

# CSU Budget 2018-2019

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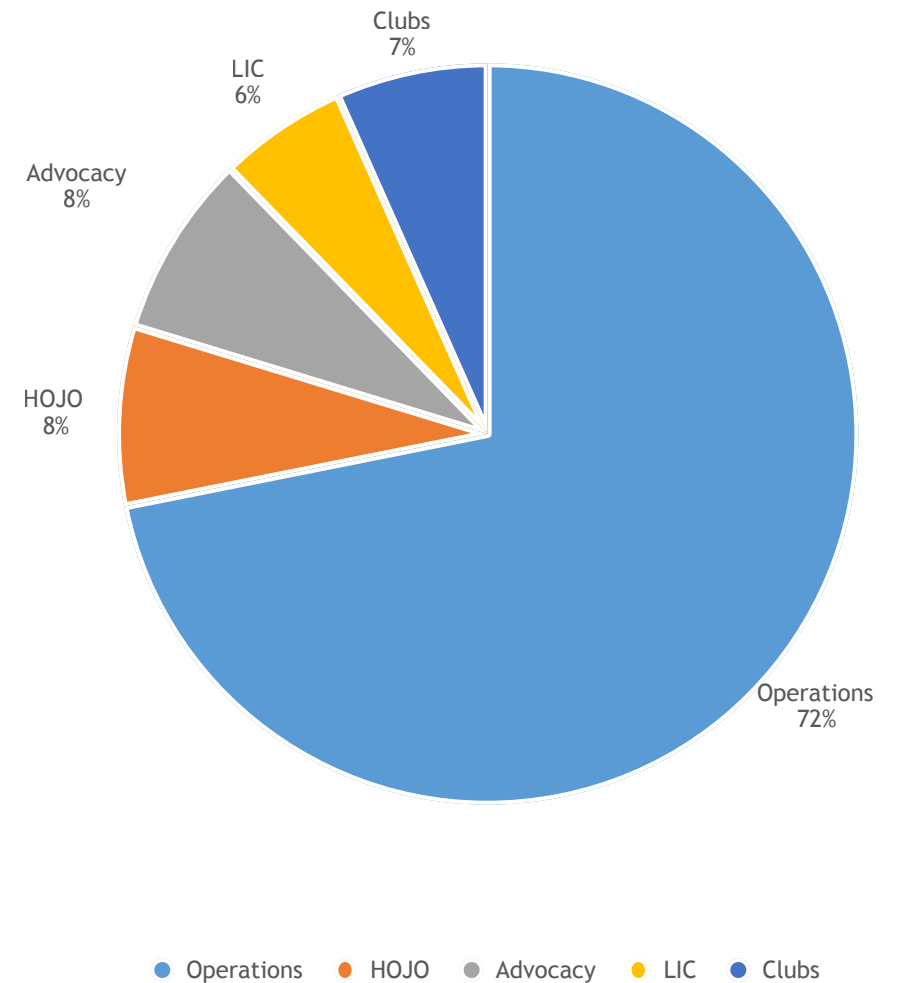
Presentation to Council  
June 13<sup>th</sup> 2018



- The CSU's fiscal year runs from June 1<sup>st</sup> to May 31<sup>st</sup> each year.
- Annual Operating Budget must be approved by council at first meeting in June.
- The budget is prepared by the Finance Coordinator with assistance from the outgoing finance coordinator and general manager.
- Consultations were held with executives and staff overseeing union departments, the directors of the service centres, and the Finance Committee.
- Revisions to budget lines may be made throughout the year by the Finance Committee.

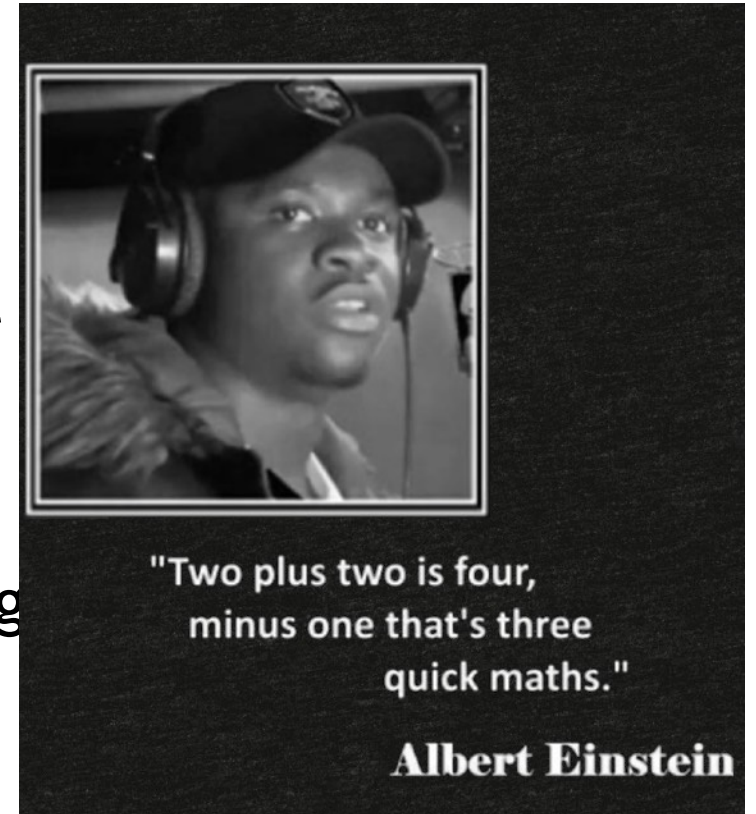
Projected Student  
Fee Revenues  
2018-19

- There are multiple CSU budgets, each funded by a per-credit student levy. The levies are restricted funds. (ie HOJO's fees may only be used for HOJO)
  - Operating Budget (\$2.07 per credit)
  - HOJO (\$0.20 per credit)
  - Advocacy (\$0.24 per credit)
  - LIC (\$0.17 per credit)
  - Clubs (\$0.20 per credit)
- There are two other levies collected for separate funds operated by the CSU, but managed via different processes.
  - Student space, accessible education, & legal contingency fund (\$0.74 per credit)
  - Health Plan (\$1.75 per credit)



**Budgets are a statement of an organizations priorities.**

- **Priority 1: Run a thin surplus.**
  - As a non-profit, CSU should not run large deficits or surpluses. Student fees should spent for the benefit of students in a fiscally responsible manner.
- **Priority 2: Support student activity.**
  - Respond to growing clubs activity supportively.
  - Prioritize support for groups and initiatives affecting marginalized people and students in need.
- **Priority 3: Ensure that union campaigns are well-resourced.**
  - CSU is an important voice for students on issues at administrative and government levels.



## Revenues

Student Fees	\$ 1,675,640
Other Revenues	\$ 154,033
<b>Total Revenues</b>	<b>\$ 1,829,673</b>

## Expenses

Executive Salaries & Expenses	\$ 339,220
Council & Electoral Expenses	\$ 92,450
Salaries & Benefits	\$ 580,064
Admin & Office Expenses	\$ 90,950
IT & MIS	\$ 69,824
Financial & Legal Fees	\$ 40,109
Banking, Service Charges & Interest	\$ 40,900
Student Engagement Initiatives	\$ 565,973
Other Expenses	\$ 5,000
<b>Total Expenses</b>	<b>\$ 1,824,491</b>

<b>Revenues-Expenses</b>	<b>\$ 5,182</b>
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Previous Year	\$ (22,876)
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**Budget 2018-19 projects a small surplus in operations budget.**

## Revenues

- Last fiscal year will end in a deficit due to overestimation of student fee revenues.
- This year's estimates based on university projections and multi-year analysis of revenues.
- Increased advertising sales in student agenda.

## Summary of Changes

- **Executive pay:** 10% performance bonuses eliminated.
- **Executive travel** budget line (2017-18) created for transparency purposes- costs in 2017-18 were \$1167.
  - Not budgeted for in 2018-19. Executives are responsible for their own transit expenses.
- **Staff wage** increases per the Collective Agreement.
  - Hiring a full-time communications coordinator.

- **IT migration & website development** - ongoing projects that are costly now but will create savings in the medium to long run. Costs are fixed & predictable.
- **Council**
  - Increased honorariums for chair & minute keeper.
  - Council travel line created for transparency purposes. Spent \$565 on taxis in 2017-18. 2018-19 budgets at \$200, with the aim to reduce costs by *finishing meetings on time.*
- **Elections-** Last years budget went over in previous year due to reparations payment to FASA. 2018-19 budget maintains previous funding levels.

- **Increased:** BIPOC initiatives, conferences
- **Maintained:** Campaigns, Student Life Initiatives, First Voices Week, Bursaries
  - Emergency food/clothing - developing a new policy & plan
  - Farmers Market based on 5-year contract
- **Reduced:** Speakers series, Sustainability, Loyola Initiatives, Orientation Week, Academic Initiatives, Special Projects
  - While decreases over the 2017-18 budget, many funding close to / greater than last year's actuals with these lines
  - **Handbook printing:** There will only be an agenda printed this year. The community handbook will be made into an online resource.
- **Eliminated:** Promotions/communications, collaborations
  - Promo/comms line was only used for subscription fees to newswire; can be replaced with in-house media list
  - All budget lines can be used for collaborations, so not necessary as a separate line



- In 2017 general CSU elections, students approved transferring \$0.04 from the \$0.74 collected for the SSAELC fund to operations, in order to fund The Dish Project.
- CSU and Dish Project signed a 5-year contract, committing CSU to give Dish Project \$24,400 per year.
- In fall 2017, administration accidentally collected \$0.04 per credit as a new levy instead. Unsure what to do with the student funds, admin gave the CSU \$13,500.
- CSU did not make the transfer from SSAELC to Operations, but will do so in 2018-19 budget, estimated at \$30,640.
- In Winter 2018, CSU council voted to expand Dish Project's funding, now totalling \$39,480.
- The \$0.04 per credit levy is insufficient to cover the full costs.
- ***Council is recommended to approve an annual transfer from SSAELC fund to fully cover the Dish Project's expenses.***



	Budget 2017-2018	Projected P12 2018	Variance	BUDGET 2018-2019
<b>REVENUES</b>				
<b>Student revenues</b>				
OFF-CAMPUS HOUSING & JOB BANK (Grad student levy)	27,500	23,319	- 4,181	23,500
DEAN OF STUDENTS CCSL	20,000	-	- 20,000	-
CSU SUPPORT - HOJO	-	-	-	-
WORK STUDY PROGRAM - HOJO	3,500	8,500	5,000	8,500
HOUSING & JOB BANK FEES	196,005	182,000	- 14,005	183,000
<b>TOTAL</b>	<b>247,005</b>	<b>213,819</b>	<b>- 33,186</b>	<b>215,000</b>
<b>TOTAL REVENUES - HOJO</b>	<b>247,005</b>	<b>213,819</b>	<b>- 42,191</b>	<b>215,000</b>
<b>EXPENSES</b>				
<b>Salaries and benefits</b>				
HOJO - SALARIES	185,660	189,000	3,340	170,450
HOJO - EMPLOYEE BENEFITS	19,121	19,580	459	17,640
<b>TOTAL</b>	<b>204,781</b>	<b>208,580</b>	<b>3,799</b>	<b>188,090</b>
<b>Admin and office expenses</b>				
HOJO - OFFICE SUPPLIES	1,500	2,000	500	2,000
HOJO - SUBSCRIPTIONS	800	800	-	800
HOJO - ALL OTHER EXPENSES	22,000	18,000	- 4,000	18,500
HOJO - REASERCH AND INFO BOOKLETS	3,000	2,000	- 1,000	2,100
HOJO - WEBSITE	11,000	-	- 11,000	11,000
<b>TOTAL</b>	<b>38,300</b>	<b>22,800</b>	<b>- 15,500</b>	<b>34,400</b>
<b>TOTAL EXPENSES - HOJO</b>	<b>243,081</b>	<b>231,380</b>	<b>- 11,701</b>	<b>222,490</b>
<b>NET REVENUES (DEFICIT) - HOJO</b>	<b>3,924</b>	<b>- 17,561</b>	<b>- 21,485</b>	<b>- 7,490</b>

- HOJO has run surpluses in recent years, for a cumulative 3-year total of \$27,499.
- Sever IT challenges in recent years caused temporary cost increases.
- Budget 2018-19 provides for IT support, though was not necessary in 2017-18.
- If the IT challenges are not incurred again -as happened in 2017-18- HOJO will finish with a surplus.

	Budget 2017-2018	Projected P12 2018	Variance	BUDGET 2018-2019
<b>REVENUES</b>				
<b>Student revenues</b>				
ADVOCACY FEES	169,834	185,000	15,166	187,000
GSA ADVOCACY SUPPORT	-	-	-	-
CSU SUPPORT - ADVOCACY	16,060	-	- 16,060	-
WORK STUDY PROGRAM - ADVOCACY	3,500	3,500	-	3,500
<b>TOTAL</b>	<b>189,394</b>	<b>188,500</b>	<b>- 894</b>	<b>190,500</b>
<b>TOTAL REVENUES - ADVOCACY</b>	<b>189,394</b>	<b>188,500</b>	<b>- 894</b>	<b>190,500</b>
<b>EXPENSES</b>				
<b>Salaries and benefits</b>				
ADVOCACY - SALARIES	200,908	195,567	- 5,341	187,814
ADVOCACY - EMPLOYEE BENEFITS	20,986	20,400	- 586	19,610
<b>TOTAL</b>	<b>221,894</b>	<b>215,967</b>	<b>- 5,927</b>	<b>207,424</b>
<b>Admin and office expenses</b>				
ADVOCACY - EXPENSES	9,000	5,200	- 3,800	8,000
ADVOCACY - TRAINING	10,000	2,000	- 8,000	5,000
GSA ADVOCACY EXPENSES	2,000	500	- 1,500	-
<b>TOTAL</b>	<b>21,000</b>	<b>7,700</b>	<b>- 13,300</b>	<b>13,000</b>
<b>TOTAL EXPENSES - ADVOCACY</b>	<b>242,894</b>	<b>223,667</b>	<b>- 19,227</b>	<b>220,424</b>
<b>NET REVENUES (DEFICIT) - ADVOCACY</b>	<b>- 53,500</b>	<b>- 35,167</b>	<b>18,333</b>	<b>- 29,924</b>

- CSU ran a referendum in recent years to decrease Advocacy's fee levy.
- Meanwhile, advocacy's workload has increased as the university advocacy services are phased out, requiring the hiring of an administrative assistant.
- Advocacy will need to restore/increase its fee levy in order to resolve their structural deficit.

	Budget 2017-2018	Projected P12 2018	Variance	BUDGET 2018-2019
<b>REVENUES</b>				
<b>Student revenues</b>				
LEGAL INFORMATION CLINIC FEES	128,864	130,000	1,136	131,000
CSU SUPPORT - LIC	-	-	-	-
WORK STUDY PROGRAM - LIC	2,080	-	-2,080	-
<b>TOTAL</b>	<b>130,944</b>	<b>130,000</b>	<b>-944</b>	<b>131,000</b>
<b>TOTAL REVENUES - LIC</b>	<b>130,944</b>	<b>130,000</b>	<b>-944</b>	<b>131,000</b>
<b>EXPENSES</b>				
<b>Salaries and benefits</b>				
LEGAL INFORMATION CLINIC - SALARIES	81,575	83,000	1,425	83,015
LIC - EMPLOYEE BENEFITS	7,854	8,000	146	8,078
<b>TOTAL</b>	<b>89,429</b>	<b>91,000</b>	<b>1,571</b>	<b>91,093</b>
<b>Admin and office expenses</b>				
LIC - TRAINING	5,000	4,000	-1,000	4,000
LIC - FOOD FOR OFFICE	400	200	-200	400
LIC - SPECIAL PROJECTS	2,000	1,400	-600	2,000
LIC - EXPENSES	23,000	9,000	-14,000	23,000
LEGAL FEE FUNDING	4,200	11,000	6,800	12,000
<b>TOTAL</b>	<b>34,600</b>	<b>25,600</b>	<b>-9,000</b>	<b>41,400</b>
<b>TOTAL EXPENSES - LIC</b>	<b>124,029</b>	<b>116,600</b>	<b>-7,429</b>	<b>132,493</b>
<b>NET REVENUES (DEFICIT) - LIC</b>	<b>6,915</b>	<b>13,400</b>	<b>6,485</b>	<b>-1,493</b>

- LIC has run surpluses in recent years, accumulating a 3-year cumulative surplus of \$29,304.
- Expenses and Legal Fee Funding lines are up somewhat compared to recent years, but in the process of identifying where to find savings.
- LIC has been servicing an increased workload of grad students, though grad students do not pay a levy to LIC.
- Minor expense monitoring can maintain LIC's surplus.

Revenues	
Student Fees	\$ 155,000
Club Fees - Funding	\$ 32,000
<b>Total Revenues</b>	<b>\$ 187,000</b>
Expenses	
CSU Clubs Expenses	\$ 230,000
Salaries & Benefits	\$ 27,110
<b>Total Expenses</b>	<b>\$ 257,110</b>
<b>Revenues- Expenses</b>	<b>\$ (70,110.00)</b>
Previous Year	\$ (72,928.00)

- Clubs budget process: CSU approves an allotted amount for Clubs department, which then decides to allocate funds to clubs and to special clubs funding.
- Clubs funding process is an area of concern, as is its deficit situation.
  - Decreased clubs levy via referendum in winter 2017 from \$0.25 to \$0.20 per credit.
  - More clubs activity requires more funding, and the number of clubs overall has grown.
  - Process of retroactive expense approval (i.e. clubs organize events and submit receipts after) makes it hard to track, let alone control, expenses.
- It is essential that Concordia students get the support they need for their activities, but the CSU is not an infinite pot of money.
- ***An increased fee levy and new policies/practices are both necessary.***

- **Better expense tracking**
  - Wherever and whenever possible, retroactive expense approval should be phased out.
  - Closer collaboration between finance and clubs departments/committees.
- **Budget Revision Process**
  - The CSU budget process is too rushed and too early. A budget revision process every December should be institutionalized, involving the Finance Coordinator and Finance Committee.
- **Fee Levy Increases**
  - To continue to provide necessary services & resources to students, Advocacy and Clubs will require a fee levy increase in the fall, via referendum.
- **Clubs Policy Reform**
  - The Finance and Internal Coordinators should work closely together to reform the clubs financing process to be more transparent, accountable, and manageable.
  - Retroactive clubs funding should be phased out & replaced with a process that ensures better financial oversight and less requirement for students to pay out-of-pocket.
- **Transparency & Engagement**
  - The budget should be posted on the CSU website.
  - Public consultation initiatives would be beneficial.

# Questions? Concerns?

Please forward any comments  
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year.

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