## SUBJECT
AMS Q4

## MEETING DATE
June 16th

## MOTION
N/A

## PREPARED BY
name, title
Lucia Liang, VP Finance
Mary Gan, AVP Finance

## DOCUMENTS
1. Attachment #1

## DESCRIPTION & RATIONALE
A Report on the AMS Finances for Feb, March, April

## BENEFITS
Financial Transparency

## RISKS
N/A

## COSTS
N/A
<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>Implementation Timeline</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>CONSULTATION</th>
<th>All fee receiving groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal &amp; External Groups</td>
<td></td>
</tr>
</tbody>
</table>
AMS Financial Quarterly Report
Fourth Quarter, FY 2019/2020

Prepared by Lucia Liang, VP Finance
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1.0 Introduction

1.1 Credits

Cole Evans - AMS President 3.1, 3.2.1, 3.2.2
Georgia Yee - Vice President Academic & University Affairs 3.2.3
Sylvester Mensah Jr. - Vice President Administration 3.2.4
Kalith Nanayakkara - 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
Rishav Jasrotia - Financial Systems Administrator 1.0, 2.0, 3.0
Ian Stone - Student Services Manager 3.3.1
Annette Angell - SASC Manager 3.3.2
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 the fourth quarter. This report includes the expenses, contribution from the businesses, and investment returns of the society as compared to the current Fiscal Year budget. The report focuses on expenses from student government, ancillary services, events, fee-receiving groups and it provides an overview of the balances and changes within the various funds overseen by the AMS. Overall, performance in this quarter has been successful and in line with the budget for the aforementioned departments.

Lucia Liang
Vice President Finance
2.0 AMS Revenue

2.1 Investments

Our investment performance for Q4 was $111,428, against a budget of $93,750, 15.9% better than budget. This represents an overall return of 2.43%. The conservative nature of our portfolio protected us from any adverse effects due to COVID-19.

2.2 Business Operations

AMS Business Operations underperformed Budget in QTR 4 due to Covid 19. The Nest building was closed on March 16th, only reopening on May 19th. For the period prior to closure, Blue Chip Café & The Gallery Lounge & Patio were performing well ahead of budget. Our Administration utilised our competitive advantage to process numerous reimbursements on our new online portal. All of our Management collaborated on a Nest reopening plan, resulting in a staged reopening starting May 19th vetted by Worksafe BC and the Provincial Health Authorities.
3Y YTD Actuals: Business Operations

Revenue (CAD)

Name of Business Outlets

3Y YTD Percent of Budget Revenue: Business Operations

% Received 2020/19 % Received 2019/18 % Received 2018/17

Percentage Received Over Annual Budget

Name of Business Outlets
3Y YTD Actual: Business Operations

- 2020/19 Actual
- 2019/18 Actual
- 2018/17 Actual

Name of Overhead Cost:
- Food & Beverages Admin
- Central Stores
- Workshop
- Business Marketing
- Commissary Kitchen
- Administration Costs
- Human Resources
- Information Systems Costs

3Y YTD Percent of Budget Expenditure: Business Operations

- % Spent 2020/19
- % Spent 2019/18
- % Spent 2018/17

Percentage Spent Over Annual Budget

Name of Overhead Cost
- Food & Beverage Admin
- Central Stores
- Workshop
- Business Marketing
- Commissary Kitchen
- Administration Costs
- Human Resources
- Information Systems Costs
3.0 AMS Expenditure

3.1 Student Government

3.1.1 Council

Council spending came in under budget this year, with most expenses coming from wages, legal fees, and food and beverage expenses. Additional significant costs include merchandise purchases for Council Appreciation.

3.1.2 Elections and Referenda

Spending for Elections was significant in the fourth quarter, with most major expenditures coming in as a result of election season, with events, wages, promotions, and candidate reimbursements taking up most of the expenses items.

3.1.3 Ombudsperson

Spending for the Ombudsperson remained on track for Q4, with a majority of expenses related directly to wages and benefits.

3.2 Executives

3.2.1 Executive Committee

The Executive Committee incurred $6,700 in expenditures for the fourth quarter. Most spending was associated with salaries, wages, and teleconferencing equipment. Due to the COVID-19 pandemic, teleconferencing equipment/software was purchased to facilitate working from home. This ends the fiscal year with the Executive Committee’s total expenditures being under budget.

3.2.2 President

Spending from the Presidents Portfolio remained consistent to close out the year, ending Q4 at just over $90,000, and 10% under budget. Most spending was associated with salaries and wages, with other various incidentals costs coming from minor line items.

3.2.3 VP Academic and University Affairs

The Vice-President Academic and University Affairs office was on track with its budgetary goals within the fourth quarter. The most significant expenditures in the portfolio are Academic Experience Survey, as well as the salaries of 4 part-time student staff to support the VP (AVP University, AVP Academic, Policy and Research Commissioner, and Campaigns and Outreach Commissioner) The student staff conducted research and policy reports, as well as supporting and representing students throughout the University. Payments to InsightsWest for the Academic
Experience Survey was the other large expenditure, utilized to inform AMS advocacy and student perceptions to improve the educational, social, and personal lives of students. InsightsWest has been used for the past 5 years for consistency in data. Due to disruptions because of the COVID-19 pandemic, the VP AUA team did not utilize the full amount of the budget that was intended to support community initiatives like the Climate Strike planned in April.

3.2.4 VP Administration

Spending from the VP Admin portfolio remained consistent moving into Q4, with some reduced costs because of the COVID-19 pandemic. Spending in the portfolio closed out the year at just over $200,000, around 11% under-budget for the year. It should also be noted that some spending might even be inflated due to accounting errors made in allocations. After reviewing misallocations, spending still checks out to budgeted amounts.

3.2.5 VP External

The Vice-President External Affairs portfolio had consistent expenses based on payroll, meal plans and other recurring costs such as the SUDS website and subscriptions to programs and software. Additional research moving into COVID-19 pandemic resulted in expenses to ensure that the incoming Vice President was set up for effective advocacy during the pandemic. The switch to working remotely resulted in additional software and hardware expenses. Lobbying trip costs coming out of Q3 was included as well, resulting in a busy period for the office.

3.2.6 VP Finance

Apart from salaries, the VP Finance portfolio has not faced any major expenditures.

Due to the COVID-19 pandemic, the Nest closed starting from March 17th. As a result, the in-person reimbursement system is temporarily replaced with a digital alternative. Treasurers of AMS clubs and constituencies are able to submit requests over email, and have reimbursements electronically transferred. The E-Transfer system is a safe and efficient way for treasurers to reimburse their club members during the AMS Office closure.

As the Showpass contract expires this year, the team continues to look into event-management and ticketing providers for the AMS and its subsidies. Research is undergoing in the search for new accounting software to replace the current Microsoft Dynamics GP system. The team is also looking into the moving processes such as Treasurer Authorization to the new CampusGroups platform.
3.2.6.1 Funds and Grant Subcommittee-administered Funds

The Funds and Grants administrator supports AMS affiliates in their creative initiatives, athletic and competitive goals, as well as clubs’ endeavours. Over this quarter, the Funds and Grants Subcommittee has approved over $29,000 in funding under the Student Initiatives Fund, Clubs Benefit Fund, and the Competitive Athletics Fund.

3.2.6.2 Lighter Footprint Fee (Sustainability Project Fund)

The Sustainability Project Fund supports student bodies, clubs, and constituencies to accomplish their sustainability initiatives. Releases from the SPF account are based on reimbursement applications for projects and programs that the Finance Committee approved. In the last four months (January 1st 2020-April 31st 2020), a total of 19 applications were received. Out of this, eight projects received approval amounting to $47,012. Within this period, seven projects/programs have requested for reimbursement, amounting to $ 22,667.02. Four (4) of them have received payment while the others are being processed for reimbursement. All the eight approved projects are still ongoing but have halted temporarily due to the pandemic.

3.2.6.3 WUSC Fee

The WUSC starting balance for the year was $251,907.74. In the fourth quarter, a total of $109,540 in expenses were incurred using the WUSC SRP fund. The largest expenses were attributed to student allowances (groceries, housing, personal items) along with travel sponsorship for SRP students. These large expenses totalled $103,740. Other expenses, totalling $6,025, include tutoring services and miscellaneous items. The WUSC SRP group has completed preparation for the incoming 2020 cohort.
3.3 Student Services

3.3.1 Student Services

In Q4, the changes caused by COVID-19 caused significant disruptions in our operations; however, even in this case, the 7 Services under the portfolio of the Student Services Manager made the best of the situation and operated under budget while adjusting operations when possible.

With regards to money received, the AMS Services received final installments of money as outlined in yearly agreements with the Vice President Student’s office (for Safewalk) and from the Chapman Learning Commons (for Tutoring), as well as small, sporadic donations from generous donors to the AMS Food Bank, among others.

While all of our Services were disrupted in the last quarter, the funds received both by the general AMS budget and from external donors have ensured that we were able to stay operational in some way during this very difficult time. As two examples, usage of the Food Bank had unsurprisingly increased dramatically during Term 2 of the 2019-20 academic year, seeing over a 90% increase in usage in comparison to Term 2 in 2018-19. Thankfully, due to contributions from various sources, we were able to meet the needs of those who needed food before funding from the federal government was sent out. As a second example, while in-person tutoring was forced to cease once the BC Government introduced restrictions, our previously negotiated contract with Chapman Learning Commons allowed us to quickly set-up online group tutoring for students for the remainder of the term, simultaneously ensuring that we could provide much-needed support to students as well as employing students as tutors.

Other larger expenses that the Services saw in Q4 were primarily wages for Coordinators and Assistant Coordinators, and volunteer/staff appreciation expenses for the Services 120+ volunteers and staff who helped us to ensure a (all things considered) successful year.

3.3.2 SASC

In this quarter, the SASC’s highest expenditures included wages and benefits for 3 full-time and 8 part-time staff members ($78,250), professional development costs ($1374), including clinical supervision for our Support & Advocacy team and attendance at a Trauma Informed Practice training with the BC Society for Male Survivors of Sexual Abuse. Program costs for this quarter were approximately $1000, including the SASC’s annual art show, Healthier Masculinities Men’s Circle and Roots & Resilience Support Group. These costs were lower than expected due to COVID-19 and several cancelled events. In addition, $480 was spent on volunteer appreciation for 35 volunteers who contributed to the SASC’s education and outreach programs from September 2019-April 2020. Due to COVID-19, there were also some unanticipated costs associated with transferring our programs and services online, including video conferencing expenses, equipment for staff working remotely, and additional promotion costs to ensure support service changes were communicated widely to the UBC community ($750).
3.4 Events

The final quarter of the fiscal year started off pretty well with 8 events in the month of February despite Reading Break. We collaborated with UBC Athletics and put on ‘Courtside’, an annual UBC basketball festival. The event was very well attended and we also hosted a pre and post party. In both February and March we organised Pastels and Pinot which has turned into one of our most popular events, selling out each time. AMS Events collaborated with the Pit Pub to host a few Pit Nights this quarter and we also did a Latin themed club event at Twelvewest Nightclub with busses taking students to the club from campus. This quarter, we also started a new project where we screened Champions League Soccer games at the Pit Pub during the day. The soccer games were very well received by the students who came out in large numbers despite the Pit only being open for screening and not serving liquor.

To support the AMS Elections this year, AMS Events worked with the Elections Committee to co-host some of the important events on Facebook to ensure that a larger audience attended these events. While we have touched upon the events that took place, a lot of the events we had planned for the second half of March and April had to be cancelled due to the COVID-19 pandemic. To name a few, we had a planned a dance competition with Thunderbird Dance Team called ‘Get Schooled’, a club event named ‘Project Underground’ for EDM and deep house enthusiasts, our annual bar crawl event, ‘Gastown Guzzler’ where we would take students to some fine Gastown establishments such as Portside, Blarney Stone, Lamplighter etc and lastly, the Block Party and its afterparty. Overall, it was a fun but challenging quarter. We were faced with some unforeseen circumstances but we managed the keep going and successfully refunded all the tickets that were purchased by students for the events that we had to cancel.
3.5 Ancillary Student Services

Communications launched a new initiative in Qtr 4 to segment our membership and deliver targeted content. Communications also participated heavily in keeping our membership informed of the various benefits available to them. We made an unsuccessful offer to a candidate for the Policy Advisor position- as of now, the position remains open.
Appendix A - Graph Source

Appendix B - Fee Receiving Groups Reports
Musical Theatre Troupe
Awards, Development & Alumni Engagement (DAE), UBC
Social Justice Centre
Student Environment Centre

Appendix C - Reference Documents
Reference Documents 1 - AMS Reforecast Budget
Reference Documents 2 - Executive Goals
This form should be used by AMS departments and fee-receiving groups to provide a quarterly report on their expenditures and future expenditures for each. You are expected to list information on: (1) your department’s/group’s total expenditure this quarter, (2) a description of what your department/group used its funds on this quarter, and (3) the future expenditures your department/group is expecting.

This quarterly report is meant to provide students with information on how their fees are being used. In addition, this report is a way to showcase how your department/group is benefitting the student body.

Once completed, please submit this form to the Vice-President, Finance (vpfinance@ams.ubc.ca). If you are a department head, please submit this form to the Managing Director (keithhester@ams.ubc.ca).

For any questions or concerns, please email the Vice-President, Finance (vpfinance@ams.ubc.ca).

SECTION A: YOUR INFORMATION

<table>
<thead>
<tr>
<th>First name: Travis</th>
<th>Last name: Hosack</th>
</tr>
</thead>
</table>

Contact information:
- Cell: 403-715-7352
- Treasurer email: mttvpfinance@gmail.com
- Personal email: travishosack@gmail.com

Department/Group:
- UBC Musical Theatre Troupe

SECTION B: EXPENDITURE INFORMATION

Total expenditure this quarter: $1544.04

Please provide a description on how your department/group used its funds this quarter:
Expenses related to our production of Chicago were covered using this funding, namely hair and makeup supplies, costumes, props and sets.

This funding was also used for our annual Gala in order to cover venue rental, catering and decorations.

Please provide a description of what expenditures your department/group is expecting in the next quarter:
During the same quarter last year, the club spent $320.75, largely on office supplies and reimbursements from the previous financial year. I expect roughly $300-350 in expenses this quarter, consisting of left-over reimbursements from last year.

**If you have any additional comments, feel free to provide them below:**

Predicting expenses for our club in particular will likely be a challenge this year, as our club’s largest source of expenditure, our productions, are in a state of uncertainty due to the AMS’s current event policies.
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<table>
<thead>
<tr>
<th>SECTION A: YOUR INFORMATION</th>
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<tbody>
<tr>
<td><strong>First name:</strong> Melissa</td>
</tr>
<tr>
<td><strong>Contact information:</strong> 604-781-0214</td>
</tr>
<tr>
<td><a href="mailto:Melissa.lasko@ubc.ca">Melissa.lasko@ubc.ca</a></td>
</tr>
</tbody>
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<thead>
<tr>
<th>SECTION B: EXPENDITURE INFORMATION</th>
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<tbody>
<tr>
<td><strong>Total expenditure this quarter:</strong></td>
</tr>
<tr>
<td>Please note that DAE Awards does not use any of the funds received from the AMS to cover expenses. Operating expenses are covered by general purpose operating funds. The funds that are received from the AMS are donations that support the two bursaries that the AMS funds which are then distributed to students as determined by Enrolment Services.</td>
</tr>
<tr>
<td><strong>Please provide a description on how your department/group used its funds this quarter:</strong></td>
</tr>
<tr>
<td>To give a broad overview of DAE Award’s relationship with the AMS, there are two major student bursaries that the AMS has established and continues to support annually, the Alma Mater Society Special Bursary and the Alma Mater Society Student Aid Bursary. DAE facilitates the disbursement of this funding to students as bursaries through Enrolment Services every year in the fall.</td>
</tr>
<tr>
<td>As the bursaries are given out once a year, to help give a better sense of the amount of funding DAE receives from the AMS and the amount of funding that is given to students in bursaries and awards, the below table outlines the funding and disbursements for last academic year 2019W.</td>
</tr>
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</table>
The remaining funds in the Alma Mater Society Student Aid Bursary will be given to the UBC President’s Pandemic Recovery Initiative.

*The current balance of the Alma Mater Society Student Aid Bursary is $38,875.00; however, an additional $2,250 has been earmarked for assignment in 20 Summer. The above figure accounts for these future assignments.

Please provide a description of what expenditures your department/group is expecting in the next quarter:

Similar to last quarter, we will not be spending any of the AMS’s contributions on expenses.

If you have any additional comments, feel free to provide them below:
This form should be used by AMS departments and fee-receiving groups to provide a quarterly report on their expenditures and future expenditures for each. You are expected to list information on: (1) your department’s/group’s total expenditure this quarter, (2) a description of what your department/group used its funds on this quarter, and (3) the future expenditures your department/group is expecting.

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**SECTION A: YOUR INFORMATION**

<table>
<thead>
<tr>
<th>First name: Nitahi</th>
<th>Last name: Escolar Bach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact information: <a href="mailto:nitahieb@gmail.com">nitahieb@gmail.com</a></td>
<td>Department/Group: Social Justice Centre</td>
</tr>
</tbody>
</table>

**SECTION B: EXPENDITURE INFORMATION**

| Total expenditure this quarter: $5024 |

**Please provide a description on how your department/group used its funds this quarter:**

We used the funds on a variety of our and other groups projects, tech necessities, resources for the SJC office, and donations. We provided funding for or ran events including Migrant Dreams Screening, aid towards Oppenheimer park, and Wet'suwet'en Sit In at David Eby’s. We funded the Talon and Students Against Bigotry for their independent projects. We donated $2400 to aid vulnerable communities in the COVID-19 pandemic.

**Please provide a description of what expenditures your department/group is expecting in the next quarter:**

Our expenditures are still relatively unknown but we expect some kind of spending in support of the global/local BLM movement.
This form should be used by AMS departments and fee-receiving groups to provide a quarterly report on their expenditures and future expenditures for each. You are expected to list information on: (1) your department’s/group’s total expenditure this quarter, (2) a description of what your department/group used its funds on this quarter, and (3) the future expenditures your department/group is expecting.

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### SECTION A: YOUR INFORMATION

<table>
<thead>
<tr>
<th>First name: Wenwen</th>
<th>Last name: Wang</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact information: <a href="mailto:wenwen7162@gmail.com">wenwen7162@gmail.com</a></th>
<th>Department/Group: Student Environment Centre</th>
</tr>
</thead>
</table>

### SECTION B: EXPENDITURE INFORMATION

<table>
<thead>
<tr>
<th>Total expenditure this quarter: $0</th>
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</table>

<table>
<thead>
<tr>
<th>Please provide a description on how your department/group used its funds this quarter:</th>
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<tbody>
<tr>
<td>We did not spend any funds up to now.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Please provide a description of what expenditures your department/group is expecting in the next quarter:</th>
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</thead>
<tbody>
<tr>
<td>We are expecting future spending as a resource group once the budget is complete. We plan on putting money towards students and/or organizations that requires funding.</td>
</tr>
</tbody>
</table>
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SECTION A: YOUR INFORMATION

| First name: Mahmoud | Last name: Borno |
| Contact information: 587-988-1256 | Department/Group: Colour Connected Against Racism |

SECTION B: EXPENDITURE INFORMATION

Total expenditure this quarter: $4,000

Please provide a description on how your department/group used its funds this quarter:

There was no live expenditures this quarter due to the COVID-19 pandemic. However, with previous reimbursements being overdue from last quarter, we had around $4,000 reimbursed to clubs who were owed reimbursements for events they threw last semester.

Please provide a description of what expenditures your department/group is expecting in the next quarter:

We are projecting around $2,500 in expenditures this summer for donations and honorariums.