### GSA Fees

- The Graduate Students’ Association (GSA) is supported by graduate student annual membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council, the annual fees are submitted to the University Board of Governors to provide for collection.
- Based on the three-year funding agreement signed between the GSA and the University on March 2, 2016, the GSA will receive:
  - 40% advance in May based on the projected fall/winter enrollment;
  - 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, after the fall term 100% withdrawal deadline in October;
  - 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, after the winter term 100% withdrawal deadline in February;
  - Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.

### Interest Income

- Interest income on bank accounts is deposited monthly.
- Previous years budgets included the income on the portfolio investments which is re-invested and is reported in the annual audited financial statements. Since this income is re-invested it was determined that it should not be part of the Operating Budget.
- ATB Investment Management Inc. manages the investment portfolio in compliance with the GSA Investment Strategy. This strategy includes monthly reporting of the investment activity and bi-annual meetings with the investment advisor and the GSA Budget and Finance Committee.
<table>
<thead>
<tr>
<th>Account Name and Budget</th>
<th>Brief Description</th>
<th>Narrative and Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>External Committed Funding</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Funding from the Dean of Students and the Dean of FGSR | • This funding is described in letters from the Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement activities. FGSR funding has to be requested yearly. | • On target.  
• Actual April to September: $9,190  
• Forecast October to March: $0.00  
• The 2017-2018 actual was: $9,190 |
| $7,500 budget | | |
| Funding from Studentcare | • Studentcare provides $5,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA. The commitment is for a 5-year term: 2015-2020. | • On target.  
• Actual April to September: $0.00  
• Forecast October to March: $5,190  
• The 2017-2018 actual was: $5,190 |
| $5,190 budget | | |
| Funding from TDIMM | • Signed agreement with TD Insurance Meloche Monnex (from 2016-2021) provides funding for various events and initiatives organized by the GSA, such as GSA Awards Night and orientation/engagement events. | • On target.  
• Actual April to September: $0.00  
• Forecast October to March: $11,500  
• The 2017-2018 actual was: $11,500 |
| $11,500 budget | | |
| **Revenue from Commercial Activities** | | |
| Chopped Leaf (in Physical Activity and Wellness (PAW Centre) Revenue | • The GSA has a financial arrangement, in the form of a sub-lease, with the Students’ Union to receive rental revenue from the Chopped Leaf food outlet.  
• Revenues commenced in August 2015. | • On target.  
• Actual April to September: $20,081  
• Forecast October to March: $20,081  
• The 2017-2018 actual was: $40,162 |
| $40,162 budget | | |
| **Other Revenue** | | |
| Other Revenue | • This account is used to record revenue that may arise from other sources such as Studentcare Continuum payments or one-time funding/grant opportunities. | • On target.  
• Actual April to September: $0.00  
• Forecast October to March: $1,300  
• The 2017-2018 actual was: $7,198 |
| $1,300 budget | | |
## GOVERNANCE

### Directly-Elected Officer Stipends

<table>
<thead>
<tr>
<th>Stipends</th>
<th>Description</th>
<th>Budget</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Directly-Elected Officers | - Directly-Elected Officers (DEOs) include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2018-2019, the President receives an annual stipend of $39,809 and the four VP positions each receive $31,848. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw & Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.b). | $167,202 | - On target.  
- Actual April to September: $83,368  
- Forecast October to March: $83,601  
- The 2017-2018 actual was: $164,205 |

### Directly-Elected Officer Benefits

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Description</th>
<th>Budget</th>
<th>Notes</th>
</tr>
</thead>
</table>
| GSA Health and Dental Plan | - The 2018-2019 rate is $500.36 per DEO per annum. | $2,550 | - On target.  
- Actual April to September: $2,502  
- Forecast October to March: $0.00  
- The 2017-2018 actual was: $2,502 |
| U-Pass | - The U-Pass is set at $148 each term in 2018-2019 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January. | $2,220 | - On target.  
- Actual April to September: $1,465  
- Forecast October to March: $740.00  
- The 2017-2018 actual was: $2,158 |

### Directly-Elected Officer Employer Contributions

<table>
<thead>
<tr>
<th>Contributions</th>
<th>Description</th>
<th>Budget</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Employer CPP Contributions | - This is the GSA’s contribution for the CPP which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). | $7,410 | - On target.  
- Actual April to September: $3,890  
- Forecast October to March: $3,520  
- The 2017-2018 actual was: $7,458 |
| Employer EI Contributions | - This is the GSA’s contribution for EI which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). | $3,886 | - On target.  
- Actual April to September: $1,938  
- Forecast October to March: $1,943  
- The 2017-2018 actual was: $3,765 |
<table>
<thead>
<tr>
<th>Directly-Elected Officers - Other Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insurance</strong></td>
<td><strong>$1,271 budget</strong></td>
</tr>
</tbody>
</table>
| • Directors and Officers Liability Insurance. Paid annually in January. | • On target.  
• Actual April to September: $0.00  
• Forecast October to March: $1,271  
• The 2017-2018 actual was: $1,035 |
| **Transition/Early Call for Talent** | **$4,848 budget** |
| • The Early Call for Talent and Training occurs in the fall.  
• Transition activity typically occurs in March and April. | • On target.  
• Actual April to September: $1,008  
• Forecast October to March: $3,840  
• The 2017-2018 actual was: $883.00 |
| **Training/Development** | **$3,051 budget** |
| • Expenses for the training and development of the DEOs to promote the effective performance of their duties. | • On target.  
• Actual April to September: $295.00  
• Forecast October to March: $2,756  
• The 2017-2018 actual was: $563.00 |
| **Directly-Elected Officers’ Expenses** | **$2,698 budget** |
| • Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. E.g. one-on-one meetings with graduate students to discuss the role of the GSA in the lives of graduate students. | • On target.  
• Actual April to September: $347.00  
• Forecast October to March: $2,351  
• The 2017-2018 actual was: $564.00 |
| **GSA Board and Other Committee Expenses** | **$1,440 budget** |
| • Provision of light refreshments at weekly 10 a.m - 12 p.m. GSA Board (GSAB) meetings. | • On target.  
• Actual April to September: $252.00  
• Forecast October to March: $1,188  
• The 2017-2018 actual was: $3,154 |
| **GSA Council Expenses** |  |
| **GSA Council Food and Other Expenses** | **$4,680 budget** |
| • The estimate is based on 12 meetings per year at $390 per meeting.  
• Alternates between pizza and sandwich offerings. | • On target.  
• Actual April to September: $1,460  
• Forecast October to March: $1,600  
• The 2017-2018 actual was: $3,490 |
| **Election Expenses** | **$2,436 budget** |
| • This is used to cover expenses associated with the GSA General Election that takes place in February/March. | • On target.  
• Actual April to September: $0.00  
• Forecast October to March: $2,436  
• The 2017-2018 actual was: $1,081 |
| **GSA Council Speaker Honorarium** |  |
| • Speaker is paid an honorarium for chairing (and related duties) each GSA | • On target. |
### Chief Returning Officer Honorarium

- **$1,500 budget**
  - **$1,500 budget**
    - Chief Returning Officer (CRO) is paid an honorarium for managing the GSA General Election, including any by-elections and referenda.
    - On target.
    - Actual April to September: $0.00
    - Forecast October to March: $1,500
    - The 2017-2018 actual was: $1,500

### Other Honoraria

- **$1,500 budget**
  - $1,500 budget
    - This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO.
    - Example, Deputy Returning Officer needs to fill in for CRO for a significant period.
    - On target.
    - Actual April to September: $0.00
    - Forecast October to March: $1,500
    - The 2017-2018 actual was: $1,000

### ADVOCACY

#### Government and External Relations

- **$16,763 budget**
  - Government and External Relations
    - Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy.
    - In its Strategic Work Plan (SWP), the GSAB identified the need for a strong voice at the table with government (the Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students.
    - On target.
    - Actual April to September: $4,640
    - Forecast October to March: $11,659
    - The 2017-2018 actual was: $4,315

#### University Relations

- **$1,115 budget**
  - University Relations
    - Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses.
    - On target.
    - Actual April to September: $430.00
    - Forecast October to March: $685.00
    - The 2017-2018 actual was: $545.00

#### ab-GPAC

- **$29,391 budget**
  - ab-GPAC
    - Fees for the Alberta Graduate Provincial Advocacy Council (ab-GPAC) have been set at $4.00 per graduate student per year, effective September 2018.
    - ab-GPAC was formed under the Societies Act in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.
    - On target.
    - Actual April to September: $7,464
    - Forecast October to March: $22,392
    - The 2017-2018 actual was: $14,634
### HUMAN RESOURCES

#### Support Staff (Represented by NASA)

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Description</th>
<th>Actual</th>
<th>Forecast</th>
<th>Actual 2017-2018</th>
</tr>
</thead>
</table>
| Support Staff - Salaries | $204,435 | - There are four full-time support staff positions (one is unfilled).  
- Includes contractual cost of living increases and one-time payments (e.g. responsibility pay).  
- The 2018-2019 budget is understated by approximately $58,000 due to an unfilled staff position. | On target.  
- Actual April to September: $99,846  
- Forecast October to March: $100,884  
- The 2017-2018 actual was: $195,639 | |
| Support Staff – Benefits | $15,995 | - In 2013 the GSA began to provide benefit compensation for support staff. The budget was calculated on the basis of 8% of salary. | On target.  
- Actual April to September: $7,988  
- Forecast October to March: $8,048  
- The 2017-2018 actual was: $15,673 | |
| Support Staff – RRSP (NEW) | $21,993 | - Support staff receive RRSP payments for contribution to their own plans.  
- Calculated on the basis of 11% of salary beginning in 2018-2019. The GSA is working to provide a competitive benefit package for the support staff. | On target.  
- Actual April to September: $10,983  
- Forecast October to March: $11,058  
| Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program | $1,593 | - The 2018-2019 rate is $500.36 per support staff member per annum. The Graduate Student Assistance Program (GSAP) is $21 per support staff per annum. | On target.  
- Actual April to September: $1,501  
- Forecast October to March: $0.00  
- The 2017-2018 actual was: $1,501 | |
| Support Staff – Employer CPP Contributions | $7,692 | - This is the GSA’s contribution for the CPP which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). | On target.  
- Actual April to September: $4,960  
- Forecast October to March: $2,732  
- The 2017-2018 actual was: $7,680 | |
| Support Staff – Employer EI Contributions | $3,606 | - This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). | On target.  
- Actual April to September: $2,278  
- Forecast October to March: $1,328  
- The 2017-2018 actual was: $3,548 | |
| Support Staff Development | The support staff NASA contract provides for support of $800.00 per support staff for courses related to staff development, commencing in 2016-2017. | On target.  
Actuarial April to September: $976.00  
Forecast October to March: $1,424  
The 2017-2018 actual was: $887.00 |
|---|---|---|
| Administrative/Professional Staff - Salaries | The Executive Director’s (ED) salary and other employment related expenses are established in a contractual agreement.  
The Associate and Assistant Director work full-time.  
The Financial Manager and Chartered Accountant work part-time.  
The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. | Under budget.  
Actual April to September: $149,281  
Forecast October to March: $157,800  
The 2017-2018 actual was: $326,543 |
| Administrative/Professional Staff - Merit Pay | In accordance with the ED’s contract, the ED has the opportunity to receive an annual merit increment.  
Additionally the other administrative/professional staff are eligible to receive merit payments.  
The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. | Under budget.  
Actual April to September: $7,026  
Forecast October to March: $24,500  
The 2017-2018 actual was: $27,776 |
| Administrative/Professional Staff - Benefits | In 2013 the GSA began to provide benefit compensation for administrative/professional staff. The budget was calculated on the basis of 8% of salary.  
The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. | Under budget.  
Actual April to September: $11,097  
Forecast October to March: $10,800  
The 2017-2018 actual was: $25,197 |
| Administrative/Professional Staff - RRSP | Administrative/professional staff receive RRSP payments for contribution to their own plans calculated on the basis of 11% of salary. The GSA is working to provide a competitive benefit package for the administrative/professional staff and this line was increased from 6% to 11% in 2018-2019.  
The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. | Under budget.  
Actual April to September: $15,258  
Forecast October to March: $15,600  
The 2017-2018 actual was: $15,748 |
**GSA 2018-2019 Operating Budget (including Capital Budget) Narrative**

| Administrative/ Professional Staff - GSA Health and Dental Plan and Graduate Student Assistance Plan | • The 2018-2019 rate is $500.36 per administrative/professional staff per annum.  
• The GSAP is $21 per administrative/professional staff per annum.  
• The Labour Professional retired as of May 1, 2018 and this has created a budget surplus. | • Under budget.  
• Actual April to September: $2,001  
• Forecast October to March: $0.00  
• The 2017-2018 actual was: $2,502 |
| $2,655 budget |  |  |

| Administrative/ Professional Staff - Employer CPP Contributions | • This is the GSA’s contribution for the CPP which is at a rate of 1.0 times the employee’s contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). | • On target.  
• Actual April to September: $5,739  
• Forecast October to March: $7,740  
• The 2017-2018 actual was: $11,709 |
| $12,182 budget |  |  |

| Administrative/ Professional Staff - Employer EI Contributions | • This is the GSA’s contribution for Employment Insurance which is at a rate of 1.4 times the employee’s contribution. EI is calculated at a rate of 2.32% of salary up to the maximum annual premium. This line shows the employer’s contribution only (not the employee contribution). | • On target.  
• Actual April to September: $2,660  
• Forecast October to March: $2,520  
• The 2017-2018 actual was: $5,461 |
| $5,711 budget |  |  |

**Other HR Expenses**

| Office Recognition | • This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks). | • Under budget.  
• Actual April to September: $300.00  
• Forecast October to March: $480.00  
• The 2017-2018 actual was: $458.00 |
| $1,220 budget |  |  |

| Professional Expense Allowance | • Contractual arrangement with the ED.  
• Budget also used for the professional development of administrative/professional staff. | • On target.  
• Actual April to September: $2,398  
• Forecast October to March: $4,097  
• The 2017-2018 actual was: $418.00 |
| $6,495 budget |  |  |

| Workers’ Compensation | • WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers’ Compensation.  
• WCB-Alberta requires an annual return be filed by the last day of February | • On target.  
• Actual April to September: $1,302  
• Forecast October to March: $359.00  
• The 2017-2018 actual was: $1,947 |
| $2,136 budget |  |  |
Parking  
$300 budget  
- Covers occasional parking for DEOs, support staff, and administrative/professional staff for meetings or events.  
- Under budget.  
  - Actual April to September: $46.00  
  - Forecast October to March: $90.00  
  - The 2017-2018 actual was: $78.00

<table>
<thead>
<tr>
<th>OFFICE ADMINISTRATION AND OPERATIONAL COSTS</th>
<th></th>
</tr>
</thead>
</table>
| Capital Items  
$0.00 budget  
- This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan (2014-2024). According to this plan no capital item purchases are required in 2018-2019.  
- On target.  
  - Actual April to September: $0.00  
  - Forecast October to March: $0.00  
  - The 2017-2018 actual was: $4,250 |
| Information Technology Service Agreement  
$6,000 budget  
- Effective 2017 established a service agreement with Information Service Technology (IST) to support the GSA’s IT (recently upgraded to minimum University standards by an IT consultant) to provide regular reviews and troubleshooting services.  
- On target.  
  - Actual April to September: $0.00  
  - Forecast October to March: $6,000  
  - The 2017-2108 actual was: $6,000 |
| Telephone & Cable  
$4,330 budget  
- Billed monthly.  
- Under spent.  
  - Actual April to September: $1,549  
  - Forecast October to March: $1,141  
  - The 2017-2018 actual was: $3,107 |
| Office Supplies and Maintenance  
$6,509 budget  
- General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses.  
- Under spent.  
  - Actual April to September: $1,924  
  - Forecast October to March: $4,200  
  - The 2017-2018 actual was: $2,245 |
| Computer Software  
$3,105 budget  
- Monthly fees for Adobe Creative Cloud and for Smilebox, as needed.  
- Yearly upgrade costs for Sage Simply Accounting.  
- Under spent.  
  - Actual April to September: $759.00  
  - Forecast October to March: $1,928  
  - The 2017-2018 actual was: $4,983 |
| Payroll and Banking Service Charges  
$1,732 budget  
- The payroll processing charges to CERIDIAN (payroll service provider).  
- Business banking plan fees and corporate MasterCard annual fees.  
- Under spent.  
  - Actual April to September: $712.00  
  - Forecast October to March: $760.00  
  - The 2017-2018 actual was: $1,351 |
| Photocopier Lease and Meter | $6,000 budget | Under spent.  
|                            |              | Actual April to September: $2,664  
|                            |              | Forecast October to March: $3,000  
|                            |              | The 2017-2018 actual was: $5,472  
| General Liability Insurance (Office) | $671 budget | Under spent.  
|                              |              | Actual April to September: $535.00  
|                              |              | Forecast October to March: $0.00  
|                              |              | The 2017-2018 actual was: $535.00  
| PROFESSIONAL                 |              |                                
| Financial Auditing           | $12,200 budget | Under spent.  
|                              |              | Actual April to September: $11,550  
|                              |              | Forecast October to March: $0.00  
|                              |              | The 2017-2018 actual was: $11,588  
| Consultants                 | $14,800 budget | Under spent.  
|                              |              | Actual April to September: $3,498  
|                              |              | Forecast October to March: $8,000  
|                              |              | The 2017-2018 actual was: $700.00  
| Investment Advisor          | $12,000 budget | On target.  
|                              |              | Actual April to September: $6,705  
|                              |              | Forecast October to March: $5,295  
|                              |              | The 2017-2018 actual was: $12,490  
| Legal Fees - General        | $26,000 budget | Under spent.  
|                              |              | Actual April to September: $4,570  
|                              |              | Forecast October to March: $18,000  
|                              |              | The 2017-2018 actual was: $16,500  

- The GSA leases two photocopiers from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly.
- General liability insurance to cover property damage, personal injury, tenants’ legal liability, etc.
- GSA has an annual audit performed by Collins Barrow. Required by Post-Secondary Learning Act and submitted to the University Board of Governors.
- Consulting services (e.g. visual identity consultant, labour relations consultant) will potentially be utilized in 2018-2019.
- Investment advisor fees for ATB Investment Management Inc.
- Legal advice on significant operational issues as needed. If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor.
<table>
<thead>
<tr>
<th>Services Expenses</th>
<th>Grants and Subsidies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants and Subsidies</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Academic Workshop Subsidies** | • Subsidies to the Academic Success Centre and the Career Centre increased in 2018-2019 to ensure that their graduate student programs can be accessed by more students.  
• Graduate students’ reviews (reviewed regularly by the GSAB) of the workshops are outstanding. |
| $9,000 budget | • On target.  
• Actual April to September: $9,000  
• Forecast October to March: $0.00  
• The 2017-2018 actual was: $5,500 |
| **External Grants** | • Funds request for external grants such as a grant for the Student Advisors’ Conference and International Week. |
| $2,400 budget | • Under spent.  
• Actual April to September: $0.00  
• Forecast October to March: $1,550  
• The 2017-2018 actual was: $1,050 |
| **Campus Food Bank** | • Contribution made to the Campus Food Bank (CFB) (which was founded by the GSA) in recognition of the valuable support it provides to graduate students.  
• CFB Executive Director and Board Chair report annually to the GSAB. |
| $12,000 budget | • On target.  
• Actual April to September: $12,000  
• Forecast October to March: $0.00  
• The 2017-2018 actual was: $9,000 |
| **Graduate Student Groups** |  |
| **GSA Council Remuneration** | • GSA funding program for eligible graduate student groups based on the attendance of their councillor over the GSA Council year. Divided evenly amongst the eligible groups. |
| $11,200 budget | • Over spent.  
• Actual April to September: $11,500  
• Forecast October to March: $0.00  
• The 2017-2018 actual was: $11,200 |
| **GSA Graduate Student Group Grant** | • The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to:  
  ▪ Bring in special guest lecturers or host academic-style events.  
  ▪ Support the academic activities of graduate students.  
  ▪ Provide modest start-up funding for new groups.  
• Budget increased in 2018-2019 to meet strong demand for this grant. |
| $30,000 budget | • On target.  
• Actual April to September: $12,851  
• Forecast October to March: $17,194  
• The 2017-2018 actual was: $22,617 |
<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>Annual Strategic Plan Initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Any new GSAB Strategic Work Plan initiatives may be funded from this account.</td>
</tr>
<tr>
<td></td>
<td>• On target.</td>
</tr>
<tr>
<td></td>
<td>• Actual April to September: $293.00</td>
</tr>
<tr>
<td></td>
<td>• Forecast October to March: $2,707</td>
</tr>
<tr>
<td></td>
<td>• The 2017-2018 actual was: $3,760</td>
</tr>
<tr>
<td></td>
<td>• On target.</td>
</tr>
<tr>
<td></td>
<td>• Actual April to September: $2,707</td>
</tr>
<tr>
<td></td>
<td>• Forecast October to March: $2,707</td>
</tr>
<tr>
<td></td>
<td>• The 2017-2018 actual was: $2,707</td>
</tr>
<tr>
<td>Engagement, Orientation, and Outreach</td>
<td>• Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events, and swag purchases.</td>
</tr>
<tr>
<td>$20,000 budget</td>
<td>• Under spent.</td>
</tr>
<tr>
<td></td>
<td>• Actual April to September: $5,515</td>
</tr>
<tr>
<td></td>
<td>• Forecast October to March: $12,000</td>
</tr>
<tr>
<td></td>
<td>• The 2017-2018 actual was: $8,577</td>
</tr>
<tr>
<td>AMICCUS-C Membership</td>
<td>• Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).</td>
</tr>
<tr>
<td>$700 budget</td>
<td>• On target.</td>
</tr>
<tr>
<td></td>
<td>• Actual April to September: $0.00</td>
</tr>
<tr>
<td></td>
<td>• Forecast October to March: $700.00</td>
</tr>
<tr>
<td></td>
<td>• The 2017-2018 actual was: $650.00</td>
</tr>
<tr>
<td>GSA Awards Night</td>
<td>• Expenses for the annual GSA Awards Night (normally in March).</td>
</tr>
<tr>
<td>$8,500 budget</td>
<td>• On target.</td>
</tr>
<tr>
<td></td>
<td>• Actual April to September: $0.00</td>
</tr>
<tr>
<td></td>
<td>• Forecast October to March: $8,500</td>
</tr>
<tr>
<td></td>
<td>• The 2017-2018 actual was: $7,265</td>
</tr>
<tr>
<td>Operating/Contingency Fund</td>
<td></td>
</tr>
<tr>
<td>Operating /Contingency Fund</td>
<td>• A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget.</td>
</tr>
<tr>
<td>$25,000 budget</td>
<td>• Under spent.</td>
</tr>
<tr>
<td></td>
<td>• Actual April to September: $3,653</td>
</tr>
<tr>
<td></td>
<td>• Forecast October to March: $3,000</td>
</tr>
<tr>
<td></td>
<td>• The 2017-2018 actual was: $3,340</td>
</tr>
</tbody>
</table>