AMS Financial Quarterly Report
Second Quarter, FY 2021/2022

Prepared by Mary Gan, VP Finance
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1.0 Introduction

1.1 Credits

Cole Evans - President 3.2.2

Eshana Bhangu - Vice President Academic & University Affairs 3.2.3

Lauren Benson - Vice President Administration 3.2.4

Saad Shoalb - Vice President External 3.2.5

Mary Gan - Vice President Finance 1.0, 2.0, 3.0, 4.0

Keith Hester - Managing Director 2.0, 3.4, 3.5

Rishavraj Das - Events Manager 3.4

Mitchell Prost - Student Services Manager 3.3
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 second Quarter of the year, we are seeing long-awaited positive revenue contributions from our AMS businesses- Blue Chip Café continues to perform exceptionally among our AMS food outlets. Spending across the Student Government Offices and Student Services remain consistent during Q2- more financial activity has been reported as projects begin and finish, and will be continue through term 2. The AMS Budget 2021/22 has undergone some amendments since Q1, and will undergo a reforecast across the board in January. The Executive team and staff continue to carry out the projects, goals, and objectives outlined for the 2021/22 Fiscal Year.

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

Cheers,

Mary Gan
Vice President, Finance
2.0 AMS Revenue

2.1 Investments

Our overall return of $127,390 for the Quarter is ahead of our budget predictions, due in part to a strong performance of 3.37% on our Equity portion partially offset by a more challenging Fixed Income market. However, our Fossil Fuel Free investment policy continues to provide a positive return for the Society.

2.2 Business Operations

Your AMS businesses delivered a return of 85%, or $200k better than Budget for Q2, led by a stellar performance by our much beloved café, Blue Chip Café, followed by strong performances by Gallery Lounge & Patio, Honor Roll, and Grand Noodle Emporium. Our Conference & Catering division is recovering well as we hopefully start to move out of the pandemic. Your AMS businesses as a whole are performing well, thanks to the new flavour profiles on many of the menus- which has seen a dramatic increase in customers.
3.0 AMS Expenditure

3.1 Student Government

3.1.1 Council

Spending from AMS Council for the second quarter is as expected and on track. Spending on second quarter activities has mostly consisted of wages for the Speaker and Chairs of Council, food expenses for meetings, and some miscellaneous administrative expenses including transportation and a donation to the IRSS. There were also some carryover legal expenses from the 2020/21 year which will greatly inflate the Legal Fees line item for this quarter, and the entire fiscal year.

The 2021/22 YTD spent is $51,169.16. The 2021/22 Budget for Council is $88,758.

3.1.2 Elections and Referenda

There were no sources of revenue. Sources of spending this quarter included the payroll and employee benefits of the Chief Electoral Officer, the UBC telephone bill, and a gift card to give away for promotion & advertising purposes. The 2021/22 YTD spent is $8,814.60, and the 2021/22 Budget is $63,557.66 for Elections and Referenda.

3.1.3 Ombudsperson

The office of the AMS Ombudsperson received over fifteen (16) inquiries/complaints in the period between August – October 2021. Spending for the office of the AMS Ombudsperson for Q2 was made up entirely of wage related expenditures. The office did not incur additional expenses during this period. The major source of revenue for the office is from the AMS, which is derived from student fees. Goals for next Quarter are to: 1) Liaise and regularly meet with other procedural fairness offices of the AMS and UBC such as the office of the AMS Advocacy, UBC Ombudsperson and the Ombuds’ office of faculties, and 2) Develop internal guidelines for use within the AMS Ombuds office.

The 2021/22 YTD spent is $9,303.29, and the 2021/22 Budget is $19,692.56 for Ombudsperson.

3.2 Executives

3.2.1 Executive Committee

Executive Committee expenditures for the second quarter were on budget and minimal. Significant expenditures include the reconciliation from the Executive Committee retreat which occurred in July 2021, the monthly Zoom license subscription, and a couple of official business
items. Expenditures moving into the third quarter will increase, specifically due to the launch of the AMS Student Engagement Survey.

The 2021/22 YTD spent is $9,843.64, with the 2021/22 Budget being $37,000.

**3.2.2 President**

Spending from the President’s Office for the second quarter was slightly higher than expected due to larger than anticipated investments in Indigenous Cultural Month, however the portfolio is still on track to remain on budget. Significant expenditures include spending on salaries and wages as well as Indigenous Cultural Month. There was no significant spending outside of these two categories, aside from some day-to-day expenses and some staff appreciation.

The 2021/22 YTD spent is $54,842.97, and the 2021/22 Budget is $127,874 for the President’s Office.

**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 second quarter. Funds were used to purchase Visa gift cards for raffle prizes for the Return to Campus survey. Another expense was a payment made to the company InsightsWest as an overdue payment from last year’s Academic Experience Survey conducted by our predecessor’s office. For the #TextbookBroke campaign conducted by our office, we had to make purchases of various materials from Staples such as printouts, pens, Bristol boards, ballot boxes, etc. As part of our UBC COVID-19 Event Safety Plan, disinfectant wipes and hand sanitizer were additionally purchased to be used during bothing. Nearly all the money spent on the project was used to reimburse textbook purchases for students that participated and won our raffle competition. The VP, AUA announced 3 student winners throughout the 5 day campaign. Winning students were required to submit a receipt and bank transaction statement of their textbook purchase, then e-transferred through email with their exact purchase amount (up to a maximum limit).

The 2021/22 YTD spent is $48,653.64, and the 2021/22 Budget is $146,538.56 for the VP Academic and University Affairs Office.

**3.2.4 VP Administration**

The majority of expenditures for Q2 at the Office of the VP Administration were related to the planning, logistics, and execution of Clubs’ Days. Under this highly anticipated four-day event, major expenses included rental fees for large outdoor event frame tents and tables, in addition to security guards, while minor expenses included printing and signage costs, and purchasing supplies for hand sanitation stations. These expenses were integral to hosting a safe and monumental Clubs’ Days, ultimately resulting in a successful week for clubs to grow in membership, engage with the student body, and contribute to the special UBC student
experience—an opportunity desperately needed after a year of our clubs’ operational difficulties propelled by the pandemic. Other expenditures for this fiscal quarter included staff salaries, telephone fees, sanitation products, photocopying, and other miscellaneous administrative costs. For more information, contact the Office of the VP Administration at vpadmin@ams.ubc.ca or avpadmin@ams.ubc.ca. The 2021/22 YTD spent was $113,405.93, and the 2021/22 Budget is $219,667 for the VP Administration Office.

3.2.5 VP External

This fiscal quarter, the majority of the expenditures for the Office of External Affairs were allocated towards our Get Out The Vote (GOTV) campaign as a result of the federal snap election. These expenses were in the form of campaign videos, promotional materials, advertising costs, volunteer appreciation, and event costs. With this in mind, these expenses are going towards encouraging students to participate in the federal election alongside the student body returning to campus. As the Vice-Chair for UCRU and through the implied partnership with the U15, the external office has been fortunate enough to once again facilitate in-person partnership building. Through our efforts in engagement, the AMS is able to collaborate with student unions across Canada and better advocate for student issues on the national level. The remainder of accrued expenses this fiscal quarter have been in staff salaries and albeit in staff appreciation. The staff have been working this quarter mostly on the AMS’ BC Budget 2022 Consultation Submission, several campaigns including the GOTV campaign along with a harm reduction campaign, and working with our federal partners at UCRU on student-centric lobbying. 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 2021/22 YTD spent was $58,249.10, and the 2021/22 Budget is $128,657.33 for the VP External Affairs Office.

3.2.6 VP Finance

Apart from salaries & wages and meal plan expenses, the VP Finance portfolio has not faced any major expenditures. Expenses incurred included telephone bills, office supplies, costs for photocopying, conference and official business, and staff appreciation. The VP Finance Office has working hard through the Q2 with focuses on: exploring plan add-ons and student consultation for the AMS/GSS Health and Dental Plan, assisting clubs and constituencies with financial planning/troubleshooting, consulting fee-receiving groups on a planned fee restructure in the spring referendum, approving the new AMS accounting system upgrade through AMS Finance Committee & Council. For more information regarding the projects of the VP Finance Office, please contact vpfinance@ams.ubc.ca, avpfinance@ams.ubc.ca, or avpfunds@ams.ubc.ca.

The 2021/22 YTD spent is $46,169.47, and the 2021/22 Budget is $128,308.98 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 Q2. Similar to previous quarters, our major sources of revenue came from two areas:

- Small and large donations for the AMS Food Bank (facilitated through our GoFundMe and various holiday fundraisers from UBC community partners)
- Private tutoring revenue through Nimbus

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
- Continued baby hamper purchasing for the Acadia Food Hub
- Increased advertising and promotions for all the services
- Insurance for the two new Safewalk Shuttles
- Volunteer training for Peer Support

As stated in previous quarterly reports, the money that goes into AMS Services directly benefits students and guests to our campus through the 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 2021/22 YTD spent is $387,316.97, and the 2021/22 Budget is $1,140,049.60 for all Student Services, including SASC.

3.3.2 SASC

Funds were primarily used for salaries and other operational costs to keep the programs running such as clinical supervision fees. The Support Team did a professional development this quarter to increase skills/affirm approaches to suicide intervention and crisis intervention after seeing an increase in crisis levels in students. SASC saw 4 positions depart this quarter and therefore there was an increase in staff appreciation spending for goodbyes and general appreciation of those remaining. SASC has continued to provide hybrid-services (in-person and digital) with the pending Covid-situation to best cater to the needs of the student population, and has continued to provide workshops and engage the campus community in various ways.

Highest expenditures will be salaries and benefits, training/professional development, and other general operational costs to keep programs running. A support worker, and the Support & Advocacy Coordinator departed from their positions, and hiring for a new coordinator, support worker, and assistant manager are ongoing. Depending on how hiring does, may consider shuffling funds to add a support worker instead of a coordinator to meet demands of support services.

SASC provides essential support services to the student body, and they continue to utilize SASC for various support and advocacy as they navigate their time at UBC. SASC has seen an increase in new service users this Fall and an increase in advocacy, concessions, and emotional support with many new/second year students coming to campus for the first time and navigating the overwhelming experience of the pandemic, school, and sexualized violence. SASC also provides important education and has a presence on campus through events, campaigns, and boothings to raise awareness of issues linked to sexualized violence, and challenge narratives that allow sexualized violence to persist. SASC has seen an increase in requests for workshops, booths, and safer sex supplies as students return to campus. SASC has hosted workshops for various student bodies and groups, and has gotten the volunteer program up and running for the upcoming school year.
No financial risks projected – there may be some overage on the support work side of things to meet demand. Service usage continues to increase and is expected to increase as more students learn about SASC and need services/supports.

The 2021/22 YTD spent is $179,636.46, and the 2021/22 Budget for SASC is $558,949.

3.4 Events

The second quarter of the 2021-22 fiscal year has been the busiest for the Events department in almost 2 years. In the month of August, we finalised all our plans for AMS Firstweek by confirming our events as well as our sponsors for our orientation program. Even though we were only able to provide 7 days of outdoor activations, we were able to bring in $30,000+ in sponsorship revenue, beating our target by $10,000+. We hosted 6 Jump Start events in collaboration with UBC where we split the costs with them, 50/50. Firstweek was a great success this year and we ended it being under budget by more than $10,000 which was a bonus!

In September, we hosted another 25 events for Jumpstart which were a mix of free and paid events, bringing in $3,700+ in ticket revenue. With the completion of the Firstweek team's tenure, we launched our hiring applications for adding 12 new staff members to our team for the rest of the year. In October we hosted a few small in-person events such as Pastels and Pinot and once the provincial health restrictions were relaxed for events and gatherings, we launched two Halloween events. These events were special as they marked the return of the legendary Pit Pub and to our surprise, we sold out both events in less than five minutes each, generating approximately $9,000 in ticket revenue (some of it was shared with F&B).

During this quarter, we also celebrated the "Almost" Welcome Back BBQ. This event is completely free for students and we saw approximately 3,000 students attend the event throughout the day. We were able to cut our expenses due to a strategic sponsorship and it cost us around $12,000 in total to put this event together. We also did a fair share of social media giveaways with different companies during this quarter. These giveaways helped us get new followers and took
our follower count to a new milestone of 15,000. Overall, it was a very successful quarter for the
department and we have only received positive feedback from the students.

The 2021/22 YTD spent is $95,251.84, and the 2021/22 Budget for AMS Events is $370,000.

3.5 Ancillary Student Services

Website wireframes were completed in late August. Design was delayed due to a backlog of
other projects but restarted in mid-October. Redesign helps students find information quickly- it
will still look fresh and contemporary, but streamlined to make it easier to find information. The
new templates are looking good, and the developer believes it will be straightforward to code.
Anne Arandia is the new Marketing Coordinator, replacing Isabel Bratvold who relocated to
Victoria. Karmen Leong was promoted from part-time Jr. Graphic Designer to full-time Graphic
Designer, helping speed up turn-around of design projects. We ran a transit awareness campaign
in September for four weeks on the B-Line, R4, Skytrain and Canada Line cars. Six different ads
distributed across the four lines, 200 cards in total. We plan to run the same 4-week campaign in
January. We also took over the 90 washroom frames in the Nest with similar messaging. Our IG
account has grown 46% since September, adding an additional 2018 (net) followers for a total of
6448.

The 2021/22 YTD spent is $172,852.41, and the 2021/22 Budget for Ancillary Student Services is
$441,320.51.
4.0 AMS Fee-Receiving Groups: Received Reports

3.6.1 UBC Players Club Financial Report

Our funds have been devoted primarily to our fall productions: The Chronicles of the Afterlife, produced with the UBC Collab, and our mainstage production, Six Characters in Search of an Author. The Chronicles of the Afterlife used $1000, which includes: $200 each for props/set/costumes/lighting design, $25 for hair and makeup, $75 for sound, and $50 for social cast bonding activities. The full $1000 has not yet been used as receipts are still being submitted, however the funds allotted for this production will not be exceeded.

Approximately $2000 have been used for Six Characters in Search of an Author. This includes buying the rights and scripts for the play ($740), costumes ($350), props/set design ($270), and hiring an intimacy coordinator to hold a professional theatre intimacy workshop ($240). $400 dollars were spent for renting the theater from the UBC Department of Theatre and Film. Precise amounts that have been spent are undetermined as the reimbursement process for our set and props designers is still underway, but this was the budget allotted for each department and will not be maximized.

$60 has been spent on external club socials, which welcome all students interested in theatre to join our community and participate in theatre-related activities, regardless of their direct involvement in our productions. From The Chronicles of the Afterlife, The Players Club is expecting $1650 in Showpass ticket revenue, and approximately $200 of income from fundraising events such as our bottle drive.

From Six Characters in Search of an Author, the Players Club is expecting $685 in Showpass ticket revenue. $113 has been made in membership revenue, and more membership fees will be expected to roll in during the next term. $25 have been made in social event income.

These funds go toward a creative experience in which students may participate in whatever way they desire. Our production is entirely student-run – students are able to participate in management (running the club itself as well as stage managing), design, operating (i.e. light/sound), acting, and generally gain experience and learn about the work that goes into a theater production.

Coming out of a particularly difficult and isolating time period, we found that many students deeply missed the theatre and the community and connection that comes with it. Through our productions this term, we fostered a sense of community among our student actors, directors, and production crew unlike any we have produced in previous years. Our top priority has always been allowing students to bond through their mutual passion for theatre, and to give them an opportunity/outlet for artistic expression.
3.6.2 UBC Slam Poetry Financial Report
We host bi-weekly slam nights for UBC Students. The funds go towards inviting professional poets to feature for slam nights. We also hold monthly writing workshops hosted by features. We also use funds to rent space at The Boulevard for our Slam Nights. Every time we invite a poet to host/feature, they receive $200 in compensation. We also agreed to $200 biweekly payments to The Boulevard for use of their space. There will also be miscellaneous costs, such as for club merchandise for prizes, and zoom membership costs. In total, we are expecting about $3500 of expenditure in the next quarter. We offer free Poetry Slam Events and Writing Workshops for UBC students in a comfortable cafe setting. Our events foster a welcoming and mutually supportive environment for students of all cultural backgrounds, genders, and sexual orientations. We also offer competitive events for poets who are looking to improve their performance and writing.

3.6.3 AMS Bike Co-op Financial Report
Funds are used for a variety of purposes including programs expenses, purchasing and rental of supplies and services, materials to repair bikes, wages and benefits for staff, food for events, ordering merch and swag, purchasing office supplies and more. Funds will continue to be used in the same manner they were used in the previous quarter. Aside from how much money goes to specific areas (for example more money is spent on modo rentals in the summer when we’re delivering or picking up more bikes), the general things we spend money on are consistent throughout the year.

We use funds to provide education and outreach to many areas of the student body and campus life through outreach, providing education and maintaining active transportation and sustainability goals on campus. We keep people on safe bikes and teach them how to be confident and capable in their ability to maintain their means of transportation. The key risk is the ongoing COVID-19 pandemic. Early in the pandemic being forcibly closed and our staff laid off by the AMS prevented us from carrying out many of our regular activities that benefit the student body. Since we’ve been able to reopen, high case counts result in restrictions on activities and push us into online or in warmer weather, outdoor spaces.