AMS Financial Quarterly Report
Third Quarter, FY 2021/2022

Prepared by Mary Gan, VP Finance
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## 1.0 Introduction

### 1.1 Credits

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<tr>
<td>Cole Evans</td>
<td>President</td>
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<tr>
<td>Eshana Bhangu</td>
<td>Vice President Academic &amp; University Affairs</td>
<td>3.2.3</td>
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<tr>
<td>Lauren Benson</td>
<td>Vice President Administration</td>
<td>3.2.4</td>
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<td>Saad Shoaib</td>
<td>Vice President External</td>
<td>3.2.5</td>
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<tr>
<td>Mary Gan</td>
<td>Vice President Finance</td>
<td>1.0, 2.0, 3.0, 4.0</td>
</tr>
<tr>
<td>Keith Hester</td>
<td>Managing Director</td>
<td>2.0, 3.4, 3.5</td>
</tr>
<tr>
<td>Rishavraj Das</td>
<td>Events Manager</td>
<td>3.4</td>
</tr>
<tr>
<td>Mitchell Prost</td>
<td>Student Services Manager</td>
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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 third Quarter of the year, we are seeing continued success from our business operations; in particular- significant revenue comes from Blue Chip Cafe, Investments, and our Tenant Services. While COVID-19 has still impacted our operations across the board, we hope that we will slowly shift back to normal following the return of in-person instruction. While expenditures in Student Government and Student Services have been lower than projected, we predict that expenditures will increase as projects and services ramp up through Q4. The fiscal year is slowly beginning to wrap up as we near the end of term for the 2021-22 team. The Executive, Services, and staff continue to enthusiastically 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

Overall your AMS investment portfolio made a return of 1.54% in Q3. This was led by a great performance on our Equity portion, and a solid performance on Fixed Income. As in prior quarters, we have kept very little of our investments in cash.

2.2 Business Operations

Despite the business impacts of the ongoing Pandemic (which include impacts to our supply chain, labour shortages, cost increases, and necessary restrictions) your AMS businesses delivered a much better than expected Q3- being almost $200k better than the numbers budgeted for. Of particular note is the ongoing stellar performance of the iconic coffee shop, Blue Chip Cookies. Particular thanks goes out to all of our employees who have and continue to dramatically exceed expectations despite the deleterious effects of the ongoing pandemic.
3.0 AMS Expenditure

3.1 Student Government

3.1.1 Council

Spending for AMS Council remains on track, and all expenditures from the third quarter were expected in initial budgeting. Significant expenditures included spending on the 2021 Annual General Meeting, food, and refreshments for AMS Council, legal fees, and spending on the AMS Strategic Plan development. The 2021/22 YTD spent is $76,515.53. The 2021/22 Budget for Council is $88,758.

3.1.2 Elections and Referenda

The Elections Committee has spent most of the budget thus far on getting promotions and event materials. Most of these things include stickers, pens, and other small items that represent the AMS Elections for students to know and understand the election. Additionally, to secure a semi formal event, the committee has spent money on a venue, food, and music for the event. Lastly, most of our budget has also been compromised of spending for the salaries of employees. The 2021/22 YTD spent is $13,074.22, and the 2021/22 Budget is $63,557.66 for Elections and Referenda.

3.1.3 Ombudsperson

The office of the AMS Ombudsperson recently appointed a new Ombudsperson and Deputy Ombudsperson. The first weeks were mostly used to settle into the role and conduct introductory meetings. Within the first four (4) weeks (January 17 – February 11, 2022), the office of the AMS Ombudsperson received three (3) inquiries/complaints. The office of the AMS Ombudsperson has not incurred any 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, GSS Ombuds, and the Ombuds’ office of faculties, 2) Develop internal guidelines for use within the AMS Ombuds office, 3) Work alongside the Policy Advisor to enhance the AMS Policies, 4) Set up regular Walk-in/Drop-in hours where the office will have an open-door and students can come in without appointments. The 2021/22 YTD spent is $13,220.53, and the 2021/22 Budget is $19,693 for Ombudsperson.

3.2 Executives

3.2.1 Executive Committee

Executive Committee spending for the third quarter was limited to only a few significant items, which included conference expenses for the entire Executive team, Zoom subscription fees, and
staff/volunteer appreciation. The 2021/22 YTD spent is $13,352.74, with the 2021/22 Budget being $37,000.

### 3.2.2 President

Spending from the Office of the President is on track and spending has consisted mostly of projected expenses. On top of salaries and wages (which makes up the bulk of spending from the office), major expenditures include residual expenses from Indigenous Cultural Month, work on the AMS Student Engagement Survey, and regular subscription and monthly fees. The 2021/22 YTD spent is $91,325.31, and the 2021/22 Budget is $127,874.00 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 third quarter. Funds were used to book the Jack Poole Hall at the UBC Alumni Center as well as Nest Catering for the OER Champions Awards Night in November 2022. Other expenses associated with the event included decorations, personalized plaques and mugs for the Champions, thank you cards, hiring the UBC Jazz Club, and a photographer. In addition, to raise awareness on the impact that Student Experience of Instruction (SEOI) surveys have on student learning, we launched a campaign to reimburse up to $1000 in tuition for 5 student winners that submitted proof of survey completion. 5 students were reimbursed a total of $3046 for their tuition costs. The 2021/22 YTD spent is $83,051.56, and the 2021/22 Budget is $146,538.56 for the VP Academic and University Affairs Office.

### 3.2.4 VP Administration

There were many focal points for the Office of the VP Administration this term. Various associated expenses for Clubs Days included security costs, tent rentals, and smaller purchases such as hand sanitizer and other safety measures. There were also sustainability expenditures in relation to the new Interactive Sustainability Centre, and a few minor purchases such as office supplies. 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 $143,812.46, and the 2021/22 Budget is $219,667.00 for the VP Administration Office.

### 3.2.5 VP External

This fiscal quarter, the Office of External Affairs allocated expenditures towards employee salaries and federal lobby week. The expenses in regards to federal lobby week were in the form of board appreciation gifts for those that the Office of External Affairs lobbies with at the Undergraduates of Canadian Research-Intensive Universities (UCRU). The lobbying activities line item was intended to be used this year at a budget of $7,950; however, due to the Omicron variant of COVID-19, UCRU in consultation with relevant staff from the House of Commons made
the decision to move lobbying activities to an online format. Similarly, the AMS will not be spending any significant amounts on its joint provincial lobby week happening in partnership with the Alliance of BC Students and the UBC Graduate Student Society. The AMS Office of External Affairs also paid out our remaining balances for SUDS 2021; however, none of these expenses were significantly major. The remainder of accrued expenses this fiscal quarter have been in staff salaries and albeit in staff appreciation. 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 $85,387.61, 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, costs for photocopying, conference and official business, and staff appreciation. The VP Finance Office has working hard through the Q3 with focuses on:

- Pushing forward a increase in the AMS/GSS Health and Dental Plan's mental health coverage from $1,000 to $1,500 for the 2021-22 policy year
- Working on the AMS 2021-22 Budget Reforecast with Finance Committee for February
- Reviewing enhancement options for the AMS/GSS Health and Dental Plan
- Working with the VP AUA on supplying UBC students with KN95 masks funded by the Health and Dental Reserve Fund
- Working with the VP Administration in supporting clubs through Clubs Benefit Fund
- Working with President and Managing Director on fee restructure referendum
- Training new staff (Financial Systems Administrator)
- Assisting clubs and constituencies with financial planning/troubleshooting

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 $68,958.82, 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 Q3. 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 Q3 include:

- Continued food purchasing for the AMS Food Bank
- Continued baby hamper purchasing for the Acadia Food Hub
- Event expenses from eHub
- Repairs and Maintenance for Safewalk vehicles
- Conference and Official Business
- Outdated computer hardware replacement

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 with the support they need. Currently, the AMS Services are not in any financial risks and are not foreseeing any legal or any unexpected expenses that might incur.

The 2021/22 YTD spent is $365,046.19 (exclusive of SASC), and the 2021/22 Budget for Student Services (exclusive of SASC) is $662,469.30.
3.3.2 SASC

Funds were primarily used for salaries, and other operational costs to keep the programs running such as clinical supervision fees. SASC saw 2 new hires (Assistant Manager & Educator) this quarter so an increase in spending for wages and benefits is expected, in addition to increased hourly wages and hourly sick time. We also saw more expenditures on events this quarter with Sexual Assault Awareness Month. SASC received a grant of $1300 from the Social Justice Collective for Trans Day of Remembrance, $2500 from the International Projects Fund for a SAAM Event, $315 donation from CART, and a $20 Go Fund Me donation. 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, events, campaigns, and giveaways to engage the campus community in various ways.

Projections: Highest expenditures will be salaries and benefits, training/professional development for staff and volunteers, events and campaign costs for Sexual Assault Awareness Month, SASC Art Show, and other general operational costs to keep programs running. Hiring for a 4th support worker and the Support & Advocacy Coordinator position continues to be in the works. Depending on how hiring goes, 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 supports and advocacy as they navigate their time at UBC. SASC has seen an increase in new service users over the last quarter, and an increase in advocacy, concessions, and emotional supports 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 booting 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 have gotten the volunteer program up and running for the upcoming school year. SASC has hosted 2 big events in the last quarter – Trans Day of Remembrance, and events for Sexual Assault Awareness Month.

No financial risks projected – there may be some overages on the support and education wages due to increased hourly pay. 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 $237,133.62, and the 2021/22 Budget for SASC is $558,949.00.
3.4 Events

Our team organized 5 events in November as some restrictions were relaxed and we could host more people. Two of those events were at the Pit and one of them was at a nightclub in Downtown. We sold roughly $10,000 worth of tickets for our various events and hosted 1200 students that month.

Despite exams coming up, we organized a few events in December. We collaborated with the Commerce Undergraduate Society and hosted 1000 students on December 3rd between the Lower Atrium, Pit Pub and a venue in Chinatown. We also hosted another club night in Downtown that made $4000.

January has been our slowest month of the entire fiscal year. The reason being the reintroduction of strict restrictions from the province as well as the winter vacations and closure of the university and the AMS Nest. This month we have focused on clearing any past payment invoices as well as making sure any sponsorships payments that were still not received have now been received by us.

The 2021/22 YTD spent is $257,197.34, and the 2021/22 Budget for AMS Events is $370,000.
3.5 Ancillary Student Services

Coding and development has begun on the updated AMS website. We are trying to complete coding in February and begin debugging and testing, and launching in March. In our ongoing efforts to draw more students to the Nest, we ran a very successful Winter Pop-up in the Nest just before the LDOC for term 1. Lots of students lined up for the free photo booth and to give the winter prize wheel a spin.

Initial work has started in commemoration of the 100th anniversary of the Great Trek. We had a quick meeting with UBC Events and Ceremonies in December and a larger kick-off meeting is planned for February. A priority this year was to get the executive in front of students more. We did a fun 3-part Gingerbread building competition between the executives that received over 10,000 views between the three. As well, the VP External Affairs, Saad, did another AMA on Instagram about Federal Lobby Week that did well. We have been more involved with Elections this year and it appears to have paid off. There more than triple the students nominated than the previous two years!

Anne Arandia, our marketing coordinator, has completed her employment probation and is now a full member of the AMS team. Welcome Anne!

The 2021/22 YTD spent is $254,057.92, and the 2021/22 Budget for Ancillary Student Services is $441,320.51.