



2015/2016 Budget Report

March 4, 2015

CAPILANO STUDENTS' UNION

This document was written by Zach Renwick, with assistance from various directors and staff, on behalf of the Capilano Students' Union Finance Committee. The Budget was approved by the Committee on February 19, 2015.

Spring 2015 CSU Finance Committee:

Zach Renwick, Chair

Zofia Rodriguez

Sacha Fabry

Ben Glassen

Rhita Hassar

Emily Soloman

The 2015-2016 Student Union Society Budget was presented to the CSU Board of Directors and approved February 25, 2015.

2014-2015 CSU Board of Directors

Brittany Barnes, President & VP External Relations

Sacha Fabry, VP University Relations & Services

Zach Renwick, VP Internal Development

Zofia Rodriguez, VP Student Life

Rhita Hassar, International Students Liaison

CAPILANO STUDENTS' UNION

Taylor Smith, Women's Students' Liaison

Jullian Kolstee, Accessibility Justice Liaison

Romila Barryman, Students' of Colour Liaison

Taylor George-Hollis, First Nations Students' Liaison

Jon Kinsley, Queer Students' Liaison

Kevin Adam, Faculty of Arts and Science Rep

David Fryer, Faculty of Business and Professional Studies Rep

Ben Glassen, Faculty of Global and Community Studies Rep

Kate Phifer, Faculty of Global and Community Studies Rep

Emily Soloman, Faculty of Business and Professional Studies Rep

Taylor Wilson, Faculty of Fine and Applied Arts Rep

Alexa Houle, Faculty of Fine and Applied Arts Rep

Calvin DeGroot, Board of Governors and Senate Rep

Natahsha Prakash, Board of Governors and Senate Rep

For further information, contact Zach Renwick, Vice-President of Internal Development: vpinternal@csu.bc.ca

BACKGROUND

The Capilano Students' Union (CSU) is a British Columbia Non-profit Society representing and serving our Capilano student members. The CSU facilitates a number of services, such as the used-book-sale and health and dental plan, in addition to clubs support and external advocacy. The Society also serves to represent a variety of different constituency groups on campus, as the CSU supports its' various Collectives. As the official representative body of Capilano University students, the mission of the Student Union is to create a strong, unified student voice and to provide innovative and valuable services to its members by advocating on behalf of and collaborating with the Student Body, Capilano University and the community.

The Finance Committee of the CSU meets regularly to help oversee Society investments, capital assets, review monthly financial statements, and assist with preparations of the annual budget. The Committee is comprised of CSU Directors, and members of the general student body. This year, the Finance Committee met to prepare the 2015/2016 budget throughout December, January and February. General student members of the Society are encouraged to apply to the Committee if they would like to become more involved with their Student Union.

BUDGET HIGHLIGHTS

- More funding for student jobs in the summer semester ¹
- Increased funding for student clubs ²
- Increased funding for Advocacy and Lobbying efforts
- Increased allocations for student services and new developments
- Reduction to Legal Expenses
- Reduction to Administrative expenses
- More funding to better maintain student spaces on campus ³
- Development of a comprehensive and transparent budget document, with understandable data and description

¹ Increased student employee hours for 2015 Summer Semester

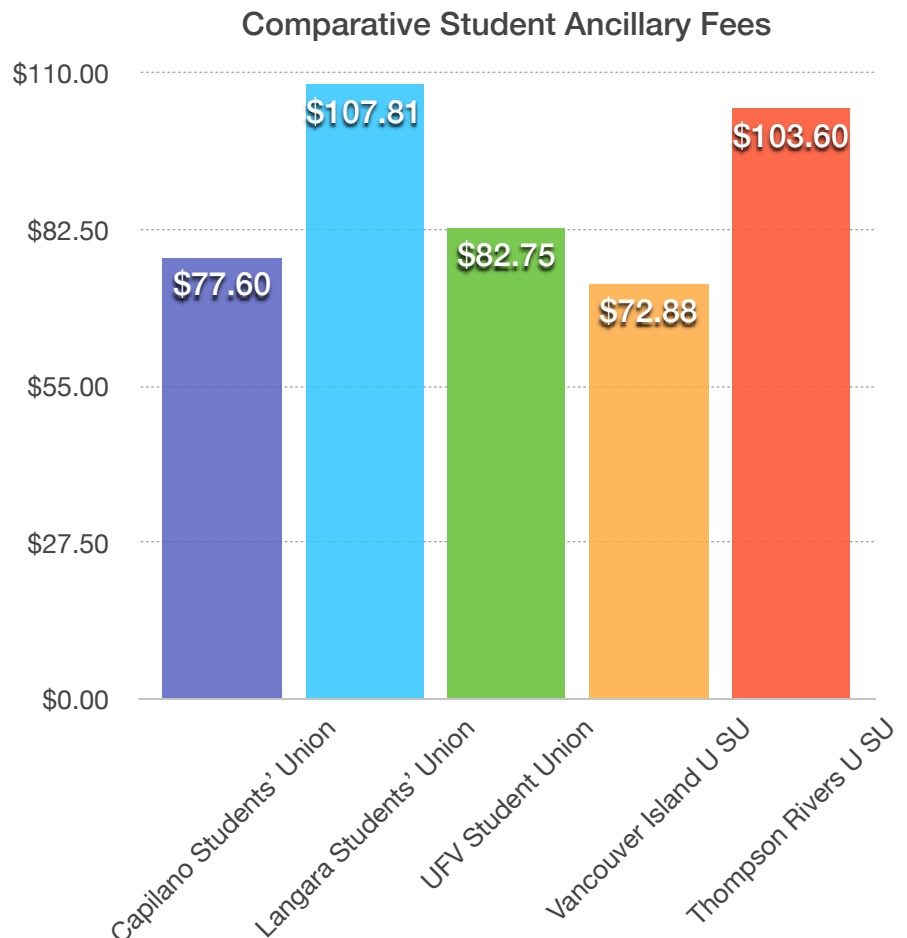
² Increased Student Life: Clubs to \$6000

³ Increased Student Spaces budget line item to \$9050

REVENUES

The CSU collects a basic Student Union membership fee of \$40.00 plus \$2.50 per credit ⁴ (to a maximum of \$25.00) for students attending classes at the North Vancouver campus. For students attending the Sechelt or Squamish campuses, as well as those taking courses online, the basic membership fee is \$16.00.

The beside chart shows semesterly ancillary full-time student fees of comparable student fees ⁵ from four other university communities (Langara,⁶ University of Fraser Valley,⁷ Vancouver Island University,⁸ and Thompson Rivers University ⁹).



⁴ <http://csu.bc.ca/governance/>

⁵ Fees based on full-time (15 credit) course load. Includes building fund levies. Excludes U-PASS and Health and Dental plan costs.

⁶ LSU Basic Fee (\$15.61 + \$3.81/credit), plus Capital Building Legacy fund (\$35.05)

⁷ UFVSUS Fee (\$30) + Student Union Building Fee (\$35) + Shuttle Bus Fee (\$17.75)

⁸ Fees for Nanaimo Campus members (\$18.22 monthly x 4 months = \$72.88) <http://viusu.ca/section/149>

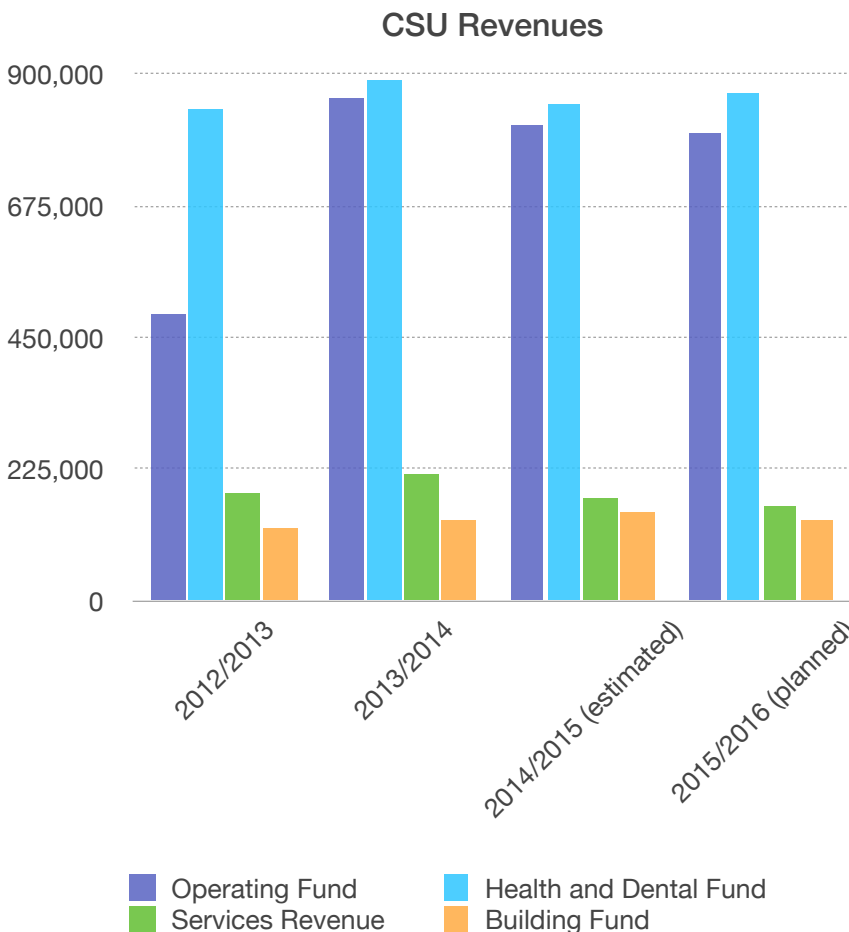
⁹ TRUSU Fee (9 credits or more: \$95.00) + CFS Fee (max \$8.60) <http://www.tru.ca/admissions/fees/details.html>

Revenue projections are based upon historical evidence and future enrolment estimates provided by Capilano University. Historical revenue data from services, the operating fund, and the health and dental funds are provided below:

Other Restricted Funds:

Building Fund

The CSU collects a building fund levy of \$1.26 per credit, up to a maximum of \$12.60¹⁰, for the purposes creating and maintaining student spaces on campus. In 2011/2012, the CSU created a new student-leased space in the Library building, by demolishing existing classrooms, and renovating them to construct the new lounge on the first floor. More recently, the CSU renovated the Maple Lounge, using resources from this fund. In addition to renovations, maintenance and utility expenses (related to the student-leased spaces) billed by the university are also allocated to this fund.



Health and Dental Fund

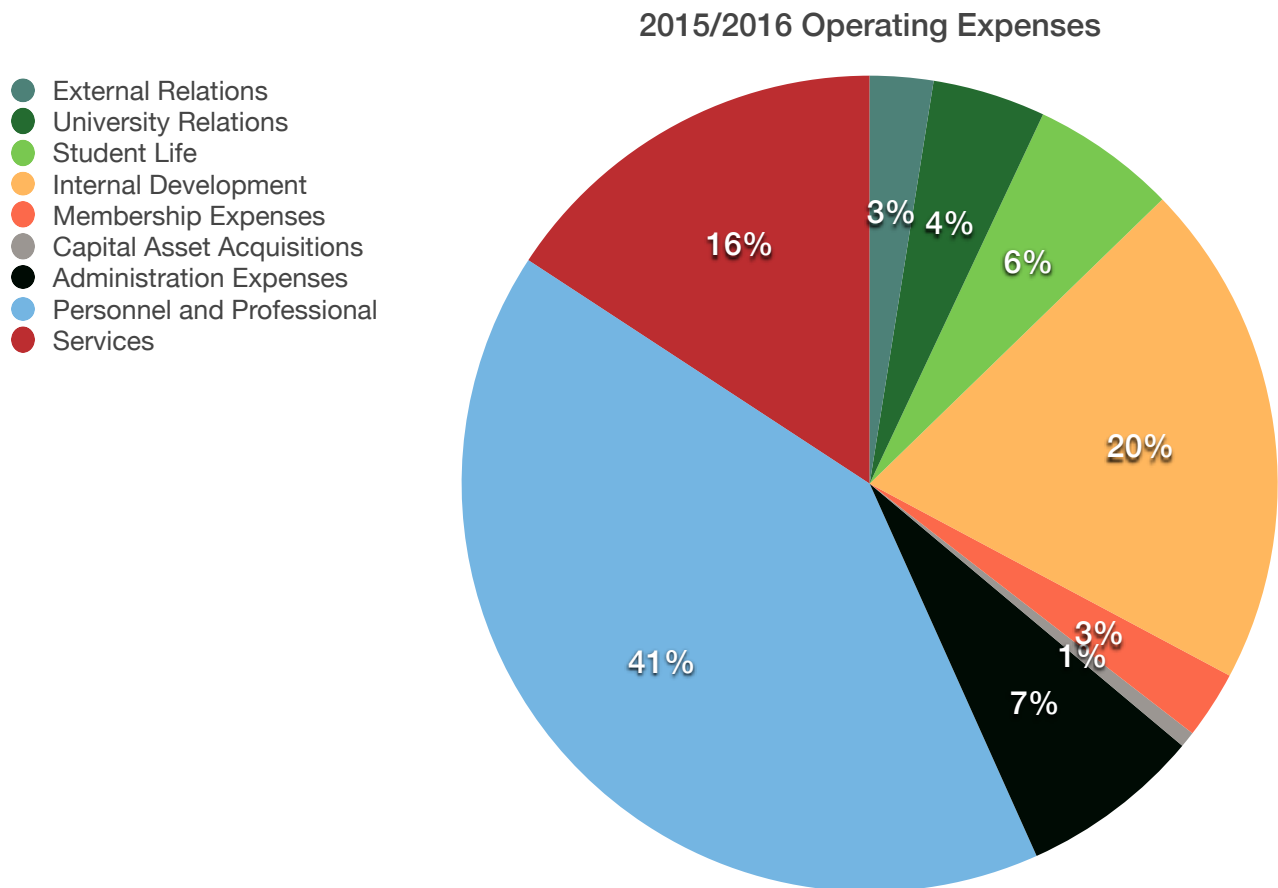
The Capilano Students' Union collects \$226.03 per year for the student health and dental plan. Students may opt-out of the plan if they have existing coverage, and may opt-in a spouse and/or dependents. Money collected is restricted for use in the health and dental program, and cannot be used in any other area. Funds remitted to the health and dental broker, Student Care, and expenses are

¹⁰ The Building Fund Levy, as well as the Health and Dental Fund Plan fees, are tied to the Canadian Price Index, and rise gradually with inflation.

directly tied to the number of participants in the plan. A small portion of the monies collected remains in a Health and Dental Reserve fund to cover future deficiencies in the plan funding, which does occur on occasion.

Expenses

An overview of the breakdown for 2015/2016 operating expenses is provided below. Pursuant to the Capilano Students' Union Procedures manual, a minimum 1% operating margin is maintained with this annual budget. Each section will be explained further in detail later in this report:



External Relations¹¹

The purpose of the External Relations budget is to resource advocacy related to Capilano University specific post-secondary education issues, particularly in the areas of tuition, student loans, housing and transportation at municipal, provincial and federal levels. The External Relations committee makes decisions on how to approach these issues which are then executed by the VP External Relations' efforts to coordinate strategies and government lobbying with other student associations.

In addition to the CSU's own lobbying efforts we are also a founding member of the Alliance of BC Students (ABCS): a student organization which represents over 1350,000 students at 9 student associations across the province to advocate for affordable and accessible post-secondary education in BC.

This budget goes towards the costs of campaign development and material, travel and accommodation, delegate fees, membership fees and other costs that may arise in relation to these organizing efforts. Lobbying is an important activity for student government to undertake, in making sure that students' needs are properly represented within all levels of government.¹²

External Relations	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
ABCS	2,000.00	456.00	6,500.00
External Meetings	-	-	3,500.00
Campaigns	5,000.00	3,213.90	8,000.00
External Relations Conferences	2,000.00	1,690.79	6,000.00
subtotal	9,000.00	5,360.69	24,000.00

¹¹ The CSU has 6 different standing committees: External Relations, Finance, Operations, Student Life, University Relations, and Services. Students are eligible to be appointed to sit on these committees, by applying at: <http://csu.bc.ca/committees/>

¹² Note: Previous budget categories may have been adjusted to conform to the 2015/2016 categories, and to ensure fair comparisons.

University Relations & Services

The purpose of the University Relations budget is to provide resources to help complete more outreach to our members from various faculties throughout the university, and to provide funding for campaigns on university issues. New for 2015/2016, a Faculty Representative specific campaigns line item was formed, to further encourage communication and connection with students.

The purpose of the Services budget is to cover the costs to support a number of services provided by the CSU such as the used book sale, a new mobile app, print services, and more. The new service development allows for the implementation of new and useful services for our members. The handbook is a long standing service provided to our membership that provides a useful day-timer tool to help with organizing, as well as providing a resource guide with information about the CSU and the University. The budget for the different CSU space on campus goes towards cleaning the furniture as well as to repair the upholstery in the Tree House. The budget for the different constituency rooms will allow for basic room improvements, resource materials, and minimal supplies.

University Relations & Services	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Campaigns	8,000.00	201.98	3,000.00
Faculty Rep Campaigns	-	-	3,000.00
Services	157,535.00	91,839.99	150,932.64
New Service Development	2000	3500	5,500.00
Handbook	22,000.00	20,613.60	19,500.00
Student Space	3,900.00	2,112.60	9,050.00
Constituency Rooms	3,350.00	0.00	2,800.00
subtotal	179,535.00	114,566.19	193,782.64

Student Life

The Student Life budget primarily focuses on running events and activities for our student members, helping students run their events and starting clubs on campus. Our main focus this year has been running social events both on and off campus. The student life committee's primary goal is always to enhance our student's university experience in any way that we can.

The Student Life Committee started last year off by hosting a three day event to welcome back the students which included live music, sangria being served, tons of free food and a night out on the town. Throughout the year we've also hosted a number of licensed events in our CSU Lounge, aided several student groups on campus to host events and started many new clubs!

For the 2015-2016 students can expect even bigger and better events, frequent "pop up pubs" in the CSU Lounge, more active clubs and excursions around BC!

Student Life	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Events	45,760.00	24,421.40	36,000.00
Regional Campus Development	5,000.00	3,660.91	3,000.00
Collectives (used to be campaigns/advocacy)	10,000.00	6,409.00	10,000.00
Clubs	3,500.00	60.00	6,000.00
subtotal	64,260.00	34,551.31	55,000.00

Internal Development

This budget is created to help support the organization internally. Each year, directors need to be trained in their positions, and considerable effort is made to bring new people up to speed on their duties and responsibilities, how the organization functions, and how they can excel in their roles. There are provisions for board travel,¹³ books and subscriptions, childcare, and conferences. As the Capilano Students' Union is currently in collective bargaining negotiations, labour relations expenses are planned for the coming year. The legal expenses line item is one that had been over-budgeted last year, and significant reductions were made to it for 2015/2016.

Stipends includes honoraria paid to all directors.¹⁴ For 2015/2016, the remuneration procedures have changed the process in which Faculty, Campus, Board of Governor and Senate Representatives may claim stipends, to encourage more participation in meetings of the Board of Directors, as well as Standing Committees of the organization.¹⁵

Internal Development	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Board Travel	0.00	2,277.19	750.00
Books & Subscriptions	2,000.00	20.00	750.00
Board & Organizational Development	10,000.00	5461.39	-
Workshops & Development	-	-	10,000.00
Childcare & Accessibility	500.00	0.00	500.00
Conferences	2,000.00	6,311.75	8,000.00
Labour Relations	15,000.00	6,476.90	15,000.00
Legal	60,000.00	15,885.58	40,000.00
Stipends	125,000.00	49,330.00	117,000.00
subtotal	202,500.00	85,762.81	192,000.00

¹³ Directors are reimbursed for mileage based on CRA provisions

¹⁴ The maximum number of Directors with the current Board structure is 30.

¹⁵ The remuneration for representatives changed to an attendance based system of \$25/standing committee attended, and \$50 for each Board Meeting attended.

Administrative Expenses

The administrative expenses categories cover a variety of expenditures for the student union. In order to support the continuous successful operation of the organization, the CSU must allocate funds every year for back-end expenses.

Every year, the organization is required to be externally audited by a CPA firm.¹⁶ This ensures that the financial statements are prepared in accordance with Non-profit accounting standards, and reduces the possibility for fraudulent use of member funds.

Other charges from this budget area include insurance, maintenance and repairs of the administrative office and student-leased spaces, and office supplies. New for 2015/2016, there is a provision for a photocopier lease expense, as the administration office is replacing its much aged printing equipment. Expenses are also planned for website hosting, utilities, and other miscellaneous expenses.

The CSU is committed to reducing its reliance on paper, and efforts have been made to make electronic copies the default option for meetings.

Administrative Expenses	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Accounting	6,536.00	4,935.00	5,790.00
Audit	15,000.00	13,440.00	13,500.00
Bank Charges	6,530.00	297.10	3,504.00
Insurance	6,000.00	6,961.00	7,500.00
Maintenance & Repairs	2,000.00	310.81	2,000.00
Office Supplies	8,000.00	6,224.78	8,000.00
Computer Supplies, Software & Peripherals	2,000.00	1,344.81	2,000.00
Postage/Courier	400.00	240.87	400.00
Photocopier Service Contract - Admin	3,048.00	1,877.11	2,534.40
Photocopier Lease - Admin	-	-	2,892.48
Payroll Expenses	-	-	1,500.00

¹⁶ Required by the University Act of BC

Administrative Expenses	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Storage Locker	650.00	419.58	2,500.00
IT Support	2,500.00	0.00	1,000.00
Utilities	18,000.00	12,960.50	-
Web Hosting	1,500.00	311.20	200.00
subtotal	72,164.00	49,322.76	53,320.88

Membership Expenses

Every year, the CSU engages its membership with its Annual General Meetings and Semi Annual Annual General Meeting, where the annual report is presented, the auditors are appointed, the new budget is presented, and bylaw changes are made.

Other line items in this category include members' initiatives, which are related to CSU supported events on campus. For 2015/2016, one election and one by-election are planned to help fill vacant seats on the Board of Directors. The emergency bursary is an annual expenditure that the CSU donates for emergency student aid, through the Capilano University Foundation. The Students-at-large-honorarium is allocated for general student members to be remunerated for attending Standing Committee meetings.

Membership Expenses	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
AGM	2,000.00	472.98	1,750.00
Marketing	-	676.00	2,000.00
Elections	2,000.00	2,260.35	10,000.00
Emergency Bursary	5,000.00	1,500.00	5,000.00
Members' Initiatives	4,000.00	5,525.00	1,500.00
Students-at-large Honorarium	-	-	5,400.00
subtotal	9,000.00	10,434.33	25,650.00

Personnel & Professional Expenses

Wages and Benefits

Your elected board is supported by a staff team including four permanent employees, a number of student staff, and a general manager. This budget line item includes wages and salaries set out in collective agreements and employment contracts, the costs of benefits such as employees' health and dental benefits plans, and expenses related to employer contributions to Employment Insurance, the Canada Pension Plan, and WorkSafeBC.

Note: All CSU employees, except for the general manager, are represented by local 1004 of the Canadian Union of Public Employees. The CSU and CUPE 1004 are currently in the process of negotiating the renewal of the collective agreement and, as such, these expenses may be subject to change upon approval by the board when negotiations conclude.

Professional Expenses

The CSU supports the continuous development of its staff, and as such, resources have been allocated to ensure training and development may occur in areas that are deemed necessary. The staff travel line item was created to support mileage claims for staff doing business on behalf of the organization¹⁷ (such as depositing cheques with our bank). Management expenses are set out to fund miscellaneous staff supporting and appreciation expenditures. The CSU is also a member of the Association of Managers In Canadian College University and Student Centres¹⁸ (AMICCUS-C), which helps the organization network and share ideas with a number of other student associations across Canada. In late May 2016, the CSU will be hosting the AMICCUS-C national conference.

Personnel and Professional Expenditures	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Wages and Benefits	311,892.00		388,109.19
Professional Association Membership		650.00	650.00
Professional Development	2,500.00	1,698.81	2,000.00
Staff Travel Reimbursement		396.85	500.00
Management Expenses	200.00	245.64	500.00
subtotal	314,592.00	2,991.30	391,759.19

¹⁷ Mileage is reimbursed at the CRA's prescribed rate

¹⁸ Allocated to the Professional Association line item

Capital Asset Acquisitions

An amount has been budgeted in 2015/2016 to replace the Membership Outreach Coordinator's aging computer, as well as other capital purchases as needed. The MOC frequently uses digital graphics applications, such as photoshop and illustrator, which require a great deal of memory, and the current equipment is in need of replacement.

Capital Asset Acquisitions	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Capital Expenditures:	60,000.00	56,000.00	6,000.00

Appendix A: Comprehensive Budget 2015/2016

Operating Fund	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
REVENUE			
Basic Student Society Fee	757,252.00	813,990.19	798,004.45
Health & Dental Administration	3,500.00	0.00	3,500.00
Interest - VanCity	1,000.00	1,855.70	1,500.00
Handbook Ads	3,500.00	3,050.00	7,050.00
Services	175,590.00	63,330.59	159,630.00
Total Revenue	940,842.00	882,226.48	969,684.45
EXPENDITURES			
External Relations			
ABCS	2,000.00	456.00	6,500.00
External Meetings	-	-	3,500.00
Campaigns	5,000.00	3,213.90	8,000.00
External Relations Conferences	2,000.00	1,690.79	6,000.00
subtotal	9,000.00	5,360.69	24,000.00
University Relations & Services			
Campaigns	8,000.00	201.98	3,000.00
Faculty Rep Campaigns	-	-	3,000.00
Services	157,535.00	91,839.99	150,932.64
New Service Development			5,500.00

Operating Fund	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Handbook	22,000.00	20,613.60	19,500.00
Student Space	3,900.00	2,112.60	9,050.00
Constituency Rooms	3,350.00	0.00	2,800.00
subtotal	179,535.00	114,566.19	193,782.64
Student Life			
Events	45,760.00	24,421.40	36,000.00
Regional Campus Development	5,000.00	3,660.91	3,000.00
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Clubs	3,500.00	60.00	6,000.00
subtotal	64,260.00	34,551.31	55,000.00
Internal Development			
Board Travel	0.00	2,277.19	750.00
Books & Subscriptions	2,000.00	20.00	750.00
Board & Organizational Development	10,000.00	5461.39	-
Workshops & Development	-	-	10,000.00
Childcare & Accessibility	500.00	0.00	500.00
Conferences	2,000.00	6,311.75	8,000.00
Labour Relations	15,000.00	6,476.90	15,000.00
Legal	60,000.00	15,885.58	40,000.00
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subtotal	202,500.00	85,762.81	192,000.00

Operating Fund	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Administrative Expenses			
Accounting	6,536.00	4,935.00	5,790.00
Audit	15,000.00	13,440.00	13,500.00
Bank Charges	6,530.00	297.10	3,504.00
Insurance	6,000.00	6,961.00	7,500.00
Maintenance & Repairs	2,000.00	310.81	2,000.00
Office Supplies	8,000.00	6,224.78	8,000.00
Computer Supplies, Software & Peripherals	2,000.00	1,344.81	2,000.00
Postage/Courier	400.00	240.87	400.00
Photocopier Service Contract - Admin	3,048.00	1,877.11	2,534.40
Photocopier Lease - Admin	-	-	2,892.48
Payroll Expenses	-	-	1,500.00
Storage Locker	650.00	419.58	2,500.00
IT Support	2,500.00	0.00	1,000.00
Utilities	18,000.00	12,960.50	- transfer to BF -
Web Hosting	1,500.00	311.20	200.00
subtotal	72,164.00	49,322.76	53,320.88
Membership Expenses			
AGM	2,000.00	472.98	1,750.00
Marketing		676.00	2,000.00
Elections	2,000.00	2,260.35	10,000.00
Emergency Bursary	5,000.00	1,500.00	5,000.00
Members' Initiatives	4,000.00	5,525.00	1,500.00

Operating Fund	2014/2015 Budget	2014/2015 YTD	2015/2016 Budget
Students-at-large Honorarium	-	-	5,400.00
subtotal	9,000.00	10,434.33	25,650.00
Personnel and Professional Expenditures			
Wages and Benefits	378,424.00	257,384.00	388,109.19
Professional Association Membership		650.00	650.00
Professional Development	2,500.00	1,698.81	2,000.00
Staff Travel Reimbursement		396.85	500.00
Management Expenses	200.00	245.64	500.00
subtotal	381,124.00	260,375.30	391,759.19
Capital Asset Acquisitions			
Capital Expenditures:	60,000.00	56,000.00	6,000.00
Total Expenses	933,811.00	616,373.39	941,512.71
Total Revenue	943,842.00	882,226.48	969,684.45
Surplus/(Deficit)	10,031.00	265,853.09	28,171.74
Operating Margin (minimum 1% required 2015/2016)		30.1343%	2.9052%

BUILDING FUND	2013/2014 Budget	2013/2014 Actuals	2014/2015 Budget	2014/2015 Actuals YTD	2015/2016 Proposed Budget
REVENUES					
Building Levy	140,287.00	130,036.49	129,446.00	149,998.88	137,275.25
Interest - Blue Shore	0.00	222.41	100.00	1,897.21	100.00
TOTAL	140,287.00	130,258.90	129,546.00	151,896.09	137,375.25
EXPENDITURES					
Maintenance Fees - Library Lounge	24,639.00	32,975.53	22,044.00	25,192.31	21,471.84
Maintenance Fees - Maple Lounge	19,383.00	0.00	17,364.00	19,823.95	16,896.36
Maintenance Fees - Admin Office			18,000.00		15,432.00
Bank Charges	0.00	10.00	0.00	11.15	20.00
Bad Debt	0.00	0.00	0.00	500.00	494.19
Renovations	60,000.00	0.00	110,000.00	254,308.67	0.00
Architectural Designs	10,000.00	0.00	10,000.00	0.00	0.00
Furniture	15,000.00	11,198.95		10,125.31	19,101.24
Reserve (2014/2015 planned)		0.00	40,000.00	0.00	0.00
TOTAL	129,022.00	44,184.48	217,408.00	309,961.39	73,415.63
NET REVENUE	11,265.00	86,074.42	(87,862.00)	(158,065.30)	63,959.62
				* Estimates	

BUILDING RESERVE FUND	Annual Contribution	Total Reserve	
2012 / 2013	11,265.00	90,996.26	* reserve balance at year end
2013 / 2014	86,074.42	177,070.68	
2014 / 2015 (estimate)	(158,065.30)	19,005.38	
2015/2016 (budget)	63,959.62	82,965.00	

HEALTH & DENTAL	2011/2012 Actuals	2012/2013 Actuals	2013/2014 actuals	2014/2015 Budget	2014/2015 actuals as at Dec 31 2014	2015/2016 Proposed Budget
REVENUES						
University payments	831,394.88	835,087.07	863,305.28	850,000.00	879,865.23	865,000.00
Interest revenue	131.52	128.36	115.30	125	2,709.96	2500
TOTAL REVENUES	831,526.40	835,215.43	863,420.58	850,125.00	882,575.19	867,500.00
EXPENDITURES						
studentcare invoices	751,234.74	769,119.92	781,953.84	765,000.00	408,911.04	821,750.00
Payments owing			(21,300.53)			
Admin Costs'	-	-	3,500.00	3,500.00	40.50	3,500.00
Bursary/ Endowment	-	-	-	8,500.00		8,650.00
Bad Debt	-	-	3,120.74	3,200.00		3,200.00
Contingency	-	-	-	-		0
Promotions	-	-	-	4,250.00		4,325.00
Benefit Improvements	-	-	-	55,000.00		0.00
TOTAL EXPENDITURES	751,234.74	769,119.92	760,653.31	839,450.00	408,951.54	841,425.00
NET REVENUE	80,291.66	66,095.51	102,767.27	10,675.00	473,623.65	26,075.00

H&D RESERVE FUND		
2011 / 2012	80,291.66	
2012 / 2013	66,095.51	
2013 / 2014	121,298.80	
2014 / 2015 (estimate)	13,384.96	
TOTALS	281,070.93	* use funds to create H&D endowment fund by Fall 2015. With endowment fund, 1st year of awards are directly paid.
		* estimate \$8,500 per year towards bursary program = \$34,000 to put in endowment
Ideal Reserve Fund:	164,350.00	* H&D Committee set on May 26, 2011 that the reserve would be 20% of one year's plan cost