



USSU 2025-26 Budget Package

Approved by

University Students' Council

March 20, 2025

USSU OPERATION/SERVICE	Budget	Budget
	2025-2026	2024-2025
Administration	(1,157,027)	(1,101,902)
Admin-Student Fees	2,048,612	1,916,516
Communications	(14,150)	(16,568)
Facilities	166,645	152,159
Food Centre	(27,456)	(47,344)
Help Centre	(36,305)	(37,101)
Louis'	(133,842)	(86,511)
Louis' MUB Cost	(197,488)	(191,666)
Louis'-Entertainment	1,934	2,786
Marketing Service	31,467	33,231
Pride Centre	(38,925)	(39,679)
Student Governance	(352,137)	(345,241)
Student Grants	(59,500)	(57,000)
Student Service-Events	(4,850)	650
Safewalk-Student Crew	(28,808)	(30,966)
USSU Services	(21,370)	(16,433)
USSU Services-PR Cost	(5,935)	(5,509)
Women's Centre	(44,368)	(42,320)
XL Design	56,223	61,694
XL Design-PR Cost	(22,110)	(20,527)

<b>Total</b>	<b>160,614</b>	<b>128,269</b>
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Less: Capital	(83,727)	(68,130)
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*Investments for Operating as of December 31, 2024	4,840,264	4,880,121
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\*RBC Bank for Operating

Less: Student Care Internal Reserve	(473,813)	(673,518)
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<b>Total</b>	<b>4,443,338</b>	<b>4,266,742</b>
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INFRASTRUCTURE NOT OPERATING	Budget	Budget
	2025-2026	2024-2025

Place Riel	(136,426)	(87,533)
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Less: Capital		(39,598)
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*Investments for Infrastructure as of December 31, 2024	6,184,045	6,063,592
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\*FN Bank for Infrastructure

<b>Total Place Riel</b>	<b>6,047,619</b>	<b>5,936,461</b>
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**USSU 2025-2026 Budget  
Annual Summary**

<u>Description</u>	<u>Profit/(Loss)</u> <u>With Depreciation</u>	<u>Profit/(Loss)</u> <u>Without Depreciation</u>
Administration	(1,157,027)	(1,141,498)
Admin-Student Fees	2,048,612	2,048,612
Communications	(14,150)	(13,250)
Facilities	166,645	177,089
Food Centre	(27,456)	(27,288)
Help Centre	(36,305)	(36,100)
Louis'	(133,842)	(111,298)
Louis'-MUB Cost	(197,488)	(197,488)
Louis'-Entertainment	1,934	3,100
Marketing Service	31,467	31,550
Pride Centre	(38,925)	(38,757)
Student Governance	(352,137)	(349,690)
Student Grants	(59,500)	(59,500)
Student Service-Welcome Week	(4,850)	(4,850)
Safewalk-Student Crew	(28,808)	(28,640)
USSU Services	(21,370)	(20,231)
USSU Services-PR Cost	(5,935)	(5,935)
Women's Centre	(44,368)	(44,200)
XL Design	56,223	67,399
XL Design-PR Cost	(22,110)	(22,110)
<b>Total</b>	<b>160,614</b>	<b>226,919</b>

<u>INFRASTRUCTURE NOT OPERATING</u>	<u>Profit/(Loss)</u> <u>With Depreciation</u>	<u>Profit/(Loss)</u> <u>Without Depreciation</u>
Place Riel	(136,426)	390,447
<b>Total Place Riel</b>	<b>(136,426)</b>	<b>390,447</b>

## 2025-2026 Budget In-Kind - Campus Groups

Description	Budget 2025-2026 Amount	Budget 2024-2025 Amount
Advertising , Video Monitors, Plasma's - Marketing	\$ 8,000	\$ 8,000
Room/Space Rentals - Facilities	\$ 500	\$ 500
Special Events - Louis'	\$ 24,950	\$ 26,350
Table Rentals - Student Services	\$ 11,100	\$ 11,250
XL Design	\$ 670	\$ 561
<b>Total In-Kind</b>	<b>\$ 45,220</b>	<b>\$ 46,661</b>

**USSU**  
**OPERATION/SERVICE**      **Budget**  
   **2025-2026**

	<u>Revenue</u>	<u>Expenses</u>	<u>Total</u>
Administration	2,123,409	1,231,824	891,585
Communications	-	14,150	(14,150)
Facilities	892,341	725,695	166,645
Food Centre	-	27,456	(27,456)
Help Centre	-	36,305	(36,305)
Louis'	1,433,382	1,764,712	(331,330)
Louis'-Entertainment	43,000	41,066	1,934
Marketing Service	57,450	25,983	31,467
Pride Centre	-	38,925	(38,925)
Student Governance	-	352,137	(352,137)
Student Grants	10,000	69,500	(59,500)
Student Service-Events	33,000	37,850	(4,850)
Safewalk-Student Crew	45,830	74,638	(28,808)
USSU Services	73,162	100,466	(27,304)
Women's Centre	-	44,368	(44,368)
XL Design	420,530	386,417	34,113
<b>Total</b>	<b><u>5,132,104</u></b>	<b><u>4,971,490</u></b>	<b><u>160,614</u></b>

## **Admin Highlights 2025-2026**

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	7,669	1,126	943	2,073	893	999	836	810	3,401	1,354	912	49,575	70,591
100-4180-00	Insurance Fee Revenue	-	-	-	-	263	650	150	25	-	125	828	100	2,140
100-4300-00	Student Fees	170,718	170,718	170,718	170,718	170,718	170,718	170,718	170,718	170,718	170,718	170,718	170,718	2,048,612
		178,387	171,844	171,661	172,791	171,873	172,366	171,703	171,553	174,119	172,196	172,457	220,393	2,121,343

Expenses

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
100-5010-00	Audit Fees												43,361	43,361
100-5030-00	Bank Charges	1,205	1,075	1,133	1,201	1,181	1,137	1,134	1,124	1,279	1,119	1,231	1,142	13,961
100-5090-00	Computer Maint.	10,144	380	235	454	235	235	3,573	235	235	235	235	235	16,433
100-5120-00	Conferences	6,025	4,191	-	2,000	3,814	-	2,000	-	2,000	2,000	2,000	-	24,030
100-5150-00	Contract Labor	-	-	-	200	200	200	-	-	200	-	200	-	1,000
100-5170-00	Copier Expenses	83	72	288	50	56	234	220	130	275	185	136	361	2,091
100-5200-00	Depreciation	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	15,529
100-5205-00	Discounts	37	57	84	53	110	98	70	23	66	71	21	97	786
100-5240-00	Equipment & Equipment Maintenance	218	-	-	-	25	-	-	-	25	-	-	-	268
100-5320-00	Hiring Expenses	-	-	-	700	-	700	-	-	-	700	-	-	2,100
100-5340-00	Insurance	-	-	110,942	-	-	-	-	-	-	-	-	-	110,942
100-5350-00	Janitorial	3,573	3,324	3,489	3,442	3,502	3,661	3,479	3,255	3,717	3,690	3,519	3,368	42,019
100-5370-00	Legal Fees	500	1,380	500	500	530	500	500	2,500	750	500	500	500	9,160
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	807	451	726	439	558	469	520	379	768	393	342	342	6,193
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	67,809	67,809	67,809	69,544	68,467	86,427	68,751	68,751	68,751	68,751	68,751	86,428	858,048
100-5580-00	Staff Welfare/Apprec.	60	60	60	60	60	60	60	60	8,060	60	60	3,360	12,020
100-5580-05	Staff Welfare/Apprec.-Social Committee	-	-	500	-	-	500	-	-	-	500	-	-	1,500
100-5630-00	Telephone	480	480	480	1,680	480	480	480	480	1,680	480	480	1,680	9,360
100-5640-00	Training	2,940	590	170	200	200	420	200	170	600	50	100	50	5,690
100-5660-00	Travel	-	-	-	200	-	-	-	-	-	-	-	-	200
100-5690-00	Utilities	2,860	2,634	2,679	2,824	2,896	3,376	3,365	4,666	9,701	3,393	3,062	2,388	43,843
		100,045	84,206	190,800	85,651	85,619	100,252	86,056	83,477	102,401	84,231	82,341	146,665	1,231,743

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	78,342	87,638	(19,139)	87,140	86,254	72,115	85,647	88,076	71,717	87,965	90,117	73,728	889,600

\*All 2%Benefit fee fall under Admin

\*All office supplies, exopt paper and special items fall under Admin.

**Budget 2025-2026****Account #:** 100-4160-00**Account Name/Dept:** Interest Revenue-Admin.

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

Interest on Investments per attached schedule #1.	48,860
Interest on Chequing Account	21,731
Total for the year:	70,591

**Account #:** 100-4180-00**Account Name/Dept:** Insurance Fee Revenue-Admin.

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

Campus Clubs/Societies insurance fees are based on Jan - Dec 2024 actuals.	
Total for the year:	2,140

**Account #:** 100-4300-00**Account Name/Dept:** Student Fee Revenue-Admin.

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

Increase of 5% from 2024/2025 ( 1% administration fee retained by the University.)	
Total for the year:	2,048,612

**Account #:** 100-5010-00**Account Name/Dept:** Audit Fee Expense-Admin.

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

Quote per KPMG - Audit and GST Audit	
Total for the year:	43,361

**Account #:** 100-5030-00**Account Name/Dept:** Bank Charge Expense-Admin.

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

Activity Fee (Internet Banking Fee)	2,728
Other-deposit bags ( \$30/100 bags), Credit Card Fees, and other misc. bank charges.	420
Deposit pickups ( \$901.03 * 12 months)	10,812
Total for the year:	13,961

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

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

Per computer schedule #2	-
SSL Certificates (Filemaker), Microsoft 365, 2-Zoom License, FMS/Files/Accounting (Backblaze)	3,695
Kandji Device Management	8,302
Maintenance Agreement (Dynamics)	2,829
Maintenance Agreement (Filemaker-7)	1,606
Total for the year:	16,433

**Account #:** 100-5120-00**Account Name/Dept:** Conference Expense-Admin.

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

Association of Managers in Canadian Colleges & University Student Centers (AMICCUS)	
May (2 attendees)	6,025
International Association of Business Communicators (IABC) in June (1 attendee)	4,191
International Facility Managers Association (IFMA) in September (1 attendee)	3,814



Conferences are to be applied for.	10,000
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:	24,030

**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 2024 actuals.)	
Total for the year:	2,091

**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:	15,529

**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 2024 actuals.)	
Total for the year:	786

**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:	268

**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	38,704
Boiler & Machinery	1,860

Commercial General Liability	51,133
Directors & Officers, Employment Practices Liability & Crime (EPL)	15,554
Special Risk - Sutton - Accidental Death & Dismemberment (AD&D)	3,691
Total for the year:	110,942

**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:	42,019

**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:	9,160

**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 2024 Actual)	
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 2024 Actuals	
Internal supplies for all operations and centres are included in this line.	
Total for the year:	6,193

**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.	853,885
U of S 2% Benefit Fee (RRP, Basic Life, LTD)	4,162
Total for the year:	858,048

**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.	720
Executive going away gift, picture and frames (\$200.00 x 4), and catering	1,300
Staff long-service recognition awards	2,000
Holiday party expenses for all Executive, FT, PPT, and LTFT staff (\$70 x 100 employee)	8,000
Total for the year:	12,020

**Account #:** 100-5580-05

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

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

Social Committee Funds	1,500
Total for the year:	1,500

**Account #:** 100-5630-00

**Account Name/Dept:** Telephone Expense-Admin.

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

Costs for telephone hardware, long distance and cell phone reimbursement.	
Total for the year:	9,360

**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
First Aid Training: 5 people @ \$170 each	850
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 employees)	2,760
Total for the year:	5,690

**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:

43,843

**Housing Highlights  
2025-2026**

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	107	253	320	560	120	120	120	120	40	40	107	160	2,066
		107	253	320	560	120	120	120	120	40	40	107	160	2,066

## Expenses

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
200-5030-00	Bank Charges	4	10	12	22	5	5	5	5	2	2	4	6	81
		4	10	12	22	5	5	5	5	2	2	4	6	81

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	102	243	307	538	115	115	115	115	38	38	102	154	1,986

**Budget 2025-2026**

**Account #** 200-4150-00

**Account Name/Dept:** Housing Registry Revenue-Admin.-Housing

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

Sales for housing ads. Based on 2024 actuals

Total for the year:

2,066

**Account #** 200-5030-00

**Account Name/Dept:** Bank Charges Expense-Admin.-Housing

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

Sales for housing ads. Based on 2024 actuals

Total for the year:

81

## **Communications Highlights 2025-2026**

The communication department plays a vital role in managing the USSU communication efforts. Its primary function is to ensure clear, consistent, and effective messaging that aligns with the organization's mission, values, and objectives.

The USSU Communications Department has many functions, mainly processing communications and creative requests within the union. It manages the website and the main USSU social media channels, USSU ad screens across campus, PAWS announcements, and oversees media relations, including writing and distributing news releases, responding to media inquiries, and reviewing promotional marketing materials for events/campaigns. These materials include ads, brochures, newsletters, and government relations, among many other responsibilities.

The department works in conjunction with all USSU departments, including the executive, centres, and businesses, to facilitate their needs throughout the year. While these departments develop their events, campaigns, and advertising needs and execute their plans, the student graphics and media designer creates the requested material. This is reflected in department budgets, as most will have 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 responsible for managing the poster boards (buzzboards) across campus. Additionally, the communication budget covers membership in the International Association of Business Communicators (IABC), which operates a local chapter, provides resources, and hosts a conference every June.

### **Key Functions of the USSU Communications Department:**

1. **Brand Management** – Ensures USSU's identity, including logos, messaging, and visual aesthetics, remains consistent across all platforms, including print, digital, and social media.
2. **Public Relations** – Builds and maintains positive relationships with students, media, and external stakeholders through press releases, media outreach, and crisis communication strategies.
3. **External Communication** – Manages how the USSU presents itself to external audiences, including students, faculty, university administration, and external partners. Facilitates communication within the USSU by providing updates through newsletters, PAWS announcements, and messaging to ensure collaboration and engagement.
4. **Crisis Communication** – Develop strategies to handle crisis communication, ensure accurate information is shared, and protect the USSU's reputation.
5. **Marketing and Content Creation** – Produces engaging content such as advertisements, promotional materials, and digital assets to support campaigns, events, and student engagement initiatives.
6. **Social Media Management** – Oversees USSU's social media presence, engaging with students, promoting initiatives, and ensuring a positive online reputation.

In essence, the USSU Communications Department serves as the voice of the student union, ensuring that information is conveyed accurately and effectively to all key audiences. Its strategic approach to messaging fosters trust, engagement, and long-term success for the organization and the student body.



**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	200	200	200	200	3,200	700	700	450	700	700	700	200	8,150
140-5090-00	Computer Maintenance	1,432	121	99	99	99	99	99	99	506	99	99	409	3,260
140-5150-00	Contract Labour	40	40	40	80	160	160	160	80	160	160	160	80	1,320
140-5200-00	Depreciation	75	75	75	75	75	75	75	75	75	75	75	75	900
140-5410-00	Membership Expense	420	-	-	-	-	-	-	-	-	-	-	-	420
140-5430-00	Office & General	-	-	-	-	20	20	20	-	20	-	20	-	100
		2,167	436	414	454	3,554	1,054	1,054	704	1,461	1,034	1,054	764	14,150

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(2,167)	(436)	(414)	(454)	(3,554)	(1,054)	(1,054)	(704)	(1,461)	(1,034)	(1,054)	(764)	(14,150)

**Budget 2025-2026****Account #:** 140-5000-00 **Account Name/Dept:** Advertising Expense-Comm.

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

Sheaf Back Page based on print schedule.	6,150
Banners	500
USSU Non-Department Advertising (Social Media, Posters, Miscellaneous)	1,500
Total for the year:	8,150

**Account #:** 140-5090-00 **Account Name/Dept:** Computer Maintenance Expense-Comm.

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

As per Schedule #2 - Included in Admin	0
Adobe Creative Cloud, Website Calendar (Modern Tribe), Website Hosting, SSL Certificate, Web Security	1,927
Maintenance Agreements (Filemaker), Display System (8-Yodeck)	1,333
Total for the year:	3,260

**Account #:** 140-5150-00 **Account Name/Dept:** Contract Labour Expense-Comm.

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

As per Schedule #3	
Total for the year:	900

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

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

Office Supplies	
Total for the year:	100

## **Facilities Highlights 2025-2026**

The Place Riel Student Centre and the Memorial Union Building. These buildings are more than just physical spaces; they are hubs of student activity, housing essential services, businesses, and USSU operations.

Together, they cover nearly 100,000 square feet and accommodate USSU Centres, University offices, external businesses, food vendors, and financial services like ATMs. Keeping these spaces running smoothly is no small task. Our Facilities team, led by the USSU Facilities Manager, oversees a dedicated team of seven janitorial staff, ensuring the buildings remain clean, safe, and accessible—seven days a week. With Place Riel open as late as 12:30 AM on weekdays, the demand for upkeep never slows down.

As the landlord, the USSU is responsible for maintaining the buildings and ensuring essential services like heating, cooling, electricity, and plumbing remain in working order. While most repairs and maintenance are handled by the University's Facilities Department, the USSU pays for these services, adding to the challenge of budgeting for both predictable and unexpected expenses. In fact, between repairs, maintenance, and utilities, these costs represent some of the largest expense lines in our budget. The last year has presented challenges with many leaks occurring in Lower Place Riel and working with the university to assist in assessing the leaks and repairing them when possible. The USSU will continue to work with the university on this.

To help balance these expenses, the USSU generates revenue by leasing space to tenants who provide valuable services to the student body. Lease agreements vary, with most tenants signing five-year terms that include either a base rent or a base rent plus a percentage-based rate. Additionally, rental space is available for both internal and external groups. These revenue streams ensure that Place Riel and the Memorial Union Building continue to serve the campus community effectively.

At the heart of it all, our facilities are more than just buildings—they are dynamic, student-focused spaces that require constant care and strategic management to keep them running efficiently.

Looking ahead, the USSU Facilities Department has three major capital projects planned for the upcoming fiscal year.

1. Painting touch-ups on the main floor of Place Riel to maintain a clean look.
2. Purchasing new equipment (dehumidifiers, fans, and a vacuum) to help manage water infiltration issues in the building.
3. Reupholstering seating in the front entrance of Place Riel, ensuring that this high-traffic area remains inviting and well-maintained for students and visitors.

These projects reflect our ongoing commitment to keeping the Student Centre fresh, clean, and welcoming for the entire campus community.

Stefanie 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	30,323	30,323	30,323	30,323	34,399	34,399	34,399	34,399	34,399	34,399	34,399	34,399	396,486
180-4250-20	Rent - Occupancy	26,265	26,265	26,265	26,265	26,265	26,265	26,265	26,265	26,265	26,265	26,265	26,265	315,180
180-4250-30	Rent - Percentage	7,200	7,000	6,550	7,050	20,100	22,000	17,300	11,800	20,650	17,325	20,550	13,800	171,325
180-4250-00	Rent - Room/Space	-	-	-	-	250	7,800	250	250	250	150	250	150	9,350
		63,788	63,588	63,138	63,638	81,014	90,464	78,214	72,714	81,564	78,139	81,464	74,614	892,341

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	360	335	320	320	330	380	380	360	380	380	380	360	4,285
180-5090-00	Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
180-5200-00	Depreciation	870	870	870	870	870	870	870	870	870	870	870	870	10,444
180-5240-00	Equipment Maintenance	400	400	400	400	400	400	400	400	400	400	400	400	4,800
180-5350-00	Janitorial	26,404	24,618	25,777	25,447	25,879	27,027	25,716	24,110	27,408	27,212	26,018	24,940	310,556
180-5370-00	Legal Fees	550	550	550	550	550	550	550	550	550	550	550	550	6,600
180-5400-00	Meeting Expenses	-	200	-	-	-	-	-	200	-	-	-	-	400
180-5410-00	Membership Fees	-	-	511	-	-	-	-	-	-	-	-	-	511
180-5430-00	Office & General	25	25	25	25	25	25	25	25	25	25	25	25	300
180-5470-00	Printing	20	20	20	20	20	20	20	20	20	20	20	40	260
180-5480-00	Professional Development	225	225	225	225	225	225	225	225	225	225	225	225	2,700
180-5510-00	Repairs & Maintenance	6,047	3,868	3,732	1,684	3,249	3,592	5,783	1,719	4,430	3,504	5,309	4,788	47,706
180-5565-00	Signage	-	-	-	1,000	-	-	-	-	1,000	-	-	-	2,000
180-5630-00	Telephone	96	96	96	656	96	96	96	656	96	96	96	656	2,827
180-5670-00	Uniforms	550	200	200	200	200	200	200	200	200	200	200	200	2,750
180-5690-00	Utilities	21,697	20,444	21,192	22,161	22,333	25,951	26,217	35,420	50,981	26,044	23,742	18,298	314,479
180-5750-00	Waste Management	865	748	911	806	1,415	1,497	1,415	1,132	1,497	1,415	1,497	1,132	14,327
		58,108	52,599	54,830	54,364	56,092	60,832	61,896	65,886	88,332	60,940	59,332	52,484	725,695

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	5,679.51	10,988.77	8,308.02	9,274.20	24,922.69	29,632.02	16,317.89	6,827.73	(6,767.74)	17,198.97	22,132.66	22,130.73	166,645.46

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 2025-2026**

**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:	396,486

**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:	315,180

**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:	171,325

**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 Imagus Poster Sale.	
Total for the year:	9,350

**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:	4,285

**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:	10,444

**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

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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:	310,556

<b>Account #:</b> 180-5370-00	<b>Account Name/Dept:</b> 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:	6,600

<b>Account #:</b> 180-5400-00	<b>Account Name/Dept:</b> 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

<b>Account #:</b> 180-5410-00	<b>Account Name/Dept:</b> 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* 1.46 exchange. This membership also includes membership with IFMA Saskatchewan.	
Total for the year:	511

<b>Account #:</b> 180-5430-00	<b>Account Name/Dept:</b> 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

<b>Account #:</b> 180-5470-00	<b>Account Name/Dept:</b> Printing Expense-Facilities
Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
This is for small print jobs through XL Print & Design for small posters, front door Exec sign, XL docket, laminating, etc	
Total for the year:	260

<b>Account #:</b> 180-5480-00	<b>Account Name/Dept:</b> 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:	2,700

<b>Account #:</b> 180-5510-00	<b>Account Name/Dept:</b> Repairs/Maint. Expense-Facilities
Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Per Schedule #5	47,706
Alarm monitors in Place Riel and MUB included	
Elevator Licenses for Place Riel and MUB included	
Total for the year:	47,706

<b>Account #:</b> 180-5565-00	<b>Account Name/Dept:</b> 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

<b>Account #:</b> 180-5630-00	<b>Account Name/Dept:</b> Telephone Expense-Facilities
Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Costs for telephone hardware, long distance and cell phone reimbursement for janitorial staff.	
Total for the year:	2,827

**Account #:** 180-5670-00 **Account Name/Dept:** Uniforms Expense-Facilities

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

Clothing allowance for janitorial staff as per CUPE Agreement.	2,450
Janitorial vests	300
Total for the year:	2,750

**Account #:** 180-5690-00 **Account Name/Dept:** Utilities Expense-Facilities

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

Per Schedule #6 (including air conditioning invoice - Jan)	
Total for the year:	314,479

**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:	14,327

## **Food Centre Highlights 2025-2026**

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 2800 hampers being distributed by the fiscal year end. This is up slightly from the previous year with demand flattening out some after dramatic increases in previous years. Given the increases, the USSU Executive was able to secure financial support from the U of S and the Graduate Students' Association. This funding helped keep costs for Ufood at zero for this past year and for the upcoming year.

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	229	-	-	-	-	-	-	-	-	-	-	-	229
175-5200-00	Depreciation	14	14	14	14	14	14	14	14	14	14	14	14	168
175-5240-00	Equipment	-	-	-	-	67	67	67	67	67	67	67	67	536
175-5250-00	Events/Speakers	-	-	-	-	150	500	100	150	100	100	100	100	1,300
175-5350-00	Janitorial	249	231	243	240	244	255	242	227	259	257	245	234	2,926
175-5400-00	Meeting Expenses	-	-	-	-	-	20	-	-	20	-	-	20	60
175-5430-00	Office & General	-	-	-	100	200	40	40	40	40	40	40	40	580
175-5510-00	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
175-5550-00	Salaries/Wages - PT	-	-	-	867	1,734	1,829	1,829	1,829	1,829	1,829	1,829	1,829	15,404
175-5580-00	Staff Welfare/Apprec.	-	-	-	-	-	-	-	-	-	-	-	300	300
175-5630-00	Telephone	39	39	39	39	39	39	39	39	39	39	39	39	462
175-5640-00	Training	-	-	-	-	225	-	-	-	225	-	-	-	450
175-5710-00	Volunteer Awards	10	10	10	10	40	40	40	40	40	40	40	40	360
175-5690-00	Utilities	198	181	183	194	200	233	231	323	676	234	211	165	3,030
		739	475	489	1,663	3,612	3,336	2,677	2,803	3,384	2,695	2,659	2,923	27,456

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(739)	(475)	(489)	(1,663)	(3,612)	(3,336)	(2,677)	(2,803)	(3,384)	(2,695)	(2,659)	(2,923)	(27,456)

**Budget 2025-2026**

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Advertising in Survival Guide, and social media ads for U-food and volunteer recruitment.	
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)	229
Total for the year:	229

**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:	168

**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 deferred funding from the U of S that will cover all expenses for Ufood.	
Total for the year:	1,300

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

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
As per Schedule #4	
Total for the year:	2,926

**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 costs for the centre.	
Total for the year:	580

**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:	15,404

**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 @ \$20/volunteer (Based on 15 volunteers)

Total for the year:

300

**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 (15 volunteers)

Total for the year:

450

**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:

3,030

## **Help Centre Highlights 2025-2026**

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, 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 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	17	17	17	17	17	17	17	17	17	17	17	17	205
190-5240-00	Equipment & Equipment Maint.	-	-	-	-	-	-	100	-	-	50	-	-	150
190-5250-00	Events/Speakers	-	50	100	100	500	900	300	600	300	300	800	600	4,550
190-5350-00	Janitorial	103	102	100	101	101	102	101	100	101	101	103	102	1,217
190-5400-00	Meeting Expense	20	-	-	20	-	-	20	-	-	20	-	-	80
190-5430-00	Office & General	18	18	18	20	20	18	18	18	18	18	18	18	220
190-5510-00	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
190-5550-00	Salaries/Wages & Benefits	1,304	1,304	1,304	1,762	1,762	1,856	1,856	1,856	1,856	1,856	1,856	1,856	20,431
190-5580-00	Staff Welfare/Apprec.	-	-	-	-	-	-	-	-	-	-	-	500	500
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	250	250	-	225	250	250	-	1,525
190-5690-00	Utilities	203	257	322	313	260	291	343	335	326	287	295	198	3,431
190-5710-00	Volunteer Awards	20	20	20	50	100	100	100	100	100	100	3	100	813
		1,784	1,867	2,010	2,661	3,939	3,914	3,284	3,155	3,373	3,278	3,521	3,520	36,305

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(1,784)	(1,867)	(2,010)	(2,661)	(3,939)	(3,914)	(3,284)	(3,155)	(3,373)	(3,278)	(3,521)	(3,520)	(36,305)

**Budget 2025-2026**

**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:	205

**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:	4,550

**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:	1,217

**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 for the centre.	
Total for the year:	220

**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:	20,431

**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 @ \$20/volunteer (Based on 25 volunteers)	
Total for the year:	500

**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:

7 shifts-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)	525
Additional training and educational opportunities for volunteers including SafeTalk and MHFA	1,000
Total for the year:	1,525

**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:	3,431

**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 2025-2026**

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, salads 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 2025-26 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 promising growth this past year and the operation is looking to continue growth by another 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 over 100 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 the addition of a second Louis' Assistant Manager. Louis' has been short three full time people since 2020, and it has become difficult to manage all facets of the operation without adding another person. The addition will allow for better marketing efforts, human resource management, and execution of our operations. Louis' will also focus on keeping less than full time labour costs efficiently with growth in sales. 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	-	-	-	-	-	50	250	150	250	250	100	-	1,050
250-4070-20	Commission Vending	75	75	40	175	200	250	200	100	200	150	200	250	1,915
250-4240-00	Promotional Item Revenue	50	50	50	100	150	100	150	300	100	100	100	100	1,350
250-4270-40	Sales - Bottled Beer	4,405	3,393	1,666	7,421	96,743	26,680	23,375	3,156	4,487	3,944	6,874	4,687	186,831
250-4270-50	Sales - Draft Beer	9,366	7,236	5,066	7,147	16,107	16,594	16,244	14,879	14,628	13,944	21,688	18,662	161,561
250-4270-60	Sales - Food	47,988	55,877	38,789	55,546	75,779	70,341	72,464	78,346	69,931	55,874	78,394	65,023	764,352
250-4270-70	Sales - Liquor	6,866	8,734	5,844	11,588	14,794	13,228	16,205	11,898	11,368	9,674	15,765	11,977	137,941
250-4270-80	Sales - Non Alch. Bev.	2,605	2,693	1,887	3,146	8,029	7,659	5,345	3,331	3,624	2,654	3,921	3,232	48,126
250-4270-85	Sales Prepared Beverages	4,256	3,636	3,788	3,945	8,388	6,977	6,348	4,664	6,884	5,796	7,012	4,637	66,331
250-4275-00	Special Event Revenue	5,075	6,500	3,500	4,850	6,000	4,500	7,000	7,500	3,000	2,500	4,500	3,500	58,425
250-4280-00	Sponsorship Revenue	300	0	500	0	3,500	300	0	300	0	0	300	300	5,500
		80,986	88,194	61,130	93,918	229,690	146,679	147,581	124,624	114,472	94,886	138,854	112,368	1,433,382

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
250-5000-00	Advertising	400	400	400	800	2,500	900	900	900	900	900	900	900	10,800
250-5030-00	Bank Charges	1,300	1,300	1,300	1,600	3,500	3,000	3,000	2,200	2,100	2,100	2,400	2,100	25,900
250-5090-00	Computer Maint.	1,105	1	1	1	1	1	1	1	1	1	1	1	1,120
250-5180-40	COS - Bottled Beer	1,542	1,188	583	2,597	33,860	9,338	8,181	1,105	1,570	1,380	2,406	1,640	65,391
250-5180-50	COS - Draft Beer	4,027	3,111	2,178	3,073	6,926	7,135	6,985	6,398	6,290	5,996	9,326	8,025	69,471
250-5180-60	COS - Food	19,195	22,351	15,516	22,218	30,312	28,136	28,986	31,338	27,972	22,350	31,358	26,009	305,741
250-5180-70	COS - Liquor	1,854	2,358	1,578	3,129	3,107	2,778	3,403	2,499	2,387	2,032	3,311	2,515	30,950
250-5180-80	COS - Non Alch. Bev.	1,172	1,212	849	1,416	3,613	3,447	2,405	1,499	1,631	1,194	1,764	1,454	21,657
250-5180-85	COS- Prepared Bev.	1,362	1,164	1,212	1,262	2,684	2,233	2,031	1,492	2,203	1,855	2,244	1,484	21,226
250-5200-00	Depreciation	1,879	1,879	1,879	1,879	1,879	1,879	1,879	1,879	1,879	1,879	1,879	1,879	22,544
250-5240-00	Equipment & Equipment Maintenance	1,500	1,500	1,500	1,500	2,000	2,000	2,000	2,000	2,000	1,800	2,000	2,000	21,800
250-5285-00	Food & Beverage supplies	1,000	1,000	1,000	1,500	2,200	2,200	2,200	1,600	2,000	2,000	2,000	2,000	20,700
250-5290-00	Freight	1,000	1,000	1,000	1,100	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	13,700
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	-	-	-	250	-	-	-	250	-	-	-	-	500
250-5410-00	Membership	-	-	-	-	-	-	-	-	-	-	-	-	-
250-5430-00	Office & General	50	50	50	150	150	50	50	50	50	50	50	50	800
250-5450-00	Plant Maintenance	-	900	-	-	-	-	-	-	-	-	-	-	900
250-5470-00	Printing	200	-	-	-	300	-	-	-	300	-	-	-	800
250-5480-00	Prof. Development/Wellness	-	-	-	-	650	650	-	-	-	-	-	-	1,300
250-5500-00	Promotions	600	600	600	600	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	14,400
250-5505-00	Promotional Item Expense	38	38	38	75	113	75	113	225	75	75	75	75	1,013
250-5510-05	Repairs & Main. - Louis'	600	600	600	600	1,200	1,200	1,100	1,100	1,100	1,100	1,100	1,100	11,400
250-5550-00	Salaries, Wages & Benefits	57,410	59,550	53,628	63,744	81,641	81,308	72,615	65,411	71,591	63,995	73,845	66,979	811,718
250-5550-10	Salaries Wages FT In Scope	8,388	8,388	8,388	8,388	8,388	8,388	8,388	8,388	8,388	8,388	8,388	8,388	100,659
250-5560-00	Special Event Expense	1,200	1,600	1,600	1,600	7,000	1,750	2,000	22,000	1,200	1,500	1,500	1,200	44,150
250-5205-00	Staff Discounts	300	300	300	300	700	700	700	500	500	600	600	600	6,100
250-5580-00	Staff Welfare/Apprec.	167	167	167	167	167	167	167	167	167	167	167	167	2,000
250-5630-00	Telephone	634	608	602	618	720	1,518	618	450	602	618	603	1,454	9,046
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	400	-	-	300	-	-	-	-	400	-	-	-	1,100
250-5750-00	Waste Management	750	750	750	750	750	750	750	750	750	750	750	750	9,000
		101,081	109,861	88,179	112,277	190,540	155,283	144,152	147,882	132,236	116,410	142,871	126,451	1,567,224

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Bar Operations Net Profit/(Loss)	(20,095)	(21,667)	(27,049)	(18,359)	39,150	(8,604)	3,429	(23,258)	(17,764)	(21,524)	(4,017)	(14,083)	(133,842)

Expenses

Building Maintenance

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
250-5350-00	Janitorial	4,442	4,560	4,237	4,330	4,169	4,477	4,379	4,371	4,788	4,417	4,465	4,627	53,262
250-5690-00	Utilities	8,621	10,461	13,454	13,046	11,019	12,336	14,471	14,136	13,670	12,112	12,419	8,479	144,225
		13,063	15,021	17,691	17,376	15,188	16,812	18,850	18,507	18,458	16,530	16,885	13,106	197,488

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Building Maintenance Net Profit/(Loss)	(13,063)	(15,021)	(17,691)	(17,376)	(15,188)	(16,812)	(18,850)	(18,507)	(18,458)	(16,530)	(16,885)	(13,106)	(197,488)

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(33,158)	(36,688)	(44,740)	(35,736)	23,962	(25,416)	(15,421)	(41,765)	(36,223)	(38,053)	(20,902)	(27,189)	(331,330)

**Budget 2025-2026**

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

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

Based on estimates for revenue from events from October 2025 to March 2026

Total for the year:

1,050

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

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

This line is estimated ATM revenue from Louis' and Louis' Loft

Total for the year:

1,915

**Account #:** 250-4240-00 **Account Name/Dept:** Promotional Items Revenue- Louis'

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

Based on estimated sales of Louis' shirts, Loft mugs, and other promotional material.

Total for the year:

1,350

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

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

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

Total for the year:

186,831

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

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

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

Total for the year:

161,561

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

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

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

Total for the year:

764,352

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

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

Based on estimates given the predicted campus environment. Sales are inclusive of all spirits and wine sold at Louis', Louis' Loft and Griffith's Stadium

Total for the year:

137,941

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

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

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

Total for the year:

48,126

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

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

Coffee and tea sales at Louis' Loft based on estimates given the predicted campus environment.	
Total for the year:	66,331

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

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

Room rentals at Louis' and Louis' Loft based on estimates given the predicted campus environment.	
Total for the year:	58,425

**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 an estimated \$3000 from Great Western Brewing for Welcome Week.	
Total for the year:	5,500

**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:	10,800

**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:	25,900

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

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

As per Schedule #2 - Included in Admin	-
iCloud storage, Display System (8-Yodeck) (May)	1,120
Total for the year:	1,120

**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:	65,391

**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:	69,471

**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:	305,741

**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:

30,950

**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 45% of sales. This line includes all soda used in mixed drinks.

Total for the year:

21,657

**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 32% of sales. Includes coffee, tea, and other Loft products.

Total for the year:

21,226

**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:

22,544

**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:

21,800

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

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

Includes napkins, bar wipes, glass towels, glassware, cutlery, plates and take-out containers as well as stadium wares.

Total for the year:

20,700

**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:

13,700

**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:

500

**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:

800

**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:

800

**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:

14,400

**Account #:** 250-5505-00 **Account Name/Dept:** Promotional Item Expense-Louis'

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

Estimated cost of sales for Louis' and Louis' Loft promotional items based on 75% of sales.

Total for the year:

1,013

**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:

11,400

**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:

811,718

**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:

44,150

**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:

6,100

**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:

2,000

**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:

9,046

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

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

Training expenses for Food Safe and other programs.

Total for the year:

1,000

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

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

Line includes cab fares for customers to limit our liability and provide customer service.

Also is for Staff rides home if necessary.

Total for the year:

160

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

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

Expense for the cost of purchasing kitchen uniforms as well as staff T-shirts and aprons.

Total for the year:

1,100

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

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

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

Total for the year:

9,000

**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:

53,262

**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:

144,225

## **Louis' Entertainment Highlights 2025-2026**

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 \$350-\$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	2,500	4,500	2,500	1,500	1,500	2,000	4,000	3,000	25,500
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	6,500	6,500	4,500	3,000	3,500	4,000	6,000	5,000	43,000

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
160-5000-05	Advertising	-	-	-	-	500	500	200	200	200	300	300	300	2,500
160-5090-00	Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
160-5200-00	Depreciation	97	97	97	97	97	97	97	97	97	97	97	97	1,166
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	500	150	150	150	150	500	150	150	150	2,500
160-5390-00	Licenses	-	-	-	-	-	-	-	-	500	-	-	-	500
160-5550-40	Salaries	800	800	800	800	2,000	3,200	2,000	1,200	900	1,600	3,000	2,400	19,500
		1,047	1,047	1,047	1,397	6,247	5,647	4,147	2,847	3,897	3,847	5,247	4,647	41,066

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(47)	(47)	(47)	(397)	253	853	353	153	(397)	153	753	353	1,934

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**Budget 2025-2026****Account #:** 160-4250-40 **Account Name/Dept:** Equipment Rental Revenue-Louis'-Entertainment

Detail/Analysis of what items will be coded to this account &amp;/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:	25,500

**Account #:** 160-4310-10 **Account Name/Dept:** Ticket Sales Revenue-Louis'-Entertainment

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

This includes the cost of poster printing and social media ads.	
Total for the year:	2,500

**Account #:** 160-5090-00 **Account Name/Dept:** Computer Maint. Expense-Louis'-Entertainment

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

As per schedule #3	
Total for the year:	1,166

**Account #:** 160-5220-10 **Account Name/Dept:** Entertainment Live Expense-Louis' Ent.

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

Includes maintenance and repairs to sound equipment.	
Total for the year:	2,500

**Account #:** 160-5390-00 **Account Name/Dept:** Licenses Expense-Louis'-Entertainment

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

entandem Tariff 3A fees associated with live entertainment. (3% artist guarantee)	
Total for the year:	500

**Account #:** 160-5550-40 **Account Name/Dept:** Salaries Expense-Louis' Entertainment

Detail/Analysis of what items will be coded to this account &amp;/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:	19,500

## **Marketing Highlights 2025-2026**

The USSU communications budget is primarily focused on internal communication needs, ensuring that students, campus groups, and stakeholders stay informed and engaged. In contrast, the marketing budget is dedicated to external clients and revenue-generating opportunities. This includes advertising on USSU screens across campus, the Survival Calendar, tunnel and washroom advertisements, and various promotional campaigns, such as floor decals, banners, and other approved requests within our spaces.

One of our most significant projects during the spring and summer months is the creation of the Survival Calendar, which is distributed during Welcome Week. While the calendar remains a profitable initiative, we continually assess its relevance and gauge student interest to ensure it meets their needs. This ongoing evaluation helps us adapt and refine our approach to maximize impact.

As part of USSU ratification, campus groups receive several promotional benefits to support their visibility and outreach efforts. These benefits include free advertising space on USSU screens, valued at approximately \$7,000-\$8,000 annually, as well as promotion on USSU's primary social media channels (predominantly Instagram) and posters placed on our Buzzboards. These resources provide ratified groups with essential marketing support that helps them connect with their target audiences effectively.

It is important to note that while the USSU plays a crucial role in providing marketing platforms and promotional assistance, individual departments and student groups are responsible for planning and executing their own events. Our role is to facilitate visibility and engagement through strategic marketing initiatives, ensuring that students are aware of opportunities and resources available to them. By leveraging our marketing assets, we contribute to a vibrant and well-informed campus community while maintaining a sustainable revenue model through external advertising partnerships.

**Marketing**

Revenue

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
145-4000-20	Video Monitors/Plasmas	-	-	-	-	500	450	450	400	450	400	400	400	3,450
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	-	-	-	-	30,000	-	-	-	-	-	-	-	30,000
		1,900	1,900	1,900	1,900	32,600	2,550	2,550	2,300	2,550	2,500	2,500	2,300	57,450

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
145-5000-00	Advertising	-	150	-	-	150	100	100	100	100	100	100	-	900
145-5030-00	Bank Charges	-	-	-	50	250	100	50	50	50	-	-	-	550
145-5200-00	Depreciation	7	7	7	7	7	7	7	7	7	7	7	7	83
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	-	-	-	-	24,000	-	-	-	-	-	-	-	24,000
		57	157	57	132	24,482	207	157	207	232	132	157	7	25,983

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	1,843	1,743	1,843	1,768	8,118	2,343	2,393	2,093	2,318	2,368	2,343	2,293	31,467

**Budget 2025-2026**

**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.	3,450
Total in-kind \$8,000 (campus group events)	
Total for the year:	3,450

**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:	30,000

**Account #** 145-5000-00 **Account Name/Dept:** Advertising Expense-Marketing

Detail/Analysis of what items will be coded to this account &/or calculation of annual total:	
Sponsor/ 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:	83

**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:	24,000

## **Pride Centre Highlights 2025-2026**

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 Saskatoon Pride, Queerapalooza, which is an on campus pride week event, Bi Day of Visibility, Asexuality Awareness Week, Transday of Remembrance, 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	14	14	14	14	14	14	14	14	14	14	14	14	168
230-5240-00	Equipment	-	-	-	-	100	0	-	-	100	-	-	-	200
230-5250-00	Events/Speakers	50	400	50	50	800	600	200	600	100	200	600	600	4,250
230-5350-00	Janitorial	141	140	137	138	139	141	139	137	139	139	141	142	1,673
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	1,284	1,284	1,284	1,734	1,734	1,829	1,829	1,829	1,829	1,829	1,829	1,829	20,124
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	-	-	-	-	375	250	250	-	300	250	250	-	1,675
230-5710-00	Volunteer Awards	20	20	20	50	80	80	80	80	80	80	80	80	750
230-5690-00	Utilities	279	354	443	430	358	400	472	460	449	395	406	272	4,716
		2,126	2,570	2,136	2,874	4,758	3,642	3,242	3,428	3,739	3,165	3,678	3,565	38,925

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(2,126)	(2,570)	(2,136)	(2,874)	(4,758)	(3,642)	(3,242)	(3,428)	(3,739)	(3,165)	(3,678)	(3,565)	(38,925)

**Budget 2025-2026****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:	168

**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 will be offset by Drag Show revenue.	
Total for the year:	4,250

**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:	1,673

**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:	20,124

**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)	-
Additional training and educational opportunities for volunteers including Safe Talk and MHFA	1,000
Total for the year:	1,675

**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:	750

**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:	4,716

## **Safewalk - Student Crew Highlights 2025-2026**

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 service will cease in person walks for the upcoming year given the lack of demand for the service and the inability to recruit volunteers. Since COVID USSU Safewalk has failed to perform any walks, while the volume has also remained extremely low for Campus Protective Services walks as well. The USSU will continue a partnership with Campus Protective Services to help promote virtual safewalks and the Unsafe app. We will also make a financial contribution of \$2000 to CPS to offset some costs for the small volume of in person walks they will continue to perform.

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. Given the lack of need to plan and execute Safewalk services, the Student Crew Coordinator hours will be reduced by 25% to 15 hours per week.

Jason Kovitch  
Business & Services Manager

**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	7,220	5,700	6,555	4,810	5,035	4,560	7,030	4,560	45,830
		-	-	-	360	7,220	5,700	6,555	4,810	5,035	4,560	7,030	4,560	45,830

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	2,050	3,250
330-5090-00	Computer Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
330-5200-00	Depreciation	14	14	14	14	14	14	14	14	14	14	14	14	168
330-5240-00	Equipment Maintenance	-	-	-	-	50	-	-	-	-	-	-	-	50
330-5350-00	Janitorial	598	556	584	576	586	613	582	545	622	617	589	564	7,032
330-5430-00	Office & General	-	-	-	40	40	40	40	40	40	40	40	40	360
330-5470-00	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-
330-5510-00	Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
330-5550-00	Salaries/Wages & Benefits	-	-	-	1,632	8,244	6,574	7,357	5,878	6,313	5,530	7,792	5,530	54,849
330-5580-00	Staff Welfare/Apprec.	-	-	-	-	-	-	-	-	-	-	-	0	-
330-5600-00	Subscription	40	40	40	40	40	40	40	40	40	40	40	40	480
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	-	-	-	600	-	-	-	-	-	-	-	-	600
330-5710-00	Volunteer Awards	-	-	-	-	-	-	-	-	-	-	-	-	-
330-5690-00	Utilities	470	430	435	459	473	552	548	766	1,142	555	499	391	6,719
		1,174	1,092	1,125	3,714	10,350	7,935	8,684	7,385	8,523	6,899	9,076	8,681	74,638

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(1,174)	(1,092)	(1,125)	(3,354)	(3,130)	(2,235)	(2,129)	(2,575)	(3,488)	(2,339)	(2,046)	(4,121)	(28,808)

**Budget 2025-2026**

**Account #:** 330-4295-00

**Account Name/Dept:** Crew Revenue-S.S-Stud. Crew

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

Revenue for Student Crew billed out at \$19/hour. Based on estimates given the predicted campus environment including Late Night Study at the Murray Library and Law Library.	
Total for the year:	45,380

**Account #:** 330-5000-00

**Account Name/Dept:** Advertising Expense -S.S Stud. Crew

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

Survival Calendar, Student Crew recruitment, and \$2000 to Campus Protective Services for Safewalk offset.	
Total for the year:	3,250

**Account #:** 330-5090-00

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

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

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

As per Schedule #3	
Total for the year:	168

**Account #:** 330-5240-00

**Account Name/Dept:** Equip. & Equip. Maint. Exp.-S.S-Stud. Crew

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

Equipment costs for anything needed for Student Crew.	
Total for the year:	50

**Account #:** 330-5350-00

**Account Name/Dept:** Janitorial Expense-S.S-Stud. Crew

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

As per Schedule #4	
Total for the year:	7,032

**Account #:** 330-5430-00

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

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

Various office supplies as needed.	
Total for the year:	360

**Account #:** 330-5510-00

**Account Name/Dept:** Repairs & Maint. Expense-S.S-Stud. Crew

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

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

Salaries, Wages & Benefits-53% time (15 hrs/week for August 1- April 30), plus wages for less than full time Student Crew staff.	
--	--

Total for the year:

54,849

**Account #:** 330-5600-00

**Account Name/Dept:** Subscription Expense-S.S-Stud. Crew

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

7shifts-scheduling

Total for the year:

480

**Account #:** 330-5630-00

**Account Name/Dept:** Telephone Expense-S.S-Stud. Crew

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

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 staff

Total for the year:

500

500

**Account #:** 330-5670-00

**Account Name/Dept:** Uniforms Expense-S.S-Stud. Crew

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

Student Crew t-shirts

Total for the year:

600

600

**Account #:** 330-5690-00

**Account Name/Dept:** Utilities Expense-S.S-Stud. Crew

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

As per Schedule #6

Total for the year:

6,719

## Student Governance Highlights 2025-2026

The University of Saskatchewan Students' Union remains steadfast in its mission to represent, support, and advocate for the academic and non-academic interests of undergraduate students at the University of Saskatchewan. Through accountable, dynamic, and unified leadership, we ensure that students' voices are heard while protecting the integrity of accessible, high-quality public education. Our student-led organization is dedicated to providing undergraduates with the services and resources necessary to achieve their academic goals and make the most of their university life.

The student governance budget is essential in allowing the executive to fulfill our mandate and serve the student body effectively throughout the year. To demonstrate our commitment to supporting student involvement and engagement, we have an **Executive Sponsorship Grant** of **\$8,000**, specifically to assist **Campus Groups** in their endeavors. In addition, we are allocating an additional **\$5,000** to fund initiatives that benefit the broader undergraduate community, beyond the scope of Campus Groups. This ensures that we are addressing a wide range of student needs and fostering an inclusive environment for all.

Further reinforcing our commitment to supporting students financially, we have revised the USSU **Executive Scholarship** to provide four **\$1,000 bursaries** to four deserving undergraduate students. These bursaries, awarded in accordance with the updated policy, will be paid directly to students' tuition accounts, offering them vital financial relief as they pursue their academic goals.

In an effort to maintain continuity and reflect the broader student leadership landscape, we have opted to keep executive salaries consistent with the previous year. The USSU executive salaries are aligned with those of student leaders at other U-15 universities, ensuring that we remain competitive, remaining mindful of our responsibility to students.

The remainder of the budget is largely composed of carryover from previous years, ensuring minimal disruption to ongoing initiatives. These funds will continue to support the various projects and programs that the executive implements throughout the year, ensuring that the USSU remains a pillar of student advocacy and support.

We remain dedicated to serving students' needs in every way possible, and these budgetary decisions reaffirm our commitment to the success and well-being of our undergraduate community.

Moses Ahiabu  
VP Operations & Finance



**Student Governance**

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
150-5000-00	Exec - General Elections	-	-	-	-	-	-	-	-	-	650	8,200	350	9,200
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	722	-	-	-	-	-	-	-	-	-	-	-	722
170-5120-00	Exec - Development	100	100	100	6,000	200	200	5,000	500	200	200	200	-	12,800
170-5200-00	Exec - Depreciation	37	37	37	37	37	37	37	37	37	37	37	37	444
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	-	-	-	-	2,500	500	600	-	3,000	-	16,000	-	22,600
170-5530-00	Exec - Retreats	400	-	700	-	-	200	-	300	-	-	-	700	2,300
170-5550-00	Exec - Salaries & Benefits	19,797	15,797	15,797	15,797	15,797	15,797	15,797	15,797	15,797	15,797	15,797	32,772	210,537
170-5570-00	Exec - Sponsorship	-	250	250	500	500	500	1,000	2,000	6,000	2,000	2,000	2,000	17,000
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	229	-	-	219	-	-	-	-	-	-	-	-	448
310-5190-00	USC - Councilor Souvenirs	-	-	-	-	-	-	-	-	-	-	5,050	-	5,050
310-5200-00	USC - Depreciation	167	167	167	167	167	167	167	167	167	167	167	167	2,003
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
		25,867	20,266	19,416	25,785	25,718	24,868	30,068	23,366	31,778	27,368	56,068	41,573	352,137

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(25,867)	(20,266)	(19,416)	(25,785)	(25,718)	(24,868)	(30,068)	(23,366)	(31,778)	(27,368)	(56,068)	(41,573)	(352,137)

\*Highlighted areas Amanda will provide data

\*Highlighted green complete

**Budget 2025-2026**

**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
Elections Coordinator	1,400
DRO Voting Booth	500
Total for the year:	9,200

**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)	229
Laptop Cases (5)	493
Total for the year:	722

**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 Federal Advocacy	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:	444

**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   ISU 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	1,000
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	1,000
International Women's day	1,000
Undergraduate Project Symposium	6,500
Excellence Awards	8,000
Total for the year:	22,600

**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 - (43687.44 x 4)	174,750
Executive Salaries - Payout (15 days Vacation and 5 EDO's x 4)	13,442
Benefits (CPP, EI, WCB)	14,812
Benefits (Health and Dental Insurance)	1,933
Health and wellness (to be applied for) (\$400/exec)	1,600

Transition incentive incoming (\$1,000 x4 for completion of report and exit interviews)	4,000
Total for the year:	210,537

**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:

Executive Sponsorship to be applied for by Campus Groups (Max \$1k per year)	8,000
Executive Sponsorship to be applied for.	5,000
Executive Scholarship to be applied for by students	4,000
Total for the year:	17,000

**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 (Aug)	219
Maintenance Agreement (Filemaker) (May)	229
Total for the year:	448

**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:	2,003

**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 2025-2026

Student groups and constituencies are integral to the university experience, and at the University of Saskatchewan Students' Union (USSU), we recognize their essential role in enriching campus life. As a non-profit organization dedicated to supporting undergraduate students, the USSU allocates more than **\$65,000** annually to support these groups in their operations and initiatives. This year, we have strengthened our support by increasing the **Project and Initiatives Grant (P&I)** to Campus Groups by **25%** (from \$1,000 to \$1,250), ensuring they have the resources necessary to expand their programming and enhance their impact on the student body.

In response to growing demand and our students' evolving needs, we have also increased the contribution to the **Student Travel Award (STA)** for ISSAC by **50%** (from \$5,000 to \$7,500). This adjustment reflects our commitment to ensuring that students have the financial support they need to engage in academic and extracurricular opportunities that will benefit their personal growth and university experience.

These strategic decisions reinforce our dedication to empowering student groups and creating an environment that supports the diverse needs of our undergraduate community. Through these enhancements, the USSU remains a cornerstone of student engagement, advocacy, and development.

### **Project & Initiatives Grant (P&I)**

The USSU is committed to supporting student groups that enhance campus life. Each group is entitled to a maximum of **\$1,250** per academic year, allocated as follows:

1. **Business Credit:** Up to \$1,250 for services at XL Print & Design, Louis' and Louis' Loft, enabling groups to access vital resources for their initiatives.
2. **Cash Sponsorship:** Up to \$750 for reimbursement of cash expenses, providing groups with financial flexibility to cover costs beyond business credit.

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

The USSU is committed to fostering a campus environment that actively promotes anti-racism and anti-oppression. To support student groups driving these efforts, we offer an additional Anti-Racism & Anti-Oppression Grant, available beyond the standard P&I Grant. This funding supports groups developing programming and events that advocate for systemic change and the dismantling of barriers to equity and inclusion.

### **Sustainability Grant**

Recognizing the vital importance of environmental stewardship, the USSU encourages student groups to prioritize sustainability in their operations. Through the Sustainability Grant, we provide financial support to groups working to implement and maintain environmentally sustainable practices, helping to ensure a greener, more sustainable campus community.

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

The USSU is deeply committed to fostering an inclusive and supportive environment for all students. The **Equity, Diversity, and Inclusion (EDI) Grants** are offered in addition to the P&I Grant, supporting student groups whose mandates or membership focus on advocating for underrepresented communities. These grants are also available to any group developing programming that addresses the needs of the following communities:

1. Gender & Sexually Diverse Students
2. International Students
3. Indigenous Students
4. Students with Disabilities

By providing these grants, the USSU underscores its commitment to advancing equity and inclusion across campus, empowering student groups to create impactful programming that promotes diversity, inclusion, and social justice.

Moses Ahiabu  
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	2,000	2,000	1,000	500	500	300	100	100	10,000
130-4280-00	Sponsorship - Campus Groups	-	-	-	-	-	-	-	-	-	-	-	-	-
		500	500	1,000	1,500	2,000	2,000	1,000	500	500	300	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	2,000	3,000	5,000	7,500	6,000	7,000	10,000	10,000	5,000	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	-	7,500	-	-	-	-	-	-	-	-	-	-	7,500
		500	8,500	1,000	2,500	3,500	5,500	8,000	6,500	7,500	10,500	10,500	5,000	69,500

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	-	(8,000)	-	(1,000)	(1,500)	(3,500)	(7,000)	(6,000)	(7,000)	(10,200)	(10,400)	(4,900)	(59,500)



**Budget 2025-2026**

**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 (ISSAC)	
Total for the year:	7,500

## Welcome Week Highlights 2025-2026

Welcome Week isn't just an event—it's *the* event. As the biggest and most highly anticipated tradition on campus, Welcome Week kicks off the school year with unforgettable energy, bringing students together for a celebration like no other. From live entertainment and interactive activities to free giveaways and campus group showcases, this is the week that sets the tone for an incredible year ahead.

None of this would be possible without our amazing sponsors, who fund the majority of Welcome Week. Beyond their financial support, they help make the experience even better—think SaskTel mini doughnuts, swag, and exciting activations that students love.

A massive event like this doesn't come cheap. Costs continue to rise for everything—from staging and tents to storage, washrooms, entertainment, and the ever-popular carless drive-in. Behind the scenes, university facilities management supports everything from electrical setups to waste and recycling at a cost. At the same time, the USSU team works hard to create an atmosphere that feels bigger and better every year. Though space in the Bowl is limited, we push the boundaries to make Welcome Week an event that truly brings the campus community together.

But Welcome Week isn't just about fun—it's also about connection. USSU executives take the stage to introduce themselves, share their vision for the year, and engage with students. Campus groups and USSU centres set up booths, offering students the perfect opportunity to get involved, make friends, and shape their university experience from day one.

Welcome Week is where it all begins.



**Budget 2025-2026**

**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:	33,000

**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 & print 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	3,000
Handyman Rentals	9,500
Equipment Rentals	10,500
Total for the year:	23,000

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

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

Licensing (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:	5,000

**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 2025-2026**

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 two years 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	-	-	-	-	-	-	-	-	4,150	-	-	45,000	49,150
210-4140-00	Faxing	2	2	2	3	3	3	3	3	3	3	3	3	32
210-4190-00	Locker Revenue	40			300	720	160	200	240	200	40	-	-	1,900
210-4205-00	Notary Revenue	60	90	90	180	360	210	180	150	150	150	210	150	1,980
210-4230-00	Poster Revenue	10	10	10	50	100	60	60	60	60	60	60	60	600
210-4250-10	Table Rentals- Tunnel	-	-	-	-	7,200	2,300	4,000	700	1,750	1,000	1,900	650	19,500
		112	102	102	533	8,383	2,733	4,443	1,153	6,313	1,253	2,173	45,863	73,162

Expenses

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
210-5000-00	Advertising & Promotion	-	-	-	-	1,200	-	300	100	50	-	250	-	1,900
210-5030-00	Bank Charges	20	20	20	60	130	50	50	50	50	50	50	50	600
210-5090-00	Computer Maintenance	367	-	-	-	-	-	-	-	-	-	-	-	367
210-5200-00	Depreciation	95	95	95	95	95	95	95	95	95	95	95	95	1,139
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	7,209	7,209	7,209	7,209	7,209	7,305	7,305	7,305	7,305	7,305	7,305	7,305	87,181
210-5630-00	Telephone	72	72	72	72	72	72	72	72	72	72	72	72	863
		7,814	7,447	7,447	7,528	8,858	7,599	9,323	7,698	7,723	7,598	7,898	7,598	94,531

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(7,703)	(7,345)	(7,345)	(6,995)	(475)	(4,866)	(4,880)	(6,545)	(1,410)	(6,345)	(5,725)	38,265	(21,370)

Expenses

Building Maintenance

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
210-5350-00	Janitorial	258	240	252	248	253	264	251	235	268	266	254	243	3,030
210-5510-00	Repairs & Main.	-	-	-	-	-	-	-	-	-	-	-	-	-
210-5690-00	Utilities	203	186	188	198	205	239	237	331	493	240	216	169	2,904
		461	425	440	447	457	503	488	566	761	506	470	412	5,935

Building Maintenance Net Profit/(Loss)	(461)	(425)	(440)	(447)	(457)	(503)	(488)	(566)	(761)	(506)	(470)	(412)	(5,935)
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	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(8,163)	(7,771)	(7,785)	(7,442)	(932)	(5,369)	(5,368)	(7,111)	(2,171)	(6,851)	(6,195)	37,853	(27,304)

**Budget 2025-2026****Account #:** 210-4070-05 **Account Name/Dept:** U-Pass Distribution Commission

Detail/Analysis of what items will be coded to this account &amp;/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: 49,150

**Account #:** 210-4140-00 **Account Name/Dept:** Faxing Revenue-USSU Services

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

Based on projections given the predicted campus environment.

Total for the year: 32

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

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

Based on projected notary services for nonundergraduate students at \$30 per transaction and \$5 for GSA.

Total for the year: 1,980

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

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

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

Total for the year: 600

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

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

Table rentals in Place Riel tunnel for corporate clients, non profits, markets and U of S bookings

Total for the year: 19,500

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

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

Advertising for Survival Calendar ad, U-pass, as well as advertising for markets.

Total for the year: 1,900

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

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

Per schedule #2 - Included in Admin

Maintenance Agreement (Filemaker ) (May), Display System (Yodeck) (May)

Total for the year: 367

**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:

1,139

**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:

87,181

**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:

3,030

**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:

2,904

## **Women's Centre Highlights 2025-2026**

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, Women 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, and various other one off events. 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 is also funding allocated to purchase menstrual products for the Place Riel and Memorial Union Building washrooms, as our free product supply has expired. 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	14	14	14	14	14	14	14	14	14	14	14	14	168
350-5240-00	Equipment	-	-	-	-	-	-	-	-	100	-	-	-	100
350-5250-00	Events/Speakers	125	125	200	200	1,050	450	450	750	450	450	2,150	750	7,150
350-5350-00	Janitorial	197	196	192	193	194	196	194	192	194	194	198	197	2,337
350-5400-00	Meeting Expense	-	-	-	-	20	-	-	0	20	-	20	-	60
350-5430-00	Office & General	100	50	50	100	100	50	50	50	50	50	50	50	750
350-5510-00	Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
350-5550-00	Salaries Wages/Ben.	1,304	1,304	1,304	1,762	1,762	1,856	1,856	1,856	1,856	1,856	1,856	1,856	20,431
350-5580-00	Staff Welfare/Apprec	-	-	-	-	-	-	-	-	-	-	0	500	500
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	-	-	-	-	375	250	250	-	300	250	250	-	1,675
350-5710-00	Volunteer Appreciation	20	20	20	50	100	100	100	100	120	120	120	120	990
350-5690-00	Utilities	390	494	618	600	500	559	659	643	627	552	567	379	6,588
		2,263	2,396	2,522	3,312	5,058	3,819	3,767	3,798	4,174	3,829	5,418	4,010	44,368

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(2,263)	(2,396)	(2,522)	(3,312)	(5,058)	(3,819)	(3,767)	(3,798)	(4,174)	(3,829)	(5,418)	(4,010)	(44,368)

**Budget 2025-2026****Account #:** 350-5000-00 **Account Name/Dept:** Advertising Expense-Women Cntr.

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

Per Schedule #3	
Total for the year:	168

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

Detail/Analysis of what items will be coded to this account &amp;/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 &amp;/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, Women in Leadership 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. We will also have costs for menstrual products.	
Total for the year:	7,150

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

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

Per Schedule #4	
Total for the year:	2,337

**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 filing supplies, business cards, name tags, coffee and supplies for the centre.	
Total for the year:	750

**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:	20,431

**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 @ \$20/volunteer (Based on 25 volunteers).	
Total for the year:	500

**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 (25 volunteers), \$15/volunteer (20 volunteers)	675
Other training opportunities including Safetalk and MHFA.	1,000

Total for the year:

1,675

**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:

6,588

## **XL Design Highlights 2025-2026**

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 past fiscal year reaching new highs. 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 and the budget accounts for very moderate revenue growth as a result, while maintaining healthy profits. This year, we are requesting a new wide format printer, to more efficiently meet our customer needs. We will also be upgrading some of our binding equipment to ensure we can complete the diversity of jobs our clients require. Given the business levels, 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	1,587	900	1,689	1,234	2,855	812	2,211	889	2,067	1,644	2,804	1,011	19,703
360-4010-00	Binding Revenue	382	211	225	388	288	244	203	186	270	254	544	129	3,324
360-4060-00	Colour Copier	10,057	14,356	9,644	30,984	36,648	14,687	20,988	24,369	21,687	11,687	18,743	14,065	227,915
360-4150-00	Finishing Revenue	988	405	667	1,051	1,203	966	699	1,336	1,199	873	1,669	988	12,044
360-4170-00	Laminating Revenue	1,356	665	902	1,023	1,036	610	377	599	2,455	1,199	519	874	11,615
360-4200-00	Outsourcing Revenue	1,588	1,887	1,754	2,865	2,328	1,997	1,254	399	2,688	2,100	1,212	601	20,673
360-4215-00	Plotter Revenue	15,366	7,988	10,070	10,024	11,227	13,043	7,488	7,069	8,481	7,844	13,977	9,323	121,900
360-4330-00	Typesetting/Design	339	268	199	256	199	166	458	308	335	302	208	318	3,356
		31,663	26,680	25,150	47,825	55,784	32,525	33,678	35,155	39,182	25,903	39,676	27,309	420,530

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	524	297	557	407	942	268	730	293	682	543	925	334	6,502
360-5060-00	Bindery Expense	115	63	68	116	86	73	61	56	81	76	163	39	997
360-5090-00	Computer Maint.	98	98	98	98	98	98	98	98	98	98	98	98	1,170
360-5120-00	Conferences	-	-	-	-	-	-	-	-	-	-	-	-	-
360-5170-10	Copier Expense - Paper	2,011	2,871	1,929	6,197	7,330	2,937	4,198	4,874	4,337	2,337	3,749	2,813	45,583
360-5170-15	Copier Expense - Service	2,615	3,733	2,507	8,056	9,528	3,819	5,457	6,336	5,639	3,039	4,873	3,657	59,258
360-5200-00	Depreciation	931	931	931	931	931	931	931	931	931	931	931	931	11,176
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	-	-	-	-	-	-	-	-	-	-	-	-	-
360-5225-00	Finishing & Mounting	-	-	-	-	-	-	-	-	-	-	-	-	-
360-5290-00	Freight	300	300	300	600	600	600	500	600	600	600	600	600	6,200
360-5355-00	Lease Operating	519	519	519	519	519	519	519	519	519	519	519	519	6,228
360-5365-00	Laminating Expense	475	233	316	358	363	214	132	210	859	420	182	306	4,065
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	1,270	1,510	1,403	2,292	1,862	1,598	1,003	319	2,150	1,680	970	481	16,538
360-5455-00	Plotter Expense	4,917	2,556	3,222	3,208	3,593	4,174	2,396	2,262	2,714	2,510	4,473	2,983	39,008
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	12,269	12,269	12,269	12,269	12,269	12,364	12,364	12,364	12,364	12,364	12,364	12,364	147,892
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.													-
		26,880	26,351	26,790	36,822	40,392	29,105	30,809	29,883	31,996	27,767	31,317	26,195	364,307

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	4,783	329	(1,640)	11,003	15,392	3,420	2,869	5,272	7,186	(1,864)	8,359	1,114	56,223

Expenses

Building Maintenance

Account	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
360-5350-00	Janitorial	958	891	935	923	939	982	933	872	997	989	943	907	11,268



360-5690-00

Utilities

758	694	702	741	764	892	885	1,237	1,836	896	807	631	10,842
1,716	1,584	1,637	1,664	1,703	1,873	1,818	2,109	2,832	1,886	1,750	1,538	22,110

Building Maintenance Net Profit/(Loss)

May	June	July	August	September	October	November	December	January	February	March	April	Total
(1,716)	(1,584)	(1,637)	(1,664)	(1,703)	(1,873)	(1,818)	(2,109)	(2,832)	(1,886)	(1,750)	(1,538)	(22,110)

Net

May	June	July	August	September	October	November	December	January	February	March	April	Total
3,067	(1,255)	(3,278)	9,339	13,689	1,547	1,051	3,163	4,354	(3,750)	6,609	(424)	34,113

**Budget 2025-2026**

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

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

Based on estimated sales given the predicted campus environment.	
Total for the year:	19,703

**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:	3,324

**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:	227,915

**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:	12,044

**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:	11,615

**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:	20,673

**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:	121,900

**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:

3,356

**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:

6,502

**Account #:** 360-5060-00 **Account Name/Dept:** Bindery Expense-XL Design

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

This is the cost of bindery materials based on 30% of sales.

Total for the year:

997

**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

Adobe Creative Suite

Total for the year:

1,170

1,170

**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:

45,583

**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 26% of Colour Copier Sales

59,258

**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:

11,176

**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 #:** 360-5225-00 **Account Name/Dept:** Finishing & Mounting Exp-XL Design

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

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:

6,200

**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 #:** 360-5365-00 **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 35% of Laminating sales.

Total for the year:

4,065

**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.

Also includes our Lightspeed Point of Sale license for the year.

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:

16,538

**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:

39,008

**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 Exp-XL

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:

147,892

**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:

11,267

**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:

10,842

## **Place Riel Highlights 2025-2026**

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	-	-	-	-	-	-	-	-	-	-	-	1,189,323	1,189,323
		-	-	-	-	-	-	-	-	-	-	-	1,189,323	1,189,323

**Expenses**

Acct	Description	May	June	July	August	September	October	November	December	January	February	March	April	Total
181-5030-00	Bank Charges	80												80
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	50,325	41,395	45,728	100,623	58,458	62,594	63,821	54,193	51,143	55,309	53,105	694,191
181-5510-00	Repairs & Maintenance	17,747	9,809	6,598	7,526	6,682	7,148	7,960	4,341	10,389	9,862	8,357	8,188	104,605
		136,978	113,850	98,496	104,686	157,892	116,659	122,420	116,408	118,876	114,773	115,930	113,387	1,325,749

	May	June	July	August	September	October	November	December	January	February	March	April	Total
Net	(136,978)	(113,850)	(98,496)	(104,686)	(157,892)	(116,659)	(122,420)	(116,408)	(118,876)	(114,773)	(115,930)	1,075,936	(136,426)



**Budget 2025-2026**

**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:	1,189,323

**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, 2024	
Total for the year:	80

**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, 2024	
Total for the year:	694,191

**Account #:** 181-5510-00      **Account Name/Dep:** Repairs & Maintenance-Place Riel-MUB

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

Per Schedule #5	
Total for the year:	104,605

Description	Interest Rate	Maturity Date	Market Value
<b><u>FIXED INCOME INVESTMENTS-RBC Dominion</u></b>			
Equitable Bank - GIC - Annual	5.150%	February 10, 2025	104,613.84
Home Trust Company - GIC - Annual	5.150%	February 10, 2025	104,613.84
Keb Hana Bank Canada - GIC - Annual	5.140%	February 10, 2025	104,604.88
Nat'l Bank of Canada - GIC - Annual	5.050%	February 10, 2025	104,524.25
Fairstone Bank - GIC - Annual	5.150%	March 7, 2025	104,218.77
Royal Bank of Canada - GIC - Annual	5.200%	March 7, 2025	104,259.73
Home Equity - GIC - Annual	5.220%	March 7, 2025	104,276.11
ICICI Bank Canada - GIC - Annual	5.220%	March 7, 2025	104,276.11
Laurentian Bank - GIC - Annual	5.200%	March 7, 2025	104,259.73
Versa Bank - GIC - Annual	5.19%	March 12, 2025	104,180.44
B2B Bank - GIC - Annual	5.07%	May 26, 2025	103,069.78
CDN Western Bank - GIC - Annual	5.03%	May 26, 2025	103,045.56
Effort Trust - GIC - Annual	5.050%	May 26, 2025	103,057.67
LBC Trust - GIC - Annual	5.070%	May 26, 2025	103,069.78
Vancity Credit Union- GIC - Annual	5.100%	May 26, 2025	103,087.95
Royal Bank of Canada - GIC - Annual	3.550%	November 28, 2025	250,802.40
Royal Bank Mortgage Corp - GIC - Annual	3.550%	November 28, 2025	100,320.96
Royal Bank Trust Corp - GIC - Annual	3.550%	November 28, 2025	100,320.96
Bank of Nova Scotia - GIC - Annual	3.550%	November 28, 2025	250,802.40
General Bank of CDA - GIC - Annual	3.920%	November 28, 2025	100,354.41
Montreal Trust CDA - GIC - Annual	3.550%	November 28, 2025	100,320.96
Peoples Trust - GIC - Annual	3.940%	November 28, 2025	100,356.22
			<u><u>2,562,436.75</u></u>
<b><u>Managed Assets-RBC Dominion</u></b>			
			-
<b><u>MUTUAL FUNDS-RBC Dominion</u></b>			
Fidelity Cdn Disciplined Equity Class ISC (296)	FID 296		104,823.24
PH&N Canadian Equity Value Fund (7670)	RBF7670		27,012.08
RBC Investment Savings Account Series A (2010)	RBF 2010		2,145,992.22
			<u><u>2,277,827.54</u></u>
<b>TOTAL INVESTMENTS AS OF DECEMBER 31, 2024 - RBC Dominion</b>			<u><u>4,840,264.29</u></u>

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.

<u>Date &amp; Amount of Investment-RBC Dominion</u>	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.

<b>Description</b>	<b>Interest Rate</b>	<b>Maturity Date</b>	<b>Market Value</b>
<b><u>FIXED INCOME INVESTMENTS-First Nations Bank</u></b>			
First Nations Bank of Canada Long Term Non-Redeem 1-5 Years #4621595	3.10%	November 25, 2025	1,043,602.61
First Nations Bank of Canada Long Term Non-Redeem 1-5 Years #4636296	3.30%	October 16, 2025	1,036,638.45
First Nations Bank of Canada Long Term Non-Redeem 1-5 Years #4696944	3.30%	October 21, 2025	1,010,951.27
First Nations Bank of Canada Short Term Redeem 1-365 Days #4426656	2.50%	January 12, 2025	213,762.36
First Nations Bank of Canada Short Term Redeem 1-365 Days #4503272	3.25%	December 14, 2025	333,849.81
First Nations Bank of Canada Short Term Redeem 1-365 Days #4581088	3.80%	September 4, 2025	1,036,676.62
First Nations Bank of Canada Short Term Redeem 1-365 Days #4609251	3.900%	January 1, 2025	410,906.53
First Nations Bank of Canada Short Term Redeem 1-365 Days #4680849	4.100%	June 12, 2025	1,014,259.59
First Nations Bank of Canada Short Term Redeem 1-365 Days #4701058	4.200%	May 17, 2025	83,397.95
<b>TOTAL INVESTMENTS AS OF DECEMBER 31, 2024 First Nations Bank</b>			<b><u>6,184,045.19</u></b>

**USSU 2025-2026 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/Safewalk	1	2.00%	-
Women's Centre	1	2.00%	-
XL Design	3	6.00%	-
	<b>50</b>	<b>100.00%</b>	<b>\$ -</b>

**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**

	<b>Depreciation (Note 1)</b>	<b>Less Capital Revenue (Note 2)</b>	<b>Net Depreciation Expense</b>
Administration	15,529	-	15,529
Communications	905	(5)	900
Facilities	69,778	(59,984)	9,794
Facilities/MUB	16,805	(16,155)	650
Food Centre	170	(3)	168
Help Centre	329	(123)	205
Louis'	118,760	(97,266)	21,493
Louis'-Entertainment	1,236	(70)	1,166
Louis'-Loft	11,645	(10,594)	1,051
Marketing	83		83
Place Riel	-	(505,384)	(505,384)
Pride Centre	271	(103)	168
Student Governance	444	-	444
Student Governance-USC	2,039	(35)	2,003
Student Services-Student Crew	177	(9)	168
USSU Services	1,377	(239)	1,139
Women's Centre	308	(140)	168
XL Designs	11,891	(715)	11,176
<b>Total</b>	<b>251,747</b>	<b>(690,826)</b>	<b>(439,079)</b>

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	5
Annual Depreciation Expense	<u>\$ 200</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>

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 2025-2026 Budget  
Janitorial Expenses**

**Schedule #4**

<b><u>Department</u></b>	<b><u>Supplies</u></b>	<b><u>Wages &amp; Benefits</u></b>	<b><u>Total</u></b>
Administration	5,147	36,598	41,745
Administration-MUB	0	274	274
Facilities-MUB	312	14,937	15,250
Facilities-Place Riel	36,586	258,721	295,306
Food Centre	362	2,564	2,926
Help Centre	25	1,192	1,217
Louis'	9,840	43,422	53,262
Pride Centre	34	1,638	1,673
USSU Services	371	2,659	3,030
Student Crew	858	6,174	7,032
Womens Centre	48	2,289	2,337
XL Design	1,386	9,878	11,268
	<u>54,969</u>	<u>380,347</u>	<u>435,321</u>

**Janitorial supplies are based on actual from January 1 to December 31, 2024 and with a 5% increase.**

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

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

**USSU 2025-2026 Budget  
Repairs & Maintenance**

**Schedule #5**

**2025-2026 Budget**

Administration	-
Administration-Mub	-
Facilities	20,817
Facilities PR (Bldg)	23,944
Facilities-MUB (Bldg)	2,945
Food Centre	0
Help Centre	0
Infrastructure-Facilities	2,490
Infrastructure-PR	55,385
Infrastructure-MUB	46,730
Louis'	0
Pride Centre	0
Student Crew/Safewalk	0
USSU Services	0
Womens Centre	0
XL Design	0
Total	<hr/> <u>152,311</u>

**Repairs & Maintenance expenses are based on actual from Jan 1 to Dec 31, 2024.**

**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 2025-2026 Budget  
Utilities Expense**

**Schedule #6**

**2025-2026 Budget**

Administration	40,568
Administration-MUB	-
Facilities	282,957
Facilities-MUB	28,425
Food Centre	2,801
Help Centre	3,431
Louis'	144,225
Pride Centre	4,716
USSU Services	2,870
Student Crew/Safewalk	6,638
Womens Centre	6,588
XL Design	10,718
Total	533,937

**Utilities expenses are based on actual from Jan 1 to Dec 31, 2024 and increased by 5%.**

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

**\*Air conditioning isn't included in the totals**





**USSU - IT Services**

**Purchase:**

5 - 24" iMac computers

**Purpose**

Replace existing computers for Accounting Assistant, Controller, Communications & Marketing Manager, Facilities Manager and IT Services Manager

**Purchase Price**

5 x (24" iMac @ \$1,999 + AppleCare warranty \$229 + PST \$133.68 = \$2,361.68) = \$11,808.40

**Consumable Costs**

GST 5 x \$111.40 = \$557.00

**Service/Maintenance/Warranty Costs**

We purchase the AppleCare warranty from Apple (cost listed above) to give us a total of three years of coverage

**Rational**

See attached IT Plan

University of Saskatchewan Students' Union  
Information Technology Purchase Plan  
For 2025/26 Budget

Prepared by:

Scott Henderson  
IT Services Manager

## **Background Information**

### **Description and Motivation**

This information technology 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 needs of students and the educational environment. 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

Apple's extended computer warranties are only available for up to three years. Therefore, 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 swapped out from other locations.

Monitors and printers generally have longer viable lifespans than computers and, as such, only require replacement after four to five years. However, new monitors may be necessary in some situations to ensure compatibility with new computers.

## 2025/26 Plans:

The following are the capital purchase recommendations after consultation with the businesses and departments of the USSU.

1. replace five desktop computers for administrative staff
  - a. Accounting Assistant
  - b. Accounting Controller
  - c. Communications Manager
  - d. Facilities Manager
  - e. IT Services Manager

## 2025/26 Purchase Recommendations:

### 1. Computer Replacement:

The five positions listed above are currently using 21" iMacs that were purchased in 2019 and are using the previous Intel processors.

We will replace the current iMacs with new Apple iMacs with the new M4 processor.

#### **Pricing Information:**

- **Apple 24" iMac** \$1,999.00
- **AppleCare+** to increase the warranty to three years \$229.00

Total: 5 x \$2,228.00 + GST \$111.4 + PST \$133.68 = **\$12,365.40**

The computers that are being replaced will then be cascaded to the following locations/positions:

- Social Media Coordinator
- Janitorial Staff
- Louis' DJ Booth
- Help Centre Exam File (Place Riel and MUB)

### **IT Overview:**

In the current budget year (2024/25), we replaced the following equipment:

- Staff computers
  - Louis' Manager, Louis' Assistant Manager, Louis' Kitchen Manager, Business and Services Manager, and XL Print & Design's Graphic Designer - **\$13,940.58**
- Louis' and Louis' Loft
  - All of the iPads used by servers/staff within Louis' and Louis' Loft were replaced - **\$8,970.09**

- Accounting Server
  - The server used by our accounting department was replaced along with upgrades to the applications and the addition of EFT processing - **\$31,117.03**

For the 2026/27 budget year, the five computers used by our Executives and Academic Governance Assistant will be up for replacement along with any other areas identified over the next year.

## USSU - Facilities

### Purchase:

Equipment for Clean-Up of Water

### Purpose

Lower Place Riel has been experiencing multiple leaks, and our team needs to be equipped to deal with the clean-up.

### Purchase Price

Dehumidifiers: \$386.00 x 2; Portable Blower with Handles: \$465 x2; HEPA Vacuum: \$478; Shipping \$225; PST \$144.30 Total: \$2,549.30

### Consumable Costs

GST = 120.25

### Service/Maintenance/Warranty Costs

Very Limited - small pieces of equipment.

### Rational

The back area of the food court in Lower Place Riel has been dealing with multiple leaks over the past 18 months. The leaks are ongoing and often vary in the amount of water (heavy rains, snow melt, etc). The janitorial team need to be equipped with the right equipment to assure that the water can be properly cleaned up, and that the floor dries up quickly so that there is less damage, prevention of slip and falls due to slippery surfaces, and that moisture doesn't sit long and ruin baseboards, cause damage, mould, etc. We do have machines to suck up the water, but would like heavy blowers to dry the area and dehumidifiers to draw out moisture.



**USSU - Facilities**

**Purchase:**

Painting Refresh

**Purpose**

There is a hallway out front of XL Print & Design that has older painting touch ups that do not match, some small holes and scuff marks and the general area needs a refresh of new paint.

**Purchase Price**

Cost: \$1,600 including supplies (as per estimate from Facilities).  
\$400. PST \$120  
\$2,120

Contingency:  
Total of

**Consumable Costs**

GST = \$100

**Service/Maintenance/Warranty Costs**

None

**Rational**

The hallway that leads from Place Riel to Marquis Hall, which is in front of our USSU business, XL Print & Design, is in need of a painting refresh. There are paint touch-ups from years prior that do not match and does not look presentable. This area has seen some scuffs and markings with the traffic that goes through there. There was also recent construction in that area for Marquis and there were bumps into walls from the move of equipment. This hallway leads to one of our operated businesses, XL Print & Design and needs to be presented as clean and welcoming.

**USSU - Department**

**Purchase:**

Re-upholster Furniture in Place Riel Foyer

**Purpose**

To replaced damaged seating in the upper Place Riel front foyer area. There are mulitple damaged seating cushions and tables.

**Purchase Price**

Estimate \$21,000 plus PST 1,260.00 = \$22,260

**Consumable Costs**

GST. \$1,050.00

**Service/Maintenance/Warranty Costs**

**Rational**

Back in 2018, as part of a project, the furniture was all replaced on the main floor of Place Riel, as the previous furnitur was dated and damaged. Now, 7 years later, some of these new pieces need to be recovered due to damage. There are large rips in several pieces of furniture. We want to maintain a clean and inviting environment for the campus community, so these pieces should be repaired by recovering the pieces. Once there are several damaged pieces, it star to look shabby and unkept. We want to keep the "front doors" to our bulding and campus community as a safe, clean and inviting place to be.

*USSU - Department*

**Purchase:**

14oz Plastic Beer Mugs

**Purpose**

Louis' requires a refreshment of our beer mug inventory for concerts and events where we do not use glass wares.

**Purchase Price**

750- 14oz Plastic Steins= \$1,445 plus shipping of \$148.90 plus PST of \$95.63=\$1,689.53.

**Consumable Costs**

GST= \$79.70

**Service/Maintenance/Warranty Costs**

n/a

**Rational**

Louis' requires plastic drinkware to use at concerts, Tuesday nights, college events and other events where glassware can pose a risk. This order of 750 mugs will fill out an aging inventory of mugs.

*USSU - Department*

**Purchase:**

Tables for Louis' Patio

**Purpose**

We need to add tables to increase seating with Louis' patio reopening this summer.

**Purchase Price**

8- Grosfillex Aquaba 48" Round Tables= \$3,160 plus \$129 Freight +\$197.34 PST= \$3,486.34

**Consumable Costs**

GST: \$164.45

**Service/Maintenance/Warranty Costs**

n/a

**Rational**

Louis' will be reopening the patio in June of 2025 for the first time in years. We require more tables to be able to serve customers in the space.

**USSU - Department**

**Purchase:**

Louis' Den Upholstery

**Purpose**

To replace worn out and damaged upholstery on the benches in Louis' Den.

**Purchase Price**

Booth and border upholstery= \$8,305 plus \$498.30 PST= \$8,803.30

**Consumable Costs**

GST= \$415.25

**Service/Maintenance/Warranty Costs**

n/a

**Rational**

Louis' den booths are in desperate need of an upgrade after years of use. The current fabric is 12 years old and has worn out and been damaged in many areas. The upgrade will provide a refresh on an area where Louis' hosts dozens of events each year.

**USSU - Department**

**Purchase:**

Louis' Kitchen Catering Wares

**Purpose**

To provide various wares to our inventory for special events.

**Purchase Price**

Bowl Ribbed 8" Round Black x 4=\$40, Bowl Ribbed 12" Round Black x 4=\$120, Bowl Ribbed 18" Round Black x 4=\$220, Bowl Ribbed 23" Round Black x 3=\$240, Black 8" Square 1.6qt Bowl x 6=\$114, Black 10" Square 2.5qt Bowl x 6=\$198, Black 12" Square 5.7qt Bowl x 6= \$300, lack 12 x 21.5 Display Tray x 12= \$1056, Black 24" x 18" Tray x 4=\$600, Large Rectangular Bowl 160oz x 10 = \$790, 192 oz x 4=\$820, Elipse SS Solid Spoon x 4=\$88, SS Slotted Spoon x 4 = \$88, Offset Tongs x 4= \$72, Offset Tongs 12" x 4= \$80, Browne Economy Chafer x 4=\$276. Total \$5,102 plus PST \$306.12= 5,408.12

**Consumable Costs**

GST = \$255.10

**Rational**

In the last few years Louis' has seen an increase in the number of catered events hosted in the spaces. In order to properly execute these events, we require a number of items such as trays, bowls and utensils.

**USSU - Department**

**Purchase:**

Cerlox Binding Die and Closer

**Purpose**

Rather than purchasing a new machine, this purchase of the die and companion closer will allow XL to Cerlox bind products.

**Purchase Price**

Rhin-O-Tuff Punch Cerlox Plastic Binding Die: \$1,695, Rhin-O-Tuff Plasticx Binding Closer. 14": \$400= \$2,095 plus PST \$125.70= \$2,220.70

**Consumable Costs**

GST: \$104.75

**Service/Maintenance/Warranty Costs**

**Rational**

The die and closer are worn out on our Cerlox Binding machine. The machine is used on various binding jobs for the U of S Bookstore and other major clients. Rather than purchase a new machine, it is recommended to keep the shell and simply replace the main components at a cost of less than half of a new machine.

**USSU - Department**

**Purchase:**

HPZ6 PRO 64 inch Wide Format Printer

**Purpose**

This wide format printer will replace our aging plotter.

**Purchase Price**

Z6 PRO 64 inch printer: \$13,787.00, HP 5 year Next Business Day Onsite Support: \$3,059.24, HP Design Jet Postscript /PDF upgrade: \$1,857.45, HP DesignJet Z Pro Series 64 inch Multifunction Roll: \$2,310.00, HP DesignJet Z Pro Series 2/3 in Core Adapter: \$249.00, Freight: \$795 = \$22,057.69. Plus PST: \$1,323.46 = \$23,381.15

**Consumable Costs**

GST: \$1,102.89

**Service/Maintenance/Warranty Costs**

5 year Next Day Onsite Support: \$3059.24 (included in the pricing above)

**Rational**

The purchase of the HP Z6 PRO plotter will replace our aging plotter that will be retained and used to print simple jobs until it expires. The new machine will be an efficient, flexible, and reliable tool that XL Print & Design uses to generate over \$120,000 in sales annually.