



AMS Funds and Fees Report, FY 2021/2022

Prepared by Mary Gan, VP Finance

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1.0 Introduction

1.1 Credits

Mary Gan - Vice President Finance	1.0, 2.0, 3.0, 4.0
Keith Hester - Managing Director	2.0
Sheldon Goldfarb - Archivist	2.1
Elaine Zhang - Associate Vice President Funds	2.0
Sharon Yuen - Funds and Grants Administrator	2.0

1.2 Message from the Vice President Finance

The Funds and Fee report provides the members of the UBC Alma Mater Society with an overview of the Society's fee structures and associated fund activities. The AMS prioritizes financial transparency and accuracy while explaining how collected fees have been administered and spent through the Society's funds. Furthermore, the report provides thoughtful insights and recommendations as the VP Finance Office reflects upon the opportunities and obstacles that the Society has encountered this year.

The AMS is dedicated to supporting its members while enhancing the overarching student experience at UBC. This report exemplifies these priorities while documenting how student fees are reinvested into the student body. This year, we've been able to advocate for reduced fees for students, increase funding for clubs via collaboration with the VP Administration portfolio, increase funding for fee subsidies, strategize on how to effectively allocate our reserves, and more.

To conclude, this report aims to increase transparency while explaining how AMS fees and funds are given back to the Society's members. We hope that this report simplifies some of the Society's financial inner workings, and allows readers to see into the balances of the AMS's multitude of funds. For any questions, you may contact me at vpfinance@ams.ubc.ca or my AVP Funds at avpfunds@ams.ubc.ca.

Cheers,

A handwritten signature in black ink, appearing to be 'MG' with a long horizontal flourish extending to the right.

Mary Gan
Vice President, Finance

2.0 Funds

2.1 Overview

Funds in AMS Code

Fund	Administering Body	Recommending Body	MoU	Source
CPF	Council	FinCom/Exec	No	Referendum
Athletics	Finance Committee	n/a	No	Referendum
Lobbying	Council	AdvoCom/Exec	No	Referendum
Resource Groups	RGAC	n/a	No	Referendum
WUSC	Finance Committee	WUSC club at UBC	Yes	Referendum
Health Dental	AMS/GSS H&D Com	n/a	Yes	Referendum
Student Legal	SLFS	n/a	Yes	Referendum
Fin Assistance	Council	FinCom/Exec	No	Referendum
SASC	Council	FinCom	No	Referendum
Sustainability Projects	Finance Committee	n/a	No	Referendum
CiTR	CiTR	n/a	Yes	Referendum
Int'l Projects	Council	AdvoCom/Exec	No	Referendum
Childcare	Council	FinCom/Exec	No	Referendum
Ombuds	Council	Exec	No	Referendum
Campus Culture	Finance Committee	n/a	No	Referendum
Sustainable Food	Finance Committee	n/a	No	Referendum
Thrift Store	Finance Committee	n/	No	Referendum
Indigenous	Indigenous Committee	n/a	No	Referendum
Bike Kitchen	Finance Committee	n/a	No	Referendum
SUB Art	OpsCom	n/a	No	Bylaws

Repairs/Replace	Council	OpsCom,FinCom,Exec	No	Bylaws
Spec. Bursary	Council	FinCom/Exec	No	Bylaws
Endowment	Council	FinCom	No	Bylaws
Health Plan Assistance	AMS/GSS H&D Com	n/a	Yes	Code
Grad Class Fund	Finance Committee and Student Life Com	n/a	No	Code
Student Initiatives	Finance Committee	n/a	No	Code
SAIF	Finance Committee	SASC	No	Code
SUB Renewal	Council	Exec	Yes	Code
SUB Ren subsidy	Finance Committee	n/a	No	Code
Election Reserve	Council	AdvoCom/Exec	No	Code
Impact Grant	Finance Committee	n/a	No	Code
Const. Aid	Finance Committee	n/a	No	Code
Clubs Benefit	Finance Committee	n/a	No	Code
Comp Athletics	Finance Committee	n/a	No	Code
Contingency	Council	FinCom	No	Code
Resource Group Event	RGAC	n/a	No	Code

Legend:

Fincom - Finance Committee

AdvoCom - Advocacy Committee

OpsCom - Operations Committee

Exec - Executive Committee

Student Life Com - Student Life Committee

RGAC - Resource Group Allocation Committee

2.2 Funds Balances

The information below reflects information for the 21/22 fiscal year, particularly, from May 2021 to date of when the report was written (February 2022).

SUB Management Reserve

The SUB Management Reserve had no activities YTD. The current reserve balance is \$184,089.23.

This fund is not tied to a particular fee and no additional money is added to it each year.

Capital Projects Fund

The Capital Project Funds had expenditures of \$243,807.15 YTD. The first annual allocation from the university is \$400,000. The current reserve balance is \$2,310,758.98.

The second installment from the university comes every February with the final reconciliation deposit in April 2022.

To ensure sustainability of the Fund, Council shall not spend more than fifty percent (50%) of the annual intake of the Fund. Of the remaining fifty percent (50%), twenty percent (20%) shall remain in the Fund and thirty percent (30%) shall be transferred to the Student Union Building Repairs and Replacement Fund.

SUB Repairs and Replacements Reserve

The SUB Repairs and Replacement Reserve had expenditures of \$155,077.88 YTD. The current reserve balance is \$373,080.29.

The annual allocation into the fund is 30% of the Capital Projects Fund. The annual allocation for this fund happens at the end of year after reconciliation with the university.

Art Gallery Reserve

The Art Gallery Reserve had no expenditures YTD. The current reserve balance is \$16,120. The annual allocation into the fund is \$3000 from the General Fee.

Athletic and Intramural Reserve

The Athletic and Intramural fee collection was collected in the 2021-22 year, and the AMS received a downpayment of the collection, with the remainder to come in late March-early April. A cheque of \$1,000,000 was sent to the University for the collection. The current reserve balance is \$0.

Impact Grant Fund

The Impact Grants Fund had expenditures of \$4,000 YTD. The current reserve balance is \$3,065.30.

Ombudsperson Reserve

The Ombudsperson Reserve had expenditures of \$61,433.08 YTD. The first fee collection installment from the university was \$60,000. The current reserve balance is \$61,144.31.

The second installment from the university is projected to come in February- with the final reconciliation deposit in April 2022.

Refugee Student Reserve

The Refugee Student Reserve had expenditures of \$256,306.58 YTD. The first annual allocation from the university is \$250,000. The current reserve balance is \$301,372.68.

The second installment from the university is coming in February with the final reconciliation deposit in April 2022.

Lighter Footprint Strategy Fund

The Lighter Footprint Strategy Fund had expenditures of \$36,419.29 YTD. The first annual allocation from the university was \$144,000. The current reserve balance is \$577,321.92.

The second installment from the university is coming in February with the final reconciliation deposit in April 2022.

Childcare Bursary

The Childcare Bursary Reserve had no expenditures YTD. The first installment of the fee collection from the Childcare Bursary Fee was \$60,000. The current reserve balance is \$363,958.31.

The Childcare Bursary has the same purpose of the Bursary Emergency Aid Fund.

International Students Reserve

The International Students Reserve had expenditures of \$11,000 YTD. The first annual allocation from the university is \$15,000. The current reserve balance is \$51,610.82

The second installment from the university is coming in February with the final reconciliation deposit in April 2022.

Resource Group Fund

The Resource Group Fund had no expenditures YTD. The first annual allocation from the university is \$80,000. The current reserve balance is \$540,002.23

The second installment from the university is coming in February with the final reconciliation deposit in April 2022.

Endowment Fund

The Endowment Fund had no activities YTD. The current reserve balance is \$2,526,546.11.

External Lobbying Fund

The External Lobbying Fund had no activities YTD. The current reserve balance is \$2,769.70.

Grad Class Fund

The Grad Class Fund had no expenditures YTD. The first annual allocation from the university is \$25,000. The current reserve balance is \$220,690.97.

The second installment from the university is coming in February with the final reconciliation deposit in April 2022.

Student Legal Fund

The Student Legal Fund has requested the 2021-22 fee collection from the AMS, and payment has been issued to facilitate the request. The first installment of the fee collection this year was \$50,000. The current reserve balance is \$0.00.

Student Aid Bursary Fund

The Student Aid Bursary had \$294,000 of expenditures YTD. The first annual allocation from the university is \$600,000. The current reserve balance is \$1,113,214.70.

The second installment from the university is coming in February with the final reconciliation deposit in April 2022.

Food Bank Reserve (not in code)

The Food Bank Reserve had no expenditures YTD. The current reserve balance is CA\$201,584.95. There is no annual allocation into this fund.

Health and Dental

Due to Studentcare

Due to Studentcare amount is \$1,154,651.75 as of Feb 22, 2022. We have paid \$12,612,772.18 year to date, and have received \$11,581,136.11 year to date.

This account is a holding account before money is invoiced to the AMS.

Health Plan Reserve

The balance on the Reserve is \$10,551,365.76, expenditures are \$463,844.60, and we have received \$2,287,606.02.

The account is used to hold money in the case that the Health and Dental Plan has more claims than premium collected.

Health Plan Assistance Fund

The balance is \$154,328.25. We have paid \$77,381.69, and have received \$83,223.63.

There is an annual allocation from the Health and Dental Fee of \$50,000 for the H&D Subsidy- however, \$100,000 was agreed on by the AMS/GSS H&D Committee for 2021-22. The account is used as a holding account for the Health and Dental Subsidy.

CITR Reserve

The CITR Reserve had no deficit transfer YTD. The annual surplus transfer is \$280,000. The current reserve balance is \$389,840.41.

Sexual Assault Initiative Fund

The Sexual Assault Initiative Fund had no expenditures YTD. The current reserve balance is (\$40,147.78).

Property Insurance Fund (not in code)

The Property Insurance Fund had no activities YTD. The current reserve balance is \$0.

Election Reserve Fund

Municipal Elections Fund

The Municipal Elections Fund had no expenditures YTD. The current reserve balance is \$31,970.60. There is an annual allocation of \$5000 each year from the General Fee.

Provincial Elections Fund

The Provincial Elections Fund had no expenditures YTD. The current reserve balance is \$18,967.90. There is an annual allocation of \$5000 each year from the General Fee.

Federal Elections Fund

The Federal Election Fund had expenditures of \$9,055.73 YTD. The current reserve balance is \$20,569.27. There is an annual allocation of \$5000 each year from the General Fee.

Campus and Culture Performance Fund

The Campus and Culture Performance Fund had expenditures of \$99,995 YTD. The first installment of the fee collection was \$100,000. The current reserve balance is \$122,983.42

The second installment from the university is coming in February with the final reconciliation deposit in April 2022.

Wellbeing Fund (note in code)

The Wellbeing Fund Reserve had no activities YTD. The current reserve balance is \$3,944.06.

Clubs Benefit Fund

The Clubs Benefit Fund Reserve had total expenditures of \$27,831.22; the first installment from the fee collection was \$90,000. The current reserve balance is \$699,337.96.

The second installment from the university is coming in February with the final reconciliation deposit in April 2022.

Constituency Aid Fund

The Constituency Aid Fund Reserve had no activities YTD. The current reserve balance is \$31,719.26.

There is no annual allocation into the fund.

Student Initiatives Fund

The Student Initiative Fund Reserve had total expenditures of \$7,234.68 YTD. The current reserve balance is \$21,954.82.

Competitive Athletics Fund

The Competitive Athletics Fund Reserve had no expenditures YTD. With no money-in, the current reserve balance is \$178,748.28.

Sustainable Food Access Fund

The Sustainable Food Access Fund had no expenditures YTD. The first fee installment from the university was for \$20,000. The current reserve balance is \$68,594.94.

Indigenous Reserve

The Indigenous Reserve had no expenditures YTD. The first fee installment from the university was for \$50,000. The current reserve balance is \$116,490.98.

Thrift Store Reserve

Get Thrifty's current reserve balance is \$60,491.28.

Bike Kitchen

The Bike Kitchen Fund's current reserve balance is \$14,848.49.

Bike Co-op

The Bike Co-op's current reserve balance is \$70,130.94.

3.0 Fees

3.1 Fee Overview

Fee	Purpose of fee	Administering Body	Availability for opt-out	Subsidy Availability	Contact Information for Reference
AMS Financial Assistance Fund (\$12.00)	<p>The AMS Financial Assistance Fund Fee allows the university to provide non-repayable awards to students on the basis of financial need.</p> <p>Click here for more information.</p>	Administered by UBC Awards and Development.	Not available for opt-out.	This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.	<p>Enrolment Services Advisors.</p> <p>Find your advisor's contact information on the Student Service Centre (SSC) under Personal Info > UBC Contacts</p>
AMS Membership Fee (\$43.50)	The AMS Membership fee is charged for AMS membership, which supports the administration of the Student Government, AMS Services, Financial Aid, Programs and Publications, and other additional services that support the academic, personal, and social lives of students at UBC.	Administered by AMS Council.	Not available for opt-out.	This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.	Fundsandgrants@ams.ubc.ca
Bike Kitchen Fee (\$1.13)	The Bike Kitchen Fee supports the UBC Bike Kitchen, a non-profit community bike shop that offers repair services, used bikes and parts for purchase, as well as programs.	Administered by the Bike Kitchen.	<p>Available for opt-out</p> <p>To opt out contact: programs@bikecoop.ca</p>	This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.	programs@bikecoop.ca
Campus Culture & Performance Fee (\$2.75)	The UBC Campus Culture and Performance Fee (CCP) provides funding for UBC clubs that encourage collaboration, learning and innovation both within and beyond the UBC community.	Administered by the AMS Finance Committee.	<p>Available for opt-out.</p> <p>Click here to learn more.</p>	This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.	Fundsandgrants@ams.ubc.ca
Capital Projects Fund (\$8.43)	The Capital Projects Fund Fee funds long-term projects that enhance campus infrastructure.	Administered by AMS Council.	Not available for opt-out.	This fee can be subsidized under the AMS Fee Subsidy.	Vpfinance@ams.ubc.ca

				Click here to apply.	
Childcare Bursary Fee (\$1.18)	The Childcare Bursary Fee funds bursaries assisting with child care costs for families in need.	Administered by the AMS council.	Not available for opt-out.	This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.	Vpfinance@ams.ubc.ca
CiTR Fee (\$5.91)	The CiTR Fee supports CiTR, a broadcasting platform offering broadcast training, access to and creation of alternative and locally-based radio programs, as well as the Disorder Magazine.	Administered by CiTR.	Available for opt-out. To opt out contact: hello@citr.ca	This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.	hello@citr.ca
Clubs Benefit Fee (\$1.78)	The Clubs Benefit Fee serves to assist clubs in completing special projects, purchasing furnishings and equipment, and to fund initiatives that assist or benefit clubs as approved by the Finance Committee.	Administered by the AMS Finance Committee.	Not available for opt-out.	This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.	Fundsandgrants@ams.ubc.ca
Graduating Class Fee (\$3.00)	The Graduating Class Fee, for those in their final year, funds the graduating class gift.	Administered by the AMS.	Not available for opt-out.	This fee cannot be subsidized.	Fundsandgrants@ams.ubc.ca
Indigenous Student Fund Fee (\$0.98)	Money raised through this fee will be deposited in the Indigenous Student Fund, and may be used only for Indigenous student support and initiatives.	Administered by the AMS Indigenous Committee.	Not available for opt-out.	This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.	indigenouscommittee@ams.ubc.ca
Health and Dental Fee (\$264.63)	The Health and Dental Fee funds a comprehensive plan that covers prescription drugs, dental care, psychological visits, travel health coverage, vision care, and much more. This plan covers health care expenses that are not covered by other, more basic plans such as BC MSP.	Administered by the AMS/GSS Health and Dental Committee.	Available for opt-out here . Please note that you can only opt-out if you are eligible.	This fee can be subsidized. Learn more about the subsidy here .	Click here to contact Studentcare for any questions about the plan and/or how to opt-out. Contact health@gss.ubc.ca if you have any questions about the subsidy.

International Projects Fee (\$0.30)	<p>The International Projects Fee funds AMS projects with an international focus. The Fee also contributes to the Global Lounge Fund in conjunction with UBC. Click here for more information.</p>	<p>Administered by the UBC Global Lounge.</p>	<p>Not available for opt-out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>global.lounge@ubc.ca</p>
Lighter Footprint Fee (\$2.66)	<p>The Lighter Footprint Fee funds the Sustainability Projects Fund, which provides funding for sustainable projects contributing to an environmentally conscious culture through student-led projects.</p>	<p>Administered by the AMS Finance Committee.</p>	<p>Not available for opt-out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>Sustainability@ams.ubc.ca</p>
Ombuds-person Fee (\$1.14)	<p>The Ombudsperson Fee goes towards funding the Ombuds Office. The Office provides conflict management services to AMS clubs and constituencies undergoing internal conflicts as well as receiving and investigating complaints about the AMS.</p>	<p>Administered by AMS Council.</p>	<p>Not available for opt-out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>Ombudsperson@ams.ubc.ca</p>
Permanent Thrift Shop on Campus Fee (\$0.98)	<p>The Permanent Thrift Shop on Campus fee funds the establishment and maintenance of a permanent thrift shop on campus. The Thrift Shop is currently located in the basement of the Life Building.</p>	<p>Administered by the AMS Finance Committee.</p>	<p>Available for opt-out. Click here to opt-out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>Vpfinance@ams.ubc.ca</p>
Resource Group Fee (\$1.78)	<p>The Resource Groups fee funds Pride, the Women's Centre, the Social Justice Centre, the Student Environment Centre, Neurodiverse and Disabled Alliance, and Colour Connected Against Racism. These groups are student-run, grassroots groups that work on and inform students about important social issues.</p>	<p>Administered by the AMS Resources Groups Committee (RGAC).</p>	<p>Available for opt-out. Click here to opt out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>Vpfinance@ams.ubc.ca</p>

Sexual Assault Support Service Fee (\$9.58)	<p>The Sexual Assault Support Service Fee supports the AMS Sexual Assault Support Centre (SASC), which offers resources such as crisis and short-term emotional support, advocacy, education and outreach, and sexual assault support services.</p>	<p>Administered by the AMS Council.</p>	<p>Not available for opt-out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>Sasc@ams.ubc.ca</p>
Student Legal Fund Fee (\$1.00)	<p>The Student Legal Fund Fee funds the Student Legal Fund Society, which supports litigation, advocacy, lobbying for improved education and access to education at UBC, and other matters of law that are of concern to UBC students.</p>	<p>Administered by the AMS Student Legal Fund Society.</p>	<p>Not available for opt-out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>Vpfinance@ams.ubc.ca</p>
Student Refugee Fund (\$5.78)	<p>World University Service of Canada (WUSC) currently facilitates the arrival of eight refugee students to UBC each year. The AMS Student Refugee Fund fee aids in covering the students' tuition, book fees and partial housing and living expenses.</p>	<p>Administered by the AMS Finance Committee.</p>	<p>Not available for opt-out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>wusc_srp@ams.ubc.ca</p>
Sub Renewal Building Fee (\$100.00)	<p>The Sub Renewal Building Fee was created and passed by AMS members during the March 2008 referendum for the purpose of constructing a new Student Union Building.</p>	<p>Administered by the AMS Finance Committee.</p>	<p>Not available for opt-out.</p>	<p>This fee can be subsidized under the SUB Renewal Subsidy. Click here to apply.</p>	<p>vpfinance@ams.ubc.ca</p>
Sustainable Food Access Fund Fee (\$0.39)	<p>The Sustainable Food Access Fund serves the purpose of increasing the affordability of four sustainable campus food outlets- UBC Sprouts, Agora Cafe, Roots on the Roof, and UBC Farm. The fund helps provide UBC students with access to sustainable food options.</p>	<p>Administered by the AMS.</p>	<p>Not available for opt-out.</p>	<p>This fee can be subsidized under the AMS Fee Subsidy. Click here to apply.</p>	<p>avpfunds@ams.ubc.ca</p>

Ubysey Publishing Fee (\$7.09)	The Ubysey fee supports UBC's official, independent, student-run newspaper.	Administered by the Ubysey	Available for opt-out. Learn more here .	This fee cannot be subsidized.	business@ubyssey.ca
U-Pass Fee (\$173.40/Term)	The U-Pass fee is used to purchase a discounted, monthly, public transportation pass for students.	Administered jointly by the AMS and UBC	<p>Available for opt-out.</p> <p>If you meet the exemption criteria for the U-Pass you can apply for an opt-out through the SSC. More information here.</p> <p>If you live outside the Lower Mainland and are eligible for the U-Pass for Term 1 Winter, you can be exempted. Click here for more information.</p>	<p>This fee can be subsidized.</p> <p>Click here to apply.</p>	vpexternal@ams.ubc.ca

Total AMS Fees Subsidy: \$122.27

SUB Renewal Fee Subsidy: \$100.00

Opt-out-able AMS Fees total (Campus and Culture, Resource Groups, Thrift Shop): \$5.51

4.0 Recommendations

The following recommendations are written on behalf of the AMS Finance Office. After reflecting upon the opportunities and obstacles that the Society has encountered over the past year, the AMS Finance Team hopes to offer suggestions to address future needs. These recommendations are intended to be used to guide future executives as they plan for upcoming years. The details of each recommendation may be adjusted to suit the needs of the organization during the year of implementation.

4.1 Establish a subsidy process for the Childcare Bursary Fund

The Childcare Bursary Fund was established via referendum in March 2011 to increase the principal amount in the Evelyn Lett Child Care Bursary Endowment Fund, and to provide subsidies to Active Members of the AMS for childcare expenses. As the Evelyn Lett Child Care Bursary Endowment Fund is no longer active and our contract with the University to contribute money from the fee has expired, we are left with a large reserve in the Childcare Bursary Fund. There is currently no application process for members to apply for and receive childcare subsidies. The incoming VP Finance team should focus on creating a subsidy process for the Childcare Bursary Fund, where active members of the AMS are able to apply for funding to support childcare needs. This subsidy process must be objective and low-barrier. The VP Finance Office can request for applicants to provide details of their childcare costs, and provide proof of financial hardship as a result of childcare.

4.2 AMS 2021-22 Fees Referendum, Fund Reserves, and Under-Utilization

Currently in the 2021-22 fiscal year, the AMS is running a spring referendum to lower or eliminate several fees. If successful, the changes will be as follows:

- i) Requiring all opt-outable fees to be opt-outable by digital means. (Note: Organizations collecting opt-outable fees shall ensure there is a digital opt-out option by the 2023-24 year.)
- ii) Eliminating the \$1.18 fee for the Childcare Bursary Fund. (Note: This fund currently has approximately \$363,958.31 in it)
- iii) Reducing the fee for the Clubs Benefit Fund from \$1.78 to \$0.75. (Note: This fund currently has approximately \$699,337.96 in it.)
- iv) Renaming the Lighter Footprint/Sustainability Projects Fee as the Climate Action Fee and reducing it from \$2.66 to \$1.50. (Note: The fund associated with this fee currently has approximately \$577,321.92 in it.)

Note: The two reduced fees will continue to be indexed to the BC Consumer Price Index.

The Clubs Benefit Fund, Childcare Bursary Fund, and Sustainability Projects Fund has consistently been identified as funds with high reserves in previous years- and lower spending patterns to match. If the referendum is successful, the reduction/or elimination of the above fees would allow for a more break-even pattern to evolve- where spending out of the fund every year will be closer to the fee collection received every year. As well, it will allow for reduced buildup of money in the funds over time due to underutilization. We encourage future VP Finances to continue analyzing and look for opportunities to reduce or eliminate fees where possible to alleviate the financial strain on students.

We encourage future VP Finance Offices to work with the VP Administration to expand the funding criteria for the Clubs Benefit Fund, Constituency Aid Fund, and Competitive Athletics Fund. With large reserves across these 3 funds that impact clubs, the two offices should work together to ensure that clubs can access the funds easily and are aware of the funding resources possible. We also encourage the Sustainability Office to work with the VP Finance Office to increase utilization of the Sustainability Projects Fund. In 2021-22, it was approved in Council that the Society itself is able to apply to the Sustainability Projects Fund for projects that fit the mandate of the Fund.

4.3 Fee Referendum Consultation Process

A criticism of the fee referendum process in 2021-22 was that there was not enough consultation, nor a formal AMS referendum consultation process to be followed. We encourage the VP Finance to work in the Finance Committee and in collaboration with the Governance Committee to determine a workflow process for referendum consultation. For any fee restructure changes, we encourage drafting up a formal process for fee referendum consultation, beginning with the VP Finance and moving into mandatory consultation with the Finance Committee, Executive Committee, and ultimately, AMS Council.

4.4 Improving accountability and communication between the AMS and Fee Receiving Groups

Communication between the AMS Finance Office and the fee-receiving groups have consistently struggled due to high position turnover in both parties and loss of historical knowledge through the years. It has been difficult to obtain budgets from AMS fee-receiving groups and have MOUs/Terms of Agreements signed that finalize funding structures. As the previous year's Funds and Fees Report has stated, there needs to be a governing body that accounts for the fee-receiving groups whose finances we oversee. This governing body should be under the Finance Committee. It can possible to expand the terms of reference of the Funds and Grants Subcommittee (under the Finance Committee) to be responsible for liaising between all of the fee-receiving groups and ensure that: deadlines are met to turn in budgets, funding is allocated appropriately, and updates regarding any fees are communicated clearly. Furthermore, for funding groups such as the Resource Groups Allocation Committee, we encourage the VP Finance Office to get in touch with all resource groups early in the fiscal year to ensure that a meeting is set ASAP to avoid any delays in sending out funding to the resource groups.