

SSMU Budget Summary 2021-2022



Introduction

The 2021/2022 budget was drafted in collaboration with the General Manager, VP Finance, SSMU Accounting Team, and the Officers of each department.

In the drafting of this budget, there were many different, somewhat extenuating, circumstances to consider for the 2021/2022 fiscal year. The obvious consideration was whether or not to approach it as if everything were to be fully online again for the next school year. While it is entirely possible that the COVID-19 pandemic will still be in full force come Fall 2021, the team decided to align with McGill's announcement of in-person classes and budget accordingly. This means that operations such as Gerts were budgeted to function (somewhat) normally and that there will be expenses/revenues associated with the re-opening. With that being noted, if circumstances are still not in our favour come October, the budget revision will be able to accommodate any necessary changes like it did this year.

This budget used the Zero-Based budgeting technique and was drafted throughout the Winter semester. The budget process this year took a highly collaborative approach in which Department Officers drafted the initial budgets for their respective departments before submitting them for review. This allowed Officers to justify the expenses for their department and add necessary changes for the new fiscal year. After these departmental budgets were drafted, they were then reviewed, approved, and compiled by the Finance Team before being brought to the relevant bodies for further approval.

Fee revenues for the upcoming fiscal year (including the base fee) were calculated at 90% of the actuals from this year, projecting a 10% decrease in enrollment at McGill. While a decrease of this magnitude is *highly* unlikely, this more conservative estimate avoids the risks of overly optimistic budgeting.



2021/2022 Budget Summarized

SSMU General Operations

#	Department	Revenue	Expenses	Surplus (Deficit)
3000	Non-Allocated Student Fees	2,410,000.00	153,700.00	2,256,300.00
1031	Events	130,120.00	198,677.68	(68,557.68)
1210	Security	N/A	59,219.96	(59,219.96)
1599	Gerts	370,761.96	329,463.55	41,298.41
2000	IT	N/A	137,268.40	(137,268.40)
2022	University Center	34,500.00	272,398.59	(237,898.59)
3021	General Administration	96,000.00	630,547.24	(534,547.24)
3022	Human Resources	N/A	213,291.65	(213,291.65)
3023	Accounting	N/A	419,768.37	(419,768.37)
3024	Governance	N/A	177,397.06	(177,397.06)
4019	Communications	240.00	207,553.08	(207,313.08)
3084	Mini Courses	92,530.00	75,002.60	17,527.40
5084	Sponsorship	62,400.00	56,403.75	5,996.25
3501	3501 Peel	180,000.00	133,520.00	46,480.00
3471	3471 Peel (Midnight Kitchen)	N/A	N/A	0.00
2075	2075 Robert Bourassa (Service Space)	N/A	N/A	0.00
2680	680 Sherbrooke W. (Service Space)	N/A	N/A	0.00
Total		\$3,376,551.96	\$3,064,221.93	\$312,340.03



Executive & Governance Budgets

#	Department	Revenue	Expenses	Surplus (Deficit)
4010	President (Admin)	N/A	49,695.27	(49,695.27)
4015	VP Finance (Admin)	N/A	59,021.48	(59,021.48)
4018	VP Internal Affairs (Admin)	N/A	46,329.69	(46,329.69)
4025	VP Student Life (Admin)	N/A	55,943.48	(55,943.48)
4091	VP University Affairs (Admin)	N/A	68,958.27	(68,958.27)
4037	VP External Affairs (Admin)	N/A	67,207.83	(67,207.83)
4039	Campaigns	N/A	10,000.00	(10,000.00)
4057	Elections	N/A	3,330.90	(3,330.90)
4085	Community Relations	N/A	14,828.72	(14,828.72)
4082	Council & Committees	N/A	0.00	0.00
4083	Executive Committees	N/A	0.00	0.00
4084	General Assembly	N/A	0.00	0.00
Total		\$0.00	375,315.64	(\$375,315.64)



Events & Other

#	Department	Revenue	Expenses	Surplus (Deficit)
5079	Grad Frosh	35,000.00	35,000.00	0.00
5085	Faculty Olympics	67,000.00	67,000.00	0.00
5087	Affaires Francophones	N/A	4,278.50	(4,278.50)
5528	Awards Banquet	N/A	\$5,000	(5,000.00)
5559	Four Floors	15,000.00	15,000.00	0.00
6036	Student Handbook	43,726.58	14,294.18	29,432.40
Total		\$160,726.58	\$140,572.68	\$20,153.90

Operating Totals

Revenue	Expenses	Surplus (Deficit)
3,426,549.72	3,420,163.48	\$6,386.24



Funds *Partially distributed by the Funding Committee

#	Department	Fee Full-Time	Fee Part-Time	Estimated Revenue	Estimated Expenses	Surplus (Deficit)
9052	First Year Fee*	0.50	0.50	18,500.00	18,500.00	0.00
9061	Equity Fee*	1.00	1.00	37,000.00	37,000.00	0.00
9062	Campus Life Fee*	2.00	1.00	75,000.00	75,000.00	0.00
9063	Space Fee*	1.00	1.00	37,000.00	37,000.00	0.00
9064	Anti-Violence	0.45	0.45	17,000.00	17,000.00	0.00
9065	Environment Fee*	1.25	1.25	46,500.00	46,500.00	0.00
9066	Ambassador Fee*	2.00	2.00	73,500.00	73,500.00	0.00
9067	Community Engagement (Charity) Fee*	0.72	0.72	26,500.00	26,500.00	0.00
9068	Indigenous Equity Fee	1.50	1.50	63,000.00	63,000.00	0.00
9161	Mental Health Fee*	0.40	0.40	16,700.00	16,700.00	0.00
Total				\$410,700.00	\$410,700.00	\$0.00

Clubs

*Partially distributed by the Funding Committee

#	Department	Fee Full-Time	Fee Part-Time	Estimated Revenue	Estimated Expenses	Surplus (Deficit)
8055	Club Fee	3.57	3.57	131,000.00	N/A	131,000.00
8056	Club Admin & Fund	N/A	N/A	N/A	131,000.00	(131,000.00)
Total						\$0.00



Committees & Departments

*Committee deficit covered by a fund (see above).

#	Department	Expected Revenue	Expected Expenses	Surplus (Deficit)
4052	First Year Affairs Committee*	0.00	0.00	0.00
4060	Equity Committee*	0.00	0.00	0.00
4061	Mental Health Committee*	0.00	0.00	0.00
4064	Anti Violence Committee*	0.00	0.00	0.00
4065	Sustainability Committee*	0.00	0.00	0.00
4082	Indigenous Affairs Committee*	0.00	0.00	0.00
40xx	Black Affairs Committee	0.00	0.00	0.00
40xx	Gender & Sexuality Committee	0.00	0.00	0.00
Total		0.00	0.00	\$0.00

Services

#	Department	Estimated Revenue	Estimated Expenses	Surplus (Deficit)
7010	TVM Student Television	55,000.00	55,000.00	0.00
7015	M-SERT	62,600.00	62,600.00	0.00
7020	Midnight Kitchen	123,000.00	123,000.00	0.00
7027	Peer Support Center	23,100.00	23,100.00	0.00
7030	Drive Safe	25,000.00	25,000.00	0.00
7033	SACOMSS	74,000.00	74,000.00	0.00



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7034	Queer McGill	40,500.00	40,500.00	0.00
7035	Nightline	22,100.00	22,100.00	0.00
7040	Union for Gender Empowerment	27,600.00	27,600.00	0.00
7050	Walk Safe	5,000.00	5,000.00	0.00
7051	Plate Club	5,200.00	5,200.00	0.00
7060	Musicians Collective	3,700.00	3,700.00	0.00
7074	Black Students' Network	36,500.00	36,500.00	0.00
7075	Arab Students' Network	18,400.00	18,400.00	0.00
7090	Flat Bike Collective	0.00	0.00	0.00
7095	EDRSC	33,100.00	33,100.00	0.00
70xx	Muslim Student Association	36,000.00	36,000.00	0.00
8001	POTUS (PTOT)	3,800.00	3,800.00	0.00
8002	SWSA (Social Work)	900.00	900.00	0.00
8003	NUS (Nursing)	24,100.00	24,100.00	0.00
Total		564,600.00	564,600.00	\$0.00



SSMU General Operations

Non-Allocated Student Fees (3000)

#	Department	Revenue	Expenses	Surplus (Deficit)
3000	Non-Allocated Student Fees	2,410,000.00	153,700.00	2,256,300.00

Non-Allocated Student Fees (Base-Membership Fee) is SSMU's main source of revenue and provides the financial foundations for our operations. Expenses in this department include \$50,000.00 set aside for the CERF and \$103,700.00 reserved for fixed asset purchases.

Events (1031)

#	Department	Revenue	Expenses	Surplus (Deficit)
1031	Events	130,120.00	198,677.68	(68,557.68)

The Events department generates revenues through space rentals, equipment rentals, and food & catering services. The expenses are mainly the Operation Team's salaries and some materials and supplies.

Security (1210)

#	Department	Revenue	Expenses	Surplus (Deficit)
1210	Security	N/A	59,219.96	(59,219.96)

Security for SSMU's buildings

Gerts (1599)

#	Department	Revenue	Expenses	Surplus (Deficit)
1599	Gerts	370,761.96	329,463.55	41,298.41



Gerts is planned to open next year as a cafe during the day and a bar in the evenings. The main expenses in this department are materials/inventory for sale and the Gerts Bar Manager. The expected revenue is based on previous years' numbers and calculations assuming the sale of inventory.

IT (2000)

#	Department	Revenue	Expenses	Surplus (Deficit)
2000	IT	N/A	137,268.40	(137,268.40)

The IT department includes the salary of SSMU's Systems Admin and software expenses.

University Center (2022)

#	Department	Revenue	Expenses	Surplus (Deficit)
2022	University Center	34,500.00	272,398.59	(237,898.59)

Non-Allocated Student Fees (Base-Membership Fee) is SSMU's main source of revenue and provides the financial foundations for our operations. Expenses in this department include \$50,000.00 set aside for the CERF and \$103,700.00 reserved for fixed asset purchases.

General Administration (3021)

#	Department	Revenue	Expenses	Surplus (Deficit)
3021	General Administration	96,000.00	630,547.24	(534,547.24)

General Administration is SSMU's largest department. The revenues in this department come from administrative fees for the H&D fund and admin fees for the daycare. Expenses include professional fees, permit fees, insurance, GM and GM Assistant salaries, contractual services (ie. auditors), and any other administrative expenses for the Society.

Human Resources (3022)

#	Department	Revenue	Expenses	Surplus (Deficit)
3022	Human Resources	N/A	213,291.65	(213,291.65)



The expenses for the Human Resources department are primarily salaries of the HR Team.

Accounting (3023)

#	Department	Revenue	Expenses	Surplus (Deficit)
3023	Accounting	N/A	419,768.37	(419,768.37)

The expenses for the Accounting department are primarily the salaries of the Accounting Team.

Governance (3024)

#	Department	Revenue	Expenses	Surplus (Deficit)
3024	Governance	N/A	177,397.06	(177,397.06)

The expenses for the Governance department are primarily the salaries of the Governance Team as well as some professional fees. These professional fees can be used for things such as legal review of governance documentation.

Communications (4019)

#	Department	Revenue	Expenses	Surplus (Deficit)
4019	Communications	240.00	207,553.08	(207,313.08)

The expenses for the Communications department are primarily the salaries of the Communications Team. There are budgeted expenses for professional fees, such as translation services, as well as materials and supplies for communication and publicity purposes.

Mini-Courses (3084)

#	Department	Revenue	Expenses	Surplus (Deficit)
3084	Mini-Courses	92,530.00	75,002.60	17,527.40



As of now, the revenues for Mini Courses include course registrations as well as the SSMU Academic Support Services fee which was levied to support services such as this. Expenses include one salary and the contractual services for Mini-Course instructors.

Sponsorship (5084)

#	Department	Revenue	Expenses	Surplus (Deficit)
5084	Sponsorship	62,400.00	56,403.75	5,403.75

The Sponsorship department contains a full-time employee in charge of coordinating sponsorships for the Society. The main expenses in this department are advertising & promotion and salaries. Revenues in this department come from sponsorships.

3501 Peel (3501)

#	Department	Revenue	Expenses	Surplus (Deficit)
3501	3501 Peel	180,000.00	133,520.00	46,480.00

As of right now, SSMU has outsourced its efforts to find tenants for 3501. Based on space rental estimates and research into rental prices in the surrounding area, we are estimating a revenue of \$180,000.00 for the 2022 fiscal year while leaving some room for revisions in October. The expenses for this department are mortgage payments and maintenance costs of the building. Payments for our loan from RBC come out of the CERF.



President (4010)

#	Department	Revenue	Expenses	Surplus (Deficit)
4010	President (Admin)	N/A	49,695.27	(49,695.27)

This department includes the President's salary, President casual staff salaries, and discretionary funding for food and travel expenses. There are no substantial changes in this budget relative to previous years besides a slight increase in salaries to accommodate inflation.

VP Finance (4015)

#	Department	Revenue	Expenses	Surplus (Deficit)
4015	VP Finance (Admin)	N/A	59,021.48	(59,021.48)

This department includes the VP Finance's salary, Finance casual staff salaries, and discretionary funding for food and travel expenses. There are no substantial changes in this budget relative to previous years besides a slight increase in salaries to accommodate inflation.

VP Internal (4018)

#	Department	Revenue	Expenses	Surplus (Deficit)
4018	VP Internal Affairs (Admin)	N/A	46,329.69	(46,329.69)

This department includes the VP Internal's salary, Internal casual staff salaries, and discretionary funding for food and travel expenses. The casual salary budget for the VP Internal was decreased because a number of the casual staff are now being booked in alternate departments.

VP Student Life (4025)

#	Department	Revenue	Expenses	Surplus (Deficit)
4025	VP Student Life (Admin)	N/A	55,943.48	(55,943.48)

This department includes the VP Student Life's salary, Student Life casual staff salaries, and discretionary funding for food and travel expenses. There are no substantial changes in this budget relative to previous years besides a slight increase in salaries to accommodate inflation.



VP University Affairs (4091)

#	Department	Revenue	Expenses	Surplus (Deficit)
4091	VP University Affairs (Admin)	N/A	68,958.27	(68,958.27)

This department includes the VP UA's salary, UA casual staff salaries, and discretionary funding for food and travel expenses. The casual salary budget for the VP UA was increased to accommodate the casual salary of the new Gender & Sexuality Commissioner for the 2022 fiscal year.

VP External (4037)

#	Department	Revenue	Expenses	Surplus (Deficit)
4037	VP External Affairs (Admin)	N/A	67,207.83	(67,207.83)

This department includes the VP External's salary, External casual staff salaries, and discretionary funding for food and travel expenses. The casual salary budget for the VP External was increased to accommodate the casual salary of the new Black Affairs Commissioner for the 2022 fiscal year.

Campaigns (4039)

#	Department	Revenue	Expenses	Surplus (Deficit)
4039	Campaigns	N/A	10,000.00	(10,000.00)

The Campaigns department has allotted \$10,000 to use towards SSMU political campaigns, at the discretion of the VP External and Campaigns Coordinators.

Elections (4057)

#	Department	Revenue	Expenses	Surplus (Deficit)
4057	Elections	N/A	3,330.90	(3,330.90)

The Elections department expenses include all expenses related to Election Campaigns and Referenda.



Community Relations (4085)

#	Department	Revenue	Expenses	Surplus (Deficit)
4085	Community Relations	N/A	14,828.72	(14,828.72)

The Community Relations budget accommodates all expenses involved in community relations at the discretion of the VP External and relevant Commissioners.

SSPN Events

#	Department	Revenue	Expenses	Surplus (Deficit)
5079	Grad Frosh	35,000.00	35,000.00	0.00
5085	Faculty Olympics	67,000.00	67,000.00	0.00
5559	Four Floors	15,000.00	15,000.00	0.00

All events held by SSPN generate the entirety of their revenues from ticket sales and sponsorships. Expenses are the costs of hosting the events. A more in-depth budget is drafted with the VP Internal and VP Finances in preparation for the event.

Awards Banquet (5528)

#	Department	Revenue	Expenses	Surplus (Deficit)
5528	Awards Banquet	N/A	\$5,000	(5,000.00)

\$5000 is allocated to fund the costs of hosting the annual SSMU Awards Banquet at the end of the year.



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Student Handbook (6038)

#	Department	Revenue	Expenses	Surplus (Deficit)
6036	Student Handbook	43,726.58	14,294.18	29,432.40

The Student Handbook department generates revenue from advertising in the annual SSMU Student Handbook. The expenses are the costs of creating the handbook including staff, printing, and graphics.