647	9,874	5,214	3,944	6,874	4,687	169,442
250-4270-50	Sales - Draft Beer	8,916	9,066	7,509	7,465	19,654	17,541	17,644	18,544	19,143	13,944	21,688	18,662	179,776
250-4270-60	Sales - Food	31,942	58,120	36,544	42,233	69,933	64,398	65,499	70,123	53,650	51,877	75,744	62,037	682,100
250-4270-70	Sales - Liquor	5,844	9,277	8,764	13,688	22,877	15,019	17,888	19,623	11,567	9,674	14,765	11,977	160,963
250-4270-80	Sales - Non Alch. Bev.	1,055	1,932	988	1,744	6,354	5,334	3,443	3,111	2,744	2,254	3,361	2,683	35,003
250-4270-85	Sales Prepared Beverages	3,966	3,884	3,624	3,877	8,366	6,921	5,996	4,315	6,634	5,796	7,012	4,637	65,028
250-4275-00	Special Event Revenue	500	5,000	3,000	4,000	4,500	4,500	4,500	6,500	3,000	3,000	2,500	2,500	43,500
250-4280-00	Sponsorship Revenue	0	500	500	0	4,000	300	0	300	300	0	500	300	6,700
		55,242	92,147	62,930	82,139	226,597	135,342	125,417	133,140	102,902	91,089	133,044	107,883	1,347,872

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
250-5000-00	Advertising	300	300	300	750	3,000	750	500	500	500	500	500	500	8,400
250-5030-00	Bank Charges	1,260	1,200	1,600	1,600	2,500	1,800	1,800	1,800	1,800	1,800	2,000	1,800	20,960
250-5090-00	Computer Maint.	1	1,073	1	1	1	1	1	1	1	1	1	1	1,088
250-5180-40	COS - Bottled Beer	1,030	1,482	653	3,138	31,680	7,238	3,376	3,456	1,825	1,380	2,406	1,640	59,305
250-5180-50	COS - Draft Beer	3,923	3,989	3,304	3,285	8,648	7,718	7,763	8,159	8,423	6,135	9,543	8,211	79,101
250-5180-60	COS - Food	12,777	23,248	14,618	16,893	27,973	25,759	26,200	28,049	21,460	20,751	30,298	24,815	272,840
250-5180-70	COS - Liquor	1,578	2,505	2,366	3,696	4,804	3,154	3,756	4,121	2,429	2,032	3,101	2,515	36,057
250-5180-80	COS - Non Alch. Bev.	580	1,063	543	959	3,495	2,934	1,894	1,711	1,509	1,240	1,849	1,476	19,252
250-5180-85	COS- Prepared Bev.	1,190	1,165	1,087	1,163	2,510	2,076	1,799	1,295	1,990	1,739	2,104	1,391	19,508
250-5200-00	Depreciation	1,796	1,796	1,796	1,796	1,796	1,796	1,796	1,796	1,796	1,796	1,796	1,796	21,549
250-5240-00	Equipment & Equipment Maintenance	1,500	1,500	1,800	1,800	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	26,600
250-5285-00	Food & Beverage supplies	1,000	1,000	1,000	1,000	2,200	2,200	2,200	1,600	1,700	1,700	1,700	1,700	19,000
250-5290-00	Freight	800	800	800	900	1,100	900	900	900	800	800	900	900	10,500
250-5360-00	Kitchen Supplies	700	700	700	700	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	12,400
250-5390-00	Licence	697	5,536	148	348	148	148	148	148	148	148	673	148	8,438
250-5400-00	Meeting	-	-	-	350	-	-	-	250	-	-	-	-	600
250-5410-00	Membership	-	-	-	-	-	-	-	-	-	-	-	-	-
250-5430-00	Office & General	60	60	60	300	200	80	80	80	80	80	80	80	1,240
250-5450-00	Plant Maintenance	-	900	-	-	-	-	-	-	-	-	-	-	900
250-5470-00	Printing	300	-	-	-	300	-	-	-	300	-	-	-	900
250-5480-00	Prof. Development/Wellness	-	-	-	-	-	-	-	-	650	-	-	650	1,300
250-5500-00	Promotions	750	750	750	750	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	20,600
250-5510-05	Repairs & Main. - Louis'	700	700	700	700	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	12,400
250-5550-00	Salaries, Wages & Benefits	48,106	51,484	43,685	48,697	71,122	72,510	67,975	62,839	64,101	58,871	71,783	58,329	719,501
250-5560-00	Special Event Expense	500	1,000	1,000	1,000	4,000	1,750	1,500	18,500	1,000	1,500	1,500	1,000	34,250
250-5205-00	Staff Discounts	300	300	300	300	800	800	800	500	500	600	600	600	6,400
250-5580-00	Staff Welfare/Apprec.	150	150	150	150	150	150	150	150	150	150	150	150	1,800
250-5630-00	Telephone	340	608	340	655	970	663	663	999	602	602	703	1,878	9,022
250-5640-00	Training	-	-	-	0	500	-	-	-	500	-	-	-	1,000
250-5650-00	Transportation	0	0	0	0	20	20	20	20	20	20	20	20	160
250-5670-00	Uniforms/linens	500	-	-	300	-	-	-	-	400	-	-	-	1,200
250-5750-00	Waste Management	676	676	676	676	676	676	676	676	676	676	676	676	8,112
		81,514	103,984	78,377	91,907	175,692	140,223	131,097	144,650	120,460	109,621	139,481	117,376	1,434,383

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Bar Operations Net Profit/(Loss)	(26,272)	(11,837)	(15,447)	(9,768)	50,905	(4,881)	(5,680)	(11,510)	(17,558)	(18,532)	(6,437)	(9,493)	(86,511)

Expenses

Building Maintenance

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
250-5350-00	Janitorial	4,009	3,939	4,090	4,530	4,562	4,312	4,521	4,264	4,441	4,190	4,341	4,198	51,398
250-5690-00	Utilities	12,125	11,447	11,046	13,042	10,793	11,772	12,096	12,974	12,488	12,037	12,244	8,204	140,268
		16,135	15,385	15,136	17,572	15,355	16,084	16,617	17,239	16,929	16,227	16,585	12,402	191,666
	Building Maintenance Net Profit/(Loss)	(16,135)	(15,385)	(15,136)	(17,572)	(15,355)	(16,084)	(16,617)	(17,239)	(16,929)	(16,227)	(16,585)	(12,402)	(191,666)
	Net	(42,407)	(27,223)	(30,584)	(27,340)	35,550	(20,965)	(22,298)	(28,748)	(34,487)	(34,759)	(23,022)	(21,895)	(278,177)



**Budget 2024-2025**

<b>Account #:</b>	250-4040-00	<b>Account Name/Dept:</b>	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:			1,450

<b>Account #:</b>	250-4070-20	<b>Account Name/Dept:</b>	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:			3,910

<b>Account #:</b>	250-4270-40	<b>Account Name/Dept:</b>	Sales-Bottled Beer Revenue-Louis'
Detail/Analysis of what items will be coded to this account &/or calculation of annual total:			
Based on estimates given the predicted campus environment. This includes sales for Welcome Week and Griffith's Stadium			
Total for the year:			169,422

<b>Account #:</b>	250-4270-50	<b>Account Name/Dept:</b>	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:			179,776

<b>Account #:</b>	250-4270-60	<b>Account Name/Dept:</b>	Sales-Food Revenue-Louis'
Detail/Analysis of what items will be coded to this account &/or calculation of annual total:			
Based on estimates given the predicted campus environment. Sales are inclusive of all food products sold at Louis', Louis' Loft , and Griffith's Stadium			
Total for the year:			682,100

<b>Account #:</b>	250-4270-70	<b>Account Name/Dept:</b>	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 and wine sold at Louis', Louis' Loft and Griffith's Stadium			
Total for the year:			160,963

<b>Account #:</b>	250-4270-80	<b>Account Name/Dept:</b>	Sales-Non Alcoholic Revenue-Louis'
Detail/Analysis of what items will be coded to this account &/or calculation of annual total:			
Based on estimates given the predicted campus environment. Sales are inclusive non alcoholic beverages sold at Louis' and Griffith's Stadium			
Total for the year:			35,003

<b>Account #:</b>	250-4275-85	<b>Account Name/Dept:</b>	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:			65,028

<b>Account #:</b>	250-4275-00	<b>Account Name/Dept:</b>	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:			43,500

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

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

Sponsorship for Louis' including \$4,000 from Great Western Brewing for Welcome Week.	
Total for the year:	6,700

**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. This also includes costs for the Louis' loyalty and marketing program.	
Total for the year:	8,400

**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:	20,960

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

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

As per Schedule #2 - Included in Admin	-
iCloud storage, Display System (Yodeck) (May)	1,088
Total for the year:	1,088

**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:	59,305

**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:	79,101

**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:	272,840

**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:	36,057

**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:	19,252

**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:

19,508

**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:

21,549

**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:

26,600

**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 as well as stadium wares.

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:

10,500

**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:

12,400

**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 for Louis' manager meetings throughout the year.

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:

1,240

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

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

Includes planting of flowers on deck and maintenance of the boxes.

Total for the year:

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 including discounts as part of the Louis' loyalty program.

Total for the year:

20,600

**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:

719,501

**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:

34,250

**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:

6,400

**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, internet services, and cell phone reimbursement.	
Total for the year:	9,022

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

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

Training expenses for Food Safe and other programs.	
Total for the year:	1,000

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

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

Line includes cab fares for customers to limit our liability and provide customer service.	
Also is for Staff rides home if necessary.	
Total for the year:	160

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

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

Expense for the cost of purchasing kitchen uniforms as well as staff T-shirts and aprons.	
Total for the year:	1,200

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

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

Loraas Disposal Services for waste, recycling and new organics program from the University.	
Total for the year:	8,112

**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:	51,398

**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:	140,268

## **Louis' Entertainment Highlights 2024-2025**

Louis' Entertainment is a separate budget where the USSU accounts for revenues and costs of concerts and events held in the Louis' and Louis' Loft spaces. Louis' management works to book numerous concerts throughout the year. Most of these events are rentals for Louis' where local or national promoters pay rent to Louis' that includes production services and the space. We charge promoters anywhere from \$400-\$1500/event based on the size of the event.

In the budget for this fiscal year we have budgeted revenue for concert rentals with an anticipation of increased usage. On the cost side Louis' has a contract with PR Productions to provide production services for concerts and events. We have budgeted for their services to also be increased for the upcoming year. Finally, we have also included funds for Louis' to book and promote their own shows should the opportunities present themselves. For these shows Louis' would carry all expenses for the shows, but also realize revenues from ticket sales. While these bookings are less likely to happen, the budget for both the revenue and costs cancel each other out if they don't happen.

Jason Kovitch  
Business & Services Manager

Louis' Entertainment  
Revenue

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
160-4250-40	Equipment Rentals	1,000	1,000	1,000	1,000	5,000	4,000	3,500	3,500	2,000	2,000	4,000	2,000	30,000
160-4310-10	Ticket Sales					4,000	2,000	2,000	1,500	2,000	2,000	2,000	2,000	17,500
		1,000	1,000	1,000	1,000	9,000	6,000	5,500	5,000	4,000	4,000	6,000	4,000	47,500

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
160-5000-05	Advertising	-	-	-	-	500	500	300	250	250	300	300	300	2,700
160-5090-00	Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
160-5200-00	Depreciation	126	126	126	126	126	126	126	126	126	126	126	126	1,514
160-5220-10	Entertainment Live	-	-	-	-	3,500	1,700	1,700	1,200	1,700	1,700	1,700	1,700	14,900
160-5240-00	Equipment & Equipment Maint.	150	150	150	150	150	150	150	150	150	150	150	150	1,800
160-5390-00	Licenses	-	-	-	-	-	-	-	-	600	-	-	-	600
160-5550-40	Salaries	800	800	800	800	4,000	3,200	2,500	2,500	1,600	1,600	3,000	1,600	23,200
		1,076	1,076	1,076	1,076	8,276	5,676	4,776	4,226	4,426	3,876	5,276	3,876	44,714

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(76)	(76)	(76)	(76)	724	324	724	774	(426)	124	724	124	2,786

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**Budget 2024-2025**

**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:	30,000

**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 social media 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:	1,514

**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:	23,200



## **Marketing Highlights 2024-2025**

While the communications budget is focused mainly on internal communication needs, the marketing budget focuses on external clients and revenue-generating opportunities, including revenue for the USSU screens across campus, Survival Calendar, advertisements in the tunnel, washrooms, and any ad campaign that may include floor decals, banners, and any request we may approve in our spaces.

The most significant project in the spring/summer is creating the Survival Calendar to be handed out during Welcome Week. While the calendar is still profitable, we continue to review its relevance and gauge the student's interest/need in the calendar and will continue to do so every year.

As part of USSU ratification, campus groups receive several benefits, including promotional material. We provide free space on our screens (the average in-kind amount is \$7000-\$8000 a year), promotion on our main USSU social media channels (usually Instagram), and posters on our buzz boards.

Jason Ventnor  
Communications & Marketing Manager

Marketing  
Revenue

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
145-4000-20	Video Monitors/Plasmas	-	-	-	-	750	450	450	400	500	400	400	400	3,750
145-4250-30	Other -Building	1,900	1,900	1,900	1,900	2,100	2,100	2,100	1,900	2,100	2,100	2,100	1,900	24,000
145-4620-00	Survival Calendar	-	-	-	-	32,000	-	-	-	-	-	-	-	32,000
		1,900	1,900	1,900	1,900	34,850	2,550	2,550	2,300	2,600	2,500	2,500	2,300	59,750

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
145-5000-00	Advertising	-	100	100	-	100	100	100	100	100	100	100	-	900
145-5030-00	Bank Charges	-	-	-	50	250	100	50	50	50	-	-	-	550
145-5200-00	Depreciation	10	10	10	10	10	10	10	10	10	10	10	10	119
145-5400-00	Meeting/Public Relations	50	-	50	50	50	-	-	50	50	-	50	-	350
145-5430-00	Office & General	-	-	-	25	25	-	-	-	25	25	-	-	100
145-5620-00	Survival Calendar	-	-	-	-	24,500	-	-	-	-	-	-	-	24,500
		60	110	160	135	24,935	210	160	210	235	135	160	10	26,519

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	1,840	1,790	1,740	1,765	9,915	2,340	2,390	2,090	2,365	2,365	2,340	2,290	33,231

**Budget 2024-2025**

**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.	3,750
Total in-kind \$8,000 (campus group events)	
Total for the year:	3,750

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on agreements in place.	
Total for the year:	24,000

**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.	
Total for the year:	32,000

**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/ advertising recruitment expenditure.	500
General USSU advertising.	400
Total for the year:	900

**Account #** 145-5030-00 **Account Name/Dept:** Bank Charges Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
This is a percentage base charge for credit card sales.	
Total for the year:	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	
Total for the year:	119

**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 (coffee, lunch, etc.)	350
Total for the year:	350

**Account #** 145-5430-00 **Account Name/Dept:** Office & General Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Office supplies as needed.	
Total for the year:	100

**Account #** 145-5620-00 **Account Name/Dept:** Survival Calendar Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on quote provided from supplier.	
Total for the year:	24,500

## **Pride Centre Highlights 2024-2025**

The USSU Pride Centre seeks to work with people of all sexual orientations and gender identities in an open and progressive environment that advocates, celebrates and affirms sexual and gender diversity. The centre is located in room 104 of the Memorial Union Building and offers a variety of resources as well as a safe space for students to enjoy. The centre is run by a student coordinator with support from student volunteers who are there to build community and support students.

The centre offers a variety of programming throughout the year including Queerapalooza, which is an on campus pride week event, Bi Day of Visibility, Asexuality Awareness Week, Transday of Remembrance, AIDS Awareness Week, Transgender Awareness Week and Sex Week. The centre also hosts two Drag Shows throughout the year which draw large crowds to Louis'.

The centre also hosts various discussion group and community events such as Pride Hangout Night, Queers of Colour and Gaymer Nights. These events provide a safe space for discussion and an opportunity for students to socialize and build community.

This year's budget offers funding for all of the centre events with room for the incoming coordinator to add to the programming as they see fit. There are also sufficient budget dollars allocated for training, so that our volunteers are prepared to help students that access the centre and the services that we provide.

Jason Kovitch  
Business & Services Manager

Pride Centre  
Expenses

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
230-5000-00	Advertising	20	200	30	300	900	150	100	150	150	100	100	-	2,200
230-5090-00	Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
230-5110-00	Condoms	-	-	-	-	100	-	-	-	200	-	-	-	300
230-5120-00	Conferences	-	-	-	-	-	0	-	-	100	-	-	-	100
230-5200-00	Depreciation	31	31	31	31	31	31	31	31	31	31	31	31	373
230-5240-00	Equipment	-	-	-	-	100	0	-	-	100	-	-	-	200
230-5250-00	Events/Speakers	50	400	50	50	800	750	200	600	100	200	750	600	4,550
230-5350-00	Janitorial	133	132	132	134	137	135	135	133	134	135	135	134	1,609
230-5400-00	Meeting Expense	-	-	-	-	-	20	-	-	20	-	-	20	60
230-5430-00	Office & General	200	40	40	40	40	40	40	40	40	40	40	40	640
230-5510-00	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
230-5550-00	Salaries/Wages & Benefits	1,274	1,274	1,274	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	19,344
230-5580-00	Staff Welfare/Apprec.	-	-	-	-	-	-	-	-	-	-	-	450	450
230-5600-00	Subscriptions/Publications	65	65	65	65	65	65	65	65	165	65	165	65	980
230-5630-00	Telephone	53	53	53	53	53	53	53	53	53	53	53	53	639
230-5640-00	Training	250	-	-	-	375	700	100	100	300	700	200	-	2,725
230-5710-00	Volunteer Awards	20	20	20	50	100	100	100	100	100	100	100	120	930
230-5690-00	Utilities	397	373	362	427	351	383	395	426	409	395	397	262	4,579
		2,494	2,589	2,057	2,874	4,777	4,152	2,945	3,423	3,627	3,543	3,696	3,500	39,679

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(2,494)	(2,589)	(2,057)	(2,874)	(4,777)	(4,152)	(2,945)	(3,423)	(3,627)	(3,543)	(3,696)	(3,500)	(39,679)

**Budget 2024-2025**

**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:	2,200

**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 other applicable items.	
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:	373

**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 Queerapalooza, Sex Week, Drag Shows, and Pride as well as honorariums for speakers and discussion group leaders.	
Costs may be offset by Drag Show revenue if we can host an in person show.	
Total for the year:	4,550

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

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

Per Schedule #4	
Total for the year:	1,609

**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:	60

**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, coffee, and other supplies for the centre	
Total for the year:	640

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

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

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

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

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

Salaries, Wages & Benefits - 39% time (15 hrs/week) for May - July.	
53% time (20 hrs/week August - April).	
Total for the year:	19,344

**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:

VOTR - Based on \$15/volunteer (25 volunteers), \$15/volunteer (20 volunteers)	675
Applied Suicide Intervention - Based on \$140/volunteers (10 Volunteers)	1,400
Additional training and educational opportunities for volunteers including Safe Talk and MHFA	650
Total for the year:	2,725

**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:	4,579

## **Safewalk - Student Crew Highlights 2024-2025**

The USSU Safewalk and Student Crew services seek to provide safety to students on the U of S campus by offering walks, and security services. The services are run by a student coordinator and supported by both student employees and volunteers who work diligently to help students on our campus.

USSU Student Crew offers student employee services to the campus community by providing student employees that can fill various jobs across campus. The students are hired out to the U of S for Late Night Study at the Murray Library and Law Library throughout the school year as well as at various USSU events during the year.

USSU Safewalk works in partnership with U of S Protective Services to provide safe passage for students from school to their home or vehicle. The Safewalk service was shut down over COVID and it has been challenging to find volunteers that are interested in providing walks over the past couple of years. This past year we were finally able to get volunteers to provide the service with group walks from Place Riel on a nightly basis. The service has been very underutilized, but the USSU remains committed to providing the service. We will also continue to work with Campus Protective Services to ensure students can get a walk from officers in the hours outside of what we offer.

In the budget for this fiscal year we have accounted for Student Crew to continue offering services to Late Night Study at both the Murray Library and Law Library locations. This will form the bulk of our revenue and expenses for the year. We will also work for the USSU at Welcome Week, Imaginus poster sales and other events where the services are needed. We will also continue to provide Safewalk group walks from Place Riel, and will work on promotion of the service this year to both recruit new volunteers and to encourage usage from students. We will also use our volunteers and website to help promote the virtual and friend walks being offered via the Usafe app by the U of S.

Jason Kovitch  
Business & Services Manager



Safewalk-Student Crew

Revenue

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
330-4295-00	Student Security Crew	-	-	-	360	7,030	6,753	4,995	4,810	4,533	4,440	6,771	5,550	45,241
		-	-	-	360	7,030	6,753	4,995	4,810	4,533	4,440	6,771	5,550	45,241

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
330-5000-00	Advertising	-	-	-	300	600	50	50	50	50	50	50	50	1,250
330-5090-00	Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
330-5200-00	Depreciation	31	31	31	31	31	31	31	31	31	31	31	31	373
330-5240-00	Equipment Maintenance	-	-	-	150	-	-	-	-	-	-	-	-	150
330-5350-00	Janitorial	572	547	520	569	572	623	583	557	513	633	605	568	6,863
330-5430-00	Office & General	-	-	-	-	40	40	40	40	40	40	40	40	320
330-5470-00	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
330-5510-00	Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
330-5550-00	Salaries/Wages & Benefits	-	-	-	2,082	8,515	7,443	6,371	6,371	6,103	6,013	8,265	7,086	58,248
330-5580-00	Staff Welfare/Apprec.	-	-	-	-	-	-	-	-	-	-	-	225	225
330-5600-00	Subscription	23	23	40	40	40	40	40	40	40	40	40	40	446
330-5630-00	Telephone	53	53	53	53	53	53	53	53	53	53	53	53	630
330-5640-00	Training	-	-	-	-	250	-	-	-	250	-	-	-	500
330-5670-00	Uniforms	-	-	-	700	-	-	-	-	-	-	-	-	700
330-5710-00	Volunteer Awards	50	50	50	50	50	50	50	50	50	50	50	50	600
330-5690-00	Utilities	559	528	469	512	457	475	501	523	493	492	530	363	5,902
		1,288	1,232	1,163	4,486	10,608	8,804	7,718	7,715	7,622	7,402	9,664	8,504	76,207

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(1,288)	(1,232)	(1,163)	(4,126)	(3,578)	(2,052)	(2,723)	(2,905)	(3,090)	(2,962)	(2,893)	(2,954)	(30,966)

**Budget 2024-2025**

**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 \$18/hour. Based on estimates given the predicted campus environment including Late Night Study at the Murray Library and Law Library.	
Total for the year:	45,241

**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:	373

**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:	
Equipment costs for anything needed for Safewalk or Student Crew.	
Total for the year:	150

**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:	6,863

**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:	
Business cards and office supplies as needed	
Total for the year:	320

**Account #:** 330-5510-00                      **Account Name/Dept:** Repairs & Maint. Expense-S.S-Stud. Crew/Safewalk

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

**Account #:** 330-5550-00                      **Account Name/Dept:** Salaries, Wages & Ben. Exp.-S.S.-Stud.Crew/Safewalk

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Salaries, Wages & Benefits-53% time (20 hrs/week for August 1- April 30), plus wages for less than full time Student Crew staff.	
Total for the year:	58,248

**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 (15 x \$15)	225
Total for the year:	225

**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:	
7 shifts-scheduling	
Total for the year:	446

**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:	630

**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.	500
Total for the year:	500

**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.	700
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.	600
Total for the year:	600

**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:	5,902

## **Student Governance Highlights 2024-2025**

The University of Saskatchewan Students' Union exists to represent, serve, and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic, and unified leadership. It also serves to protect and maintain the integrity of quality, accessible public education. Our student-led organization provides undergrads with services and support to reach their academic goals and make the most of their university experience.

The student governance budget guides the executive to fulfill our mandate to serve students throughout our term. This year, we have created a USSU scholarship that will award two scholarships (\$2000 each) to undergraduate students in accordance with the newly created policy.

The executive also decided to eliminate the transition incentive budget line created a few years ago to incentivize the outgoing executive to transition the incoming executive. We feel that is already part of our duties as executive members, and only the incoming executive should be compensated for work before they take office in May.

We also decided to keep the salaries the same as last year. The USSU executive salaries align with those of other U-15 universities, and we respectfully want to keep the wages in line with those of other student leaders.

The remainder of the budget is a carryover from previous years and includes many initiatives the executive executes throughout the year.

Nishtha Mehta  
VP Operations & Finance

Expenses														
Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
150-5000-00	Exec - General Elections	-	-	-	-	-	-	-	-	-	650	6,800	350	7,800
150-5000-05	Exec - By Elections	-	-	-	-	-	3,075	-	-	-	-	-	-	3,075
150-5330-00	Exec - Referendum	-	-	-	-	-	-	-	-	-	-	3,100	-	3,100
170-5090-00	Exec - Computer Maintenance	740	-	-	-	-	-	-	-	-	-	-	-	740
170-5120-00	Exec - Development	-	-	-	200	200	200	5,500	-	-	6,500	200	-	12,800
170-5200-00	Exec - Depreciation	82	82	82	82	82	82	82	82	82	82	82	82	987
170-5400-00	Exec - Meeting Expense	300	100	100	300	150	300	550	200	200	450	550	480	3,680
170-5430-00	Exec - Office & General	50	50	-	-	50	50	50	-	50	50	50	-	400
170-5470-00	Exec - Printing	2	2	2	2	4	4	4	2	4	4	4	4	38
170-5490-00	Exec - Projects	3,308	3,008	1,508	2,008	3,908	1,508	3,708	2,008	3,708	4,508	3,008	3,008	35,200
170-5490-05	Exec - Events Expenses	-	-	-	-	2,300	500	600	-	2,800	-	16,000	-	22,200
170-5530-00	Exec - Retreats	400	-	700	-	-	200	-	300	-	-	-	700	2,300
170-5550-00	Exec - Salaries & Benefits	15,802	15,802	15,802	15,802	15,802	15,802	15,802	15,802	15,802	15,802	15,802	34,116	207,942
170-5570-00	Exec - Sponsorship	-	250	250	-	5,000	500	1,000	-	1,000	2,000	1,500	-	11,500
170-5630-00	Exec - Telephone	555	555	555	555	555	555	555	555	555	555	555	555	6,654
170-5660-00	Exec - Travel Expense	200	200	200	200	500	500	500	500	1,060	500	200	200	4,760
310-5090-00	USC - Computer Maintenance	263	-	-	212	-	-	-	-	-	-	-	-	475
310-5190-00	USC - Councilor Souvenirs	-	-	-	-	-	-	-	-	-	-	5,050	-	5,050
310-5200-00	USC - Depreciation	368	368	368	368	368	368	368	368	368	368	368	368	4,414
310-5330-00	USC - Honorariums	-	-	-	-	200	150	200	100	200	250	250	150	1,500
310-5400-00	USC - Meeting Expense	-	-	-	-	350	125	-	400	-	300	-	350	1,525
310-5400-10	USC - Meeting Expense (AGM)	-	-	-	-	-	-	1,100	-	-	-	-	-	1,100
310-5400-05	USC - Meeting Expense (SGM)	-	-	-	-	-	-	-	-	-	1,100	-	-	1,100
310-5680-00	USC - Socials/Appreciation	-	-	-	-	800	1,200	800	800	800	800	900	800	6,900
		22,071	20,417	19,567	19,729	30,269	25,119	30,819	21,117	26,629	33,919	54,419	41,163	345,241
		May	June	July	August	September	October	November	December	January	February	March	April	Total
Net		(22,071)	(20,417)	(19,567)	(19,729)	(30,269)	(25,119)	(30,819)	(21,117)	(26,629)	(33,919)	(54,419)	(41,163)	(345,241)

**Budget 2024-2025**

**Account #:** 150-5000-00                      **Account Name/Dept:** Exec - General Elections Expense-Stud. Gov.

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

Elections (Advertising & Printing)	500
Candidate Forums	300
Executive Reimbursement	2,500
Chief Returning Officer	2,500
Assistant Chief Returning Officer	1,500
DRO Voting Booth	500
Total for the year:	7,800

**Account #:** 150-5000-05                      **Account Name/Dept:** Exec - By Elections Expense-Stud. Gov.

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

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

**Account #:** 150-5330-00                      **Account Name/Dept:** Exec - Referendum Expense-Stud. Gov.

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

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

**Account #:** 170-5090-00                      **Account Name/Dept:** Executive - Computer Maint. Expense - Stud. Gov.

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

As per Schedule #2 - Included in Admin	
Maintenance Agreement (1-Filemaker) (May)	263
Laptop Cases (5)	477
Total for the year:	740

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

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

Conferences and UCRU	12,000
Peer Advocacy Training and other professional development	800
Total for the year:	12,800

**Account #:** 170-5200-00                      **Account Name/Dept:** Executive - Depreciation Expense - Stud. Gov.

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

Per Schedule #3	
Total for the year:	987

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

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

Meetings (\$325/executive)	1,300
Executive Transition Lunch (Incoming and Outgoing Exec's) (\$60/Exec)	480
Budget Review with Finance and Assessment Committee, Executive Committee and Senior Managers.	400
AOCP (May, Aug, October, Nov, Mar)	1,500
Total for the year:	3,680

**Account #:** 170-5430-00                      **Account Name/Dept:** Executive - Office & General Expense-Stud. Gov.

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

Office supplies, business cards, etc.	
Total for the year:	400

Account #: 170-5470-00

Account Name/Dept: Executive - Printing Expense-Stud. Gov.

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

Misc. printing	
Total for the year:	38

Account #: 170-5490-00

Account Name/Dept: Executive - Projects Expense-Stud. Gov.

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

Projects and initiatives of the Executive: each Executive member must apply to the Executive Committee for funding.	8,500
Anti-Racism / Anti-Oppression initiatives	5,000
Lobby Campaign Expense - Municipal, Provincial and Federal Campaigns. (including but not limited to research, preparation, cost-sharing, hosting expenses, etc)	3,000
Marketing (Survival Guide placements, social media advertising, executive campaigns and announcements)	3,000
Oohpaahotaan   Indigenization Commitment Fund	7,500
Indigenous Knowledge Keeper Expense	7,500
Academic Prep hub resources (includes Prince Albert Campus)	400
Bike Tool Rental Service	300
Total for the year:	35,200

Account #: 170-5490-05

Account Name/Dept: Executive - Events Expense-Stud. Gov.

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

Fall orientation give away	1,000
Campus Group Weeks Fall	800
Equity, Diversity and Inclusion week	500
Sustainability week	500
Know Your Rights (Academic Awareness Weeks)	1,000
Remembrance Day	600
Winter Orientation programing	1,500
Campus Group Weeks Winter	800
International Women's day	1,000
Undergraduate Project Symposium	6,500
Excellence Awards	8,000
Total for the year:	22,200

Account #: 170-5530-00

Account Name/Dept: Executive - Retreat Expense-Stud. Gov.

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

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

Account #: 170-5550-00

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

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

Executive Salaries - (43687.50x 4)	174,750
Executive Salaries - Payout (15 days Vacation and 5 EDO's x 4)	13,442
Benefits (CPP, EI, WCB)	14,878
Benefits (Health and Dental Insurance)	1,272
Health and wellness (to be applied for) (\$400/exec)	1,600
Transition incentive incoming (\$500 x4 for completion of report and exit interviews)	2,000
Total for the year:	207,942

Account #: 170-5570-00

Account Name/Dept: Executive - Sponsorship Expense-Stud. Gov.

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

International and Exchange Student Experience Event Funding to be applied for	2,500
Executive Sponsorship to be applied for	5,000
Executive Scholarship to be applied for by students	4,000
Total for the year:	11,500

**Account #:** 170-5630-00

**Account Name/Dept:** Executive - Telephone Expense-Stud. Gov.

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

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

**Account #:** 170-5660-00

**Account Name/Dept:** Executive - Travel Expense-Stud.Gov.

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

This is for miscellaneous Executive travel (Not related to conference travel).	
Car rental or mileage (Rural campus travel)	1,140
Food for students & the executive (\$200 x 4)	800
Per diem allowance for three full trip days (\$65 x 4 x 3)	780
Hotel rooms for three nights (\$170 x 4 x 3)}	2,040
Total for the year:	4,760

**Account #:** 310-5090-00

**Account Name/Dept:** USC - Computer Maintenance

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

As per schedule #2 - In Admin	
Zoom Licence	212
Maintenance Agreement (Filemaker) (May)	263
Total for the year:	475

**Account #:** 310-5190-00

**Account Name/Dept:** USC - Councilor Year end gifts Expense-Stud. Gov.

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

Year end gifts for Councilors (26 Councilors x \$100)	2,600
Year end gift for committee work, given as Louis' Gift Cards (98 committee seats x \$25)	2,450
Total for the year:	5,050

**Account #:** 310-5200-00

**Account Name/Dept:** USC - Depreciation Expense - Stud. Gov.

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

As per schedule #3	
Total for the year:	4,414

**Account #:** 310-5330-00

**Account Name/Dept:** USC - Honorariums Expense-Stud. Gov.

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

USC Chair (\$50/meeting x 30 meetings)	
Total for the year:	1,500

**Account #:** 310-5400-00

**Account Name/Dept:** USC - Meeting Expenses-Stud. Gov.

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

Other meeting expenses (name plates)	25
Councillor Travel and Accommodation Expenses (for Prince Albert Campus MSC x 4 meetings)	1,500
Total for the year:	1,525

**Account #:** 310-5400-10

**Account Name/Dept:** USC - Meeting Expenses (AGM)-Stud. Gov.

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

Printing, Office Supplies, Room & Equipment Rentals, and Advertising	500
Refreshments (Pizza, Pepsi Product)	500
Chairperson Honorarium	100
Total for the year:	1,100

**Account #:** 310-5400-05

**Account Name/Dept:** USC - Meeting Expenses (SGM)-Stud. Gov.

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

Printing, Office Supplies, Room & Equipment Rentals, and Advertising	500
Refreshments (Pizza, Pepsi Product)	500
Chairperson Honorarium	100
Total for the year:	1,100



**Account #:** 310-5680-00

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

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

USC Appreciation (8 socials at \$400 per social)	3,200
USC Committees (14 x \$150) food allowance	2,100
USC Orientation-April (Refreshments, printing, etc.)	400
USC Orientation-September (Refreshments, printing, etc.)	400
USC Transition Social	800
Total for the year:	6,900

## **Student Grants Highlights 2024-2025**

Student groups and constituencies are an integral part of any university experience, and they are considered especially important at the University of Saskatchewan Students' Union. The USSU is a non-profit organization that aims to support undergraduate students. More than \$57,000 is allocated in the USSU annual budget to support the campus groups.

### **Project & Initiatives Grant**

Student groups are entitled to a maximum combined total of \$1,000 per academic year. This sponsorship may be used in the following way:

1. Business Credit • Up to \$500.00 per year
  - Groups may apply for credit at XL Print & Design, Louis' and Louis' Loft
  - This credit will not cover alcohol costs
2. Cash Sponsorship • Up to \$500.00 per year
  - Groups may apply for reimbursement of cash expenses

### **Anti-Racism & Anti-Oppression Grant**

The USSU supports and promotes anti-racism and anti-oppression work reflected in student group initiatives in efforts to dismantle systemic barriers. This grant is available in addition to the \$1,000 available through the Project and Initiatives Grant. This grant is available to groups that seek to create programming and events highlighting anti-racism and anti-oppression advocacy.

### **Sustainability Grant**

Student groups are encouraged to maintain environmentally sustainable operations in the campus community and have this grant available to them to help support their efforts.

### **Equity, Diversity, and Inclusion (EDI) Grants**

The USSU supports and encourages the work of student groups in critical areas of importance. These grants are available in addition to the \$1,000 available through the Project and Initiatives Grant. These grants are available to groups that have mandates or membership that highlight these communities and all other student groups that develop programming in these areas:

- Gender & Sexually Diverse Students

- International Students
- Indigenous Students
- Students with Disabilities

Nishtha Mehta  
VP Operations & Finance

Student Grants

Revenue

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
130-4180-00	Ratification Revenue - Campus Groups	500	500	1,000	1,500	3,000	2,000	600	100	500	100	100	100	10,000
130-4280-00	Sponsorship - Campus Groups	-	-	-	-	-	-	-	-	-	-	-	-	-
		500	500	1,000	1,500	3,000	2,000	600	100	500	100	100	100	10,000

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
130-5310-00	Grants Expense (Cash/Credit) - Campus Groups	500	500	500	3,000	10,000	10,000	7,500	2,500	7,000	5,500	7,500	2,500	57,000
130-5310-05	Grants Expense (Product) - Campus Groups	-	-	-	-	-	-	-	-	-	-	-	-	-
220-5310-05	Grant Expense - Sustainability	-	250	250	250	250	250	250	250	250	250	250	-	2,500
220-5310-10	Grant Expense - Anti-Racism	-	250	250	250	250	250	250	250	250	250	250	-	2,500
280-5310-00	Grants Expense - U of S Travel Award	-	5,000	-	-	-	-	-	-	-	-	-	-	5,000
		500	6,000	1,000	3,500	10,500	10,500	8,000	3,000	7,500	6,000	8,000	2,500	67,000

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	-	(5,500)	-	(2,000)	(7,500)	(8,500)	(7,400)	(2,900)	(7,000)	(5,900)	(7,900)	(2,400)	(57,000)

**Budget 2024-2025**

**Account #:** 130-4180-00 **Account Name/Dept:** Ratification Revenue-Campus Groups

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Ratification revenue comes from ratification fees in the campus groups policy.	
(Insurance for Campus events are accounted for in the Admin Budget)	
Total for the year:	10,000

**Account #:** 130-5310-00 **Account Name/Dept:** Grants Expense (Cash/Credit)-Campus Groups

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Campus Group Grants (~150 groups)	
Project and Initiative Grants	45,000
New groups support grant for branding	2,000
Equity, Diversity and Inclusion Grants	10,000
Total for the year:	57,000

**Account #:** 220-5310-05 **Account Name/Dept:** Grants Expense - Sustainability

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Sustainability Funding (maybe matched by U of S ) to be applied for.	
(This is matched by Office of Sustainability of \$2,500)	
Total for the year:	2,500

**Account #:** 220-5310-10 **Account Name/Dept:** Grants Expense - Anti-Racism

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Anti-Racism and Anti-Oppression	
Total for the year:	2,500

**Account #:** 280-5310-00 **Account Name/Dept:** Grants Expense-Student-Travel Fund

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
USSU grant to U of S Student Travel Award	
Total for the year:	5,000

## **Welcome Week Highlights 2024-2025**

Welcome Week is the biggest and best event the USSU provides to kick off the new school year. Welcome Week is paid for 100% by our sponsors. Sponsors not only provide a financial contribution that makes it possible, but they also bring value to the event by providing some of the activities and free giveaways students enjoy. SaskTel mini doughnuts, anyone?

Welcome Week is great, but it's not cheap. Costs continue to rise, including for the stage, tents, storage, washrooms, entertainment and equipment, carless drive-in setup, university facilities management (electrical needs, tables, chairs, waste bins, and recycling), and the executive's swag giveaways, all captured in the budget. We're closing in on how much space we can provide in the Bowl while delivering a memorable event for students, but each year, we look for ways to create an exciting atmosphere and bring the community together to start off the year.

During Welcome Week events, the executives make announcements, introduce themselves, and interact with students to highlight what they hope to accomplish for the year. We also offer booths for the USSU centres and campus groups to help recruit volunteers and members. Our goal is to provide as many opportunities to engage students early on and offer as many opportunities to get involved with the USSU to grow our student community.

Jason Ventnor  
Communications & Marketing Manager



**Budget 2024-2025**

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Sponsorship for Welcome Week from various partners	
Total for the year:	32,000

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Social media advertising	
Total for the year:	350

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Entertainment/Activities	
Total for the year:	8,000

**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	8,000
Handyman Rentals	8,000
Equipment Rentals	1,500
Total for the year:	17,500

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Licensing (Potential Outdoor Movie)	
Total for the year:	500

**Account #** 165-5500-00 **Account Name/Dept:** Promo Merchandise Expense-Welcome Week

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Various give-aways to students	
Total for the year:	4,000

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Student Crew for overnight security & odd jobs	
Total for the year:	1,000



## **USSU Services Highlights 2024-2025**

The USSU Services is one of the busiest services of the USSU. Located in Upper Place Riel it acts as a vital point of contact with students, staff, and visitors to campus. The USSU Services is staffed by one full time staff member, with support from a student staff member. The focus of the desk is to provide unrivaled service to our customers while acting as the front door to the U of S campus. This involves providing a wide variety of information to students and the campus community. In addition the staff also deals with locker rentals, notary services, table and space rentals, key services, phone charger loans, bike repair kit services, and transit and Upass support.

For this upcoming fiscal year USSU Services will continue to provide excellent customer service to the campus community. We will continue to offer services that students see value in and add new services if possible throughout the year. We will also work to obtain as much knowledge as possible for our staff so that we can continue to connect students to vital services across our campus.

We will also focus our energy on table rentals in the Arts Tunnel. Demand for the space has grown over the past year and we will look to grow revenues by bringing in paid customers looking to reach students, while providing space to campus clubs. Revenues for paid groups will see an increase in this year's budget as a result. We will also look to host various markets throughout the year where students can purchase goods from local merchants and student run businesses.

Jason Kovitch  
Business & Services Manager

USSU Services

Revenue

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
210-4070-00	Commissions	-	-	-	-	-	-	-	-	-	-	-	-	-
210-4070-05	Commissions-U-Pass Distribution	-	-	-	-	-	-	-	-	-	-	-	53,000	53,000
210-4140-00	Faxing	3	3	3	10	10	10	5	5	5	5	5	5	69
210-4190-00	Locker Revenue	40			300	720	160	-	240	400	40	-	-	1,900
210-4205-00	Notary Revenue	60	60	60	120	240	140	120	100	100	100	140	100	1,340
210-4230-00	Poster Revenue	10	10	10	50	100	100	60	60	60	60	60	60	640
210-4250-10	Table Rentals- Tunnel	-	-	-	-	7,000	2,100	4,000	700	1,500	1,000	1,800	650	18,750
		113	73	73	480	8,070	2,510	4,185	1,105	2,065	1,205	2,005	53,815	75,699

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
210-5000-00	Advertising & Promotion	-	-	-	-	1,200	-	-	100	250	-	-	-	1,550
210-5030-00	Bank Charges	20	20	20	60	130	50	50	50	50	50	50	50	600
210-5090-00	Computer Maintenance	393	-	-	-	-	-	-	-	-	-	-	-	393
210-5200-00	Depreciation	157	157	157	157	157	157	157	157	157	157	157	157	1,886
210-5240-00	Equipment Maintenance	-	-	-	-	-	-	-	-	50	-	50	-	100
210-5270-00	Fax Charges	1	1	1	2	2	2	1	1	1	1	1	1	15
210-5385-00	Locker Expense	-	-	-	40	-	-	-	-	-	-	-	-	40
210-5430-00	Office & General	50	50	50	50	150	75	1,500	75	100	75	75	75	2,325
210-5550-00	Salaries, Wages & Benefits	7,030	7,030	7,030	7,030	7,030	7,030	7,030	7,030	7,030	7,030	7,030	7,030	84,360
210-5630-00	Telephone	72	72	72	72	72	72	72	72	72	72	72	72	863
		7,723	7,330	7,330	7,411	8,741	7,386	8,810	7,485	7,710	7,385	7,435	7,385	92,132

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(7,610)	(7,257)	(7,257)	(6,931)	(671)	(4,876)	(4,625)	(6,380)	(5,645)	(6,180)	(5,430)	46,430	(16,433)

Expenses

Building Maintenance

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
210-5350-00	Janitorial	247	236	224	245	247	268	251	240	221	273	261	245	2,958
210-5510-00	Repairs & Main.	-	-	-	-	-	-	-	-	-	-	-	-	-
210-5690-00	Utilities	242	228	203	221	198	205	216	226	213	213	229	157	2,551
		488	464	427	466	444	474	468	466	434	485	490	401	5,509

Building Maintenance Net Profit/(Loss)	(488)	(464)	(427)	(466)	(444)	(474)	(468)	(466)	(434)	(485)	(490)	(401)	(5,509)
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	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(8,098)	(7,721)	(7,684)	(7,398)	(1,115)	(5,350)	(5,093)	(6,846)	(6,079)	(6,666)	(5,920)	46,029	(21,942)

**Budget 2024-2025**

**Account #:** 210-4070-05 **Account Name/Dept:** U-Pass Distribution Commission

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Revenue from the commission on undergraduate and graduate U-pass distribution.	
Based on estimates given the campus environment for Spring, Fall, and Winter terms.	
Total for the year:	53,000

**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.	
Total for the year:	69

**Account #:** 210-4190-00 **Account Name/Dept:** Locker Revenue-USSU Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on estimated usage of lockers with \$40/term rate with rentals for both terms.	
Total for the year:	1,900

**Account #:** 210-4205-00 **Account Name/Dept:** Notary Revenue-USSU Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on projected notary services for non undergraduate students at \$20 per transaction.	
Total for the year:	1,340

**Account #:** 210-4230-00 **Account Name/Dept:** Poster Revenue-USSU Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Based on projections for posters stamped for the Arts Tunnel at \$3/poster.	
Total for the year:	640

**Account #:** 210-4250-10 **Account Name/Dept:** Table Rentals-Tunnel-USSU Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Table rentals in Place Riel tunnel based on the predicted campus environment.	
Total for the year:	18,750

**Account #:** 210-5000-00 **Account Name/Dept:** Advertising Expense-USSU Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Advertising for Survival Calendar ad, U-pass, and parking passes for table vendors.	
Total for the year:	1,550

**Account #:** 210-5030-00 **Account Name/Dept:** Bank Charge Expense-USSU Services

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
This is a percentage base charge for credit card sales and rental of equipment.	
Based on estimates given the predicted campus environment.	
Total for the year:	600

**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)	393
Total for the year:	393

**Account #:** 210-5200-00 **Account Name/Dept:** Depreciation Expense-USSU Services

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

Per schedule #3

Total for the year:

1,886

**Account #:** 210-5240-00 **Account Name/Dept:** Equip.Maint. Expense-USSU Services

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

Covers repairs to fax machine, and other machinery.

Total for the year:

100

**Account #:** 210-5270-00 **Account Name/Dept:** Fax Expense-USSU Services

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

Based on predicted revenues and usage given the campus environment.

Total for the year:

15

**Account #:** 210-5385-00 **Account Name/Dept:** Locker Expense-USSU Services

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

Covers purchase of replacement locks for lockers.

Total for the year:

40

**Account #:** 210-5430-00 **Account Name/Dept:** Office & General Expense-USSU Services

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

Point of Sale receipt printer paper and maps.

Based on predicted campus environment for the Fall and Winter terms.

Total for the year:

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 (May - Apr)

Total for the year:

84,360

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

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

Costs for telephone hardware and long distance.

Total for the year:

863

**Expenses**

**Building Maintenance**

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

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

Per Schedule #4

Total for the year:

2,958

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

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

Per Schedule #5 - Included in Facilities

Total for the year:

-

**Account #:** 210-5690-00

**Account Name/Dept:** Utilities Expense-USSU Services

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

Per Schedule #6

Total for the year:

2,551

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

## **Women's Centre Highlights 2024-2025**

The USSU Women's Centre takes a vibrant and proactive approach to education and informs the campus community about feminist issues and issues affecting women. The USSU Women's Centre strives to provide a safe and positive environment that promotes equality and equity while recognizing and celebrating differences within our diverse and dynamic community. The centre is located in room 103 of the Memorial Union Building and offers a wide range of resources and programming for students. The centre is run by a student coordinator with support from student volunteers who are there to help students and build community.

The centre offers a variety of programming and events throughout the year including Sexual Violence Awareness Week, Who Needs Feminism, National Day of Remembrance and Action on Violence Against Women, Wmen in Leadership, Pro Choice Awareness Week, and Menstrual Product Drives. The centre also hosts various ongoing centre events such as Desi Women's Discussion Night, Queer Women's Night, Women in STEM, Feminist Literature Book Club, and Movie Nights. These events provide a safe space for discussion and an opportunity for students to socialize and build community.

This year's budget offers funding for all of the centre events with room for the incoming coordinator to add to the programming as they see fit. There are also sufficient budget dollars allocated for training, so that our volunteers are prepared to help students that access the centre and the services that we provide.

Jason Kovitch  
Business & Services Manager

Womens Centre

Expenses

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
350-5000-00	Advertising	20	100	30	300	750	150	100	100	150	150	100	50	2,000
350-5090-00	Computer Maint	-	-	-	-	-	-	-	-	-	-	-	-	-
350-5110-00	Condoms	-	-	-	-	100	-	-	-	200	-	-	-	300
350-5120-00	Conferences	-	-	-	-	-	100	-	-	-	-	-	-	100
350-5200-00	Depreciation	31	31	31	31	31	31	31	31	31	31	31	31	373
350-5240-00	Equipment	-	-	-	-	-	-	-	-	100	-	-	-	100
350-5250-00	Events/Speakers	-	-	50	50	900	300	300	600	300	300	2,000	600	5,400
350-5350-00	Janitorial	186	185	184	187	191	189	189	186	188	189	188	187	2,248
350-5400-00	Meeting Expense	-	-	-	-	20	-	-	0	20	-	20	-	60
350-5430-00	Office & General	200	40	40	40	40	40	40	40	40	40	40	40	640
350-5510-00	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
350-5550-00	Salaries Wages/Ben.	1,274	1,274	1,274	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	19,344
350-5580-00	Staff Welfare/Apprec	-	-	-	-	-	-	-	-	-	-	0	450	450
350-5600-00	Subscriptions	40	40	40	40	40	40	40	40	40	140	40	40	580
350-5630-00	Telephone	53	53	53	53	53	53	53	53	53	53	53	53	639
350-5640-00	Training	200	-	-	-	300	700	200	100	300	700	200	-	2,700
350-5710-00	Volunteer Appreciation	20	20	20	50	100	100	100	100	120	120	120	120	990
350-5690-00	Utilities	555	522	506	596	491	535	552	595	572	551	555	366	6,396
		2,579	2,265	2,229	3,072	4,741	3,963	3,330	3,570	3,838	3,999	5,072	3,662	42,320

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(2,579)	(2,265)	(2,229)	(3,072)	(4,741)	(3,963)	(3,330)	(3,570)	(3,838)	(3,999)	(5,072)	(3,662)	(42,320)

**Budget 2024-2025**

**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:	373

**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:	5,400



**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:	2,248

**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:	60

**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, , cofee and other supplies for the centre	
Total for the year:	640

**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:	19,344

**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 7 shifts-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:

VOTR - Based on \$15/volunteer (20 volunteers)/, \$15/volunteer (20 volunteers)	600
Applied Suicide Intervention - Based on \$140/volunteers (10 Volunteers)	1400
Other training opportunities.	700
Total for the year:	2,700

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

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

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

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

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

Per Schedule #6	
Total for the year:	6,396

## **XL Design Highlights 2024-2025**

XL Print & Design is a full service print shop committed to serving students, the U of S community, and clients throughout Saskatchewan from its location on the main floor of Place Riel. XL Print & Design offers graphic design, wide format printing and colour copying and printing. Value added services offered include stapling, booklet making, hole punching, card stock printing, laminating, perfect binding, coil binding, and folding options for brochures.

Since COVID XL's business has grown dramatically with revenues for the 2023-24 fiscal year reaching new highs. This led to increased profits, and the rehiring of a full-time graphic designer. The focus with this year's budget is to retain revenues while managing rising costs efficiently. The key will be continuing with excellent customer service and industry leading turnaround times. This will help strengthen our relationships with key clients including the U of S Bookstore, where we do on demand printing, and others where we meet all of their printing needs. The operation will also continue to provide vital services to students with printing for campus clubs, as well as research posters, and project printing.

XL is operating at near maximum capacity at all times. This year there were no capital expenditures for equipment given the lack of space at the operation. Given the increased business and traffic, we will continue to ensure that the operation has the human resources needed to maintain business levels, while keeping our staff fresh and motivated.

Jason Kovitch  
Business & Services Manager

XL Design  
Revenue

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
360-4005-00	Banner Stands	1,444	4,312	388	2,882	2,131	812	1,899	325	481	1,367	2,866	1,689	20,596
360-4010-00	Binding Revenue	93	185	588	367	579	244	233	177	240	546	198	388	3,838
360-4060-00	Colour Copier	10,504	8,564	9,974	25,354	32,148	14,687	12,644	25,178	26,985	12,046	17,987	13,065	209,136
360-4150-00	Finishing Revenue	988	966	790	1,051	1,073	966	899	812	1,074	874	1,344	502	11,339
360-4170-00	Laminating Revenue	665	801	722	1,122	1,398	610	421	299	575	506	1,302	560	8,981
360-4200-00	Outsourcing Revenue	854	2,991	1,864	4,055	2,028	1,997	266	544	2,020	1,444	1,023	1,986	21,072
360-4215-00	Plotter Revenue	14,067	15,111	9,204	12,205	10,834	13,043	7,464	6,644	8,537	6,433	12,864	8,466	124,872
360-4330-00	Typesetting/Design	339	268	199	246	168	166	323	166	295	287	344	341	3,142
		28,954	33,198	23,729	47,282	50,359	32,525	24,149	34,145	40,207	23,503	37,928	26,997	402,976

Expenses

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
360-5000-00	Advertising	50	50	50	800	1,000	240	50	50	50	50	400	50	2,840
360-5030-00	Bank Charges	200	200	200	250	250	250	250	250	250	180	250	200	2,730
360-5040-00	Banner Stand	477	1,423	128	951	703	268	627	107	159	451	946	557	6,797
360-5090-00	Computer Maint.	193	193	193	193	193	193	193	193	193	193	193	193	2,319
360-5120-00	Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
360-5170-10	Copier Expense - Paper	2,101	1,713	1,995	5,071	6,430	2,937	2,529	5,036	5,397	2,409	3,597	2,613	41,827
360-5170-15	Copier Expense - Service	2,626	2,141	2,494	6,339	8,037	3,672	3,161	6,295	6,746	3,012	4,497	3,266	52,284
360-5200-00	Depreciation	812	812	812	812	812	812	812	812	812	812	812	812	9,743
360-5240-00	Equip. Maint.	300	300	2,000	300	600	600	300	300	300	2,000	400	400	7,800
360-5215-00	Finance Charges	-	-	-	-	-	-	-	-	-	-	-	-	-
360-5290-00	Freight	200	200	200	400	400	400	300	400	400	400	400	400	4,100
360-5355-00	Lease Operating	519	519	519	519	519	519	519	519	519	519	519	519	6,228
360-5365-00	Laminating Expense	219	264	238	370	461	201	139	99	190	167	430	185	2,964
360-5430-00	Office & General	65	200	200	200	200	200	1,600	200	200	200	200	200	3,665
360-5440-00	Outsourcing Expense	683	2,393	1,491	3,244	1,622	1,598	213	435	1,616	1,155	818	1,589	16,858
360-5455-00	Plotter Expense	4,501	4,836	2,945	3,906	3,467	4,174	2,388	2,126	2,732	2,059	4,116	2,709	39,959
360-5470-00	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
360-5510-00	Repairs & Main.	60	60	60	60	60	60	60	60	60	60	60	60	720
360-5550-00	Salaries/Wages & Benefits	11,543	11,543	11,543	11,543	11,543	11,543	11,543	11,543	11,543	11,543	11,543	11,543	138,515
360-5630-00	Telephone	161	161	161	161	161	161	161	161	161	161	161	161	1,934
360-5830-00	Wide Format Plotter Exp.	-	-	-	-	-	-	-	-	-	-	-	-	-
		24,711	27,008	25,229	35,118	36,459	27,828	24,845	28,586	31,328	25,371	29,343	25,458	341,282

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	4,243	6,190	(1,500)	12,164	13,900	4,697	(696)	5,559	8,879	(1,868)	8,585	1,539	61,694

Expenses

Building Maintenance

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
360-5350-00	Janitorial	917	876	833	911	917	998	935	893	825	1,014	970	909	10,998
360-5690-00	Utilities	903	852	757	827	738	767	808	845	796	794	856	585	9,529

1,819	1,729	1,590	1,738	1,655	1,765	1,743	1,737	1,621	1,809	1,826	1,495	20,527
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	May	June	July	August	September	October	November	December	January	February	March	April	Total
Building Maintenance Net Profit/(Loss)	(1,819)	(1,729)	(1,590)	(1,738)	(1,655)	(1,765)	(1,743)	(1,737)	(1,621)	(1,809)	(1,826)	(1,495)	(20,527)

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	2,424	4,462	(3,091)	10,426	12,245	2,932	(2,439)	3,822	7,258	(3,676)	6,759	45	41,166

**Budget 2024-2025**

**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:	20,596

**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:	3,838

**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:	209,136

**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:	11,399

**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:	8,981

**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:	21,072

**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:	124,872

**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:	3,142

**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:	2,840

**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:	2,730

**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 33% of Banner Stand sales.	
Total for the year:	6,797

**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)	1,215
Total for the year:	2,319

**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:	41,827

**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.	
Based on 28% of Colour Copier Sales	
	52,284

**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:	9,743

**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:	7,800

**Account #:** 360-5215-00      **Account Name/Dept:** Finance Expense-XL Design

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

Finance charge on lease of Color Copier.	
Total for the year:	0

**Account #:** 360-5290-00      **Account Name/Dept:** Freight- XL Design

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

Freight costs on shipping our paper and other supplies.	
Total for the year:	4,100

**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 Richo 5200 machine.	
Total for the year:	6,228

**Account #:** 360-5430-00      **Account Name/Dept:** Laminating Expense- XL Design

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

Costs for Laminating supplies used on jobs. Costs are estimated at 33% of Laminating sales.	
Total for the year:	2,964

**Account #:** 360-5430-00      **Account Name/Dept:** Office & General Expense-XL Design

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

This includes debit paper, pens, paper, and general office/supply items. Based on actuals for this past year with a small increase.	
Total for the year:	3,665

**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 80% of revenue.	
Total for the year:	16,858



**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 32% of the plotter revenue. This covers ink cartridges, paper rolls, etc.

Total for the year: 39,959

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

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

Misc. Repairs

Total for the year: 720

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

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

Salaries, Wages & Benefits for FT and PT employees.

Total for the year: 138,515

**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, long distance, and internet services.

Total for the year: 1,934

**Expenses**  
**Building Maintenance**

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

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

As per schedule #4

Total for the year: 10,998

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

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

As per Schedule #6

Total for the year: 9,529

## **Place Riel Highlights 2024-2025**

The Place Riel Student Centre is a focal point of activity for the University of Saskatchewan campus. In March 2003, a referendum was held to collect a Student Infrastructure Fee to expand Place Riel and maintain its facilities.

The renovation of Place Riel was financed through the First Nations Bank and TD Bank (30-year term). The primary revenue source is the Student Infrastructure Fee collection from all undergraduate students. The main expenses are the mortgage payment, bank charges, and interest expenses on Place Riel.

The Place Riel four-storey expansion project took place from 2009-2011 and was awarded LEED Silver certification for its design and construction practices. The University of Saskatchewan Students' Union asked the design team to make the project as environmentally sustainable as possible. Some of the green building initiatives used in the design include an energy-efficient mechanical system, building envelope, and lighting; low or zero VOC emitting interior finishes; and renewable and recycled building materials. At least 75% of construction waste was diverted from the landfill. LEED innovation credits were awarded for exemplary performance in water use reduction, recycled content of materials used, and sourcing local/regional materials.

Amanda Mitchell  
Controller

**Place Riel**

**Revenue**

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
181-4160-00	Interest Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
181-4300-00	Infrastructure Revenue	-	-	-	-	-	-	-	-	-	-	-	1,210,643	1,210,643
		-	-	-	-	-	-	-	-	-	-	-	1,210,643	1,210,643

**Expenses**

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
181-5030-00	Bank Charges	7,785	11,071	6,996	5,023	5,129	10,010	7,414	7,885	7,362	7,084	8,331	7,053	91,142
181-5200-00	Depreciation	43,906	43,906	43,906	43,906	43,906	43,906	43,906	43,906	43,906	43,906	43,906	43,906	526,873
181-5325-00	Interest Expense	57,498	61,301	54,168	58,316	58,652	52,088	55,120	58,052	57,789	64,254	51,177	51,746	680,162
		109,189	116,278	105,071	107,245	107,687	106,004	106,440	109,843	109,058	115,245	103,413	102,705	1,298,177

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(109,189)	(116,278)	(105,071)	(107,245)	(107,687)	(106,004)	(106,440)	(109,843)	(109,058)	(115,245)	(103,413)	1,107,938	(87,533)

**Budget 2024-2025**

**Account #:** 181-4300-00

**Account Name/Dep:** 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: 1,210,643

**Account #:** 181-5030-00

**Account Name/Dep:** 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, 2023

Total for the year: 91,142

**Account #:** 181-5200-00

**Account Name/Dep:** 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: 526,873

**Account #:** 181-5325-00

**Account Name/Dep:** 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, 2023

Total for the year: 680,162

**USSU 2024-2025 Budget  
Capital Purchases**

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Admin	Dynamics Upgrade (Accounting System)	29,715.36
Louis'	2-Apple Macbook 15", Apple iMac 24", 2-iPad Full Size, 8-iPad Mini, 6-Ethernet (Stadium)	16,274.38
Louis'	Amplifier Replacement	11,339.88
Louis' & Loft	Small Wares	5,747.23
Louis' Loft	iPad Full Size	798.24
Louis' Loft	Sonos Sound System	1,851.80
XL Design	Apple iMac 24"	2,403.02

**TOTAL                    Capital Budget for 2024-2025                    68,129.91**

**First Nations  
Capital Purchases**

Facilities                    Place Riel Camera's                    39,597.77

**TOTAL                    FN Capital Purchase for 2024-2025                    39,597.77**

**USSU - IT**

**Purchase:**

Apple Computers for staff, iPads for Louis' and Accounting Server Replacement

**Purpose**

See the attached 2024/25 IT Purchase Plan

**Purchase Price**

\$46,406.60 + PST \$2,784.40 = \$49,191.00

**Consumable Costs**

GST \$2,320.33

**Service/Maintenance/Warranty Costs**

See the attached 2024/25 IT Purchase Plan

**Rational**

University of Saskatchewan Students' Union  
IT and A/V Purchase Plan  
For 2024/25 Budget

Prepared by:

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IT Services Manager

## **Background Information**

### **Description and Motivation**

The IT and A/V purchase plan is a critical component of the success of the USSU staff and departments. Many areas of the organization are affected when computer hardware becomes obsolete or fails due to age. This becomes evident at the time of failure when the costs of replacement become an unplanned expenditure.

Our plan continues the rejuvenation strategy for computers, a/v hardware, and software based on the business needs of the USSU. It continues a structured, proactive, and sustainable computing plan.

### **Impact and Rationale**

Implications for this strategy are:

- Staff morale and satisfaction increase when working with appropriate resources.
- Hardware will be able to utilize current and new software.
- Regular renewal maintains a manageable IT budget each year.
- User experience is unified for all staff when using the USSU network of computers.
- Planning for an entire year requires carefully reviewing our current systems and forecasting changes in the computer industry.
- Some pricing and system specifications will change between the budget plan and the time of order and implementation.

### **Goal/Objectives**

The USSU adapts to the changing student and education environment and needs. USSU IT Services aims to ensure that computing resources are current and adequate for performing work-related tasks for the annual change of executive and centre coordinators and that all employees using computers have access to a computer of sufficient capability to support basic computing needs to complete their responsibilities. Basic computing needs include word processing, spreadsheets, databases, electronic messaging, internet access, network file sharing and storage, and department-specific software applications.



## **Approach and Method**

The USSU's standard procedure for replacing computer hardware is as follows:

1. Replace computers at 3-4 years
  - a. Critical business hardware
    - Servers
  - b. Primary business systems
    - Income-generating (Louis', Louis' Loft, and XL Print & Design) and advertising (Communications and Marketing)
  - c. Primary office desktops
    - Executive, senior managers, support staff
  
2. Replace computers at 4-5 years
  - a. Office Desktops
    - Department managers and staff
  - b. Centres
    - Coordinators
  
3. Replacement at 5 + years
  - a. Secondary offices
  - b. Custodial staff
  - c. Kiosk/volunteer/exam Computers
  - d. Monitors and printers

The computer's extended warranties from Apple are only available for up to three years. The primary business and critical computers should not be older than this to ensure the hardware is repairable during the warranty period.

Desktop computers for positions not adversely affected by short computer downtime (i.e. where staff may use other computers) can be replaced at a slightly longer interval. In some cases, these computers will be replaced with computers from the above three-year replacements (a cascading system).

Desktop computers for positions not severely affected by extended computer downtime and do not affect regular business operations should be scheduled for replacement with computers handed down from other locations.

Monitors and printers generally have a longer viable lifespan than computers and, as such, only require replacement at least five years. In some situations, it may be necessary to purchase new monitors for compatibility with new computers. In this case, the older monitor will move with the computer or be handed down to other locations.

## 2024/25 Plans:

The following are the capital purchase recommendations from the IT Services, in consultation with the businesses and departments of the USSU.

1. Replace four staff computers
2. Replace iPads used in Louis' & Louis' Loft
3. Replace the accounting server

## 2024/25 Purchase Recommendations:

### 1. Computers Replacement:

a) Louis' Manager and Assistant Manager:

We will replace the current iMacs with Apple MacBook Air computers, docking stations, and the required accessories. When meeting with clients (weddings, corporate events, etc), the managers have to either stay in their office or go back and forth from their office when working on contracts. Laptops will allow them to meet with clients and work in Louis' Loft for events while having access to the required information.

#### **Pricing Information:**

- **Apple 15" MacBook Air** \$1,749.00
- **AppleCare+** to increase the warranty to three years \$269.00
- **StarTech Docking Station** \$346.10
- **Laptop stand, case and adapter cables** \$216.94
- **Apple keyboard and mouse** \$298.00

Total: \$2,879.04 x 2 GST \$287.90 + PST \$345.48 = **\$6,391.47**

b) Louis' Kitchen Manager:

We will replace the current iMac with a new Apple iMac as the current one cannot be upgraded to the latest version of the macOS.

#### **Pricing Information:**

- **Apple 24" iMac** \$1,976.00
- **AppleCare+** to increase the warranty to three years \$206.00
- **Adapter cable** to connect second display \$85.00

Total: \$2,2267.00 + GST \$113.35 + PST \$136.02 = **\$2,516.37**

c) XL Print & Design, Graphic Designer

We will replace the current iMac with a new Apple iMac as the current one cannot be upgraded to the latest version of the macOS.

**Pricing Information:**

- **Apple 24" iMac** \$1,976.00
- **AppleCare+** to increase the warranty to three years \$206.00
- **Adapter cable** to connect second display \$85.00

Total: \$2,2267.00 + GST \$113.35 + PST \$136.02 = **\$2,516.37**

**2. iPad Replacements in Louis' and Louis' Loft:**

The iPads that are currently in use at Louis' and Louis' Loft were purchased in 2018, the standard size iPads used at the main bar (2) and in the Loft (1) are currently running iPadOS 16.7 and can't be further upgraded. The mini iPads (7) used by the servers in Louis' and at Griffiths Stadium are running iPadOS 15.8 and can't be further upgraded. The current version of iPadOS is 17, and our iPads are either one or two versions behind.

The concern is that in October, when Apple releases iPadOS version 18, our Point of Sale software (TouchBistro POS) will no longer function on the older versions of iPadOS. If this is not the case, we will not be required to purchase the iPads.

**Pricing Information for Full-Size iPads for Louis' Main Bar(2), Louis' Loft (1):**

- **Apple iPad** x 3, \$599.00 each
- **2M long charging cables** x 3, \$19.99 each
- **Case and stand for Louis' Loft** x 1, \$134.07
- **Screen Protectors 2PK** x 2, \$12.97 each

**Pricing Information for Mini iPads for Servers and the Stadium:**

- **Apple iPad Mini** x 8, \$679.00 each
- **Cases** x 8, \$42.10 each
- **Charging cables to fit in storage rack** x 8, \$13.59 each
- **Ethernet/Power adapters for stadium** x 6, \$31.11 each

Total: \$8,081.16 + GST \$404.06 + PST \$484.87 = **\$8,970.09**

### **3. Accounting Server Replacement:**

Our current accounting system (hardware and software) was purchased in 2007 and has received regular updates. Still, our system (Windows Server 2012 and Microsoft Dynamics 2016) can no longer be updated or upgraded. We are working with our partner Encore Systems to replace our existing server hardware, software, and applications.

#### **Pricing Information for Hardware:**

- **Dell PowerEdge R650 Server**

- Windows Server 2022 and user licenses
- SQL Server 2022 and licenses
- Intel® Xeon® Gold 6334 Processors
- 32GB RAM
- 2 x 1TB hard driver for data storage
- 2 x 240GB M.2 drive for operating system storage/botting
- 3-year ProSupport/Next Day support

Total: \$14,983.36 + GST \$749.17 + PST \$899.00 = **\$16,631.53**

#### **Pricing Information for Dynamics Upgrade:**

- **Encore Project Services**

- Dynamics GP 2016 to GP 18.6 (2023) upgrade and testing
- SQL Server prep/updates
- Modify/update Financial reports
- Project management
- End-user training

Total \$11,250.00 + GST \$562.50 + PST \$675.00 = **\$12,487.50**

#### **Pricing Information for EFT Module:**

- **Encore Project Services**

- Electronic Fund Transfer module
- End-user training

Total \$1,800.00 + GST \$90.00 + PST \$108.00 = **\$1,998.00**

Total for server hardware and software updates, modules and training **\$31,117.03**

#### **Total Capital Purchases:**

\$46,406.60 + GST \$2,320.33 + PST \$2,784.40 = **\$51,511.33**

**USSU - Facilities**

**Purchase:**

Place Riel Camera Upgrade Project

**Purpose**

To upgrade the current cameras in the Place Riel Student Centre (with the possibility of adding one)

**Purchase Price**

Upgrade of 11 cameras - Material and Labour - \$32,806.58 plus PST of \$1,790.19 = \$34,597.77.  
Contingency of \$5,000 in case of issues with networking/wiring and the possibility of adding one camera to main floor. Total: \$39,597.77 (plus GST)

**Consumable Costs**

GST = \$1,491.83, plus any GST from contingency work

**Service/Maintenance/Warranty Costs**

i-Pro Cameras - 7 year warranty; PTZ components are 3-5 years; Monitoring provided by Protective Services and the USSU has a service agreement with them for annual monitoring fees (annual fees are budgeted already).

**Rational**

All of the cameras in the Place Riel Student Centre (common areas) are original from the 2009-10 expansion/renovation project. These cameras are an older technology, therefore it is difficult to outsource any parts, or not an option to repair. The Place Riel Student Centre is a very busy building for on and off-campus visitors. Being a public building, and open long hours 7 days per week, we do communicate with and work with Protective Services for any safety and security issues. Having upgraded cameras will help provide better monitoring coverage of our building and provide better pictures, and a wider lens to capture any events happening. Currently, when we call Protective Services, we often hear back that the camera didn't catch the occurrence, the camera wasn't properly working, or the angle was missed. Better cameras will aid us and Protective Services for better monitoring and the ability to address specific situations.

**USSU - Louis' Loft**

**Purchase:**

Louis' Loft Sonos Sound Items

**Purpose**

To improve the sound quality of the music in Louis' loft by adding Sono wireless equipment to the existing sound system.

**Purchase Price**

Sonos Immersive Music Set (2 Sonos Era 300 speakers) = \$1,063.00  
Sanus Tilt & Swivel Speaker Wall-Mount for Sonos Era 300 (Pair) = \$134.99  
Sonos Port = \$549.00  
PST = \$104.81  
Total = \$1,851.8

**Consumable Costs**

GST = \$87.36

**Service/Maintenance/Warranty Costs**

Sonos offers a 6 year warranty.

**Rational**

The current sound system in Louis' Loft only covers the room's border and points straight down. This makes it hard to play music as it cannot be turned up enough to fill the rest of the room. When we play music at acceptable volumes in the middle of the room, we have complaints from people seated at the booths where volume it too loud. The 2 Sonos Era 300 speakers would be mounted to point towards the center of the room rather than straight down to fill this area with sound. The speakers are wireless and will allow for sound without the cost of running new wiring in the space. The Sonos Port enables the new speakers to be connected to the current Loft speakers as part of one whole system.

**USSU - Louis' / Louis' Loft**

**Purchase:**

Louis' Loft and Louis' Small Wares

**Purpose**

To replace dwindling inventory and aging pieces at the operation. This includes various kitchen items and coffee items for Louis' Loft

**Purchase Price**

Geanel Restaurant Supply Co.  
24 - Steelite International Canada Limited Model No. 11010590 16oz Drip Mug = \$403.44  
24 - Steelite International Canada Limited Model No. 11010591 12oz Drip Mug x24 = \$338.90  
Robot Coupe Canada Model No. MP350 Commercial Power Mixer, hand held, 14" = \$815.27  
6 - Winco Model No. ALRP-1826H Bake/Roast Pan, 25-3/4" x 17-3/4" x 3-1/2" = \$741.36  
30 - Cambro Model No. 4SFSCW135 CamSquare® Food Container, 4 qt. = \$390.30  
20 - Cambro Model No. 8SFSCW135 CamSquare® Food Container, 8 qt = \$394.80  
10 - Cambro Model No. 18SFSCW135 CamSquare® Food Container, 18 qt. = \$390.00  
30 - Cambro Model No. SFC2SCPP190 Food Pan Seal Cover = \$108.90  
20 - Cambro Model No. SFC6SCPP190 Food Pan Seal Cover = \$90.20  
10 - Cambro Model No. SFC12SCPP190 Food Pan Seal Cover = \$65.70  
Freight = \$50.00  
PST = \$224.33  
Geanel Total = \$4,013.20  
Coffee Addicts Inc.  
2 - 58mm Stainless Steel Backflush Disk = \$3.00  
2 - Coffee Addicts Wood Espresso Tamper = \$60.00  
2 - Coffee Addicts Tamping Mat Large (5" x 12") = \$36.76  
60 - Coffee Addicts Latte Bowl (470ml, 16oz) = \$588.00  
60 - Coffee Addicts Latte Cup (350ml, 12oz) = \$504.00  
48 - Coffee Addicts Latte/Tea Cup (250ml, 80z) = \$369.60  
Shipping = \$78.99  
PST = \$93.68 (estimate)

**Consumable Costs**

Coffee Addicts GST = \$82.02  
Geanel Restaurant Supply GST = \$186.94  
GST Total = \$268.96

**Service/Maintenance/Warranty Costs**

n/a

**Rational**

Many of the smaller Louis' Loft and kitchen wares have broken or are too few to function correctly. Louis' kitchen requires several Cambro measured containers with lids in three sizes to store food and sauces properly and professionally. We also need a new hand mixer to replace a broken one to execute better catering jobs and soups that require it. The kitchen also needs additional roasting pans to help with growing catering needs.

Louis' Loft's coffee and tea wares are now where, we either don't have enough to operate, or them items are mismatched and require replacement. This purchase includes replacement espresso cups and tea vessels and adding more drip coffee mugs. Additionally, we need some espresso machine accessories to aid in the cleaning and organization of our espresso station. These include cleaning filters, rubber tamping mats, additional espresso tamps, and transparent displays for tea.

**USSU - Louis'**

**Purchase:**

Louis' main amplifier replacement.

**Purpose**

To replace one broken and failing amplifiers and ensure the longevity of the rest of the amp system.

**Purchase Price**

Pure Reinforcement Productions  
2 - QSC CX-Q4K4 = \$10,398.00  
Install Labour 4hrs = \$300.00  
PST = \$641.88  
Total = \$11,339.88

**Consumable Costs**

GST = \$534.90

**Service/Maintenance/Warranty Costs**

3 year manufacturer warranty.

**Rational**

Louis' in house sound system is getting close to 22 years old. One of the larger amplifiers that controls the main speakers has failed, and another is also having difficulty running. It has been recommended that we replace the failing amplifiers with amplifiers that host more channels, requiring less space and leaving room for more air circulation. The amplifiers drive sound to the various zones in the space and are necessary for day to day operations as well as for all in house events such as Karaoke, Askatune, as well as campus club events and DJ based functions.