

## Engineering Society Operating Budget 2011-2012 - Overview

The purpose of this document is to provide an outlook on the budget in order to answer questions that were brought up over the course of the budgeting process. This should be read alongside the actual budget as many things covered in this report do not make sense without.

### Overview

This year, the primary purpose of many changes that were made to the budget this year was to ensure that **funds went back to activities that directly affected a greater number of students**. Efforts were made to cut down on costs that did not directly contribute to success of activities (executive, food for meetings, "tradition") in order to increase funding in other areas that directly impact student experience and morale, most notably an increase in Affiliated Club Funding, Miscellaneous Conference Funding, and Blue & Gold Committee. More conservative estimates for revenues were used as well.

### Section-By-Section

#### **Revenue**

Fees were increased from \$44.37 to \$46.12 in accordance to a standard of living increase set by the University of Toronto. Notably absent is the revenue raised from the Skule Endowment Fund. This revenue is not part of the operating budget which is why it is absent. Overall, revenue was increased from ~287000 to ~291000 due to fee increases.

#### **Interest on Investments**

EngSoc has not made any investments other than the annual Frosh GIC (which has its own item) that would qualify for this.

#### **Office Expenses**

Office expenses by large part are non-discretionary as half of the section goes towards our Business Manager's wages and benefits. Overall, Office Expenses went from \$93300 proposed last year to \$91500 this year.

As noted before, the goals for this section were to cut the amount of food and executive expenses, and to use more conservative estimates for revenues for the Revenue Photocopier.

#### **Gifts And Awards**

Cut from 2500 to 1500 because the past year's gifts and awards expenditures mostly consist of an 1800 bill for catering at the awards dinner. I feel that this is highly uncalled for and that 1000 could be better spent elsewhere.

#### **Donations**

Budgeted \$500 this year to support projects such as the food donations that were included in the "Rob Ford Gravy Train" activity.

## **Audit**

Price of the audit changes every year, but I will be negotiating with our auditors this year and look into changing companies if they keep raising prices like this.

## **Water Cooler**

This expense was previously bundled as part of the Miscellaneous Expenses line, however it really deserves its own. The Miscellaneous Expenses line has been reduced to reflect this.

## **Council Expenses**

**Half (\$2500)** of the proposed budget was spent on Council Meeting Food alone. \$300 was spent on Officer and Finance Committee meeting food, and another \$500 in other EngSoc meeting food. Now that the Board of Directors has been established and we will be significantly cutting down on Council Meeting Food, I estimate that we should be able to cut this to \$4000 budget and not go over this year. As the years progress and the Board's expenses are more established I can see this being decreased even more.

## **Repair and Upkeep**

Going up this year because it seems like 1200 was too conservative for the costs keeping the office running. There was one expense (SUDS Fridge Repair for ~\$3000) that made up the bulk of this account's expenses, but that isn't expected to happen every single year.

## **Revenue Copier**

Going with a more conservative estimate for the revenue to reflect the actual numbers. Last year the copier broke down 3 times, which is more than the usual which is why it seems like it didn't make as much money. However from the previous Business Manager's anecdotal evidence it seems like the copier is breaking down more and more as the years go on.

## **Communications**

Again, an emphasis was made to cut down on food expenditures in the publications. Lenience was given to the Toike in particular as they receive in-kind sponsorships for food and drink. Advertising revenues have been updated to reflect the actual numbers at the end of last year. Overall, this section decreased from \$24000 to \$18000.

A quick note about our advertising contract: EngSoc receives \$35000 in advertising revenue **guaranteed** from CU Advertising for space in the Skulebook, Planner, Cannon, and Gradball Programme publications. The actual advertising estimates of each publication may fluctuate from year to year, however this \$35000 total should stay relatively constant. The remainder of the advertising revenue that I did not budget for a specific publication goes into the "Advertising Revenue Contract" line at the beginning of the section.

## **Cannon**

Reduction in food budget. Had leftover patches from last year so all that revenue goes in but no costs are coming from producing new ones.

**Comp Sys Admin**

Increased costs are attributed to a new shelf rack for the server closet, lead/asbestos respirator, upgrading the RAID array, and courses.skule.ca VPS renewal

**EngComm Director**

Position doesn't exist anymore

**Frosh Handbook**

Reduction in printing costs this year thanks to a deal worked out by Maegan and Chunkei  
Advertising revenue is \$0 because the handbook ads were packaged with Orientation sponsorship

**Skule Planner**

Printing costs up to reflect actual costs. Revenue costs up to reflect actual revenue from CU

**Sponsorship Director**

Will be hosting sponsorship workshops this year as well as producing EngSoc sponsor thank-you cards. Again, directly relates to being able to providing value for students as the seminars held will be able to increase Affiliated Club experience in Sponsorship.

**Skulebook**

Advertising revenue to reflect predicted numbers due to printing less copies.  
Printing less copies this year, which is why the expenses are down from last year's actuals as well.

**Archivist**

Wants to do have the Alumni fund a microfiche digitization project costing close to \$3000 and if the Alumni doesn't go for it then it will not happen.

**Conferences**

Conferences budget has stayed relatively constant from year to year as some conferences will move farther and others will move closer. Traditionally, the Dean's office pays for transportation and registration costs for OEC and CEC which is why the cost is so low.

A particular item of interest this year is the CFES Congress conference, held in the Yukon. It costs roughly \$1600 per delegate for this conference and as such the VP External and VP Finance have come to an agreement that \$1600 could be spent in other places that would benefit students more directly, so we are sending a minimal amount of delegates, and will cost approximately \$4000.

**Miscellaneous Conference Funding**

Has been increased this year to accommodate for the fact that the Finance Committee is urging clubs to have their members apply for conference funding separate from Affiliated Club Funding. From the conference funding recommendations the Finance Committee has given out already it is estimated that this should be budgeted for more. As well, increasing Miscellaneous Conference Funding serves to directly reinforce the overall budget's goals to bring more money to the average student for purposes of professional development.

## **Discipline Clubs**

Discipline club funding depends solely on the student enrollment of each discipline. The formula used is \$1000 base funding + \$4.50 per student. The numbers budgeted are simply placeholders for numbers that we will receive from the Registrar's office.

## **Committees**

The goals for this section are largely the same as others: cut down on unnecessary spending. Actual numbers may not reflect these cuts, and the best example of this would be Blue and Gold. Their spending on food has been significantly decreased but at the same time they are doing more events and have taken over Student Issues Committee's Pride Parade, so their expenses are actually higher.

Overall, committees has decreased from \$67000 to \$54000, however this number does not mean much as readers should be more concerned with individual directorship budgets as opposed to committees as a whole.

## **Cannonball**

Sales up due to updated ticket sales forecasts based off of previous years' ticket sales. Increased sponsorship revenue because Cannonball will be included in the EngSoc Sponsorship Package that our Sponsorship Director is working on.

## **Gradball**

Ticket sales revenue down because Gradball's ticket prices are going down this year. Expenses down because we are paying less per head on food because we will be cutting one course from the dinner.

## **Blue & Gold**

In general, their expenses went up because they took over Pride from Student Issues Committee, and as well are building more floats this year. Their budget for food has also been cut to make way for more events.

## **Cannon Guard**

In general, the Guard budget is mostly licensing fees, transportation costs, and powder. Powder/Ammunition costs have gone up because there have been more firings than in the past as I understand (114 last year as opposed to ~70 in the previous year).

## **High School Liaison**

Costs of post offer went up this year, as well HiSkule needs to pay for OSM fees that were incurred last year but were not paid.

## **Student Issues Committee**

Position doesn't exist anymore

## **Community Outreach**

Will be holding many events, but all of the events' revenues will be used to cover costs of the event itself before any donations will be made.

### **Professional Development Director**

Position doesn't exist anymore

### **Third Year Committee**

Position doesn't exist anymore

### **Skule Points**

Position doesn't exist anymore

### **Orientation**

Costs up this year but so is Sponsorship. Actual numbers should be in by October BoD, as reports and cheque reqs slowly come in. Actual numbers look to be similar to budget just from a cursory glance, other than Frosh Nite Revenue which fell short of the target.

### **Skule Nite**

Skule Nite Producer has agreed to take the Skule Nite accounts off of the EngSoc books due to complications that have risen in the past

*Update* [9.30.11]: Skule Nite may keep their accounts on EngSoc as a flow-through, but not directly as part of the operating budget.

### **Career Fair**

Holding a bigger event this year but will also be targetting more companies.

### **Discretionary Funds**

Large part of the goal of this section was to increase the amount of Affiliated Club Funding, as this seems to be the best way to directly impact a large number of students. Other than this \$5000 increase, there were no other changes in this section.

### **Affiliated Clubs Fund**

Increased as I believe the affiliated clubs budget should account for a certain percentage of the total revenue. 10% seems like a fair amount to go with as it has been steadily been around that mark in the past. Another reason for increasing this is that we have only been through the summer and there have already been 48 clubs that have applied for funding.

ENGINEERING SOCIETY PROPOSED BUDGET  
**2011-2012**

	Proposed 2010-2011	Actual 2010-2011	Revised Proposed 2011-2012
<b>ATTENDANCE</b>			
Number of Full Time Students	4300	4300	4300
Full Time Membership Fee	\$44.37	\$44.37	\$46.12
Number of Part Time/PEY Students	550	550	550
Part Time/PEY Membership Fee	\$41.98	\$41.98	\$41.98
<b>REVENUE</b>			
Fees	\$211,661.50	\$228,405.32	\$221,405.00
Interest on C/A & S/A	\$100.00		\$100.00
Interest on Investments	\$2,400.00		\$0.00
Locker Rentals	\$11,000.00	\$11,476.29	\$11,500.00
Alumni Donations	\$40,000.00	\$40,000.00	\$40,000.00
Miscellaneous Income	\$5,000.00	\$192.00	\$1,000.00
Reversed Cheques			
GIC Maturation	\$15,000.00		\$15,000.00
GIC Income	\$1,813.70		\$1,813.70
<b>TOTAL REVENUE</b>	<b>\$286,975.20</b>	<b>\$280,073.61</b>	<b>\$290,818.70</b>
<b>EXPENSES</b>			
<b>OFFICE EXPENSES</b>			
Gifts and Awards	\$2,500.00	\$2,711.40	\$1,500.00
Donations			\$500.00
Water Cooler			\$800.00
Miscellaneous Expense	\$2,500.00	\$1,471.00	\$1,500.00
Temporary Employment	\$0.00	\$0.00	\$0.00
Office Salaries	\$46,440.10	\$43,501.18	\$45,500.00
Employee Contributions - EI	\$1,025.31	\$1,065.26	\$1,100.00
Employee Contributions - CPP	\$2,112.33	\$2,114.73	\$2,100.00
Payroll Fees	\$1,153.58	\$1,316.81	\$1,100.00
Health Benefits	\$3,500.00	\$3,556.47	\$3,500.00
Council and Executive Expenses	\$5,000.00	\$8,702.23	\$4,000.00
Printing/Office Supplies	\$2,500.00	\$2,624.24	\$2,500.00
Photocopier Expense	\$2,000.00	\$1,714.54	\$2,000.00
Telephone	\$0.00	\$0.00	\$0.00
Postage	\$50.00	\$116.00	\$75.00
Courier	\$200.00	\$164.46	\$200.00
Bank Charges	\$600.00	\$595.32	\$600.00
Audit	\$13,000.00	\$19,700.00	\$18,000.00
Repair and Upkeep	\$1,200.00	\$4,859.82	\$2,000.00
Insurance	\$9,166.56	\$8,760.96	\$9,000.00
Internet	\$600.00		\$0.00
Elections	\$400.00	\$456.69	\$300.00
Revenue Copier	\$1,600.00	\$1,933.49	\$1,500.00
Revenue Copier Revenue	\$(2,400.00)	(\$1,308.26)	(\$1,700.00)
A/V Brokerage for students	\$150.00	\$512.73	\$200.00

<b>TOTAL OFFICE EXPENSES</b>	<b>\$93,297.88</b>	<b>\$104,569.07</b>	<b>\$96,275.00</b>
<b>COMMUNICATIONS</b>			
Advertising Contract Revenue	\$0.00	\$0.00	(\$4,000.00)
Cannon	\$7,434.00	\$6,323.09	\$6,800.00
Cannon - Revenue (Advertising)	\$(2,900.00)	\$(2,899.73)	(\$5,000.00)
Computer Systems Administrator	\$200.00	\$421.93	\$850.00
Engineering Communications Chair	\$200.00		\$0.00
Handbook	\$8,705.35	\$8,080.23	\$7,500.00
Handbook - Revenue (Advertising)	\$(1,500.00)	(\$700.00)	\$0.00
Skule Planner	\$10,124.80	\$11,109.59	\$11,500.00
Skule Planner (Revenue)	\$(9,500.00)	(\$10,956.70)	(\$11,000.00)
Sponsorship Director	\$0.00		\$300.00
Toike	\$9,764.89	\$6,165.93	\$7,000.00
Toike - Revenue (Advertising)	\$(1,800.00)	(\$1,021.90)	(\$1,200.00)
Webmaster	\$300.00		\$0.00
Yearbook	\$30,000.00	\$39,629.14	\$30,000.00
Yearbook - Revenue (Advertising)	\$(16,500.00)	(\$16,195.60)	(\$14,000.00)
Yearbook - Revenue (Orientation)	\$(8,000.00)	(\$8,000.00)	(\$8,000.00)
Yearbook - Revenue (Sales)	\$(3,000.00)	(\$4,079.50)	(\$3,000.00)
Archivist	\$200.00		\$300.00
General Communications	\$0.00		\$0.00
<b>TOTAL COMMUNICATIONS</b>	<b>\$23,729.04</b>	<b>\$27,876.48</b>	<b>\$18,050.00</b>
<b>CONFERENCES</b>			
Membership Fees - CFES	\$1,800.00	\$1,657.20	\$1,800.00
Membership Fees - ESSCO	\$700.00		\$700.00
CFES - Congress	\$5,000.00	\$6,056.40	\$4,000.00
CFES - President's Meeting	\$1,000.00	\$100.00	\$1,000.00
ESSCO - President's Meeting	\$300.00	\$260.00	\$400.00
PEO	\$450.00	\$600.00	\$900.00
CWIE	\$800.00	\$1,396.40	\$1,190.00
ESSCO - AGM	\$900.00	\$1,590.67	\$700.00
ESSCO - OESP	\$0.00	\$0.00	\$0.00
ESSCO - FYIC	\$1,000.00	\$1,149.60	\$1,000.00
OEC - Alumni Support	\$0.00	\$0.00	\$0.00
OEC	\$900.00		\$0.00
CEC	\$1,000.00	\$246.06	\$1,000.00
CEC- 2010	\$0.00	\$0.00	\$0.00
UTEK	\$1,000.00	(\$506.42)	\$1,350.00
New U	\$200.00	\$200.00	\$500.00
Miscellaneous	\$10,000.00	\$6,359.15	\$12,500.00
National Engineering Week	\$0.00	(\$141.39)	\$0.00
<b>TOTAL CONFERENCES</b>	<b>\$25,050.00</b>	<b>\$18,967.67</b>	<b>\$27,040.00</b>
<b>DISCIPLINE CLUBS</b>			
CHEM Club	\$3,353.50	\$3,353.50	\$3,232.00
CIV Club	\$3,227.50	\$3,227.50	\$3,376.00
COMP Club	\$2,831.50	\$2,831.50	\$2,840.50
ELEC Club	\$4,973.50	\$4,973.50	\$5,068.00
ECE Club	\$0.00	\$0.00	\$0.00
ENGSCI Club	\$5,158.00	\$5,158.00	\$5,167.00
INDY Club	\$2,494.00	\$2,494.00	\$2,660.50
LME Club	\$1,954.00	\$1,954.00	\$1,324.00

MECH Club	\$4,685.50	\$4,685.50	\$4,654.00
MSE Club	\$1,324.00	\$1,324.00	\$1,940.50
Track One	\$1,114.00	\$1,114.00	\$1,226.50
<b>TOTAL DISCIPLINE CLUBS</b>	<b>\$31,115.50</b>	<b>\$31,115.50</b>	<b>\$31,489.00</b>
<b>COMMITTEES</b>			
Cannonball - Ticket Sales	\$(15,720.00)	(\$15,397.00)	(\$16,400.00)
Cannonball - Sponsorship	\$0.00	\$0.00	(\$2,000.00)
Cannonball - Expense	\$26,257.00	\$25,443.48	\$26,000.00
Gradball - Revenue (Ticket Sales)	\$(45,000.00)	(\$43,982.31)	(\$33,000.00)
Gradball - Revenue (Programmes)	\$(1,000.00)	(\$1,200.31)	(\$1,000.00)
Gradball - Alumni Support			
Gradball - Expense	\$60,000.00	\$56,983.00	\$50,000.00
Grad - Kipling	\$13,500.00	\$12,690.00	\$13,000.00
Lady Godiva Memorial Bnad	\$1,000.00	\$929.45	\$1,000.00
Blue & Gold - General (Revenue)	\$(2,500.00)		(\$3,500.00)
Blue & Gold - General	\$1,469.00	\$2,038.22	\$3,000.00
Blue & Gold - Frosh Week	\$565.00		\$2,100.00
Blue & Gold - Bus Trips	\$4,294.00	\$1,854.00	\$4,000.00
Blue & Gold - Roadtrips			\$0.00
Blue & Gold - Homecoming	\$2,147.00	\$2,097.00	\$2,400.00
Blue & Gold - Godiva Week	\$2,712.00	\$1,217.92	\$2,350.00
Cannon Guard	\$3,000.00	\$4,219.79	\$5,600.00
Freedom	\$0.00	\$0.00	\$0.00
S!OS Mentorship	\$0.00	\$0.00	\$0.00
High School Liason	\$2,863.34	\$1,958.99	\$3,400.00
Student Issues Committee	\$1,352.61	\$47.49	\$0.00
Community Outreach Committee	\$305.10	\$212.69	\$100.00
Professional Development Director	\$0.00	\$0.00	\$0.00
First Year Committee	\$500.00	\$109.79	\$500.00
Second Year Committee	\$500.00	\$19.92	\$0.00
Third Year Committee	\$500.00	\$287.50	\$0.00
Fourth Year Committee	\$500.00	\$949.44	\$500.00
Atrium Renovation Committee	\$0.00	\$0.00	\$0.00
Intergalactic Space Ship Fund	\$0.00	\$0.00	\$0.00
Skule Points	\$500.00	\$0.00	\$0.00
Orientation - General	\$113,464.87	\$127,213.25	\$132,000.00
Orientation-HHF			
Orientation- Frosh Nite			
Orientation- Revenue (Frosh Kits)	\$(85,629.22)	(\$85,724.22)	(\$90,000.00)
Orientation -Revenue (Frosh Nite)	\$(21,590.00)	(\$21,590.00)	(\$31,750.00)
Orientation - Revenue (Sponsorship)	\$(1,550.00)	(\$2,550.00)	(\$7,000.00)
Orientation -Revenue (HHF)	\$(783.40)	(\$1,465.17)	(\$8,375.00)
Orientation - Revenue (Commuter)	\$(4,000.00)	(\$4,850.00)	(\$5,150.00)
Orientation - Rev/Expense (Other)	\$0.00		\$0.00
GIC Investment	\$10,000.00		\$8,000.00
Skule Nite - Alumni Support	\$(2,000.00)		\$0.00
Skule Nite - Revenue (Misc)			\$0.00



Skule Nite - Revenue (Ticket Sales)	\$(33,500.00)		\$0.00
Skule Nite - Revenue (Orientation)	\$(8,000.00)	(\$8,000.00)	\$0.00
Skule Nite - Expense	\$45,000.00	\$39,768.63	\$0.00
Career Fair Revenue	\$(20,500.00)	(\$19,627.73)	(\$36,500.00)
Career Fair Expenses	\$18,500.00	\$12,997.86	\$34,650.00
SUDS - Revenue (Sales)	\$(25,000.00)	(\$28,502.87)	(\$25,000.00)
SUDS	\$25,000.00	\$28,472.79	\$25,000.00
<b>TOTAL COMMITTEES</b>	<b>\$67,157.30</b>	<b>\$86,621.60</b>	<b>\$53,925.00</b>
<b>DISCRETIONARY FUNDS</b>			
Affiliated Clubs	\$25,000.00	\$15,899.68	\$30,000.00
Budget Special Projects	\$15,000.00	\$3,420.49	\$15,000.00
Computer System Special Projects	\$1,500.00		\$1,500.00
Previous Surplus Special Projects			\$0.00
Club Aid	\$1,000.00		\$1,000.00
Miscellaneous Conferences	\$0.00	\$0.00	See conferences
<b>TOTAL DISCRETIONARY FUNDS</b>	<b>\$42,500.00</b>	<b>\$19,320.17</b>	<b>\$47,500.00</b>
<b>TOTAL EXPENSES</b>	<b>\$282,849.72</b>	<b>\$288,470.49</b>	<b>\$274,279.00</b>
<b>TOTAL REVENUE</b>	<b>\$286,975.20</b>	<b>\$280,073.61</b>	<b>\$290,818.70</b>
<b>TOTAL EXPENSES</b>	<b>\$282,849.72</b>	<b>\$288,470.49</b>	<b>\$274,279.00</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$4,125.48</b>	<b>\$(8,396.88)</b>	<b>\$16,539.70</b>