



# **AMS Financial Quarterly Report**

## **First Quarter, FY 2020/2021**

Prepared by Lucia Liang, VP Finance

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## 1.0 Introduction

### 1.1 Credits

<b>Georgia Yee - Vice President Academic &amp; University Affairs</b>	<b>3.2.3</b>
<b>Sylvester Mensah Jr. - Vice President Administration</b>	<b>3.2.4</b>
<b>Kalith Nanayakkara - Vice President External</b>	<b>3.2.5</b>
<b>Lucia Liang - Vice President Finance</b>	<b>1.0, 2.0, 3.0</b>
<b>Keith Hester - Managing Director</b>	<b>2.0, 3.5</b>
<b>Ian Stone - Student Services Manager</b>	<b>3.3.1</b>
<b>Annette Angell - SASC Manager</b>	<b>3.3.2</b>
<b>Rishavraj Das - Assistant Manager, Programming and Events</b>	<b>3.4</b>

## **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 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).

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 2020/21 Fiscal Year. 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 2020/2021 Fiscal Year. Due to COVID-19, government policies are ever changing and have impacts on society. As a result the AMS is providing multiple reforecast budgets every quarter to reflect the most updated numbers for our students.



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

## 2.0 AMS Revenue

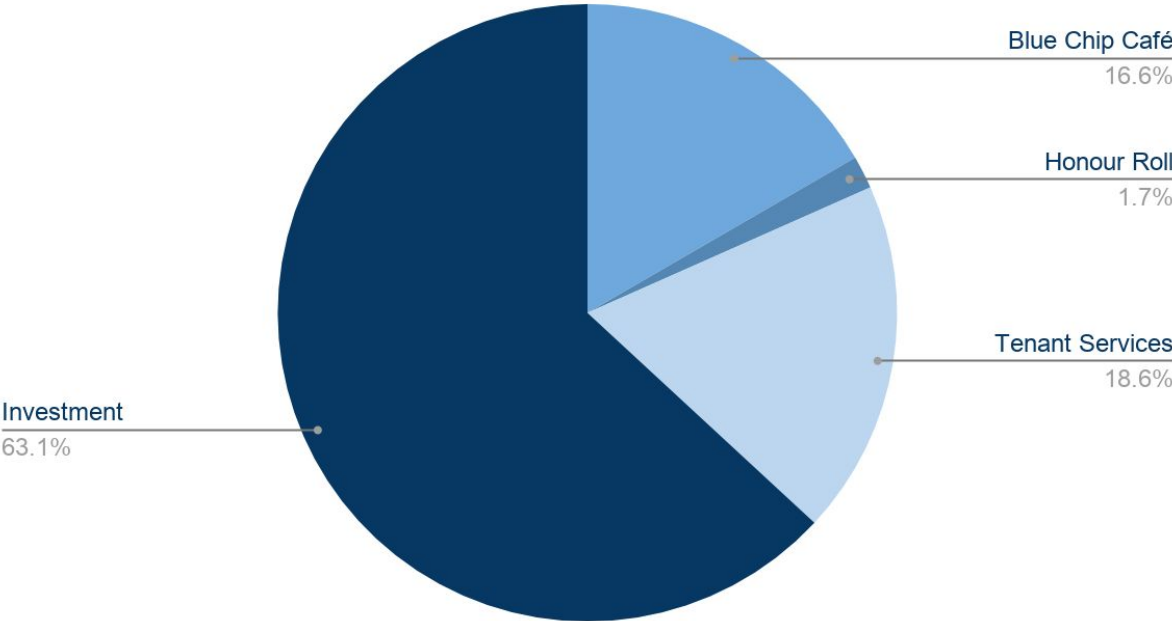
### 2.1 Investments

AMS Investment portfolio delivered a 0.72% or \$89,763 return for Q1 of 2020. The low rate of return is due to a slowdown in Financial markets due to COVID-19. Our conservative approach to investing, coupled with the Fossil Fuel Free feature of our portfolio has enabled us to maintain a positive return. On a year to date basis, we are seeing an overall return of 5.26%

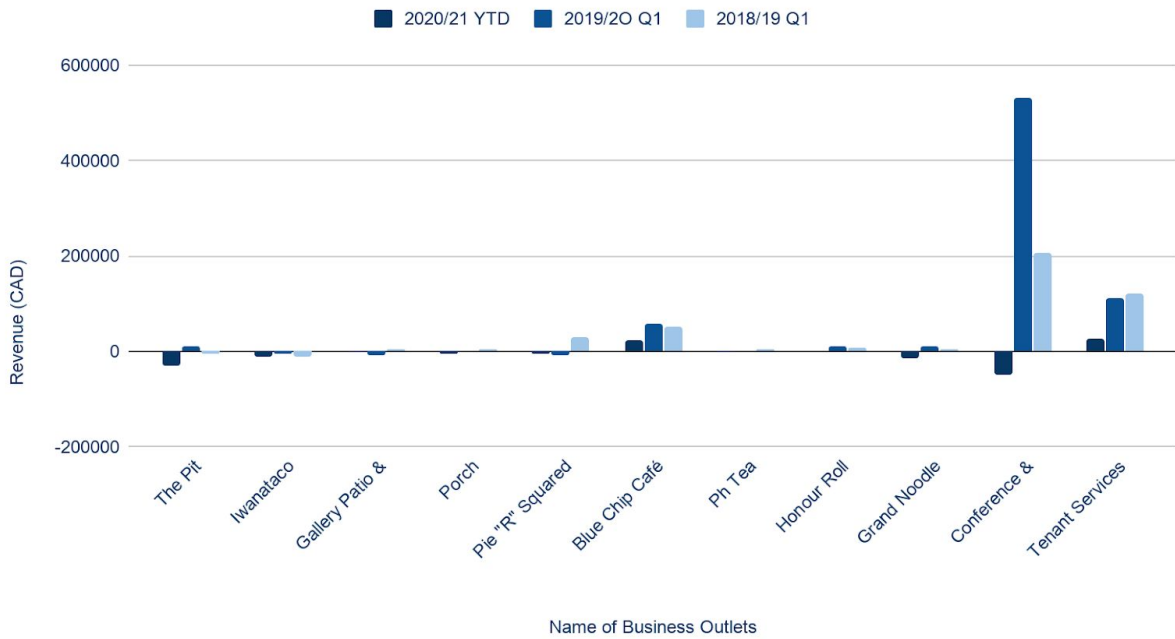
### 2.2 Business Operations

AMS businesses in common with the rest of the World economy had a difficult first quarter, due to the COVID-19 Pandemic. We only opened 3 of our outlets from the latter part of May onwards as a service to the students on campus.

2020/21 YTD Revenue Contributions Breakdown



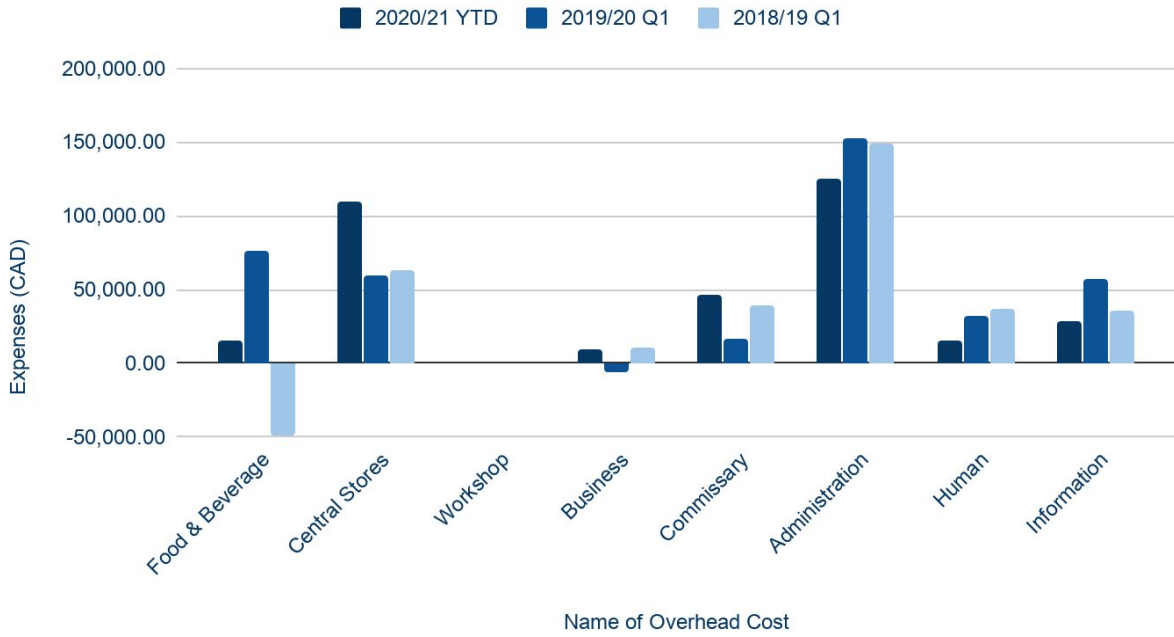
### 3Y YTD Actuals: Business Operations



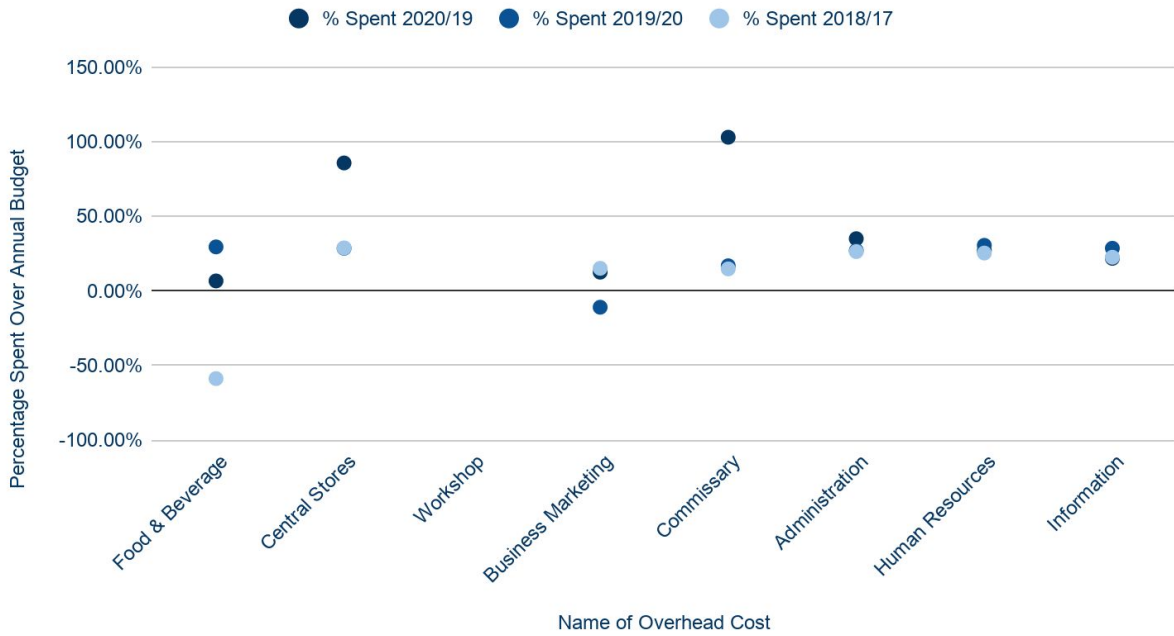
### 3Y YTD Percent of Budget Revenue: Business Operations



### 3Y YTD Actual: Business Operations



### 3Y YTD Percent of Budget Expenditure: Business Operations





## **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 a new board management system. A total of 22,270.67 was spent.

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

Spending for the Elections and Referenda remained on track for Q1, with all expenses related directly to wages and benefits. A total of 679.52 was spent.

#### **3.1.3 Ombudsperson**

Spending for the Ombudsperson remained on track for Q1, with all expenses related directly to wages and benefits. A total of 2,973.95 was spent.

### **3.2 Executives**

#### **3.2.1 Executive Committee**

The Executive Committee incurred \$1106.79 in expenditures for the first quarter. Most spending was associated with the executive team building budget line.

#### **3.2.2 President**

Spending from the Presidents Portfolio remained on budget in the first quarter. Most spending was associated with salaries and wages, with other various incidentals costs coming from minor line items. A total of \$16,603.70 was spent.

#### **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 first quarter. Majority of the VP Academic and University Affairs office's expenses were operational. One of their main goals for this quarter included addressing student financial hardship. To do so, they worked with the Registrar's office and Athletics and Recreation to waive the AMS Athletics and Recreation Fee for 2020-2021. Their second goal was to encourage equitable learning, for which our Vice-President wrote an Open Letter regarding the privacy concerns of the software 'Proctorio.' The emergency transition to virtual education was our biggest challenge as it incited additional projects such as the 'Principles for Remote Invigilation' and the transit subsidy. By working closely with the Provost's Office and the External AMS portfolio, these ad-hoc projects were successful. For more information regarding the projects the

VP Academic and University Affairs office worked on please visit the AMS Q1 executive updates. A total of \$13,872.47 was spent.

### ***3.2.4 VP Administration***

Spending from the VP Admin portfolio remains on track moving into quarter one . For quarter one, the VP Administration team's primary goal has been implementing AMS CampusBase ahead of the academic year. CampusBase was launched on August 24th, signalling the completion of this goal. Besides, their office has received overwhelming feedback from our student society, with students happy about the various solutions CampusBase presents to our shared UBC experiences. Most of the expense coming out of the VP Administration portfolio is CampusBase and salaries. A total of \$72,842.29 was spent.

### ***3.2.5 VP External***

The Vice-President External office was on track with its budgetary goals within the first quarter. Majority of the Vice-President External office were operational expenses. The Vice-President External has been working hard to ensure that students are well-supported throughout the COVID-19 pandemic by provincial and federal advocacy. Understanding that the COVID-19 pandemic has required additional advocacy to all government levels, we have also continued our year-long goals. While the main challenge of dealing with ad-hoc (COVID-19) and year-long advocacy has been engaging with two fronts of lobbying efforts, many of the ad-hoc and year-long advocacy and lobbying efforts have intertwined. As a result, they have dealt with COVID-19 response advocacy and their year-long objectives in a unified fashion. Their main goals for the summer have been to support transit-related solutions, establish strategic approaches towards our year-long objectives, and proactively support students. For more information regarding the projects the VP External office worked on please visit the AMS Q1 executive updates. A total of \$13,642.37 was spent.

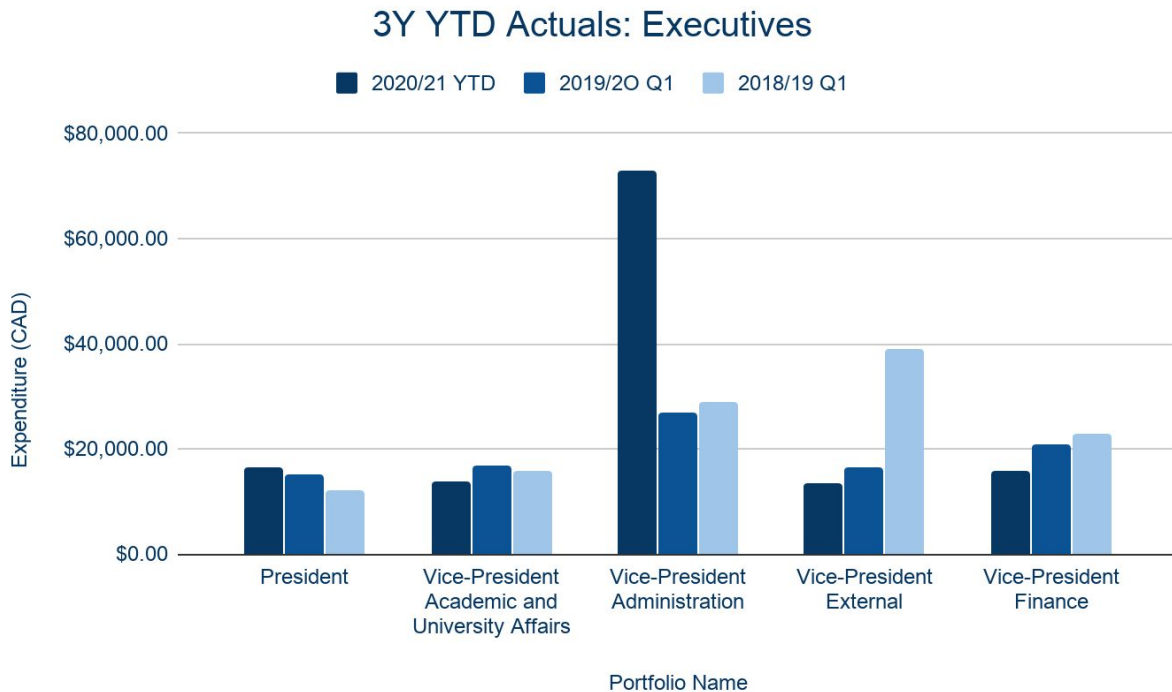
### 3.2.6 VP Finance

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

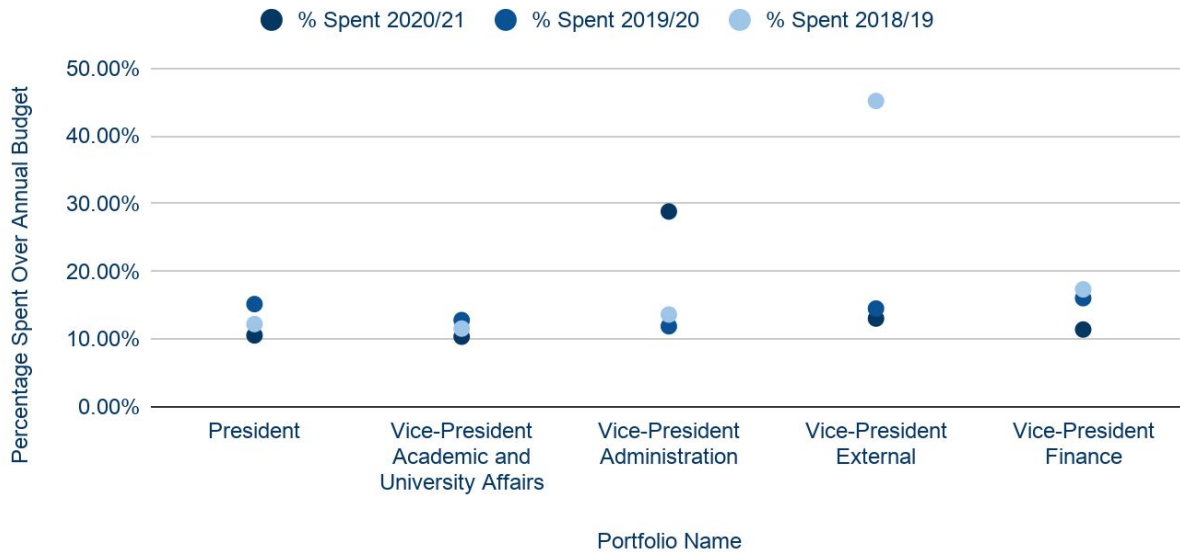
The portfolio in Q1 mainly focused on the budget for this fiscal year, as well as conducting an audit of last fiscal year. Due to COVID-19, the portfolio had to create 3 budgets while carefully monitoring university and Provincial policies to ensure that business and student fees contributions are reported accurately. Moreover, we have been improving on the processes for our financial aid systems.

The main goals of the finance portfolio this quarter is to ensure all financial aid programs that are administered by the AMS are well funded and to decrease barriers of access in order to increase our beneficiary pool. We want to ensure that the abundance of AMS funds and grants are well-communicated to the student body. It is always the Finance Portfolio's goal to ensure the AMS is in good financial health, ensuring all necessary service as fully funding, as well as making sure students in financial need are well supported.

For more information regarding the projects the VP Finance office worked on please visit the AMS Q1 executive updates. A total of \$15,998.37 was spent.



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



### 3.3 Student Services

#### 3.3.1 Student Services

Like everyone else, AMS Services have felt the impacts of COVID-19. However, services have been hit harder than other AMS portfolios in some regards due to the operational, front-line nature. For instance, Safewalk only re-started operations in late August, as Services had to develop new procedures on how AMS could safely serve the 5000+ clients we accompany each year. Although it has been difficult to shift our operations online, especially for services with 1-on-1 interactions at their core, Services have worked together to brainstorm and implement new modes of operations. An example of such operations is the work with Nimbus, the app partner for Tutoring, to provide free, online tutoring to all UBC students, also implemented this quarter. The total year to date expenditure for all Student Services excluding SASC this term is \$40,485.75.

### **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 (\$86,313.82), fees for purchasing and implementing a new case management database (\$8500), and website redevelopment & design costs for building the SASC's new website (\$4500). Program costs for this quarter were approximately \$1800, including running our Roots & Resilience Support Group online, clinical supervision for staff, and promoting our support and advocacy services online. An additional \$4500 was allocated to the grounding stone's LGBTQ2S+ Youth Support Circle and individual counselling fees for students accessing the SASC's COVID-19 Counselling fund launched in May 2020.

As support and outreach services will continue to be provided in a hybrid model during the next quarter, including both online and in-person services, there will be ongoing expenses to ensure the confidentiality of online communications for support services. This includes ongoing expenditures on video conferencing software and digital promotion for our support and advocacy services.

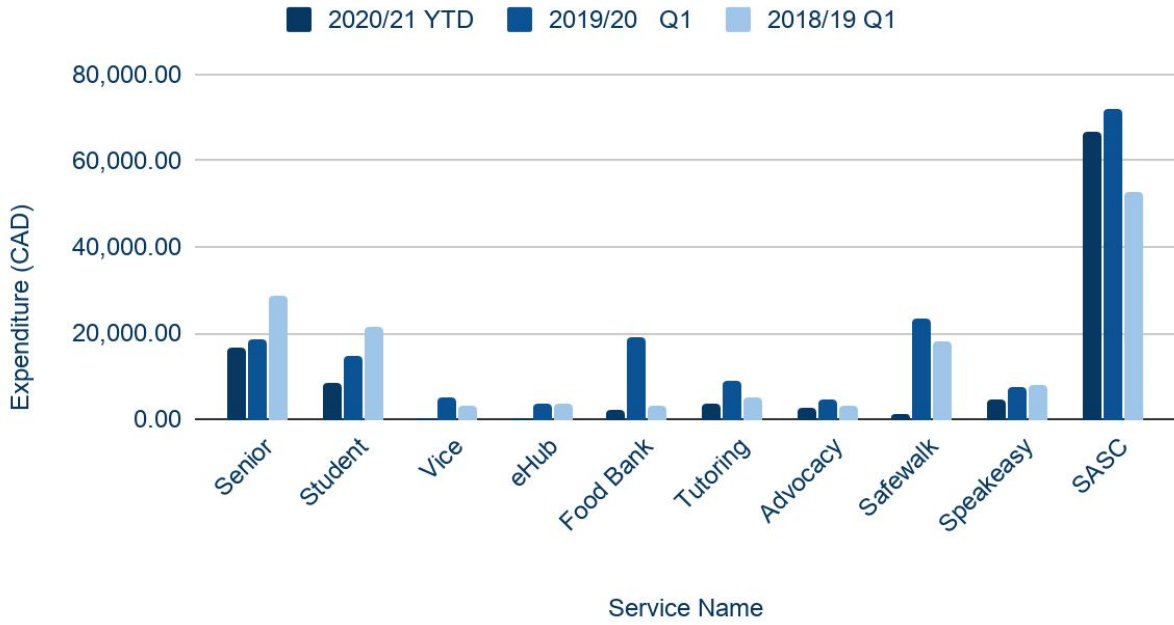
During fall orientation events, the SASC will also be spending approximately \$1500 on promotion of the SASC's services and printing costs for brochures and other collateral material. Another \$3000 will be allocated towards 2.5 day training for approximately 35 volunteers in the SASC's volunteer program.

Lastly, the SASC will spend approximately \$750 on 3 support group offerings in the fall semester: Roots & Resilience, the QTBIPOC Community Care Circle and the Grad Student Peer Support Group.

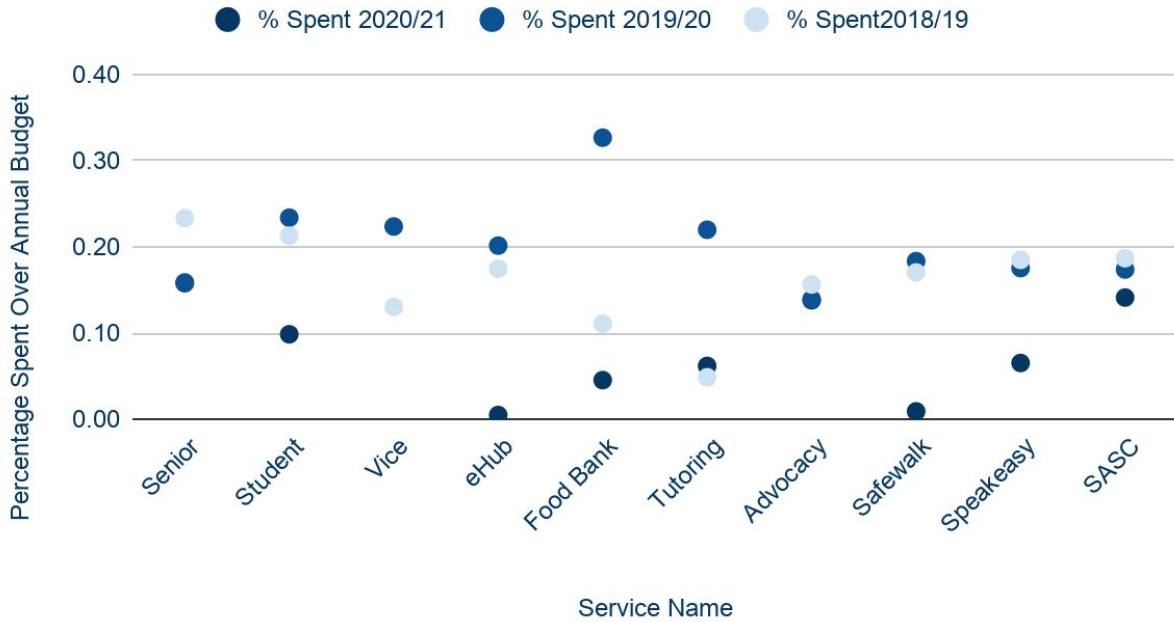
None of these expenses are anticipated to go beyond what is included in the SASC's 2020/2021 budget and forecasted Q2 expenditures.

The total expenditure for SASC this quarter is \$66,544.98.

### 3Y YTD Actuals: Services



### 3Y YTD Percent of Budget Spent: Services



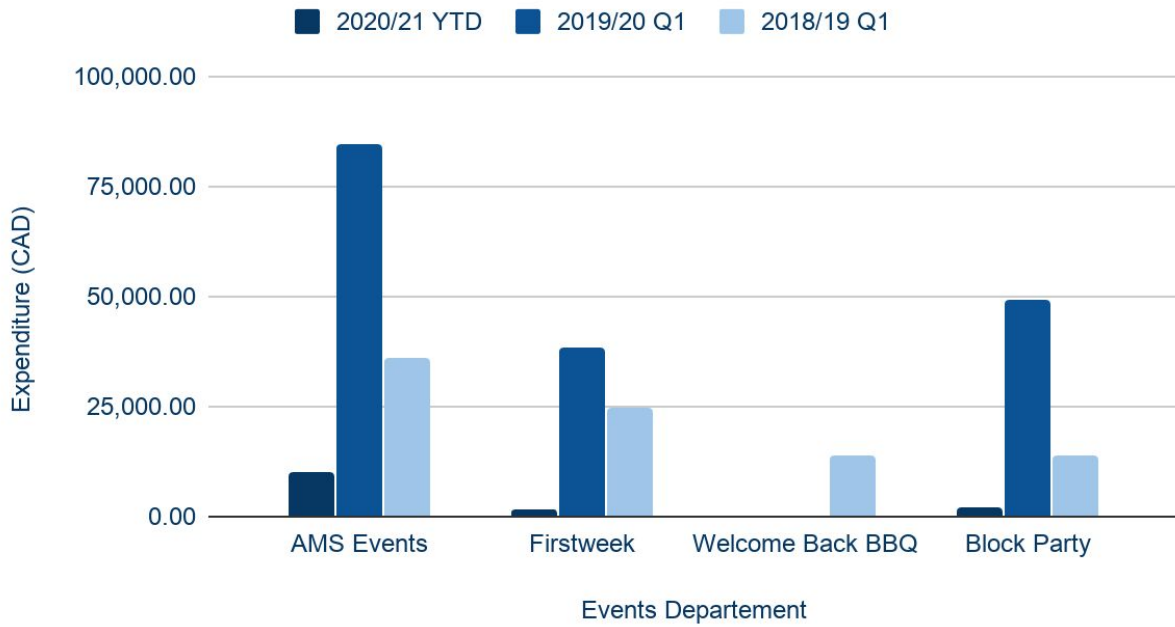
### 3.4 Events

The Events department faced a huge setback due to COVID-19 and was unable to perform to its potential during the first quarter of the year. The entire team was cut down to 2 staff members, the Events Manager and the Brand Marketing Specialist. Usually we hire our Firstweek staff in early May but this year we only hired the Firstweek Coordinator in the last week of May and cut down their work hours to 15 hours per week for the first month, while we were figuring out our new Firstweek and AMS Events budget for the year.

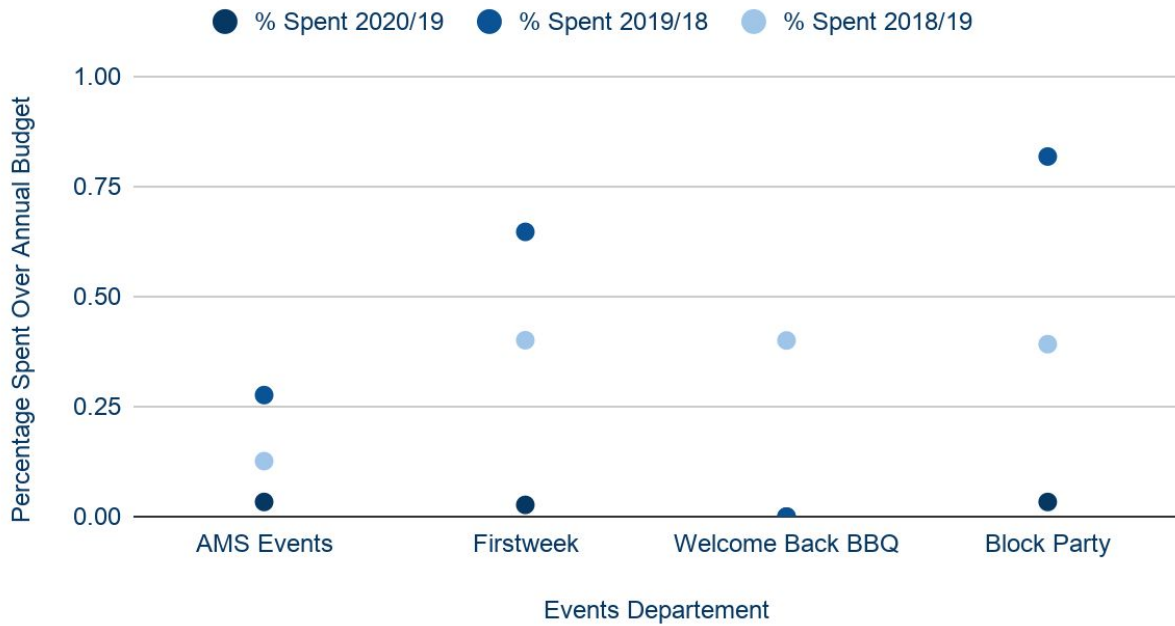
While working on the budget, we made the hard decision of scrapping the Welcome Back BBQ budget as the event was cancelled this year. The Firstweek budget was significantly cut down but the department still felt the need to plan events for September to provide the incoming students with a welcoming experience at UBC. We shifted our focus from in-person events to virtual events and started a series of Virtual Pit Nights on the newly created AMS Events Twitch channel. The numbers were much lower than regular Pit Nights but we still saw around 100 students tune in during the stream. We were able to host these Virtual Pit Nights twice a month and kept the spending below \$300 for each virtual event. Being unable to organize summer events, the department came up with a new way to engage students, a new YouTube series called 'My UBC Campus Experience' where student leaders featured in different videos and spoke about different aspects of the UBC campus. We filmed 6 episodes over the summer and the entire season cost us roughly \$2400 to film.

Come July, we hired a Firstweek Assistant Coordinator and two Social Media Coordinators between AMS Events and AMS Communications to better our student outreach and improve the social media presence of the AMS. The AMS Events Instagram account hit 10,000 followers towards the end of July and this enabled us to use the 'Swipe Up' feature on Instagram stories to streamline the process of linking viewers to event pages and ticket links. We then began to plan our extensive list of Firstweek events restricting our in-person capacity to 50 people and also organizing a bunch of Virtual events for students outside Vancouver.

### 3Y YTD Actuals: Events



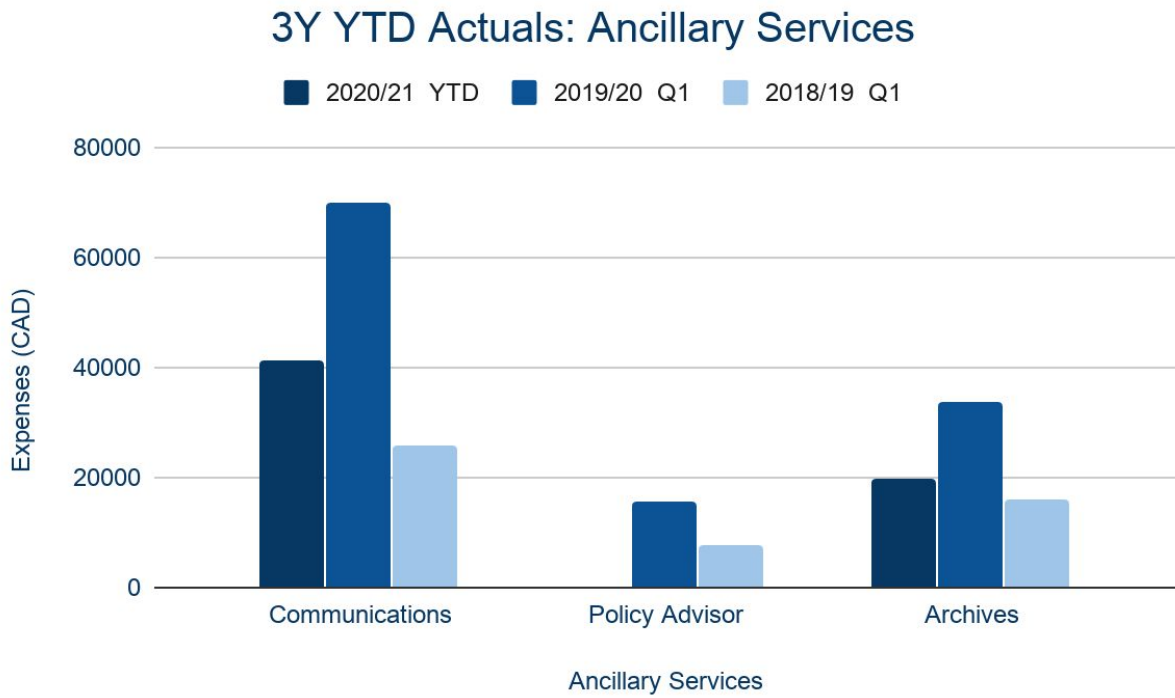
### 3Y YTD Percent of Budget Spent: Events



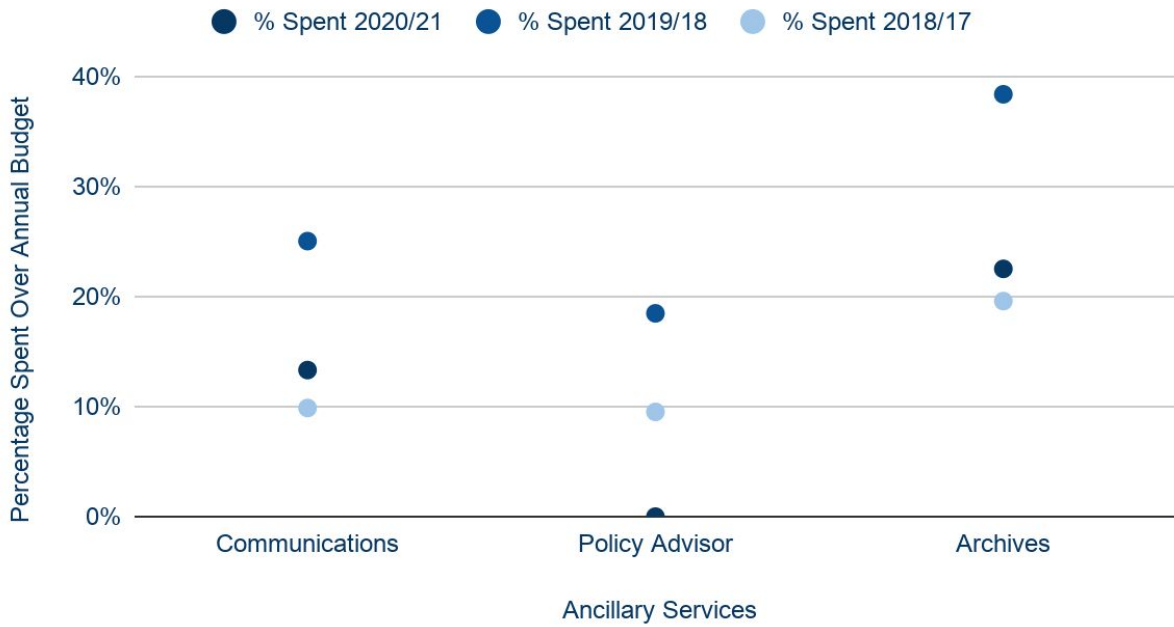


### 3.5 Ancillary Student Services

Our Communication department made great strides in dramatically improving our Social Media presence. We are still actively seeking a replacement for our Policy Advisor.



## 3Y YTD Percent of Budget Spent: Ancillary Services



### Appendix A - Graph Source

### Appendix B - Reference Documents

Reference Documents 1 - AMS Budget

Reference Documents 2 - AMS Reforecast Budget

Reference Documents 3 - Executive Goals

