



# Financial Quarterly Report First Quarter, FY 2019/2020

Prepared by Lucia Liang, VP Finance



# TABLE OF CONTENTS

## 1.0 Introduction

- 1.1 Credits *pg 4*
- 1.2 Message from the Vice President Finance *pg 5*

## 2.0 AMS Revenue

- 2.1 Investments *pg 6*
- 2.2 Business Operations *pg 6*

## 3.0 AMS Expenditures

### **3.1 Student Government**

- 3.1.1 Council *pg 9*
- 3.1.2 Elections and Referenda *pg 9*
- 3.1.3 Ombudsperson *pg 9*

### **3.2 Executives**

- 3.2.1 Executive Committee *pg 10*
- 3.2.2 President *pg 10*
- 3.2.3 Vice President Academic and University Affairs *pg 10*
- 3.2.4 Vice President Administration *pg 10*
- 3.2.5 Vice President External *pg 11*
- 3.2.6 Vice President Finance *pg 11*

### **3.3 Student Services**

- 3.3.1 Message from Student Service Manager *pg 14*
- 3.3.2 Vice *pg 15*
- 3.3.3 eHub *pg 15*
- 3.3.4 Food Bank *pg 15*
- 3.3.5 Tutoring *pg 15*

3.3.6 Advocacy *pg 15*

3.3.7 Safewalk *pg 15*

3.3.8 Speakeasy *pg 16*

3.3.9 SASC *pg 16*

### **3.4 Events**

3.4.1 Message from Events Manager *pg 18*

3.4.2 AMS Firstweek *pg 19*

3.4.3 Welcome Back BBQ *pg 19*

### **3.5 Ancillary Student Services *pg 20***

**Appendix A - Graph Sources**

**Appendix B - Reference Documents**

# 1.0 Introduction

## 1.1 Credits

Chris Hakim - AMS President	3.1, 3.2.1, 3.2.2
Julia Burnham - Vice President Academic & University Affairs	3.2.3
Cole Evans - Vice President Administration	3.2.4
Cristina Initchi - Vice President External	3.2.5
Lucia Liang - Vice President Finance	1.0, 2.0, 3.0
Keith Hester - Managing Director	2.0, 3.5
Grace Ji - Associate Vice President Finance	1.0, 2.0, 3.0
Abdulrahman Alnaar - Senior Student Services Manager	3.3.1
Ian Stone - Student Services Manager	3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.6, 3.3.7, 3.3.8
Annette Angell - SASC Manager	3.3.9
Rishavraj Das - Assistant Manager, Programming and Events	3.4

## 1.2 Message from the Vice President Finance

The quarterly financial reports of the Society provide the membership of the Alma Mater Society of the University of British Columbia (UBC AMS) Vancouver with an overview of the Society's financial operations and general performance for the duration of each quarter. These reports include the expenses, contribution from the businesses, and returns from investments of the society, in comparison to current Fiscal Year budget (target). The reports focus on expenses from student government, student and ancillary services, and events. The Society is expected to have a surplus of \$226,483.96 for the Fiscal Year 2019 - 2020. This surplus will be used to pay part of the society accumulated operational deficit.

The financial quarterly reports is created to increase transparency in the society by making AMS finances publicly available. The reports cover the performance of the Society in four periods: Q1(May - July), Q2 (August - October), (Q3 November - January) and Q4 (February - April). While the first three reports are disseminated upon conclusion of each quarter, the Q4 report is presented along with the audit at the Annual General Meeting (AGM) in October every year to allow for the completion of any outstanding transactions.

This quarter, the financial performance of the Society indicates that the capital and funding allocations are on track, with the expenditures on target as budgeted at the beginning of the 2019/20 Fiscal Year. The business contributions met the anticipated budgetary forecasts and the investment exceeded the expected returns for the first quarter. The budget allows for flexibility for the Society to make adjustments to spending services as supported and approved by the membership and AMS Council. The executive team, with the support of the management and administrative staff, are on track to successfully complete the projects, goals and objectives outlined for the 2019/2020 Fiscal Year.



**Lucia Liang**  
**Vice President Finance**

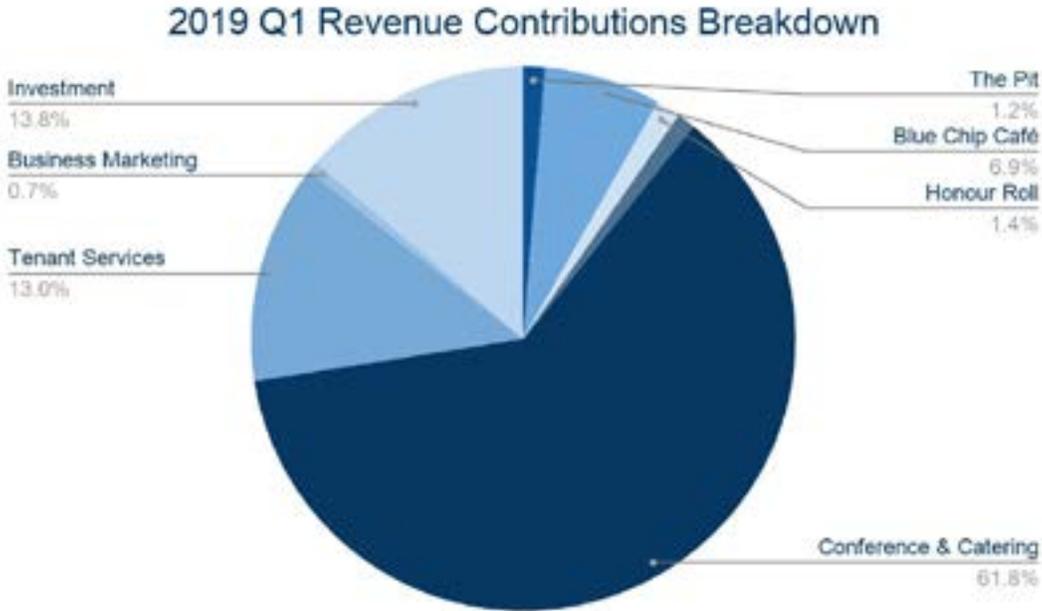
# 2.0 AMS Revenue

## 2.1 Investments

Our overall investment performance for the first quarter was \$119,005, against a budget of \$93,750, 26.9% better than budget. Note\* the chart below does not include the interest that we earn on our current account, or excess deposits in our loan account.

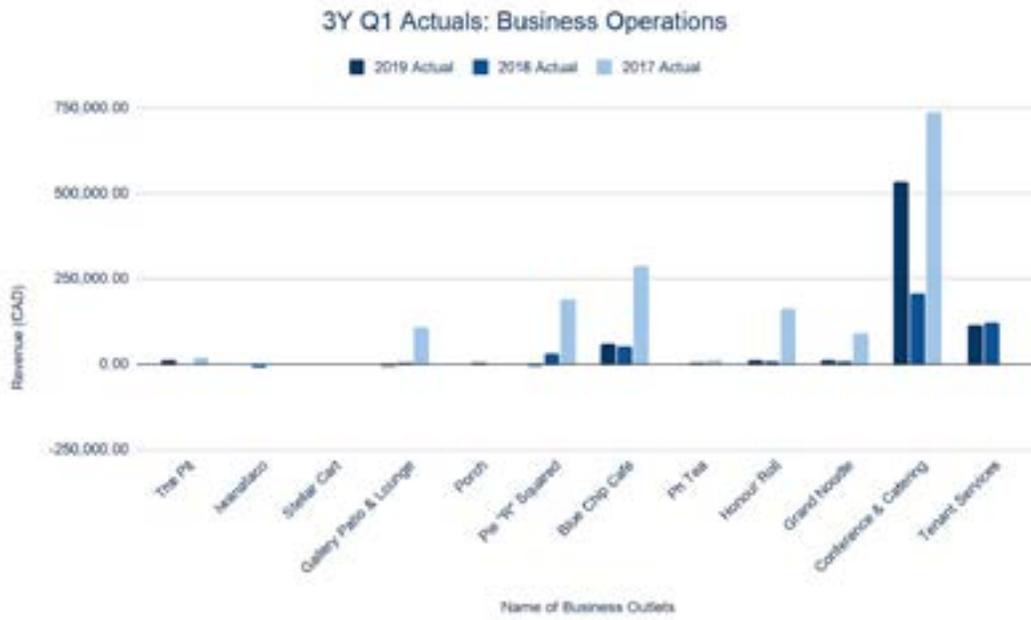
## 2.2 Business Operations

AMS Businesses delivered another amazing performance in Q1, 2019, exceeding budget by 23% and Last year by 143%. The net profit from AMS Business Operations in Q1 \$331,962.

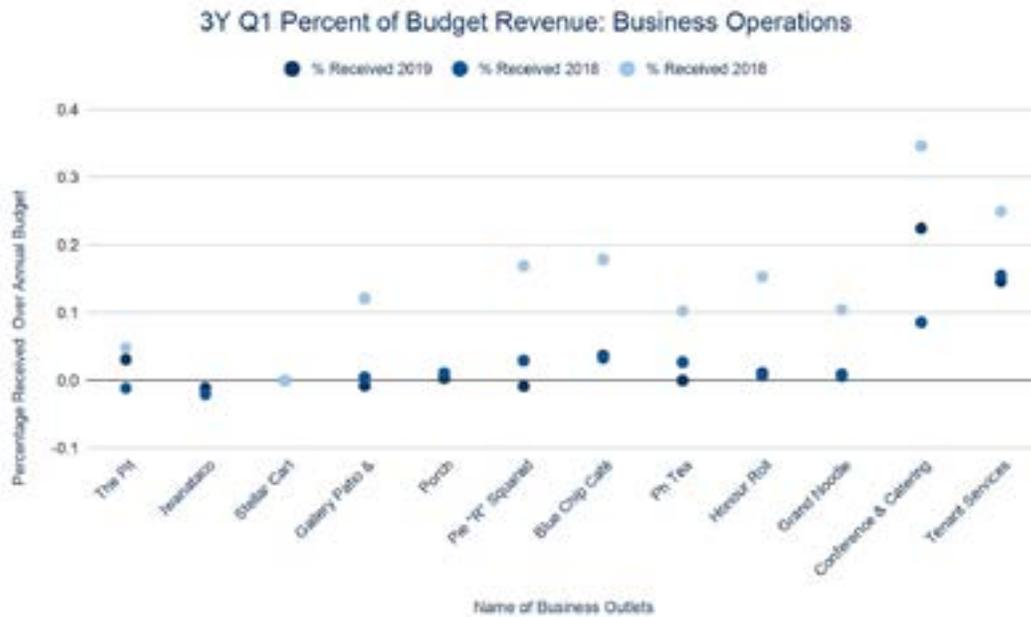


Graph 1

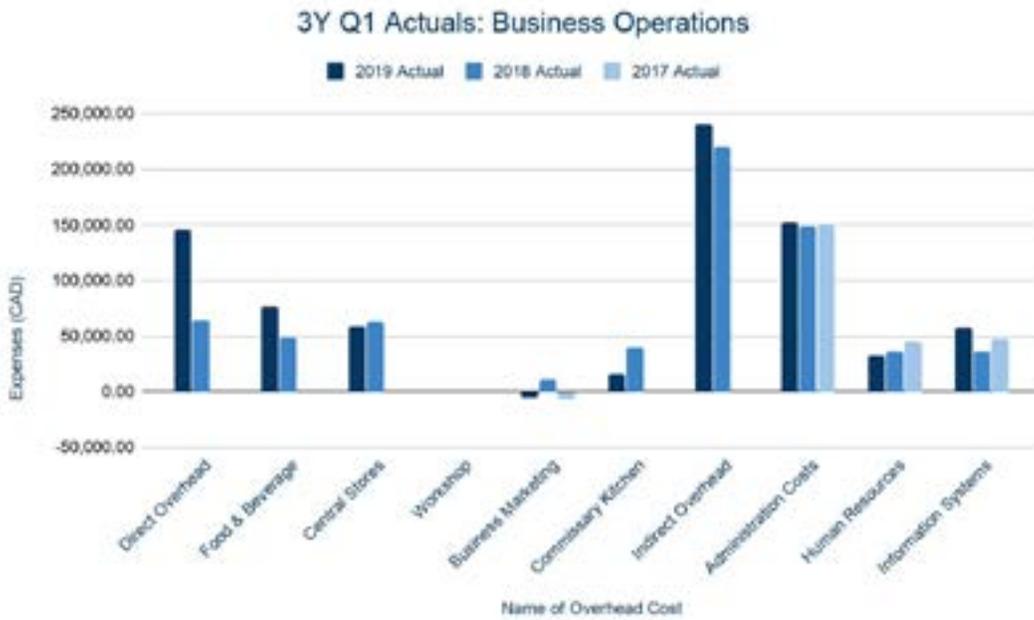
The main contributors to this were the stellar performance of our Conference & Catering division during the Congress of the Humanities as well as strong performance from our iconic Pit pub over the Summer months. Of continuing concern is the performance of our Pizza restaurant, Pie R Squared, which continues to be negatively affected by new local competition. Also of continuing concern, in common with all lower mainland hospitality employers, is the difficulty in attracting & retaining talent. That, coupled with the increases in the minimum wage, and the new Employer Health Tax are hampering our growth. We remain however cautiously optimistic and continue to develop our businesses, while growing our sustainability initiatives.



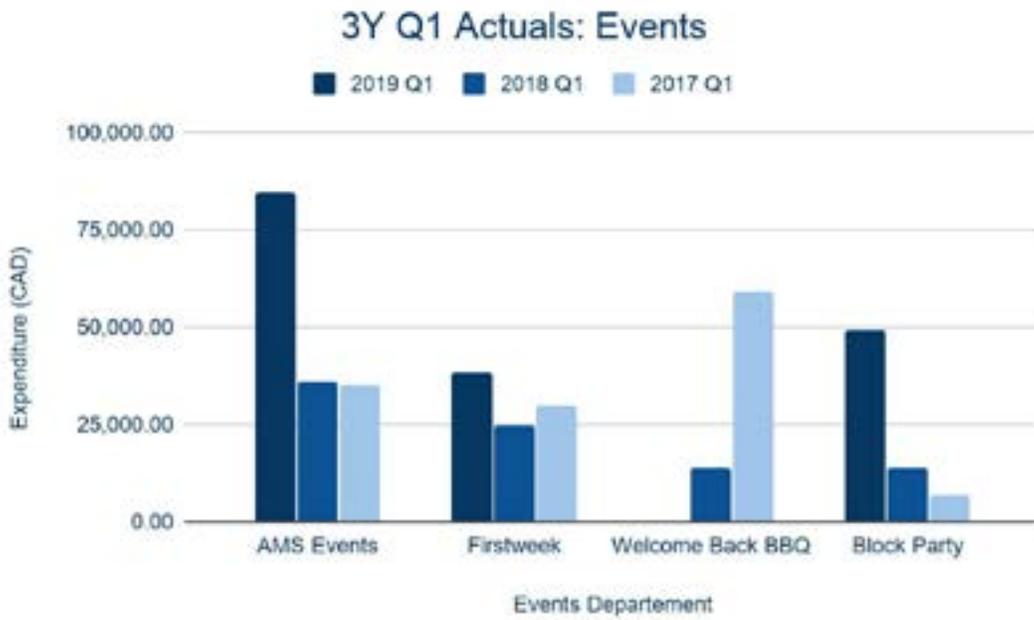
Graph 2



Graph 3



Graph 4



Graph 5

## 3.0 AMS Expenditure

### 3.1 Student Government

#### **3.1.1 Council**

The AMS Council is on budget for the first quarter with most expenditures relating to wages and benefits, legal fees, councillor orientation and AMS Council food. The total expenditures for the board of directors in the first quarter were \$14,219.80. With four committee chairs and the Speaker of Council, the board of directors had a majority of expenditures put towards wages and benefits. In addition, with the board of directors consulting the AMS's legal counsel on a number of items such as policy reviews, we saw some expenditures towards legal fees. Furthermore, with the first quarter including onboarding for the board of directors, we saw costs come in regarding councillor orientation. Finally, with the regular AMS Council meetings, we saw regular expenditures towards food but reduced labour costs due to food and refreshments being taken away by 8pm instead of the end of the meetings. In the next quarter, we can expect to see an increase in expenditures towards legal fees due to multiple committees undertaking policy reviews.

#### **3.1.2 Elections and Referenda**

The Elections and Referendum Offices are on budget for the first quarter with most expenditures relating to wages and benefits. The total expenditures for the Elections and Referenda Offices in the first quarter were \$907.64. With the hiring of the Chief Electoral Officer starting May 1, 2019, most expenditures of the Elections and Referenda Offices were the Chief Electoral Officer's wages and benefits. In the next quarter, we can expect to see an increase in expenditures towards wages and benefits to the hiring of the Chief Returning Officer in the Elections Office.

#### **3.1.3 Ombudsperson**

The Ombuds Office is under budget for the first quarter with most expenditures relating to wages and benefits. The total expenditures for the Ombuds Office in the first quarter were \$1,830,00. With the hiring of the Ombudsperson starting May 1, 2019, most expenditures of the Ombuds Office were the Ombudsperson's wages and benefits. However, the Ombuds Office has expensed less than budgeted due to the delay in hiring of the Deputy Ombudsperson. In the next quarter, we can expect to see an increase in expenditures towards wages and benefits due to the hiring of the Deputy Ombudsperson.

## 3.2 Executives

### 3.2.1 Executive Committee

The Executive Committee is on budget for the first quarter with most expenditure relating to Executive retreat. The total expenditures for this committee in the first quarter were \$944.41. With the AMS Executives onboarding this first quarter, the AMS scheduled its annual Executive retreat as part of the onboarding process. The Executive Committee will likely see an increase in expenditures in the next quarter related to community involvement events, such as Battle of the Bats and the launch of the AMS Strategic Plan.

### 3.2.2 President

The President's Office is on budget for the first quarter with most expenditures relating to wages and benefits for three staff members and transportation costs. The total expenditures for this executive's portfolio in the first quarter were \$15,261.56. With initial meetings with stakeholders and the Student Union Development Summit, the President's Office had expenditures related to transportation but are expected to reduce in future quarters due to initial meetings with stakeholders being completed. In addition, the President's Office will see an increase in expenditures in the next quarter related to wages and benefits with the upcoming hire of an additional staff member – the Executive Projects Assistant, Student Life Initiatives.

### 3.2.3 VP Academic and University Affairs

The Vice-President Academics and University Affairs' portfolio expenses relate to the wages and benefits for two Associate Vice-Presidents and two Commissioners. Major expenditures from the portfolio are expected throughout the winter term to align with various academic and university campaigns and projects (i.e. Textbook Broke campaign in September).

### 3.2.4 VP Administration

Spending coming from the Office of the Vice President Administration is on track for this fiscal year. Total expenditures from the first quarter total \$26,886.68, and is mostly comprised of costs associated with salaries and benefits. Other spending has included office supplies and equipment to start the year, as well as other miscellaneous expenses including staff appreciation, printing, phone bills, and department project related costs.

Other expenditures incurred under the leadership of the Vice President Administration include \$10,000 for accessibility related upgrades to AMS washrooms (approved by the Operations Committee, sourced from SUB Repairs and Renewals) as well as approximately \$7,500 for signage upgrades to the Nest building exterior (approved by the Operations Committee, sourced from Nest Animation Fund). Additionally, some expenses have been billed to the Capital Projects

Fund for the Clubs Resource Centre Renovation and Enhancement Project (CRCREP) which was approved by Council at \$57,828. At the time of writing, the budgets for all projects are on track.

Spending from the Office of the Vice President Administration is expected to increase significantly over the second quarter. Not only will various departmental related expenses begin to pick up as activity begins for the academic year, but also the occurrence of significant events such as Clubs Days is slated to bump up expenditures.

### **3.2.5 VP External**

The Vice-President External portfolio expenses in this quarter were mainly related to the wages and benefits for the two Associate Vice-Presidents and the Student Union Development Summit (SUDS) conference coordinator. Expenses are below budget because the Transit and Research Commissioner has not yet been hired. Some funds were also used for early expenses related to SUDS and for transportation for off-campus meeting with external partners and government. The total expenditures for Q1 from the VP External Office totaled \$16,393.10.

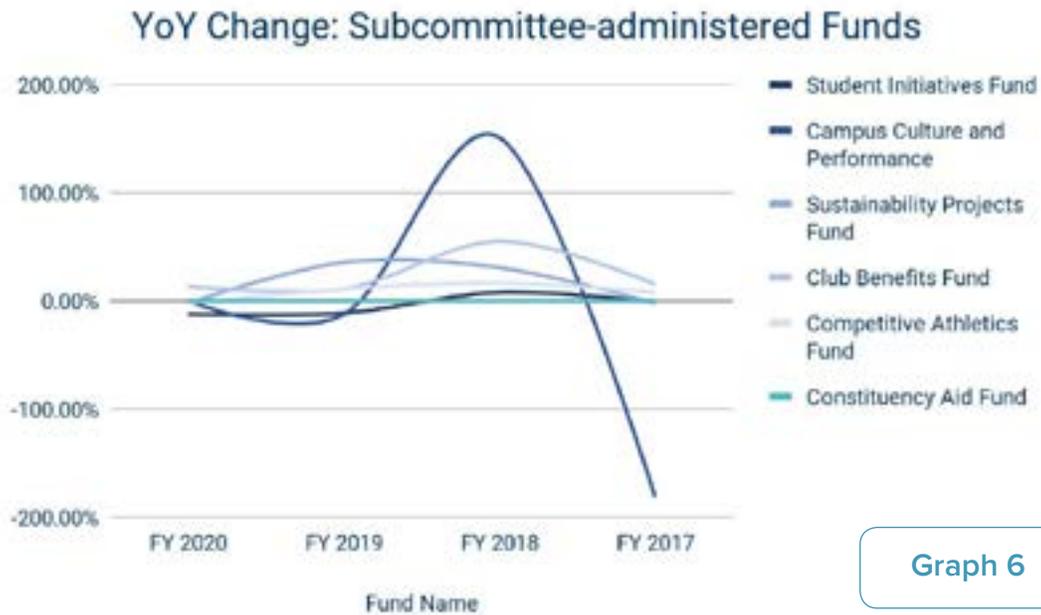
### **3.2.6 VP Finance**

The Vice-President Finance portfolio has exceeded expectations relating to budgeted expenditures as we incurred 30% fewer costs in this quarter compared to initial projections. Of the \$20,986.56 spent, the primary components were office supplies and wages and benefits for five staff. The cost reduction is largely attributed to low-cost projects that the Finance Portfolio operationally engages in.

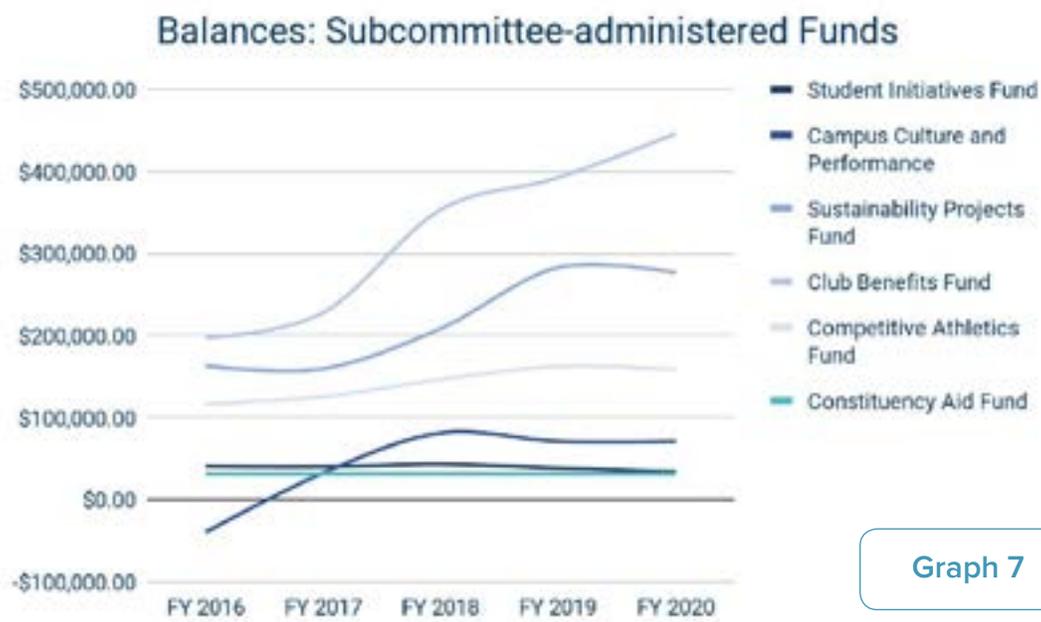
Given the team's diverse functions, the Finance Portfolio has been actively engaged in a number of different projects and activities over the first quarter. Pertaining to external engagement, the VP Finance office incurs no additional expenses from hosting Clubs and Constituencies authorizations, orientations, and Finance Caucus. To date, over five orientations, two hundred clubs and constituencies have been fully authorized in the first quarter. Other functions of the finance team (e.g. processing subsidies, fee opt-ins and opt-outs, hosting committee meetings) also incur minimal costs to the Finance portfolio. And in response to rising concerns from the student body regarding affordability and financial preparedness, our team has been working closely with RBC on campus to host financial literacy workshops which will incur no cost to the AMS and insignificant promotional expenses to the Finance office in Q2 and Q3. Our team also continues to support the WUSC/SRP program. The program has seen an increase in the number of students from 8 to 9 sponsored refugee students as well as the highest number of girls (4) ever in any sponsored cohort (typically 1 or 2 girls out of 8 sponsored students). Student allowances for 1st to 5th year undergrads as well as graduate students included personal, housing and groceries allowances that amounted to 33.9% (\$ 74,826) of the allocated amount. Tutoring services for various students who took summer classes were availed to them which constituted

29.3% (\$ 5,860) of the total budgeted amount. Sponsorship obligations to the sponsored students included payment of IRCC travel loans and welcome packages (laptops, printers and household items) constituted 28% (\$ 34,312.74) of the allocated amount.

The finance team will continue working towards improving internal processes and policies through the development of data management and collection systems and revision of Fintech policy which we do not anticipate will cost us significantly.

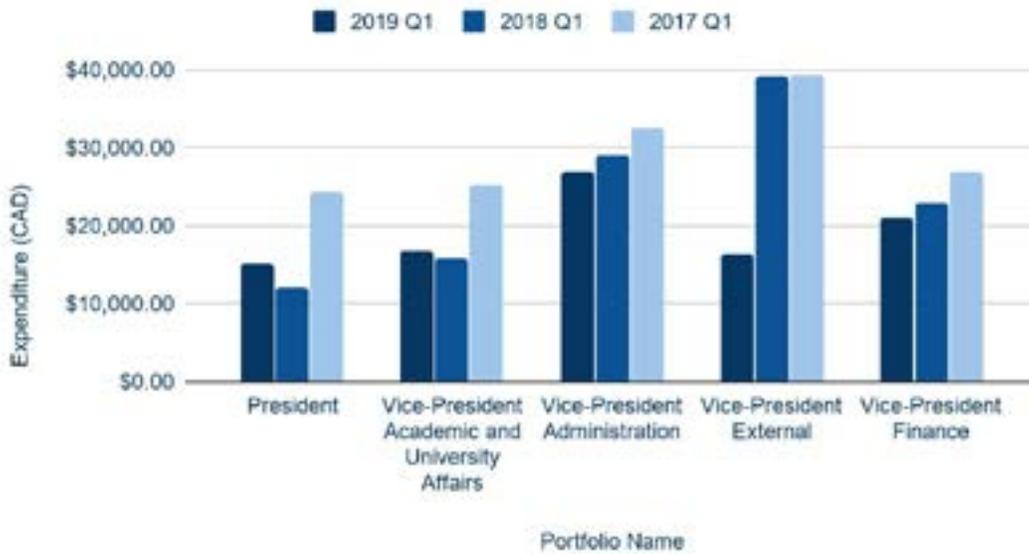


Graph 6



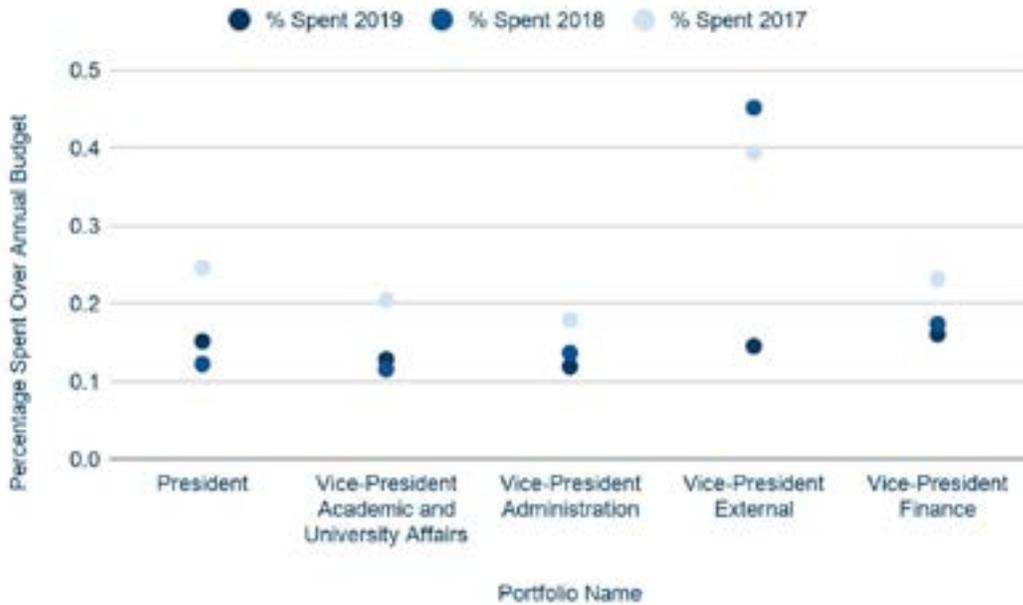
Graph 7

### 3Y Q1 Actuals: Executives



Graph 8

### 3Y Q1 Percent of Budget Spent: Executives



Graph 9

## 3.1 Student Government

### ***3.3.1 Message from Student Service Manager***

Student Services are on track with this year's budget. There are seven AMS services: Advocacy, the Foodbank, Safewalk, Vice, e-Hub, Speakeasy, and Tutoring. During Q1, Advocacy, Safewalk and the Foodbank were active & operational. Most of the expenditures for the Student Services portfolio are wages and benefits for the seven coordinators, three Assistant Services Coordinators, and the Student Services Manager. The expenses will increase in the upcoming quarters as a result of hiring, training, and programming.

During Q1, AMS Services secured funding through the Canada Summer Jobs program – allowing our Coordinators additional hours to help prepare their respective Services for a successful academic year. Overall, we are seeing some money coming in for a few of our Services based on the great work done by the previous year's Services staff and volunteers.

Under 074, in addition to regular expenses under salaries, and benefits, an expense of about \$300 was for travel reimbursements in order to attend a Student Affairs Assessment Institute in July of 2019 co-hosted by the American College Personnel Association (ACPA) and the Canadian Association of College and University Student Services (CACUSS). Given that 2020 is a Services Review year for both SASC & AMS Services, this institute offered a valuable professional development opportunity around conducting program assessments with a specific lens towards student affairs. An important perspective was introduced this year around lessons on decolonizing and Indigenizing assessment by two leading Faculty members from Canada & the USA – Dr. Jennifer Brant who belongs to the Kanien'keh:ka (Mohawk Nation), and Dr. Stephanie J. Waterman who is Onondaga, Turtle Clan, from the Onondaga Nation. Sessions included keynotes, plenary, group discussions, as well as presentations that included topics like: indigenous methods, designing rubrics, survey designs, focus groups & interviews, social justice & data analysis, benchmarking etc.

**Abdulrahman Alnaar**

**Senior Manager, Student Services**

### **3.3.2 Vice**

There have been no expenses outside of Coordinator pay and photocopying for this Service.

### **3.3.3 eHub**

Has not operated during the summer, and thus no significant expenses except for Coordinator pay.

### **3.3.4 Food Bank**

The AMS has received the first year's worth of generous donations from the President's Office (\$25,000 per year for 5 years), as well as other incredibly appreciated donations. Because of this significant increase in donations, we have been able to increase our weekly budget for food purchasing from approximately \$400 per week to \$600 per week; this has allowed us to serve 254 clients during the month of May, June and July.

### **3.3.5 Tutoring**

While not operating our group tutoring in the summer, the AMS have received some income from various services that we had provided during the previous fiscal year (ex. providing Group Tutoring to undergraduate societies). There are no other significant expenses.

### **3.3.6 Advocacy**

Advocacy has been operating at full capacity throughout the summer, having 63 interactions with clients between mid-April and the end of July. No significant costs besides Coordinator wages have been incurred.

### **3.3.7 Safewalk**

Safewalk has continued to operate throughout the summer, with a singular driving team on 7 days a week. With this team, they have served over 550 clients in Q1.

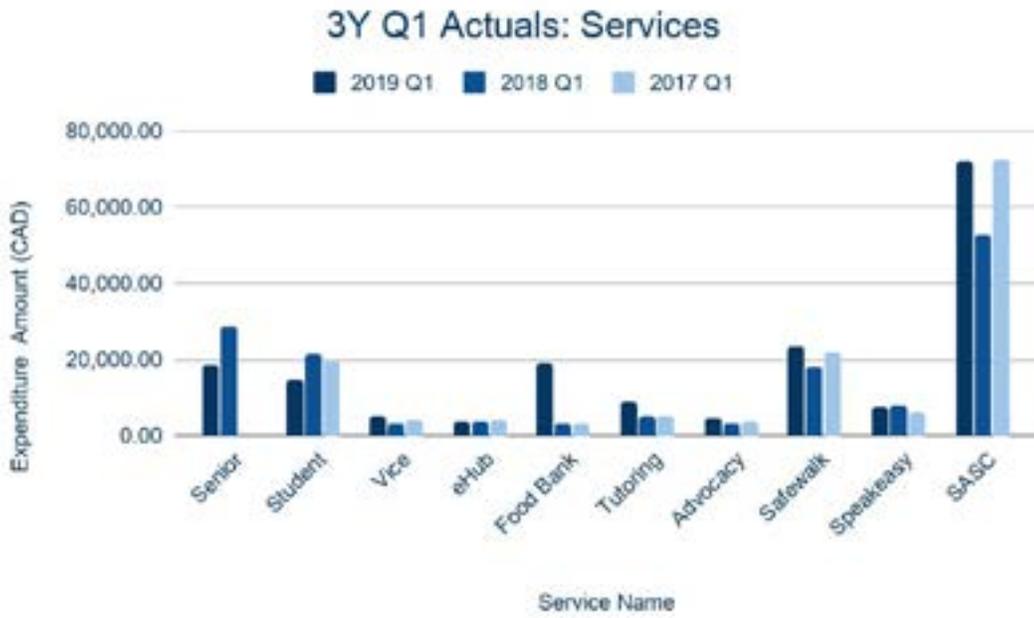
In addition, Safewalk received funding from the UBC VP Students Office to offset some of its costs, and we have secured another \$25,000 in funding for the upcoming year from the VP Students Office. Other normal expenses we have seen in this Service were related to staff training, fuel, and vehicle maintenance.

### **3.3.8 Speakeasy**

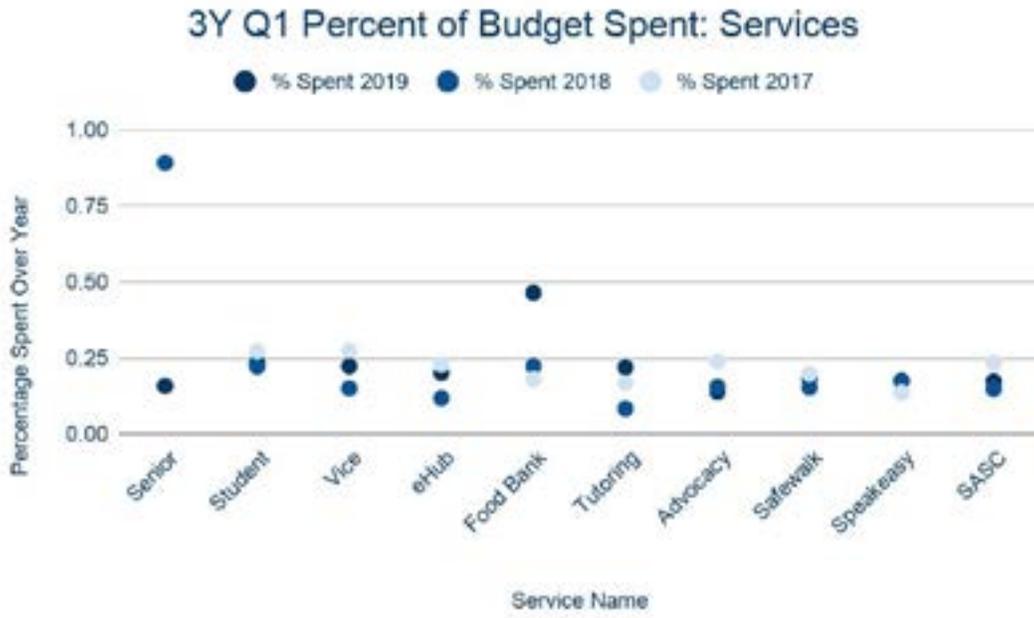
Speakeasy does not operate in the summer, and thus has seen few expenses besides Coordinator and Assistant Coordinator pay.

### **3.3.9 SASC**

In this quarter, the AMS Sexual Assault Support Centre hired two part-time support workers and 1 full-time Support & Advocacy Coordinator. The total expenditure for salaries and benefits is \$53,812.343 for this quarter. Salaries and benefits are anticipated to increase in the following quarter as we continue to fill vacancies. There remains one vacant Support Worker position to be filled. The SASC continues to offer support services 7 days a week from 8am-10pm as well as a summer support group involving a Roots on the Roof plot on the AMS rooftop garden and activities related to self-care and healing. The SASC invested \$250 in this support group. This quarter, the SASC successfully applied for an Equity Enhancement Fund grant, receiving \$3,245 to pilot a support group for QTPOC survivors of sexualized violence. Planning is underway for the six-week long pilot support group, starting in October 2019. In addition, Healthier Masculinities and Volunteer and Outreach engaged with 872 students and community members this quarter, including training 680 volunteers and contractors for Congress 2019, and workshops with student groups and departments such as AMS Safewalk, English Language Institute, and AMS Executive and Student Council. This summer, the SASC spent \$450 on a bi-weekly book club and purchasing new books for the SASC's resource library. Lastly, there was an expenditure of \$10,321.37 on legal counsel fees for union membership negotiations.



Graph 10



Graph 11

## 3.4 Events

### ***3.4.1 Message from Events Manager***

The Events department has been planning and preparing for AMS Firstweek and Welcome Back BBQ which will be taking place in the first two weeks of September. This summer, we planned four off-campus events for students in Vancouver at different venues across the city. These events were a great success and brought in some revenue which was approximately \$500 per event.

Going into September, we are working with the Pit Pub management to put together the first two Pit Nights. We are bringing 'Felix Cartal', a local favourite among the students for the opening night. This will be a free show for the students while we are bringing another artist duo, 'Skiitour' in the second half of September for a show at the Pit. Overall, the Events Department is on track within budget in the first quarter.

**Rishavraj Das**

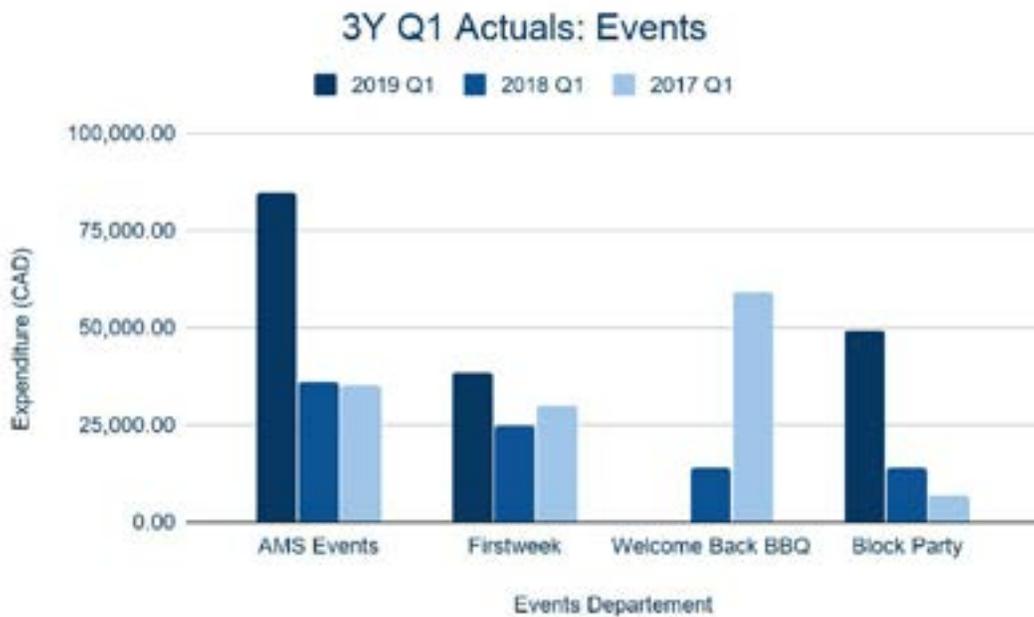
**Assistant Manager, Programming and Events**

### 3.4.2 AMS Firstweek

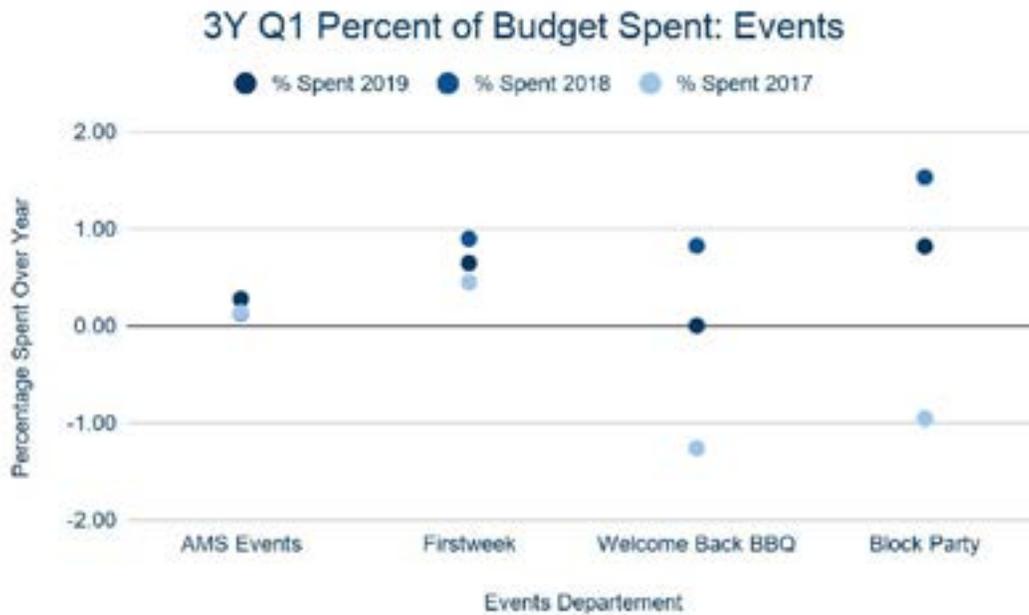
The AMS Firstweek are currently on track to hit our Firstweek Sponsorship revenue with \$56,035 signed and confirmed, out of which, \$23,375 has been received. \$37,765 has been spent on AMS Firstweek so far out of which, \$22,859 has been spent on Firstweek Kit items, \$5,977 on salaries and wages of Firstweek employees and around \$4,327 on partnership building. We have launched most of our Firstweek Events by now and are excited to see how this new school year is going to unfold.

### 3.4.3 Welcome Back BBQ

Without having launched our lineup for Welcome Back BBQ by the end of July, AMS Events have still managed to sell 1,100+ tickets through our marketing and other promotional efforts. Sales are usually low during the summer and are expected to pick up in the second half of August and September. The AMS's efforts to provide the students with a better experience each year are in place and once our lineup is confirmed, the Society will make a harder push on ticket sales to hit our targets in the limited time we will have.



Graph 12



Graph 13

### 3.5 Ancillary Student Services

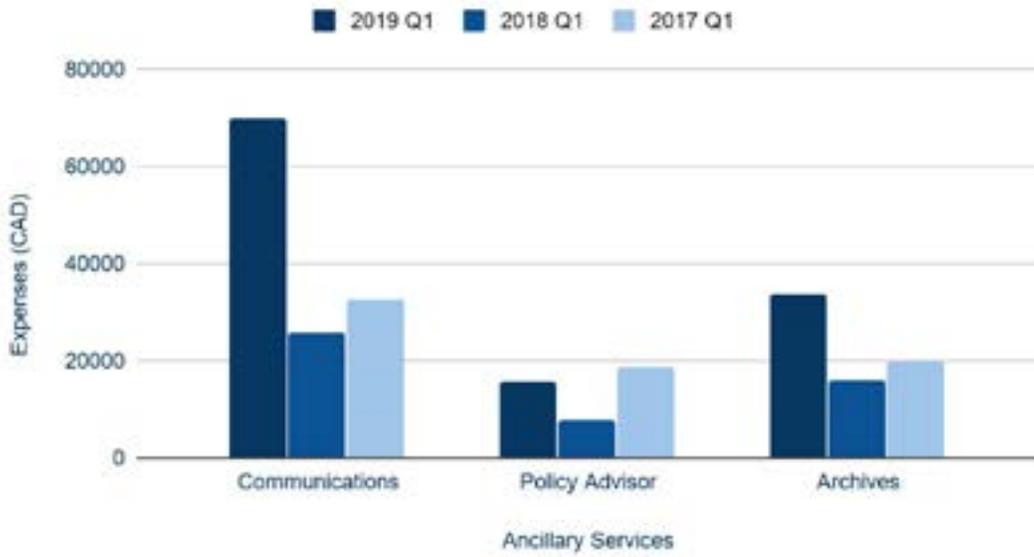
Ancillary Services performed well over the quarter, coming in well below budget. Items of note in this area are the test launch of our new Wechat channel, the relaunch of the AMS Agenda (printed on sugar cane pulp), as well as a major digitization project being run by Archives in conjunction with UBC library.

### 3Y Q1 Percent of Budget Expenditure: Ancillary Services



Graph 14

### 3Y Q1 Actuals: Ancillary Services



Graph 15

## APPENDIX A - GRAPH SOURCES

## APPENDIX B - REFERENCE DOCUMENTS

Reference Documents 1      [AMS Budget](#)

Reference Documents 2      [AES Report](#)

Reference Documents 3      [Executive Goals](#)