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1.0 Introduction

1.1 Credits

**Cole Evans** - President

**Eshana Bhangu** - Vice President Academic & University Affairs

**Lauren Benson** - Vice President Administration

**Saad Shoaib** - Vice President External

**Mary Gan** - Vice President Finance

**Keith Hester** - Managing Director

**Rishavraj Das** - Events Manager

**Mitchell Prost** - Student Services Manager
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 YTD actuals from the previous two years of operation. The reports focus on expenses from student government, student and ancillary services, and events.

The financial quarterly reports are 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).

In the January Reforecast of the AMS Budget, updates have been completed to reflect the wage reforecast for the AMS Student Staff as well as the 2019-2020 Actuals. In the final quarter of the 2020-2021 fiscal year, we look back on a year of hard work, perseverance, and difficulty due to the COVID-19 pandemic. The Executives were able to successfully wrap up their projects for the year and begin preparing for transition of the new Executive into their roles. Despite restrictions due to COVID-19, our business operations and investments posted a much better contribution than expected.

For questions, please contact the VP Finance Office at vpfinance@ams.ubc.ca.

Cheers,

[Signature]

Mary Gan
Vice President, Finance
2.0 AMS Revenue

2.1 Investments

Overall, the AMS Portfolio had a return of 0.60% for the quarter, led by an impressive 5.28% return on the Equity portion. Bonds & Fixed Income securities, which are the majority of our portfolio, delivered only 0.88% return in the quarter, but we are on track with our budgeted return for the fiscal year.

2.2 Business Operations

Quarter 4 business operations were below budget as further COVID-19 restrictions came into effect during the quarter. Our coffee shop, Blue Chip Cafe, continues to be the only outlet making a contribution this quarter, but we will add other outlets making a positive contribution to the Society as our COVID Recovery takes effect. We did however post a far better than expected contribution for the quarter, despite the additional restrictions. We experienced a net loss of $1,291,502 to AMS Business Operations YTD, with a 2020/21 Budgeted net loss of $1,939,055.
3.0 AMS Expenditure

3.1 Student Government

3.1.1 Council

Council spending during Q4 was on budget with one exception. Spending was limited to salaries for Committee Chairs, purchasing Council appreciation merchandise, and renewing our OnBoard contract. Spending was significantly over-budget on legal fees due to Council-related confidential legal services. The YTD spent is $115,027. The 2020/21 Budget for Council is $122,752.

3.1.2 Elections and Referenda

Elections spending was on budget and no significant deviations were reported. There was no spending on referendum due to there being no referendum questions on the ballot. The 2020/21 YTD spent is $28,003, and the 2020/21 Budget is $36,099 for Elections and Referenda.

3.1.3 Ombudsperson

Spending from the Office of the Ombudsperson was typical for Q4, and was made up almost entirely of wage-related expenditures and one Computer Hardware/Software transaction. The 2020/21 YTD spent is $19,763, and the 2020/21 Budget is $13,314 for Ombudsperson.

3.2 Executives

3.2.1 Executive Committee

The Executive Committee incurred $5,664 in expenditures YTD, with the 2020/21 Budget being $10,700. Executive Committee spending from Q4 was limited, however there was some additional spending due to end-of-year reimbursements submitted. Some additional spending was allocated for year-end awards.

3.2.2 President

Spending from the President's Office was on budget for Q4, and no major deviations from the budget were incurred. Major expenses include finalizing the AMS Equity Plan and salaries. The Miscellaneous line item will appear higher than actuals due to transactions not being allocated to the appropriate line items. The 2020/21 YTD spent is $118,466, and the 2020/21 Budget is $140,105 for the President's Office.
3.2.3 VP Academic and University Affairs

There are no major expenditures to report from the office of the Vice President Academic & University Affairs in Quarter 4. Majority of the expenditure consists of salaries for the executive and staff with a few major expenses apart from them. Those expenses were primarily for the Anti-Racism Impact Grant and the Academic Experience Survey. This is an essential part of the VP AUA office. The AES is a really powerful way to bring data driven advocacy to the table. The fact that it's independent of the university allows us to drive our advocacy for the students using AMS tools and resources. Us being able to bring these facts from the AES to the table when advocating can be very effective and robust in speaking with members of the Administration, Governors, and Senators. If you have any questions about campaigns, projects, or spending of the VP Academic and University Affairs Office, please feel free to email me at vpacademic@ams.ubc.ca. The 2020/21 YTD spent is $78,033, and the 2020/21 Budget is $130,563 for the VP Academic and University Affairs Office.

3.2.4 VP Administration

Spending was minimal this quarter for the VP Administration’s office as many of the projects the team has focused on completing were virtual. The majority of the VP Administration’s spending this quarter went towards salaries for the current staff and small administrative expenditures (e.g. office supplies, computer hardware, and software, etc.). For advertising and promotion, there was an animation of Nest, and some additional expenses related to club engagement events. As aforementioned, because many of the endeavours of the Admin team were either in their final stages or virtual, there were few major expenses in terms of capital projects for this quarter. The 2020/21 YTD spent was $185,727, and the 2020/21 Budget is $221,636 for the VP Administration Office.

3.2.5 VP External

There were no major expenditures for the Office of External Affairs in Quarter 4. Most of the office’s expenses in Quarter 4 were as a result of salaries, wages. There were isolated expenditures for campaigns and outreach such as the Skytrain-to-UBC campaign which encouraged students to participate in Translink's public engagement process. Graphics, video productions, and other multi-media items along with volunteer appreciation and lobbying equipment were expensed. The public engagement campaign yielded over 90% of participants strongly agreeing with the Millenium Extension to UBC and will serve as a tool for the Mayors’ Council to move forward with the extension project. For more information regarding the projects that the Office of External Affairs is working on, please contact vpexternal@ams.ubc.ca or avpexternal@ams.ubc.ca. The 2020/21 YTD spent is $65,801, and the 2020/21 Budget is $94,423 for the VP External Office.
3.2.6 VP Finance

Apart from salaries and wages, the VP Finance portfolio has not faced any major expenditures. There were a few expenditures for office supplies. Spending remained under-budget through the end of Q4. The main goals of the Finance Portfolio in the last quarter was to create the 2021/22 Preliminary Budget, create the 2019-2021 AMS/GSS Health and Dental Report, wrap up implementation of Certify, and begin transition into the next term. The VP Finance portfolio is continuing to support clubs and constituencies in their financial management. For more information regarding the projects of the VP Finance Office, please contact vpfinance@ams.ubc.ca or avpfinance@ams.ubc.ca. The 2020/21 YTD spent is $96,500, and the 2020/21 Budget is $129,278 for the VP Finance Office.

3.3 Student Services

3.3.1 Overview of Student Services

The seven AMS Services within the Student Services Manager’s portfolio continued to support students throughout Q4. Similar to previous quarters, our major sources of revenue came from 2 areas: both small and large donations for the AMS Food Bank (facilitated through our GoFundMe and various holiday fundraisers from UBC community partners), and private tutoring. Similarly, the majority of funds spent within the Services consist of wages for our Coordinators and Assistant Coordinators, as well as hourly staff within Safewalk and Tutoring.
Other large expenses that the Services saw in Q4 include:

- Continued food purchasing for the AMS Food Bank, which is at approximately $66,000 YTD, including expenditures for the Acadia Food Hub.

- Payment for Nimbus, the software we use for Tutoring, as well as other costs to facilitate online services (ex. Zoom subscriptions for Peer Support, Tutoring, etc.)

As stated in previous quarterly reports, the money that goes into AMS Services directly benefits students and guests to our campus through our soon to be 7 Services. During the 2019-20 Academic year, we saw over 8500 interactions through our Services in only 10 months, from clients accessing resources at the Food Bank, to students in various types of mental and physical distress seeking support at Peer Support, to students obtaining better grades in their classes through Tutoring. As these Services aim to be accessible as possible and provide invaluable assistance to students when in need, funds allocated to AMS Services will allow us to continue to adapt to the changes caused by COVID-19 and provide students the support they need. Currently, AMS Services is not in any financial risks and are not foreseeing any legal or any unexpected expenses that might incur. The 2020/21 YTD spent is $663,200, and the 2020/21 Budget is $930,942.60 for all Student Services.

### 3.3.2 SASC

Funds were primarily used for salaries and benefits ($53,837.86), and other operational costs to keep the programs running such as clinical supervision fees ($1,134) and EVA membership cost ($80). Manager and assistant manager positions were filled which increased expenditures this quarter. With the volunteer program wrapping up for the year, volunteer appreciation ($1000) was given to the team. Some additional funds and resources were utilized to improve the SASC office space (approx. $700) after renovations to make it more inviting. SASC has continued to provide hybrid-services (in-person and digital) with the pending Covid-situation to best cater to the needs to the student population, and has continued to provide workshops and engage the campus community in various ways (ie. Education with the Science Undergraduate Society, CITR, Frat council, etc).

Highest expenditures will be salaries and benefits, training/professional development, and other general operational costs to keep programs running. A new support worker will be hired in the upcoming quarter as well, and 2 Outreach workers will be replaced by 2 new workers. Some donations will be received from the SASC Month Fundraiser, and a small grant ($2300) from some previous work with the International Centre for Criminal Law Reform. This grant will likely be used for some summer programming and development of new workshop content, and potentially to support with summer support groups.

SASC provides essential support services to the student body, and they continue to utilize SASC for various supports and advocacy as they navigate their time at UBC. SASC also provides
education and outreach services to various groups, faculty, clubs, communities on campus to address sexualized violence as an issue at its core. An Art Show was hosted in this last quarter as well as events for Sexual Assault Awareness Month to engage the campus community and bring awareness to the issue with other partners on campus and the larger UBC community as well.

No projected risks. The 2020/21 YTD spent is $267,262, and the 2020/21 Budget for SASC is $353,916.

3.4 Events

The Events department hired 3 new part-time staff members for its team after 6 months of functioning without a team. Our focus this quarter was primarily on creating content not just for our YouTube channel, but for Tik Tok and Instagram Reels. With so many students joining us virtually from across the world, we felt the need to show them around campus and Vancouver through our videos, which were very well received. We also organised 3 virtual events in the month of April to help students celebrate the end of finals. The department also helped the Elections Committee by promoting their posts and updates on the elections so that more students were aware of it and the number of voters could go up. Media expense was a major source for spending in this quarter as we worked on many different videos not just for AMS Events but for other departments of the AMS as well such as Services and F&B. Advertising and Promotion was another source for spending as we did some big giveaways. One example is the PS5 giveaway with Peer Support which helped their account get 600 new followers. Revenue was very low in this quarter just as the previous ones this year, but we managed to generate some revenue from our virtual Pastels and Pinot event. Overall, the department cut costs significantly this entire year due to the lack of revenue generated but is hopeful that things will slowly get back to normal in the new fiscal year. The 2020/21 YTD spent is $109,399, and the 2020/21 Budget for AMS Events is $161,620.
3.5 Ancillary Student Services

The Brand Strategy is approved, and Partners & Hawes is moving into Visual Language Development and the creation of a Social Media Playbook. New Social Media team is in place for the summer. Added new processes to streamline content development and assignment of tasks. The timing of the delivery of these materials is mid to late June. Summer WL Graphic Designer has been hired to provide design support and work on the 2021/22 AMS Agenda. WL UX Design has also been hired to help with the redevelopment of the AMS website. We made a smooth transition from last year’s Social Media Coordinator to the new Marketing Coordinator. The AMS Instagram hit 4,000 followers- where last year this time we had less than 1,000 followers. We worked on new logos for the new name for AMS Events. The 2020/21 YTD spent is $194,183, and the 2020/21 Budget for Ancillary Student Services is $481,680.