



RESPONSIBILITY

TRANSPARENCY

EFFICIENCY

2017/2018
CUSA
OPERATIONAL
Budget

PREPARED AND PRESENTED BY:

GAVIN RESCH

Vice President Finance



2017/2018 CUSA OPERATIONAL *Budget*

PREPARED AND PRESENTED BY:

GAVIN RESCH
Vice President Finance

Dear Fellow Students,

I present to you the 2017-2018 Carleton University Students' Association budget. Hidden within these numbers are the initiatives of the association for the coming year. Each executive has many plans that they are passionate to execute over the coming year and CUSA is excited to be able to fund and support these ideas. This budget acts as a blueprint for what we believe to be Carleton students' and CUSA's best year yet.

The Administration portion of the budget contains the new addition of our incoming General Manager, Travis Lindgren. Travis was found by using an executive headhunting company; the expense for this is also found within this section of the budget. This ensured that we were able to find a candidate with adequate skills to uplift our businesses while also managing the rest of our organization. We will also be making necessary upgrades to our finance team's computers in order to continue to operate smoothly.

The Front Desk portion sees a couple changes as well. Most of these changes are due to our free printing promise. This has forced us to upgrade our printer to be able to handle the increased volume of printing and the ownership of a new printer will free us from rental charges. Finally, the duplicating line has been greatly increased to accommodate the cost free printing will have on the organization.

The Business Operations Manager budget line outlines the money allotted to our incoming General Manager. Travis was not here for the summer, therefore missing conferences and professional development opportunities. We plan to use the meeting budget line to send Travis to visit some other student unions to gather ideas to refine the operations of our organization.

Oliver's has been struggling in recent years. We hope this is one of the areas our General Manager will have the most impact improving. This has been shown by an increased expected revenue and bottom line. We are planning to make operational changes at Oliver's that will improve the profitability of the business which will lessen the financial burden on the association. Some changes include switching to reusable cutlery and plates; greatly decreasing our dependence on paper. We will also be refinishing the stools and improving the pub's aesthetics. Lastly, we will be taking the appropriate steps to improve the food quality. We have also added new menu items such as Tater Tots and White Russian Cereal.

Rooster's is expected to have another profitable year. We will be offering a variety of different options, including: iced coffee, whole wheat pitas, and quinoa salads. We needed to replace some damaged chairs, as well as purchasing a new display case for our baked goods. We will also be adding a decal framing the entrance doors to make the shop more inviting.

Henry's is receiving a makeover courtesy of our Communication's team. A Rooster's On The Go section is being created in order to increase traffic and offer more food options. This section will also include hot food options along with baked goods and coffee similar to what can be found at Rooster's. An overall adjustment of shelving orientation and redecorating will allow the store to be more accessible. This has been one of CUSA's biggest projects this summer.

Haven Books is our most profitable business. Unfortunately, it did not perform as expected the previous year. Along with the return of our Manager from maternity leave many changes have been made to increase profits. We are still transitioning to online sales and offering delivery options. The market trends have shown that this is imperative to the sustainability of Haven. Another project completed during the summer was the renovations to the apartment above the store. This will serve as a new revenue stream through Airbnb.

As mentioned previously, our executives have promises that require funds to be completed. Here are some of the most important to the budget.

One of our President's campaign promises is to decertify from the CFS. To give our student body participation in the initiative, we have increased our overall promotions line for our Communication's team to maximize awareness.

One of my promises as VP Finance was to have a 24hr Henry's during exam periods. This is reflected by increases in the part time wage budget line in Henry's. Additionally, the promise of bringing back drink specials at Oliver's is reflected in the revenue increases of alcoholic beverages.

Our VP Student Services has an increased project budget to accommodate certain policy points such as: the CUSA mentorship program, Frost week orientation, and feminine hygiene dispensaries in washrooms. In order to increase Service Centre awareness and participation, each centre has been given a generous amount for their Promotion line. It has been noted that last year not many centres took advantage of their promotion lines. We have decided our Service Manager will oversee the promotions and ensure the lines get used as efficiently as possible. As promised, more support has been given for Pride Frosh. Finally, CDAC has been relocated through AFKOM to improve accessibility services on campus.

Our VP Internal's staple promise is free printing. As mentioned before, the lines in the Front Desk section have been adjusted accordingly. The promotional line and the Faccs Grants line have been increased due to the campaign promise to increase club funding.

Our VP Student Issues has added a Projects line to the budget this year. There you will find the expenses for nap pods. The campaigns line is relatively unchanged; as the money was sufficient to run fantastic campaigns in the previous year.

Lastly, our VP Student Life is planning many exciting events for students. The Programming line has been greatly increased due to the Panda Weekend, and the CUSA Spring Break trip. The Programming Expenses budget line has also been broken down for increased transparency. The other programming includes: Cultural Nights at Oliver's, Free Tickets to Athletics Home Games and Ravens' Prom. Similarly, the Ticket Revenue line has been adjusted to match these expenses.

The 2017-2018 academic year has the potential to be a fantastic year for the students as well as the organization. Now that the money has been allocated properly, as CUSA executives, we vow to put adequate time and effort to ensure this potential is a reality. Students are encouraged to look over the budget and email to make an appointment for clarification.

Gavin Resch
Vice President Finance
Carleton University Students Association
vpf@cusaonline.ca



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

General Revenue

IS-5000-AD Student Fees
 IS-5005-AD Unicenter Fees
 IS-5010-AD GSA Joint Projects & Funding
 IS-5115-AD Scholarship Fund
 IS-5100-AD Interest Income
 IS-5900-AD Other income
 IS-REV-AD Total General Revenue

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
1,043,657.44	945,039.36	1,052,996.65
1,218,194.00	1,103,442.70	1,228,496.09
60,000.00	73,000.00	60,000.00
0.00	43,516.00	0.00
34,000.00	12,000.00	15,000.00
56,873.12	52,848.00	57,180.05
2,412,724.56	2,229,846.06	2,413,672.79



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
Administration			
IS-6105-AD Office Supplies	2,028.34	3,000.00	2,089.19
IS-6110-AD Duplicating	526.30	450.00	542.09
IS-6111-AD Color Duplicating	238.80	200.00	245.96
IS-6150-AD Promotion & Advertising	304.17	0.00	0.00
IS-6200-AD Vol. Training & Staff Appreciation	266.25	550.00	500.00
IS-6900-AD Miscellaneous Expenses	785.69	950.00	809.26
IS-8200-AD Salaries 3011	284,945.17	287,800.50	307,279.16
IS-8205-AD Wages 1281	14,888.03	20,748.11	18,023.37
IS-8210-AD Wages Non-Union	12,739.93	12,078.06	59,385.26
IS-8250-AD Payroll taxes 3011	70,848.89	109,364.19	116,766.08
IS-8255-AD Payroll Taxes 1281	2,426.25	2,185.19	2,619.16
IS-8260-AD Payroll Taxes non-union	1,311.05	1,272.06	22,566.40
IS-8300-AD Travel expenses, taxis, buses	132.67	100.00	136.65
IS-8350-AD Training/Conference/Prof.Dev.	2,082.60	2,220.00	7,000.00
<i>new</i> Training - Health & Safety	0.00	0.00	5,000.00
<i>new</i> Services HR module	0.00	0.00	2,410.00
IS-8500-AD Audit Fees	39,514.20	51,500.00	25,000.00
IS-8505-AD Legal Fees (Lawyers only)	68,592.45	78,000.00	70,000.00
IS-8510-AD Professional Fees (non-lawyer)	24,640.36	0.00	20,000.00
IS-9125-AD Telephones, Fax	3,875.91	3,932.08	3,992.19
IS-9130-AD Courier,Mail	1,721.00	1,047.62	1,772.63
IS-9200-AD Rent	31,967.56	28,714.04	32,926.59
IS-9210-AD Insurance Expenses	105,654.46	105,669.45	106,711.00
IS-9225-AD Maintenance and Repairs	17.25	0.00	50.00
IS-9400-AD Ombudsperson	82,050.00	98,568.00	85,000.00
IS-9500-AD Capital Asset Purchases	2,078.46	1,600.00	4,000.00
IS-9700-AD Bank Charges	22,027.51	18,571.96	22,688.34
IS-9701-AD Swipe Cards Charges	3,313.98	2,808.26	3,413.40
IS-9702-AD Scholarship Fund	0.00	43,516.00	
IS-9703-AD Contingency Fund	0.00	0.00	
IS-9750-AD Bad Debt Expenses	0.00	0.00	0.00
IS-9999-AD CUSA Prior Year Expenses	(56,000.00)	0.00	0.00
IS-EXP-AD Total Expenses (before Depreciation)	722,977.28	874,845.52	920,926.72
IS-9800-97 Deprec. Office Equipment	3,485.04	3,000.00	4,000.00
IS-9801-97 Deprec. Office Renovations	197.88	200.00	200.00
IS-DEP-AD Total Depreciation	3,682.92	3,200.00	4,200.00
IS-NETINC-A Net Income - Administration	(726,660.20)	(878,045.52)	(925,126.72)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Front Desk

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
IS-5010-FD Duplicating (Xerox 230)	5,267.80	8,000.00	6,000.00
IS-5020-FD Fax Charges	0.00	0.00	0.00
IS-5025-FD Posting Revenue	41.57	0.00	0.00
IS-5070-FD Miscellaneous Revenue	657.62	0.00	0.00
IS-REV-FD Total Revenue	5,966.99	8,000.00	6,000.00
IS-6000-FD Health Insurance Expenses	140.50	150.00	150.00
IS-6005-FD Material Purchases Duplicating	393.19	0.00	0.00
IS-6006-FD Machine Charges (Minolta & Xerox)	2,770.15	2,000.00	500.00
IS-6020-FD Cost of Fax Service	360.00	370.00	370.00
IS-6105-FD Office Supplies	3,618.69	3,500.00	3,500.00
IS-6110-FD Duplicating	822.80	700.00	11,000.00
IS-6111-FD Color Duplicating	624.40	300.00	500.00
IS-8200-FD Salaries 3011	48,801.67	46,775.05	50,265.72
IS-8205-FD Wages 1281	58,196.51	55,684.83	61,810.16
IS-8250-FD Payroll Taxes 3011	10,296.35	17,774.52	19,100.97
IS-8255-FD Payroll Taxes 1281	4,325.89	5,864.73	6,509.85
IS-8300-FD Travel expenses, taxis, buses	36.00	50.00	50.00
IS-8350-FD Training/Conference/Prof.Dev.	49.82	400.00	400.00
IS-9125-FD Telephones, Fax	2,186.47	2,470.00	2,252.06
IS-9130-FD Courriel/Mail	3,905.96	750.00	1,000.00
IS-9200-FD Rent (Archives,office,photocopy)	18,909.00	16,691.43	19,476.27
IS-9500-FD Capital Asset purchases	133.53	300.00	3,300.00
IS-9900-FD Miscellaneous Expenses	2,126.68	2,000.00	2,000.00
IS-9950-FD Cash Short & Over	67.70	0.00	0.00
IS-EXP-FD Total Expenses	157,765.31	155,780.56	182,185.03
IS-NETINC-FI Net Income - Front Desk	(151,798.32)	(147,780.56)	(176,185.03)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Business Operations Manager

IS-6105-BM Office Supplies
 IS-6110-BM Duplicating
 IS-6111-BM Color Duplicating
 IS-6900-BM Miscellaneous Expenses
 IS-8350-BM Training/Conference/Prof.Dev.
 IS-9125-BM Telephones, Fax
 IS-EXP-BM Total Expenses
 IS-NETINC-B Net Income - Business Operations Mngr

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
	12.00	250.00	250.00
	57.70	100.00	75.00
	49.20	125.00	75.00
	0.00	100.00	100.00
	4,067.77	5,000.00	2,500.00
	360.00	400.91	370.80
	4,546.67	5,975.91	3,370.80
	(4,546.67)	(5,975.91)	(3,370.80)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

		Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
Olivers				
IS-5010-OL	Sales Cold Beverages	13,659.76	13,800.00	17,074.70
IS-5015-OL	Sales Food & Snacks	361,468.54	438,300.39	430,147.56
IS-5025-OL	Sales Bottled Beer	109,671.89	193,863.58	130,509.55
IS-5030-OL	Sales Draft Beer	216,799.03	206,991.02	257,990.85
IS-5035-OL	Sales Liquor & Liqueurs	130,100.64	167,741.46	154,819.76
IS-5050-OL	Door Fees (Cover charge)	11,470.56	14,000.00	14,338.20
IS-5057-OL	Coin Operated Machines Revenue	345.13	250.00	431.41
IS-5060-OL	Vending Machines	0.00	0.00	0.00
IS-5070-OL	Miscellaneous Revenue	962.39	0.00	0.00
IS-REV-OL	Total Revenue	844,477.94	1,034,946.45	1,005,312.03
IS-6005-OL	Cost Hot Beverages	290.59	75.00	75.00
IS-6010-OL	Cost Cold Beverage	9,522.99	6,900.00	6,829.88
IS-6015-OL	Cost Food	174,392.19	184,086.16	193,566.40
IS-6025-OL	Cost Bottled Beer	62,553.99	93,054.52	63,949.68
IS-6030-OL	Cost Draft Beer	97,996.68	107,635.33	128,995.42
IS-6035-OL	Cost Liquor & Liqueurs	31,103.70	33,548.29	30,963.95
IS-6040-OL	Cost Bottles	(1,428.64)	0.00	0.00
IS-6050-OL	Cost Paper Supplies\Supplies	23,393.83	18,629.04	8,000.00
IS-6070-OL	Inventory Control	6,401.50	0.00	6,000.00
IS-6105-OL	Office Supplies	1,538.54	1,500.00	1,500.00
IS-6106-OL	Smallware	1,098.03	1,500.00	1,200.00
IS-6110-OL	Duplicating	109.45	300.00	200.00
IS-6150-OL	Promotion & Advertising	2,752.50	1,500.00	2,500.00
IS-6200-OL	Vol.Training & Staff Appreciation	1,491.58	1,000.00	1,000.00
IS-6515-OL	Entertainment Expenses	8,989.44	6,500.00	10,000.00
IS-8200-OL	Salaries 3011	87,642.05	116,239.18	111,606.68
IS-8205-OL	Wages 1281	242,528.46	227,688.22	240,150.96
IS-8215-OL	D.J.Wages	6,950.00	6,000.00	6,000.00
IS-8250-OL	Payroll Taxes 3011	30,677.46	44,170.89	42,410.54
IS-8255-OL	Payroll Taxes 1281	20,364.46	23,980.12	25,292.70
IS-8300-OL	Taxi and transportation	739.81	2,800.00	750.00
IS-8380-OL	Campus security	12,667.00	14,000.00	14,000.00
IS-9125-OL	Telephones, Fax	1,557.87	1,605.26	1,604.61
IS-9200-OL	Rent	136,900.00	135,507.14	141,007.00
IS-9225-OL	Maintenance-Repairs	15,370.09	15,000.00	15,000.00
IS-9228-OL	Towel cleaning	1,331.49	1,350.00	1,350.00
IS-9300-OL	Licence fees	3,709.37	2,000.00	2,700.00
IS-9701-OL	Credit Card Charges	7,976.12	8,000.00	8,000.00
IS-9900-OL	Miscellaneous Expenses	6,176.95	5,000.00	5,000.00



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
IS-9950-OL Cash Short-Over	763.82	0.00	0.00
IS-9500-OL Capital Asset Purchases	2,324.00	3,000.00	9,095.00
IS-EXP-OL Total Expenses (before Depreciation)	997,885.32	1,062,569.15	1,078,747.82
IS-9810-97 Deprec. Olivers Furniture	5,790.00	5,800.00	6,200.00
IS-9811-97 Deprec. Olivers Renovations	30,858.00	30,900.00	31,000.00
IS-DEP-OL Total Depreciation	36,648.00	36,700.00	37,200.00
IS-NETINC-O Net Income - Olivers	(190,055.38)	(64,322.70)	(110,635.79)



**Carleton University Students' Association
2017-2018
Budget Worksheet Summary**

Roosters

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
IS-5005-RO Sales Hot Beverages	202,263.99	204,222.03	218,445.11
IS-5010-RO Sales Cold Beverages	119,476.17	111,367.22	129,034.26
IS-5015-RO Sales Food	577,514.98	637,327.43	623,716.18
IS-5020-RO Sales Snacks	55,450.41	55,471.10	59,886.44
IS-5025-RO Sales Merchandise	162.45	750.00	192.76
IS-5058-RO Interac Revenue	3,666.50	4,000.00	3,678.92
IS-5070-RO Miscellaneous Revenue	0.00	0.00	-
IS-REV-RO Total Revenue	958,534.50	1,013,137.78	1,034,953.67
IS-6005-RO Cost Hot Beverages	85,635.19	81,688.81	91,746.95
IS-6010-RO Cost Cold Beverage	58,810.50	50,115.25	64,517.13
IS-6015-RO Cost Food	227,021.00	248,557.70	243,249.31
IS-6020-RO Cost Snacks	39,644.26	36,610.93	47,310.29
IS-6025-RO Cost Merchandise	106.90	495.00	129.15
IS-6050-RO Cost Paper Products\Supplies	23,980.01	22,289.03	25,000.00
IS-6105-RO Roosters Office Supplies	440.70	750.00	750.00
IS-6110-RO Duplicating	146.60	100.00	150.00
IS-6150-RO Promotion & Advertising	3,346.72	5,000.00	5,500.00
IS-6200-RO Vol.Training & Staff Appreciation	650.26	1,500.00	1,000.00
IS-6515-RO Entertainment Expenses	1,806.13	2,000.00	2,000.00
IS-8200-RO Salaries 3011	109,838.41	102,078.00	108,778.30
IS-8205-RO Wages 1281	197,612.42	202,627.56	202,627.56
IS-8206-RO Wages 1281 non RO events	1,124.23	0.00	0.00
IS-8250-RO Payroll Taxes 3011	17,028.09	38,789.64	41,335.75
IS-8255-RO Payroll Taxes 1281	16,791.90	21,340.73	21,340.73
IS-9125-RO Telephones, Fax	1,260.00	1,298.22	1,297.80
IS-9200-RO Rent	74,900.00	74,168.98	77,147.00
IS-9225-RO Maintenance and Repairs	3,719.42	8,000.00	8,000.00
IS-9228-RO Towel cleaning	3,681.50	3,109.61	3,200.00
IS-9230-RO Glassware	211.85	800.00	1,000.00
IS-9300-RO License Fees	524.57	600.00	700.00
IS-9701-RO Credit Card Charges	11,003.01	7,500.00	5,518.37
IS-9900-RO Miscellaneous Expenses	1,220.00	500.00	800.00
IS-9950-RO Cash Short-Over	(318.13)	0.00	0.00
IS-9500-RO Capital Asset Purchases	3,475.00	8,000.00	9,000.00
IS-EXP-RO Total Expenses (before Depreciation)	883,660.54	917,919.46	962,098.35
IS-9820-97 Deprec. Roosters Furniture	8,245.92	8,250.00	8,300.00
IS-9821-97 Deprec. Roosters Renovations	22,180.44	22,200.00	22,200.00
IS-DEP-RO Total Depreciation	30,426.36	30,450.00	30,500.00



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

IS-NETINC-R Net Income - Roosters

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
44,447.60	64,768.32	42,355.33



**Carleton University Students' Association
2017-2018
Budget Worksheet Summary**

		Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
Unicentre Store				
IS-5000-ST	Sales Tobacco	60.00	0.00	-
IS-5004-ST	Sales Hot Beverage	5,718.78	1,200.00	6,576.60
IS-5005-ST	Sales Confectionary Misc.	64,380.50	69,700.00	74,037.58
IS-5006-ST	Sales Choolate & Gum	53,073.02	56,000.00	61,033.97
IS-5007-ST	Sales Groceries	45,065.96	55,000.00	51,825.85
IS-5008-ST	Sales Chips	32,779.51	41,000.00	37,696.44
IS-5009-ST	Sales Coca-Cola	83,840.15	93,000.00	96,416.17
IS-5010-ST	Sales Stationary	27,965.52	28,000.00	32,160.35
IS-5015-ST	Sales Magazines	0.00	0.00	0
IS-5016-ST	Sales Books & Newspapers	826.78	1,500.00	950.797
IS-5020-ST	Sales Health and Beauty	20,406.93	29,000.00	23467.9695
IS-5021-ST	Sales OTC	20,119.89	11,000.00	23137.8735
IS-5022-ST	Sales CUSA Swag	432.00	2,500.00	496.8
IS-5025-ST	Sales Greeting Cards	2,555.12	2,940.00	2938.388
IS-5030-ST	Sales Post Office	96,488.01	110,000.00	110961.2115
IS-5031-ST	Post Office Commissions	9,265.81	9,950.00	10655.6815
IS-5035-ST	Sales Calling Cards	587.00	4,500.00	675.05
IS-5036-ST	Sales Top-Up Cards	580.00	4,000.00	667
IS-5057-ST	Sales OC Transpo Tickets	37,103.40	44,000.00	42668.91
IS-5058-ST	Interact Revenue	2,718.92	0.00	3126.758
IS-5065-ST	ATM Revenue	0.00	2,500.00	0
IS-REV-ST	Total Revenue	503,967.30	565,790.00	579,493.40
IS-6004-ST	Purchases Hot Beverage	1,559.12	660.00	3,288.30
IS-6005-ST	Purchases Confectionary Misc.	42,744.00	38,335.00	45,903.30
IS-6006-ST	Purchases Chocolate & Gum	27,690.00	32,480.00	36,620.38
IS-6007-ST	Purchases Groceries	28,740.00	33,000.00	33,686.81
IS-6008-ST	Purchases Chips	24,268.00	29,930.00	28,272.33
IS-6009-ST	Purchases Coca-Cola	47,611.00	55,800.00	62,670.51
IS-6010-ST	Purchases Stationary	15,920.00	14,000.00	19,296.21
IS-6016-ST	Purchases Books & Subscriptions	1,391.67	1,350.00	400.00
IS-6020-ST	Purchases Health & Beauty	12,912.00	15,950.00	14,080.78
IS-6021-ST	Purchases OTC	12,681.00	7,150.00	13,882.72
IS-6022-ST	Purchases CUSA Swag	322.32	1,625.00	0.00
IS-6025-ST	Purchases Greeting Cards	955.00	1,911.00	1,763.03
IS-6030-ST	Purchases Post Office	80,917.00	93,500.00	88,768.97
IS-6035-ST	Purchases Calling Cards	389.36	3,600.00	10,549.12
IS-6036-ST	Purchases Top-Up Cards	514.79	3,960.00	540.04
IS-6057-ST	Purchases & Commissions OC Transpo	37,523.00	43,560.00	660.33
IS-6105-ST	Supplies	825.33	1,100.00	1,100.00



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

		Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
IS-6106-ST	Smallware	462.00	600.00	1,000.00
IS-6110-ST	Duplicating	88.50	100.00	100.00
IS-6150-ST	Promotion & Advertising	225.00	1,500.00	1,500.00
IS-8200-ST	Salaries 3011	68,351.95	70,700.25	71,661.22
IS-8205-ST	Wages 1281	62,615.34	73,552.70	73,552.70
IS-8250-ST	Payroll Taxes 3011	19,256.00	26,866.10	27,231.26
IS-8255-ST	Payroll Taxes 1281	4,832.50	7,746.57	7,746.57
IS-9125-ST	Telephones, Fax	1,932.24	1,957.77	1,990.21
IS-9200-ST	Rent	44,500.00	44,079.00	45,835.00
IS-9225-ST	Maintenance and Repairs	262.32	2,500.00	1,000.00
IS-9300-ST	Licenses	450.00	225.00	450.00
IS-9701-ST	Credit Card Charges	4,680.00	3,600.00	4,500.00
IS-9900-ST	Miscellaneous Expenses	3,077.00	1,000.00	3,000.00
IS-9950-ST	Cash Short-Over	541.56	0.00	0.00
IS-9500-ST	Capital Asset Purchases	0.00	1,200.00	3,000.00
IS-EXP-ST	Total Expenses (before Depreciation)	548,238.00	613,538.39	604,049.80
IS-9830-97	Deprec. Store Furniture	3,897.12	4,500.00	4,000.00
IS-9831-97	Deprec. Store Renovations	6,942.24	6,950.00	7,000.00
IS-DEP-ST	Total Depreciation	10,839.36	11,450.00	11,000.00
IS-NETINC-S	Net Income - Unicentre Store	(55,110.06)	(59,198.39)	(35,556.40)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Haven Books

		Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
IS-5000-HA	New Books Sales	1,249,636.35	1,900,000.00	1,700,000.00
IS-5005-HA	Used Books Sales	543,745.00	618,000.00	612,000.00
IS-5010-HA	Merchandise Sales	28,164.25	30,000.00	22,650.00
IS-5020-HA	Sales Discounts	(3,880.00)	(3,200.00)	(3,400.00)
IS-5025-HA	Rental Income	0.00	4,800.00	14,400.00
IS-5030-HA	Software Licensing Revenue	(3,000.00)	6,000.00	0.00
IS-5040-HA	Other Sales	813.39	150.00	3,000.00
IS-REV-HA	Total Revenue	1,815,478.99	2,555,750.00	2,348,650.00
IS-6000-HA	Cost of New Books	1,053,779.36	1,520,000.00	1,462,000.00
IS-6005-HA	Consignor Payout	349,789.95	463,500.00	397,800.00
IS-6010-HA	Purchases Merchandise	22,565.16	22,500.00	19,252.50
IS-6015-HA	Shipping / Custom Fees	6,018.55	6,500.00	8,000.00
IS-6105-HA	Office Supplies	2,184.88	3,000.00	2,500.00
IS-6150-HA	Promotion & Advertising	4,472.20	1,200.00	3,000.00
IS-8200-HA	Salaries 3011	88,876.96	104,988.40	120,239.11
IS-8210-HA	Non-Union Wages	90,991.29	40,892.00	50,000.00
IS-8250-HA	Payroll Taxes 3011	18,837.21	39,895.59	45,690.86
IS-8260-HA	Non-Union Payroll Taxes	7,492.56	3,196.38	4,117.19
IS-9100-HA	Utilities	7,890.17	8,000.00	8,000.00
IS-9105-HA	Property Tax	10,767.92	10,344.27	12,348.04
IS-9125-HA	Telephones, Fax	2,265.61	2,575.00	2,333.58
IS-9225-HA	Maintenance and Repairs	1,844.00	2,500.00	2,500.00
IS-9300-HA	Permits / Licences	0.00	1,000.00	0.00
IS-9701-HA	Credit card Charges	17,544.00	21,000.00	18,070.32
IS-9950-HA	Cash Short & Over	(137.47)	0.00	0.00
IS-9900-HA	Miscellaneous Expenses	1,525.64	1,200.00	1,200.00
IS-9500-HA	Capital Asset Purchases			300.00
IS-9905-HA	Air B&B Expenses	429.33	0.00	7,000.00
IS-EXP-HA	Total Expenses (before Depreciation)	1,687,137.32	2,252,291.64	2,164,351.59
IS-9815-97	Deprec. Haven Building	47,302.68	47,350.00	50,000.00
IS-DEP-HA	Total Depreciation	47,302.68	47,350.00	50,000.00
IS-NETINC-H	Net Income Haven Books	81,038.99	256,108.36	134,298.41



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

President

IS-5000-PS Other Revenue
 IS-REV-PS Total Revenue

IS-6105-PS Office Supplies
 IS-6110-PS Duplicating
 IS-6111-PS Color Duplicating
 IS-6500-PS Special Projects Fund
 IS-8300-PS Travel expenses, taxis, buses
 IS-8310-PS Meeting Fund
 IS-8311-PS Strategic Planning
 IS-9125-PS Telephones, Fax
 IS-9135-PS Employee Appreciation
 IS-9500-PS Asset purchases
 IS-EXP-PS Total Expenses
 IS-NETINC-P Net Income - President

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
10,000.00	8,000.00	15,000.00
10,000.00	8,000.00	15,000.00
225.98	150.00	200.00
573.80	450.00	200.00
123.00	150.00	100.00
53.80	0.00	0.00
2,199.00	1,500.00	1,500.00
2,992.33	3,000.00	3,000.00
		2,500.00
360.00	373.92	370.80
2,099.70	1,500.00	1,500.00
0.00	1,500.00	1,000.00
8,627.61	8,623.92	10,370.80
1,372.39	(623.92)	4,629.20



**Carleton University Students' Association
2017-2018
Budget Worksheet Summary**

VP Finance

IS-5000-FC Sponsorship Revenue
 IS-REV-FC Total Revenue

 IS-6105-FC Office Supplies
 IS-6110-FC Duplicating
 IS-6111-FC Color Duplicating
 IS-6500-FC Special Projects Fund
 IS-8210-FC Executive Honoraria
 IS-8211-FC Exec. Transition Pay
 IS-8260-FC Executive Payroll Taxes
 IS-8300-FC Travel expenses, taxis, buses
 IS-8310-FC Conferences, Meetings
 IS-8360-FC Tuition Credits
 IS-9125-FC Telephones, Fax
 IS-9900-FC Miscellaneous Expenses
 IS-EXP-FC Total Expenses
 IS-NETINC-F Net Income VP Finance

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
4,080.00	2,500.00	
4,080.00	2,500.00	0.00
375.93	150.00	150.00
54.20	100.00	100.00
33.80	75.00	50.00
38.79	100.00	0.00
199,951.08	198,915.56	200,000.00
4,216.21	3,577.39	4,727.00
25,134.84	23,423.21	23,423.21
2,240.80	2,500.00	2,250.00
1,955.76	1,300.00	1,300.00
32,159.48	31,084.00	32,000.00
360.00	370.80	370.80
218.29	0.00	0.00
266,739.18	261,595.96	264,371.01
(262,659.18)	(259,095.96)	(264,371.01)



**Carleton University Students' Association
2017-2018
Budget Worksheet Summary**

VP Student Services

IS-6105-SS Services Office Supplies
 IS-6110-SS Duplicating
 IS-6111-SS Color Duplicating
 IS-6500-SS Projects
 IS-6501-SS Services Development
 IS-6511-SS Black History Month Programming
 IS-6900-SS Services Misc.Expenses
 IS-8210-SS Wages Non-Union
 IS-8260-SS Payroll Taxes Non-Union
 IS-8300-SS Travel expenses, taxis, buses
 IS-8310-SS Services Conferences
 IS-9125-SS Services Telephones, Fax
 IS-9500-SS Capital Asset Purchases
 IS-EXP-SS Total Expenses
 IS-NETINC-S:Net Income - VP Student Services

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
344.09	150.00	200.00
133.70	600.00	200.00
9.10	50.00	75.00
2,519.30	1,700.00	4,500.00
1,169.99	1,500.00	1,500.00
9,146.53	7,000.00	8,000.00
0.00	0.00	0.00
32,703.54	42,000.00	0.00
3,125.01	0.00	0.00
2,260.00	2,500.00	1,500.00
852.40	600.00	800.00
360.00	370.80	370.80
499.17	64.38	100.00
53,122.83	56,535.18	17,245.80
(53,122.83)	(56,535.18)	(17,245.80)



**Carleton University Students' Association
2017-2018
Budget Worksheet Summary**

Mawandoseg Centre

IS-5000-AB Other Revenue
IS-REV-AB Total Revenue

IS-6105-AB Office Supplies
IS-6110-AB Duplicating
IS-6115-AB Books & Subscriptions
IS-6150-AB Promotion & Advertising
IS-6200-AB Vol. Training & Staff Appreciation
IS-6500-AB Projects
IS-8205-AB Wages 1281
IS-8255-AB Payroll Taxes 1281
IS-9125-AB Telephones, Fax
IS-9200-AB Rent
IS-9500-AB Capital Asset Purchases
IS-EXP-AB Total Expenses (before Depreciation)

IS-9858-97 Deprec. Expense AB
IS-DEP-AB Total Depreciation
IS-NETINC-A Net Income - Aboriginal Centre

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
0.00	300.00	1,000.00
0.00	300.00	1,000.00
		100.00
115.57	100.00	50.00
27.30	100.00	100.00
41.15	400.00	100.00
0.00	400.00	150.00
0.00	100.00	8,750.00
8,723.80	7,800.00	11,172.00
10,217.42	11,172.00	1,176.64
996.15	1,176.64	309.00
300.00	309.00	7,285.73
7,073.52	6,873.29	50.00
0.00	150.00	29,243.36
27,494.91	28,580.93	0.00
	0.00	0.00
0.00	0.00	(28,243.36)
(27,494.91)	(28,280.93)	(28,243.36)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Bill Ellis Centre for Mature Students

IS-5000-MA Daycare Revenue
 IS-REV-DS Total Revenue

 IS-6105-MA Office Supplies
 IS-6110-MA Duplicating
 IS-6500-MA Projects (conferences & workshops)
 IS-6900-MA Miscellaneous
 IS-8205-MA Wages 1281
 IS-8255-MA Payroll Taxes 1281
 IS-9125-MA Telephones, Fax
 IS-9200-MA Rent
 IS-EXP-MA Total Expenses (before Depreciation)
 IS-NETINC-M Net Income - Bill Ellis Centre

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
	0.00	0.00	0.00
	0.00	0.00	0.00
	38.41	0.00	0.00
	30.40	26.10	0.00
	200.00	200.00	0.00
	0.00	0.00	0.00
	5,079.77	3,976.66	0.00
	431.36	418.82	0.00
	198.49	180.00	204.44
	19,748.40	19,189.51	20,340.85
	25,726.83	23,991.09	20,545.30
	(25,726.83)	(23,991.09)	(20,545.30)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Disability Awareness Centre

IS-5000-DS Revenue
 IS-REV-DS Total Revenue

 IS-6105-DS Office Supplies
 IS-6110-DS Duplicating
 IS-6150-DS Promotion & Advertising
 IS-6200-DS Vol. Training & Staff Appreciation
 IS-6500-DS Projects
 IS-8205-DS Wages 1281
 IS-8255-DS Payroll Taxes
 IS-9125-DS Telephones, Fax
 IS-9200-DS Rent
 IS-EXP-DS Total Expenses (before Depreciation)
 IS-NETINC-D Net Income - Disability Awareness Centre

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
	0.00	1,000.00	43,265.67
	0.00	1,000.00	43,265.67
			215.00
	213.72	180.00	30.00
	27.50	50.00	125.00
	123.96	200.00	100.00
	94.24	100.00	6,000.00
	5,976.12	6,000.00	21,812.00
	19,923.44	21,812.00	2,297.24
	1,661.29	2,297.24	1,174.20
	1,140.00	1,174.20	11,512.23
	11,176.92	10,860.56	43,265.67
	40,337.19	42,674.00	43,265.67
	(40,337.19)	(41,674.00)	0.00



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Food Centre

IS-5000-FO Other Revenue
 IS-REV-FO Total Revenue

 IS-6105-FO Office Supplies
 IS-6110-FO Duplicating
 IS-6115-FO Books & Subscriptions
 IS-6150-FO Promotion & Advertising
 IS-6200-FO Vol.Training & Staff Appreciation
 IS-6500-FO Special Projects
 IS-6501-FO Emergency Food Relief
 IS-6900-FO Miscellaneous
 IS-8205-FO Wages 1281
 IS-8255-FO Payroll Taxes
 IS-9125-FO Telephones, Fax
 IS-9200-FO Rent
 IS-9500-FO Capital Asset Purchases
 IS-EXP-FO Total Expenses (before Depreciation)

 IS-9851-97 Deprec. Expense FO
 IS-DEP-FO Total Depreciation
 IS-NETINC-F Net Income - Food Centre

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
1,220.00	2,000.00	2,000.00
1,220.00	2,000.00	2,000.00
272.05	100.00	275.00
274.80	400.00	275.00
25.00	100.00	75.00
0.00	150.00	150.00
305.92	400.00	400.00
2,328.91	3,000.00	2,600.00
3,813.10	3,000.00	3,200.00
0.00	0.00	0.00
18,930.70	25,536.00	18,930.70
1,571.01	2,689.45	1,571.01
360.00	448.05	370.80
11,685.48	11,354.71	12,036.04
921.05	180.00	200.00
40,488.02	47,358.21	40,083.55
		0.00
0.00	0.00	0.00
(39,268.02)	(45,358.21)	(38,083.55)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

Foot Patrol

IS-5000-FP Grants
 IS-5900-FP Other Revenue
 IS-REV-FP Total Revenue

 IS-6105-FP Office Supplies
 IS-6106-FP Equipment and Gear
 IS-6110-FP Duplicating
 IS-6150-FP Promotion & Advertising
 IS-6200-FP Vol. Training & Staff Appreciation
 IS-6500-FP Projects
 IS-8205-FP Wages 1281
 IS-8255-FP Payroll Taxes
 IS-8300-FP Travel expenses, taxis, buses
 IS-9125-FP Telephones, Fax
 IS-9200-FP Rent
 IS-9220-FP Walkie Talkies Costs
 IS-9225-FP Maintenance and Repairs
 IS-9500-FP Capital Asset Purchases
 IS-EXP-FP Total Expenses (before Depreciation)

 IS-9852-97 Deprec. Expense FP
 IS-DEP-FP Total Depreciation
 IS-NETINC-FP Net Income - Foot Patrol

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
42,321.36	37,206.18	39,448.33
509.00	1,500.00	509.00
42,830.36	38,706.18	39,957.33
179.99	150.00	180.00
0.00	800.00	1,400.00
94.80	15.00	100.00
0.00	100.00	150.00
358.99	400.00	600.00
396.85	0.00	400.00
26,569.55	25,536.00	25,536.00
2,291.38	2,689.45	2,689.45
178.54	500.00	200.00
930.00	679.80	957.90
5,314.92	5,164.46	5,474.37
3,679.39	3,679.39	3,679.39
0.00	0.00	0.00
0.00	500.00	
39,994.41	40,214.10	41,367.11
		0.00
0.00	0.00	0.00
2,835.95	(1,507.92)	(1,409.78)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

GSRC Centre

IS-5000-GL	Revenue		800.00	1,200.00	2,000.00
IS-REV-GL	Total Revenue		800.00	1,200.00	2,000.00
IS-6105-GL	Office Supplies		182.66	200.00	200.00
IS-6110-GL	Duplicating		112.00	250.00	150.00
IS-6115-GL	Books & Subscriptions		0.00	150.00	150.00
IS-6150-GL	Promotion & Advertising		85.96	200.00	150.00
IS-6200-GL	Vol. Training & Staff Appreciation		367.61	400.00	400.00
IS-6500-GL	Projects		5,182.15	5,180.00	6,375.00
IS-6501-GL	Pride Funding		16.89	1,000.00	1,500.00
IS-6900-GL	Miscellaneous		0.00	0.00	0.00
IS-8205-GL	Wages 1281		23,454.95	22,876.00	22,876.00
IS-8255-GL	Payroll Taxes		1,976.98	2,409.30	2,409.30
IS-9125-GL	Telephones, Fax		420.00	432.60	432.60
IS-9200-GL	Rent		16,439.64	15,974.38	16,932.83
IS-9500-GL	Capital Asset Purchases		375.15	400.00	200.00
IS-EXP-GL	Total Expenses (before Depreciation)		48,613.99	49,472.28	51,775.73
IS-9853-97	Deprec. Expense GL				0.00
IS-DEP-GL	Total Depreciation		0.00	0.00	0.00
IS-NETINC-G	Net Income - gsrcQ Centre		(47,813.99)	(48,272.28)	(49,775.73)

Hatch

IS-5000-HT	Partnership Revenue		34,588.00	16,525.00	44,000.00
IS-REV-HT	Total Revenue		34,588.00	16,525.00	44,000.00
IS-6105-HT	Office Supplies		196.98	150.00	150.00
IS-6150-HT	Promotion & Advertising		832.05	750.00	750.00
IS-6200-HT	Volunteer Appreciation		273.92	100.00	100.00
IS-6500-HT	Programming		27,075.00	7,000.00	27,000.00
IS-6510-HT	Co-hort startup expenses coverage		0.00	1,500.00	1,500.00
IS-6900-HT	Miscellaneous Expenses		205.70	0.00	0.00
IS-8210-HT	Non-Union-Wages		25,767.32	21,400.00	21,400.00
IS-8260-HT	Non-Union-Payroll Taxes		2,187.99	2,000.00	2,000.00
IS-8300-HT	Travel expenses, taxis, buses		285.00	150.00	150.00
IS-9200-HT	Rent (1125@Carleton)		3,999.20	0.00	4,119.18
	Total Expenses		60,823.16	33,050.00	57,169.18
IS-NETINC-F	Net Income - Hatch		(26,235.16)	(16,525.00)	(13,169.18)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Heath & Wellness Centre

IS-5000-GL Revenue
 IS-REV-GL Total Revenue

 IS-6105-HW Office Supplies
 IS-6110-HW Duplicating
 IS-6115-HW Books & Subscriptions
 IS-6150-HW Promotion & Advertising
 IS-6200-HW Vol. Training & Staff Appreciation
 IS-6500-HW Projects
 IS-6900-HW Miscellaneous
 IS-8205-HW Wages 1281
 IS-8255-HW Payroll Taxes
 IS-9125-HW Telephones, Fax
 IS-EXP-HW Total Expenses (before Depreciation)

 IS-NETINC-H Net Income HW

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
0.00	400.00	1,000.00
0.00	400.00	1,000.00
87.51	300.00	300.00
10.50	200.00	150.00
0.00	0.00	0.00
0.00	100.00	150.00
0.00	100.00	300.00
1,475.29	2,200.00	2,000.00
50.00		0.00
5,665.29	9,576.00	9,576.00
392.59	1,008.54	1,008.54
300.00	360.00	309.00
7,981.18	13,844.54	13,793.54
(7,981.18)	(13,444.54)	(12,793.54)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

International Students Centre

IS-5000-IS	Revenue	
IS-REV-IS	Total Revenue	
IS-6105-IS	Office Supplies	
IS-6110-IS	Duplicating	
IS-6115-IS	Books & Subscriptions	
IS-6150-IS	Promotion & Advertising	
IS-6200-IS	Vol. Training & Staff Appreciation	
IS-6500-IS	Projects (workshops & conferences)	
IS-6501-IS	International Gala Project	
IS-8205-IS	Wages 1281	
IS-8255-IS	1281 Payroll Taxes	
IS-9125-IS	Telephones, Fax	
IS-9200-IS	Rent	
IS-9500-IS	Capital Asset Purchases	
IS-EXP-IS	Total Expenses (before Depreciation)	
IS-NETINC-IS	Net Income - International Students Centre	

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
8,903.90	21,000.00	18,000.00
8,903.90	21,000.00	18,000.00
287.40	100.00	300.00
79.10	50.00	150.00
0.00	50.00	0.00
0.00	300.00	300.00
230.85	400.00	350.00
4,805.55	5,000.00	6,500.00
11,837.71	24,000.00	21,000.00
25,429.14	24,472.00	24,472.00
2,177.83	2,577.39	2,577.39
360.00	370.80	370.80
4,600.00	9,063.12	4,738.00
0.00	100.00	
49,807.58	66,483.31	60,758.19
(40,903.68)	(45,483.31)	(42,758.19)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

Racial, Ethnicity & Cultural Hall

IS-5000-IS Revenue
 IS-REV-IS Total Revenue

 IS-6105-RH Office Supplies
 IS-6110-RH Duplicating
 IS-6150-RH Promotion & Advertising
 IS-6200-RH Vol. Training & Staff Appreciation
 IS-6500-RH Projects (see notes)
 IS-8205-RH Wages 1281
 IS-8255-RH Payroll Taxes
 IS-9125-RH Telephones, Fax
 IS-9200-RH Rent
 IS-9500-RH Capital Asset Purchases
 IS-EXP-RH Total Expenses (before Depreciation)

 IS-9856-97 Deprec. Expense RH
 IS-DEP-RH Total Depreciation
 IS-NETINC-R Net Income - REC Hall

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
0.00	200.00	500.00
0.00	200.00	500.00
108.34	150.00	150.00
51.70	150.00	100.00
0.00	50.00	200.00
314.53	450.00	450.00
1,689.39	4,000.00	4,500.00
20,290.96	25,536.00	25,536.00
1,705.93	2,689.45	2,689.45
360.00	370.80	370.80
7,125.60	6,923.92	7,339.37
0.00	100.00	1,000.00
31,646.45	40,420.17	42,335.62
		0.00
0.00	0.00	0.00
(31,646.45)	(40,220.17)	(41,835.62)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

Womyn's Centre

IS-5000-IS Revenue
 IS-REV-IS Total Revenue

 IS-6105-WO Office Supplies
 IS-6110-WO Duplicating
 IS-6115-WO Books & Subscriptions
 IS-6150-WO Promotion & Advertising
 IS-6200-WO Vol. Training & Staff Appreciation
 IS-6500-WO Projects:
 IS-6501-WO Emergency Relief Fund
 IS-8205-WO Wages 1281
 IS-8255-WO Payroll Taxes 1281
 IS-9125-WO Telephones, Fax
 IS-9200-WO Rent
 IS-9500-WO Capital Asset Purchases
 IS-EXP-WO Total Expenses (before Depreciation)

 IS-9857-97 Deprec. Expense WO
 IS-DEP-WO Total Depreciation
 IS-NETINC-W Net Income - Womyn's Centre

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
750.00	2,500.00	2,500.00
750.00	2,500.00	2,500.00
148.97	300.00	200.00
100.55	100.00	100.00
0.00	100.00	100.00
65.96	350.00	200.00
494.44	500.00	500.00
5,137.13	5,000.00	5,000.00
406.65	500.00	500.00
19,223.24	22,876.00	22,876.00
1,508.26	2,409.30	2,409.30
720.00	741.60	741.60
15,501.72	15,063.01	15,966.77
490.35	345.00	500.00
43,797.27	48,284.91	49,093.67
170.88	171.00	171.00
170.88	171.00	171.00
(43,218.15)	(45,955.91)	(46,764.67)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

VP Internal Affairs

IS-5000-IS Revenue
 IS-REV-IS Total Revenue

 IS-6105-IN Office Supplies
 IS-6110-IN Duplicating
 IS-6111-IN Color Duplicating
 IS-6150-IN Promotion & Advertising
 IS-6500-IN Special Projects
 IS-8300-IN Travel expenses, taxis, buses
 IS-8310-IN Conferences
 IS-9125-IN Telephones, Fax
 IS-9200-IN Rent
 IS-9500-IN Capital Asset Purchases
 IS-9900-IN Miscellaneous Expenses
 IS-EXP-IN Total Expenses
 IS-NETINC-IN Net Income - VP Internal Affairs

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
4,500.00	4,000.00	0.00
4,500.00	4,000.00	0.00
172.16	150.00	150.00
250.33	200.00	200.00
198.60	250.00	200.00
0.00	500.00	500.00
1,002.93	200.00	1,500.00
1,407.00	1,250.00	1,250.00
1,587.22	1,000.00	2,000.00
360.00	371.86	370.80
72,271.92	70,226.53	74,440.08
1,251.12	0.00	0.00
0.00	0.00	0.00
78,501.28	74,148.39	80,610.88
(74,001.28)	(70,148.39)	(80,610.88)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Council

IS-6105-CO Office Supplies
 IS-6106-CO Council binders - Student Rep.Manual
 IS-6110-CO Duplicating
 IS-6200-CO Vol.Training & Staff Appreciation
 IS-6500-CO Grants and Projects, discretionary fund
 IS-6900-CO Miscellaneous Expenses
 IS-8210-CO Chairperson & council clerk Honoraria
 IS-8260-CO Payroll Taxes Non-Union Wages
 IS-8300-CO Travel: Retreat
 IS-EXP-CO Total Expenses
 IS-NETINC-C Net Income - Council

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
0.00	50.00	120.00
0.00	150.00	150.00
28.35	30.00	30.00
695.35	700.00	700.00
29,592.00	30,000.00	32,000.00
22.26	0.00	0.00
2,870.40	3,600.00	3,000.00
221.03	0.00	220.00
0.00	80.00	200.00
33,429.39	34,610.00	36,420.00
(33,429.39)	(34,610.00)	(36,420.00)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Elections

IS-6105-EL Office supplies
 IS-6110-EL Duplicating
 IS-6150-EL Promotion & Advertising
 IS-6900-EL Elections Expenses
 IS-8210-EL Election Honoraria
 IS-8215-EL Poll Clerks Wages
 IS-8220-EL Subsidies
 IS-8260-EL Payroll Taxes
 IS-9125-EL Telephones, Fax
 IS-9200-EL Rent
 IS-EXP-EL Total Expenses
 IS-NETINC-E Net Income - Elections

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
0.00	150.00	150.00
107.10	300.00	300.00
1,287.05	50.00	50.00
9,286.00	11,500.00	11,500.00
17,367.00	10,000.00	10,000.00
15,219.00	10,000.00	10,000.00
3,146.60	2,000.00	2,000.00
1,356.00	1,000.00	1,000.00
0.00	60.00	0.00
0.00	1,189.85	0.00
47,768.75	36,249.85	35,000.00
(47,768.75)	(36,249.85)	(35,000.00)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

Clubs & Societies

IS-5000-CL Clubs Revenue
 IS-5005-CL Sponsorship Revenue
 IS-REV-CL Total Revenue

IS-6105-CL Clubs Comm. Office Supplies
 IS-6106-CL Clubs and Societies Handbook
 IS-6110-CL Clubs Commission Duplicating
 IS-6111-CL Duplicating Grants
 IS-6150-CL Promotion & Advertising
 IS-6500-CL Projects
 IS-6501-CL Clubs Gala
 IS-8205-CL Wages 1281
 IS-8210-CL Wages non-Union - Intern Honorariums
 IS-8255-CL Clubs Commission Payroll Taxes
 IS-8350-CL Professional Development
 IS-9125-CL Clubs Telephones, Fax
 IS-9200-CL Clubs Commissions Rent
 IS-9220-CL Equipment Rentals IMS
 IS-9400-CL Faccs Grants
 IS-9401-CL Summer Funding Grants
 IS-9500-CL Capital Asset purchases
 IS-9700-CL Clubs Bank Fee Subsidy
 IS-9900-CL Miscellaneous Expenses
 IS-EXP-CL Total Expenses
 IS-NETINC-C Net Income - Clubs & Societies

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
159,389.00	151,000.52	160,301.58
7,424.78	13,800.00	10,000.00
166,813.78	164,800.52	170,301.58
213.79	100.00	100.00
0.00	500.00	500.00
147.20	100.00	100.00
1,466.98	2,000.00	1,500.00
1,876.34	1,800.00	2,000.00
3,620.63	500.00	1,500.00
7,339.00	2,000.00	2,000.00
27,426.40	25,536.00	25,000.00
1,000.00	1,200.00	2,000.00
2,405.63	2,689.45	2,500.00
3,535.91	4,000.00	4,000.00
300.00	386.25	309.00
4,400.00	8,455.54	4,532.00
0.00	10,000.00	10,000.00
164,459.00	163,000.00	165,000.00
6,510.00	6,510.00	6,500.00
1,666.93	1,500.00	200.00
0.00	150.00	150.00
7,268.06	5,000.00	3,000.00
233,635.87	235,427.24	230,891.00
(66,822.09)	(70,626.72)	(60,589.43)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

VP Student Issues

IS-5000-SI Revenue
 IS-REV-SI Total Revenue

 IS-6105-SI Office Supplies
 IS-6110-SI Duplicating
 IS-6111-SI Color Duplicating
 IS-6150-SI Promotion & Advertising
 IS-6500-SI Campaigns
 IS-6502-SI Projects
 IS-8300-SI Travel expenses, taxis, buses
 IS-8310-SI Meetings and Conferences
 IS-9125-SI Telephones, Fax
 IS-9900-SI Miscellaneous Expenses
 IS-EXP-SI Total Expenses
 IS-NETINC-SI Net Income - VP Student Issues

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
11,106.58	13,500.00	15,000.00
11,106.58	13,500.00	15,000.00
172.47	150.00	175.00
109.00	200.00	125.00
202.00	200.00	200.00
961.33	1,050.00	1,050.00
32,594.00	34,030.00	34,200.00
0.00	0.00	4,000.00
1,263.00	800.00	800.00
1,466.37	1,000.00	1,000.00
360.00	371.15	370.80
0.00	0.00	
37,128.17	37,801.15	41,920.80
(26,021.59)	(24,301.15)	(26,920.80)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

		Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
VP Student Life				
IS-5000-EX	Revenue - General	5,393.00	53,000.00	0.00
IS-5005-EX	Tickets Revenue	9,409.00	25,000.00	255,000.00
IS-REV-SI	Total Revenue	14,802.00	78,000.00	255,000.00
IS-6105-EX	Office Supplies	536.58	200.00	200.00
IS-6110-EX	Duplicating	155.40	15.00	100.00
IS-6111-EX	Color Duplicating	191.30	400.00	200.00
IS-6150-EX	Promotion & Advertising	17,576.00	17,116.00	17,500.00
IS-6200-EX	Vol. Training & Staff Appreciation	101.69	0.00	150.00
IS-6500-EX	Projects	3,622.00	0.00	0.00
IS-6501-EX	Projects - Red Zone event	0.00	7,000.00	1,000.00
IS-6510-EX	Total Programming (broken down below)	64,887.00	105,350.00	280,000.00
IS-8210-EX	Non-Union Wages	1,502.34	0.00	500.00
IS-8260-EX	Payroll Taxes	211.97	0.00	0.00
IS-8300-EX	Travel expenses, taxis, buses	1,921.00	1,000.00	2,000.00
IS-8310-EX	Conferences, Meetings	3,427.07	3,000.00	3,000.00
IS-9125-EX	Telephones, Fax	360.00	376.37	370.80
IS-9300-EX	Socan and licences	127.52	500.00	500.00
IS-9500-EX	Capital Asset Purchases	160.00	0.00	500.00
IS-9900-EX	Miscellaneous Expenses	171.25	160.00	0.00
IS-EXP-EX	Total Expenses	94,951.12	135,117.37	306,020.80
IS-NETINC-E	Net Income - VP Student Life	(80,149.12)	(57,117.37)	(51,020.80)
IS-6513-EX	Programming: Panda Football game	0.00	20,000.00	100,000.00
IS-6514-EX	Programming: Other Football game	108.00	2,000.00	0.00
IS-6518-EX	Programming: Spring Break Trip	0.00	0.00	140,000.00
IS-6519-EX	Programming: Welcome Back Party	0.00	0.00	10,000.00
IS-6510-EX	Programming Other	64,779.00	83,350.00	30,000.00
		64,887.00	105,350.00	280,000.00



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

Building Operations

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
IS-5000-BU Table Rental	1,288.50	0.00	1,200.00
IS-5005-BU Sublet Lease	56,437.92	56,437.92	56,437.42
IS-5010-BU Commissions	8,817.57	5,481.79	7,000.00
IS-5015-BU Cleaning Revenue	80,792.16	76,616.00	80,000.00
IS-REV-BU Total Revenue	147,336.15	138,535.71	144,637.42
IS-6105-BU Office Supplies	42.38	300.00	300.00
IS-6110-BU Duplicating	5.20	50.00	50.00
IS-8200-BU Salaries 3011	165,097.61	164,587.40	170,050.54
IS-8205-BU Security Wages 1281	2,207.40	0.00	2,200.00
IS-8206-BU Cleaning Wages 1281	9,645.33	6,435.68	10,000.00
IS-8250-BU Payroll Taxes 3011	42,524.00	62,543.21	64,619.20
IS-8255-BU Payroll Taxes 1281	989.28	677.81	700.00
IS-8300-BU Travel expenses, taxis, buses	0.00	50.00	50.00
IS-9125-BU Telephones, Fax	2,260.80	1,998.14	2,328.62
IS-9200-BU Rent	120,000.00	128,145.53	123,600.00
IS-9220-BU Equip. Rentals	0.00	800.00	800.00
IS-9225-BU Maintenance and Repairs Building	1,732.52	250.00	2,000.00
IS-9226-BU Asset Repairs, Replacement	348.61	1,200.00	1,000.00
IS-9227-BU Supplies	3,371.15	7,700.00	7,500.00
IS-9228-BU Cleaning Supplies	7,544.28	8,300.00	8,000.00
IS-9229-BU Haven and Roosters renovations	914.64	800.00	1,000.00
IS-9230-BU Other renovations	0.00	0.00	
IS-9900-BU Miscellaneous Expenses	1,475.24	0.00	1,500.00
IS-EXP-BU Total Expenses (before Depreciation)	358,158.44	383,837.77	395,698.37
IS-9845-97 Deprec. Accessibility Furniture	2,000.00	2,000.00	2,000.00
IS-DEP-BU Total Depreciation	2,000.00	2,000.00	2,000.00
IS-NETINC-B Net Income - Building Operations	(212,822.29)	(247,302.06)	(253,060.95)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

Entertainment Productions

IS-5005-PR Outside Productions Revenue
 IS-REV-PR Total Revenue

 IS-8205-PR Wages 1281
 IS-8255-PR Payroll Taxes 1281
 IS-9225-PR Maintenance and Repairs
 IS-9226-PR Small Equipment Replacement
 IS-9250-PR Outside Productions Expenses
 IS-9900-PR Miscellaneous Expenses
 IS-EXP-PR Total Expenses (before Depreciation)

 IS-9808-97 Deprec. Programming Equipment
 IS-DEP-PR Total Depreciation
 IS-NETINC-PI Net Income - Entertainment Productions

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
528.00	1,000.00	1,000.00
528.00	1,000.00	1,000.00
9,109.38	8,500.00	8,500.00
683.00	895.22	895.22
539.20	400.00	400.00
0.00	200.00	200.00
0.00	100.00	100.00
0.00	250.00	250.00
10,331.58	10,345.22	10,345.22
5,171.76	5,200.00	5,200.00
5,171.76	5,200.00	5,200.00
(14,975.34)	(14,545.22)	(14,545.22)



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
Publications			
HANDBOOK			
IS-5000-CM Handbook Revenue	27,830.96	22,000.00	16,000.00
IS-REVHB-CM Total Handbook Revenue	27,830.96	22,000.00	16,000.00
IS-6155-CM Handbook Costs	34,710.10	33,537.37	32,508.00
IS-8205-CM Sales Commissions 1281	(2,992.00)	0.00	0.00
IS-EXPHB-CM Total Handbook Expenses	31,718.10	33,537.37	32,508.00
IS-NETINCHFN Net Income - Handbook	(3,887.14)	(11,537.37)	(16,508.00)
YEARBOOK			
IS-5005-CM Yearbook Revenue	18,225.16	35,000.00	0.00
IS-REYB-CM Total Yearbook Revenue	18,225.16	35,000.00	0.00
IS-6156-CM Yearbook Costs	47.38	15,000.00	0.00
IS-8211-CM Wages Non-Union - Yearbook	0.00	6,000.00	0.00
IS-EXPYB-CM Total Yearbook Expenses	47.38	21,000.00	0.00
IS-NETINCYFN Net income - Yearbook	18,177.78	14,000.00	0.00
PRINTING			
IS-5900-CM Printing Revenue	2,814.36	3,500.00	3,000.00
IS-6111-CM Printing Costs	1,614.00	2,000.00	1,500.00
IS-NETINCPRN Net Income Printing	1,200.36	1,500.00	1,500.00
OTHER			
IS-6105-CM Office Supplies	854.15	1,000.00	750.00
IS-6110-CM Duplicating	0.00	0.00	0.00
IS-6115-CM Magazines & subscriptions	874.96	750.00	1,500.00
IS-6150-CM Promotion	22,430.33	25,000.00	24,629.13
IS-6151-CM Advertising	9,299.00	12,500.00	12,000.00
IS-6152-CM Sponsorship	5,221.33	5,150.00	5,000.00
IS-6500-CM Web Management	578.00	1,000.00	1,000.00
IS-8200-CM Salaries 3011	55,010.67	58,850.00	61,303.74
IS-8210-CM Non-Union Wages	34,600.63	25,270.00	39,600.63
IS-8250-CM Payroll taxes 3011	14,970.00	22,363.00	23,295.42
IS-8255-CM Payroll Taxes 1281	1,742.75	0.00	0.00
IS-8260-CM Payroll taxes Non-Union	1,073.41	2,661.44	5,753.97
IS-8350-CM Training/Conference/Prof. Dev.	2,243.89	2,500.00	2,500.00
IS-9125-CM Sales Telephones, Fax	926.49	693.78	954.28



**Carleton University Students' Association
2017-2018**

Budget Worksheet Summary

	Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
IS-9200-CM Rent	7,400.00	7,696.06	7,622.00
IS-9500-CM Capital Asset Purchases	342.49	500.00	2,000.00
IS-9900-CM Miscellaneous Expenses	162.02	0.00	250.00
IS-EXPOTH-C Total Expenses (before Depr.)	157,730.12	165,934.28	188,159.17
IS-9809-97 Deprec. Publications Equipment	521.00	6,250.00	0.00
IS-DEP-CM Total Depreciation	521.00	6,250.00	0.00
IS-NETINCO1 Net Income - Other Publications	(158,251.12)	(172,184.28)	(188,159.17)
IS-NETINC-C Net Income - Publications	(142,760.12)	(168,221.65)	(203,167.17)



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Orientation

IS-6500-OR Shinerama
 IS-9125-OR Telephone, Fax
 IS-9200-OR Rent
 IS-9900-OR Miscellaneous Expenses
 IS-EXP-OR Total Expenses
 IS-NETINC-O Net Income - Orientation

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
0.00	0.00	
0.00	375.76	0.00
0.00	1,983.09	0.00
0.00	0.00	
0.00	2,358.85	0.00
0.00	(2,358.85)	0.00



Carleton University Students' Association
2017-2018
Budget Worksheet Summary

Automation

IS-9225-AU Maintenance and Repairs
 IS-9240-AU Software
 IS-EXP-AU Total Expenses (before Depreciation)

IS-9840-97 Deprec. Automation Equipment
 IS-9841-97 Deprec. Automation Software
 IS-DEP-AU Total Depreciation
 IS-NETINC-A Net Income - Automation

NET INCO Net Income

Actual Last Year (so far) 2016-2017 (12 months)	Budget Approved Last Year 2016-2017 (12 months)	Total budget to be approved This Year 2017-2018 (12 months)
2,807.08	4,750.00	4,500.00
174.77	1,000.00	1,250.00
2,981.85	5,750.00	5,750.00
		0.00
		0.00
0.00	0.00	0.00
(2,981.85)	(5,750.00)	(5,750.00)
66,109.47	(2,800.02)	0.01