

# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

Account Name and Budget	Brief Description	Narrative and Variance
	<b>REVENUE</b>	
	<b>GSA Fees</b>	
Annual GSA Membership Fees  <b>\$1,232,821 budget</b>	<ul style="list-style-type: none"> <li>● The GSA is supported by annual graduate student 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.</li> <li>● Based on the three-year funding agreement signed between the GSA and the University on 17 May 2022, the GSA will receive:                             <ul style="list-style-type: none"> <li>○ 40% advance in May based on the projected fall/winter enrollment.</li> <li>○ 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, <i>after the fall term 100% withdrawal deadline in October.</i></li> <li>○ 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, <i>after the winter term 100% withdrawal deadline in February.</i></li> <li>○ Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>No change in GSA fees.</b></li> <li>● <b>For 2024-2025, the projected GSA revenue is \$1,232,821.</b> This is based on fees paid by a projected 6,691 full-time graduate students (6,691 @ \$156.02 per graduate student) and a projected 1,614 part-time graduate students (1,614 @ \$117.01 per graduate student).</li> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$493,114.</b></li> <li>● <b>Forecast July to March: \$739,707.</b></li> <li>● <b>The 2023-2024 actual was \$1,209,319.</b></li> </ul>
	<b>Interest Income</b>	
Interest Income  <b>\$80,000 budget</b>	<ul style="list-style-type: none"> <li>● Interest income on bank accounts is deposited monthly.</li> <li>● The GSA also holds an investment portfolio and the income from these investments is re-invested and is reported in the annual audited financial statements.</li> <li>● ATB Wealth 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.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Projected surplus due to continued high interest rates.</b></li> <li>● <b>Actual April to June: \$29,351.</b></li> <li>● <b>Forecast July to March: \$72,000.</b></li> <li>● <b>The 2023-2024 actual was \$164,997.</b></li> </ul>

# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

External Committed Funding		
Funding from the Dean of Students and the Dean of FGSR  <b>\$7,190 budget</b>	<ul style="list-style-type: none"> <li>This funding is described in letters from the Dean of the Faculty of Graduate Studies and Research (FGSR) and Dean of Students and covers, for instance, some of the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement activities. FGSR funding must be requested yearly.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$0.00.</b></li> <li><b>Forecast July to March: \$7,190.</b></li> <li><b>The 2023-2024 actual was \$9,190</b></li> </ul>
Funding from Studentcare  <b>\$8,190 budget</b>	<ul style="list-style-type: none"> <li>Studentcare provides \$8,190 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: 2020-2025.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$0.00.</b></li> <li><b>Forecast July to March: \$10,000.</b></li> <li><b>The 2023-2024 actual was \$10,000.</b></li> </ul>
Funding from TDIMM  <b>\$11,500 budget</b>	<ul style="list-style-type: none"> <li>Signed agreement with TD Insurance Meloche Monnex (TDIMM) (from 2021-2026) provides funding for various events and initiatives organized by the GSA, such as GSA Awards Night and orientation/engagement events.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$0.00.</b></li> <li><b>Forecast July to March: \$11,500.</b></li> <li><b>The 2023-2024 actual was \$12,000.</b></li> </ul>
Revenue from Commercial Activities		
Chopped Leaf (in the Physical Activity and Wellness (PAW) Centre) Revenue  <b>\$40,162 budget</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Revenues commenced in August 2015. From 2020-2021 there was an interruption in revenue due to the COVID-19 pandemic. Revenue has been slow to return to normal.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$3,347.</b></li> <li><b>Forecast July to March: \$36,816.</b></li> <li><b>The 2023-2024 actual was \$27,796.</b></li> </ul>
Other Revenue		
Other Revenue  <b>\$1,300 budget</b>	<ul style="list-style-type: none"> <li>This line is used to record revenue that may arise from other sources such as StudentCare Continuum payments or one-time funding/grant opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$0.00.</b></li> <li><b>Forecast July to March: \$1,300.</b></li> <li><b>The 2023-2024 actual was \$0.00.</b></li> </ul>

# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

EXPENSES		
Advocacy		
Business Travel and External Relations and Advocacy  <b>\$24,368 budget</b>	<ul style="list-style-type: none"> <li>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).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$4,222.</b></li> <li><b>Forecast July to March: \$20,146.</b></li> <li><b>The 2023-2024 actual was \$4,194.</b></li> </ul>
University Relations  <b>\$1,084 budget</b>	<ul style="list-style-type: none"> <li>Expenses related to the building and maintenance of relationships between the GSA and University units (usually in the form of hosting/meeting expenses).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$0.00.</b></li> <li><b>Forecast July to March: \$1,084.</b></li> <li><b>The 2023-2024 actual was \$544.</b></li> </ul>
Indigenous Strategic Initiatives  <b>\$5,000 budget</b>	<ul style="list-style-type: none"> <li>GSA support of Indigenous strategic initiatives in support of the U of A Indigenous Strategic Plan.</li> </ul>	<ul style="list-style-type: none"> <li><b>New budget line for 2024-2025.</b></li> <li><b>Actual April to June: \$0.00.</b></li> <li><b>Forecast July to March: \$5,000.</b></li> </ul>
External Advocacy (CASA)  <b>\$33,220 budget</b>	<ul style="list-style-type: none"> <li>Membership fees in the Canadian Alliance of Student Associations (CASA).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$9,577.</b></li> <li><b>Forecast July to March: \$22,347.</b></li> <li><b>The 2023-2024 actual was \$0.00.</b></li> </ul>
Services		
Grants and Subsidies		
Academic Workshop Subsidies  <b>\$12,000 budget</b>	<ul style="list-style-type: none"> <li>Subsidies to the Academic Success Centre and the Career Centre increased in 2020-2021 to ensure that their graduate student programs can be accessed by more students.</li> <li>Graduate students' reviews (reviewed regularly by the GSAB) of the workshops are outstanding.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$12,000.</b></li> <li><b>Forecast July to March: \$0.00.</b></li> <li><b>The 2023-2024 actual was \$12,000.</b></li> </ul>
External Grants  <b>\$4,000 budget</b>	<ul style="list-style-type: none"> <li>Funds requested for external grants for events such as the Student Advisors' Conference and International Week.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$0.00.</b></li> <li><b>Forecast July to March: \$4,000.</b></li> <li><b>The 2023-2024 actual was \$0.00.</b></li> </ul>
Campus Food Bank  <b>\$27,000 budget</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The CFB held a referendum in March 2024 to assess a dedicated fee directly to students. The referendum passed so effective September 2024 students will be assessed a fee of \$3.00 in each fall and winter term and \$1.00 in each spring and summer term. This budget line will cease in 2025-2026.</li> <li>The CFB Executive Director reports annually to the GSAB.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$27,000.</b></li> <li><b>Forecast July to March: \$0.00.</b></li> <li><b>The 2023-2024 actual was \$27,000.</b></li> </ul>

# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

<p>Child Care Access</p> <p><b>\$5,021 budget</b></p>	<ul style="list-style-type: none"><li>• Continuation of a partnership with the Students' Union for a membership with a local daycare provider to facilitate limited childcare services for students who parent.</li></ul>	<ul style="list-style-type: none"><li>• <b>On target.</b></li><li>• <b>Actual April to June: \$0.00.</b></li><li>• <b>Forecast July to March: \$5,021.</b></li><li>• <b>The 2023-2024 actual was \$5,249.</b></li></ul>
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# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

<b>Graduate Student Groups</b>		
<p>GSA Council Remuneration</p> <p><b>\$17,250 budget</b></p>	<ul style="list-style-type: none"> <li>● Funding of \$250 for eligible graduate student groups (69) based on the attendance of their Councillor at GSA Council meetings from 1 May to 30 April.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$0.00.</b></li> <li>● <b>Forecast July to March: \$10,000.</b></li> <li>● <b>The 2023-2024 actual was \$9,750.</b></li> </ul>
<p>GSA Graduate Student Group Grant</p> <p><b>\$36,000 budget</b></p>	<ul style="list-style-type: none"> <li>● The GSA provides a grant program, ongoing through the year, for GSA Graduate Student Groups to:                             <ul style="list-style-type: none"> <li>▪ Bring in special guest lecturers or host events.</li> <li>▪ Support the academic activities of graduate students.</li> <li>▪ Provide modest start-up funding for new groups.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$10,940.</b></li> <li>● <b>Forecast July to March: \$25,060.</b></li> <li>● <b>The 2023-2024 actual was \$32,950.</b></li> </ul>
<b>Other Expenses</b>		
<p>Annual Strategic Work Plan Initiatives</p> <p><b>\$3,500 budget</b></p>	<ul style="list-style-type: none"> <li>● Any new Strategic Work Plan (SWP) initiatives may be funded from this budget line.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$77.</b></li> <li>● <b>Forecast July to March: \$3,423.</b></li> <li>● <b>The 2023-2024 actual was \$642.</b></li> </ul>
<p>Engagement, Orientation, and Outreach</p> <p><b>\$40,114 budget</b></p>	<ul style="list-style-type: none"> <li>● Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other engagement events (aside from the GSA Awards Night), swag purchases and SUTV ads.</li> <li>● Depending on graduate student demand for the GSA Planner, and the ad revenue, this budget is also used to cover the cost of printing additional Planners not covered by the revenue from ad sales.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$8,238.</b></li> <li>● <b>Forecast July to March: \$31,876.</b></li> <li>● <b>The 2023-2024 actual was \$18,143.</b></li> </ul>
<p>GSA Awards Night</p> <p><b>\$12,273 budget</b></p>	<ul style="list-style-type: none"> <li>● Expenses for the annual GSA Awards Night (normally in March). Awards distributed are funded by the Graduate Student Support Fund (see the Restricted and Other Funding Budget Narrative).</li> <li>● Indigenous Student Graduate Award and two Spirit Awards are funded from this budget line (GSA supported).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$444.</b></li> <li>● <b>Forecast July to March: \$11,829.</b></li> <li>● <b>The 2023-2024 actual was \$13,032.</b></li> </ul>

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	Governance	
	<b>Directly Elected Officer Stipends</b>	
Directly Elected Officers (DEOs) Stipends  <b>\$192,189 budget</b>	<ul style="list-style-type: none"> <li>• DEOs include the President, the VP Academic, the VP External, the VP Student Life, and the VP Student Services. In 2024-2025, the President will receive an annual stipend of \$45,757 and the four VP positions will each receive \$36,608. Any changes in the stipends above the Alberta Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw and Policy, Section D.BYL.1.4.b).</li> <li>• Note that the stipends are gross stipends and include income tax, and Canada Pension Plan (CPP) deductions. Remittances are made on behalf of DEOs from their stipend totals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to June: \$47,703.</b></li> <li>• <b>Forecast July to March: \$144,142.</b></li> <li>• <b>The 2023-2024 actual was \$187,537.</b></li> </ul>
	<b>Directly Elected Officer Benefits</b>	
GSA Health and Dental Plan  <b>\$3,100 budget</b>	<ul style="list-style-type: none"> <li>• The 2024-2025 rate is \$694.82 per DEO per annum.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to June: \$0.00.</b></li> <li>• <b>Forecast July to March: \$3,100.</b></li> <li>• <b>The 2023-2024 actual was \$3,021.</b></li> </ul>
U-Pass  <b>\$2,700 budget</b>	<ul style="list-style-type: none"> <li>• The U-Pass is set at \$180 each term in 2023-2024 per agreement with the transit systems and municipal student associations. This amount is reimbursed in May, September, and January.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to June: \$540.</b></li> <li>• <b>Forecast July to March: \$1,980.</b></li> <li>• <b>The 2023-2024 actual was \$2,160.</b></li> </ul>
	<b>Directly Elected Officer Employer Contributions</b>	
Employer CPP Contributions  <b>\$10,555 budget</b>	<ul style="list-style-type: none"> <li>• CPP is calculated at the Government of Canada rate for 2024.</li> <li>• This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to June: \$2,621.</b></li> <li>• <b>Forecast July to March: \$7,795.</b></li> <li>• <b>The 2023-2024 actual was \$12,051.</b></li> </ul>
	<b>Directly Elected Officers - Other Expenses</b>	
Insurance  <b>\$1,437 budget</b>	<ul style="list-style-type: none"> <li>• Directors and Officers Liability Insurance paid annually in January.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to June: \$0.00.</b></li> <li>• <b>Forecast July to March: \$1,437.</b></li> <li>• <b>The 2023-2024 actual was \$1,170.</b></li> </ul>
Election Expenses  <b>\$3,926 budget</b>	<ul style="list-style-type: none"> <li>• This is used to cover expenses associated with the GSA General Election that takes place in February/March.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to June: \$338.</b></li> <li>• <b>Forecast July to March: \$3,588.</b></li> <li>• <b>The 2023-2024 actual was \$3,253.</b></li> </ul>
Transition/Discover Governance (Early Call)	<ul style="list-style-type: none"> <li>• Transition/Discover Governance programming occurs in the fall and early winter.</li> <li>• Transition programming typically occurs in March and April.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On target.</b></li> <li>• <b>Actual April to June: \$566.</b></li> <li>• <b>Forecast July to March: \$4,574.</b></li> </ul>

# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

<b>\$5,140 budget</b>		<ul style="list-style-type: none"> <li>● The 2023-2024 actual was \$709.</li> </ul>
Training/Development	<ul style="list-style-type: none"> <li>● Expenses for the training and development of the DEOs to promote the effective performance of their duties.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to June: \$3,511.</li> <li>● Forecast July to March: \$2,489</li> <li>● The 2023-2024 actual was: \$1,188.</li> </ul>
<b>\$6,000 budget</b>		
Directly Elected Officers' Expenses	<ul style="list-style-type: none"> <li>● 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).</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to June: \$905.</li> <li>● Forecast July to March: \$2,196.</li> <li>● The 2023-2024 actual was \$779.</li> </ul>
<b>\$3,101 budget</b>		
GSA Standing Committee Food and Other Expenses	<ul style="list-style-type: none"> <li>● Provision of light refreshments, where warranted, at GSA standing committees meetings.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to June: \$885.</li> <li>● Forecast July to March: \$0.00</li> <li>● The 2023-2024 actual was \$59.</li> </ul>
<b>\$528 budget</b>		
	<b>GSA Council Expenses</b>	
GSA Council Food and Other Expenses	<ul style="list-style-type: none"> <li>● The estimate is based on 12 meetings per year.</li> <li>● Provision of food at GSA Council (alternates between pizza and sandwich offerings) and other hosting expenses.</li> <li>● Includes printing of GSA Council placards and celebratory/acknowledgement events.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to June: \$915.</li> <li>● Forecast July to March: \$4,585.</li> <li>● The 2023-2024 actual was \$4,015.</li> </ul>
<b>\$6,340 budget</b>		
GSA Council Speaker Honorarium	<ul style="list-style-type: none"> <li>● Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting (\$185 per meeting).</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to June: \$555.</li> <li>● Forecast July to March: \$1,665.</li> <li>● The 2023-2024 actual was \$2,035.</li> </ul>
<b>\$2,269 budget</b>		
Chief Returning Officer (CRO) Honorarium	<ul style="list-style-type: none"> <li>● The CRO is paid an honorarium for managing the GSA General Election, including any by-elections and referenda.</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to June: \$0.00.</li> <li>● Forecast July to March: \$1,533.</li> <li>● The 2023-2024 actual was \$2,000.</li> </ul>
<b>\$1,533 budget</b>		
Other Honoraria	<ul style="list-style-type: none"> <li>● This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work like that done by the Speaker or CRO (e.g., the Deputy Returning Officer needs to significantly assist the CRO for a significant period).</li> </ul>	<ul style="list-style-type: none"> <li>● On target.</li> <li>● Actual April to June: \$0.00.</li> <li>● Forecast July to March: \$1,500.</li> <li>● The 2023-2024 actual was \$5,000.</li> </ul>
<b>\$1,500 budget</b>		

# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

Human Resources		
Support Staff (Represented by NASA)		
Support Staff – Salaries <b>\$243,840 budget</b>	<ul style="list-style-type: none"> <li>● There are three full-time support staff positions (Strategic Operations Coordinator, Elections Coordinator, Grants Coordinator and Support Specialist).</li> <li>● Includes contractual cost of living increases and one-time payments (e.g., responsibility pay).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$71,723.</b></li> <li>● <b>Forecast July to March: \$169,840.</b></li> <li>● <b>The 2023-2024 actual was \$278,713.</b></li> </ul>
Support Staff – Benefits <b>\$16,892 budget</b>	<ul style="list-style-type: none"> <li>● Calculated based on 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$4,217.</b></li> <li>● <b>Forecast July to March: \$12,179.</b></li> <li>● <b>The 2023-2024 actual was \$19,761.</b></li> </ul>
Support Staff – RRSP <b>\$23,227 budget</b>	<ul style="list-style-type: none"> <li>● Support staff receive RRSP payments for contribution to their own plans.</li> <li>● Calculated based on 11% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$5,799.</b></li> <li>● <b>Forecast July to March: \$16,745.</b></li> <li>● <b>The 2023-2024 actual was \$27,172.</b></li> </ul>
Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program <b>\$1,926 budget</b>	<ul style="list-style-type: none"> <li>● The 2024-2025 rate is \$694.82 per support staff member per annum.</li> <li>● The Graduate Student Assistance Program (GSAP) is \$21.80 per support staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$449.</b></li> <li>● <b>Forecast July to March: \$2,250.</b></li> <li>● <b>The 2023-2024 actual was \$1,433.</b></li> </ul>
Support Staff – Employer CPP Contributions <b>\$13,843 budget</b>	<ul style="list-style-type: none"> <li>● CPP is calculated at the Government of Canada rate for 2023.</li> <li>● This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$4,658.</b></li> <li>● <b>Forecast July to March: \$9,185.</b></li> <li>● <b>The 2023-2024 actual was \$14,575.</b></li> </ul>
Support Staff – Employer EI Contributions <b>\$5,060 budget</b>	<ul style="list-style-type: none"> <li>● EI is calculated at the Government of Canada rate for 2023.</li> <li>● This line shows the employer’s contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$1,901.</b></li> <li>● <b>Forecast July to March: \$3,810.</b></li> <li>● <b>The 2023-2024 actual was \$5,595.</b></li> </ul>
Support Staff Development <b>\$4,500 budget</b>	<ul style="list-style-type: none"> <li>● The support staff’s NASA collective agreement provides for support of \$1,500 per support staff for courses related to staff development.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$0.00.</b></li> <li>● <b>Forecast July to March: \$4,015.</b></li> <li>● <b>The 2023-2024 actual was \$2,520.</b></li> </ul>
Support Staff Required Professional Development <b>\$1,500 budget</b>	<ul style="list-style-type: none"> <li>● This line is to support staff training and professional development opportunities as required by management.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$195.</b></li> <li>● <b>Forecast July to March: \$1,305.</b></li> <li>● <b>The 2023-2024 actual was \$83.</b></li> </ul>
<b>Administrative/Professional Staff</b>		



# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

<p>Administrative/ Professional Staff -- Salaries</p> <p><b>\$255,194 budget</b></p>	<ul style="list-style-type: none"> <li>● There are 2 full-time administrative/professional staff (Executive Director and Associate Director) and 2 part-time administrative/professional staff (Financial Manager and Accountant (CPA)).</li> <li>● The Executive Director's (ED) salary and other employment related expenses are established in a contractual agreement.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$64,939.</b></li> <li>● <b>Forecast July to March: \$188,251.</b></li> <li>● <b>The 2023-2024 actual was \$224,912.</b></li> </ul>
<p>Administrative/ Professional Staff -- Merit Pay</p> <p><b>\$23,990 budget</b></p>	<ul style="list-style-type: none"> <li>● In accordance with the ED's contract, the ED can receive an annual merit payment.</li> <li>● Additionally, the other administrative/professional staff are eligible to receive merit payments.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$0,00.</b></li> <li>● <b>Forecast July to March: \$23,990.</b></li> <li>● <b>The 2023-2024 actual was \$19,000.</b></li> </ul>
<p>Administrative/ Professional Staff -- Benefits</p> <p><b>\$18,567 budget</b></p>	<ul style="list-style-type: none"> <li>● Calculated based on 8% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$4,423.</b></li> <li>● <b>Forecast July to March: \$13,896.</b></li> <li>● <b>The 2023-2024 actual was \$16,434.</b></li> </ul>
<p>Administrative/ Professional Staff -- RRSP</p> <p><b>\$25,529 budget</b></p>	<ul style="list-style-type: none"> <li>● Administrative/professional staff receive RRSP payments for contribution to their own plans calculated based on 11% of salary.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$6,082.</b></li> <li>● <b>Forecast July to March: \$18,548.</b></li> <li>● <b>The 2023-2024 actual was \$22,597.</b></li> </ul>
<p>Administrative/ Professional Staff -- GSA Health and Dental Plan and Graduate Student Assistance Program</p> <p><b>\$1,926 budget</b></p>	<ul style="list-style-type: none"> <li>● The 2024-2025 rate is \$694.82 per administrative/professional staff per annum.</li> <li>● The GSAP is \$21.80 per administrative/professional staff per annum.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$225.</b></li> <li>● <b>Forecast July to March: \$1,120.</b></li> <li>● <b>The 2023-2024 actual was \$1,682.</b></li> </ul>
<p>Administrative/ Professional Staff -- Employer CPP Contributions</p> <p><b>\$10,873 budget</b></p>	<ul style="list-style-type: none"> <li>● CPP is calculated at the Government of Canada rate for 2024.</li> <li>● This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$3,716.</b></li> <li>● <b>Forecast July to March: \$7,157</b></li> <li>● <b>The 2023-2024 actual was \$13,172.</b></li> </ul>
<p>Administrative/ Professional Staff -- Employer EI Contributions</p> <p><b>\$3,947 budget</b></p>	<ul style="list-style-type: none"> <li>● EI is calculated at the Government of Canada rate for 2024.</li> <li>● This line shows the employer's contribution only (not the employee contribution).</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$1,554.</b></li> <li>● <b>Forecast July to March: \$2,393.</b></li> <li>● <b>The 2023-2024 actual was \$5,137.</b></li> </ul>

# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

	<b>Other HR Expenses</b>	
Office Recognition  <b>\$1,000 budget</b>	<ul style="list-style-type: none"> <li>This pool of money is used for recognition of GSA staff members (e.g., when a staff member leaves or reaches significant benchmarks).</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$77.</b></li> <li><b>Forecast July to March: \$923.</b></li> <li><b>The 2023-2024 actual was \$1,723.</b></li> </ul>
Professional Expense Allowance  <b>\$6,886 budget</b>	<ul style="list-style-type: none"> <li>Contractual arrangement with the ED.</li> <li>Budget also used for the professional development of administrative/professional staff.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$2,919.</b></li> <li><b>Forecast July to March: \$3,967.</b></li> <li><b>The 2023-2024 actual was \$7,512.</b></li> </ul>
Workers' Compensation  <b>\$2,717 budget</b>	<ul style="list-style-type: none"> <li>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.</li> <li>WCB-Alberta requires an annual return be filed by the last day of February each year.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to June: \$361.</b></li> <li><b>Forecast July to March: \$1,417.</b></li> <li><b>The 2023-2024 actual was \$2,951.</b></li> </ul>

# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

Office Administration and Operational Costs		
Capital Items  <b>\$8,250 budget</b>	<ul style="list-style-type: none"> <li>This budget line refers to purchases of major assets that the GSA will need and is part of a ten-year ever-greening plan.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to June: \$320.</li> <li>Forecast July to March: \$7,930.</li> <li>The 2023-2024 actual was \$2,316.</li> </ul>
Information Technology Service Agreement  <b>\$6,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA has a service agreement with Information Service Technology to support the GSA's IT and provide troubleshooting services.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to June: \$0.00.</li> <li>Forecast July to March: \$6,000.</li> <li>The 2023-2024 actual was \$3,150.</li> </ul>
Telephone and Cable  <b>\$2,900 budget</b>	<ul style="list-style-type: none"> <li>Billed monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to June: \$470.</li> <li>Forecast July to March: \$2,350.</li> <li>The 2023-2024 actual was \$2,822.</li> </ul>
Office Supplies and Maintenance  <b>\$3,577 budget</b>	<ul style="list-style-type: none"> <li>General office expenses including office supplies, postage, printing/photocopying, and miscellaneous office expenses.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to June: \$2,425.</li> <li>Forecast July to March: \$1,152</li> <li>The 2023-2024 actual was \$2,401.</li> </ul>
Computer Software  <b>\$13,017 budget</b>	<ul style="list-style-type: none"> <li>Monthly or annual fees for Adobe Creative Cloud, Canva, Jib Jab, Zoom, Active Campaigner, Microsoft 365, Sage Simply Accounting and Otter AI.</li> <li>Additional funds budgeted for a website hosting fee.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to June: \$1,580.</li> <li>Forecast July to March: \$11,437.</li> <li>The 2023-2024 actual was \$10,371.</li> </ul>
Grants Processing Software  <b>\$12,000 budget</b>	<ul style="list-style-type: none"> <li>New budget line for grants processing software to be used to streamline the grants process.</li> </ul>	<ul style="list-style-type: none"> <li>New budget line for 2024-2025.</li> <li>On target.</li> <li>Actual April to June: \$10,600.</li> <li>Forecast July to March: \$0.00</li> </ul>
Payroll and Banking Service Charges  <b>\$1,991 budget</b>	<ul style="list-style-type: none"> <li>The payroll processing charges to CERIDIAN (payroll service provider).</li> <li>Business banking plan fees and corporate MasterCard annual fees.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to June: \$298.</li> <li>Forecast July to March: \$1,693.</li> <li>The 2023-2024 actual was \$1,929.</li> </ul>
Photocopier Lease and Meter  <b>\$2,000 budget</b>	<ul style="list-style-type: none"> <li>The GSA leases a photocopier from Xerox for office use. Billing for the lease and metering (variable according to usage) charges occurs monthly.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to June: \$335.</li> <li>Forecast July to March: \$1,665.</li> <li>The 2023-2024 actual was \$1,312.</li> </ul>
General Liability Insurance (Office)  <b>\$773 budget</b>	<ul style="list-style-type: none"> <li>General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to June: \$686.</li> <li>Forecast July to March: \$0.00.</li> <li>The 2023-2024 actual was \$558.</li> </ul>

AMICCUS-C Membership  <b>\$800 budget</b>	<ul style="list-style-type: none"><li>• Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).</li></ul>	<ul style="list-style-type: none"><li>• <b>On target.</b></li><li>• <b>Actual April to June \$0.00.</b></li><li>• <b>Forecast July to March: \$800</b></li><li>• <b>The 2023-2024 actual was \$800.</b></li></ul>
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# GSA 2024-2025 Operating Budget (including Capital Budget) Narrative

<b>Professional</b>		
Financial Auditing  <b>\$14,564 budget</b>	<ul style="list-style-type: none"> <li>● GSA has an annual audit performed by RSM.</li> <li>● Required by the <i>Post-Secondary Learning Act</i> and submitted to the University Board of Governors.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$0.00</b></li> <li>● <b>Forecast July to March: \$14,564.</b></li> <li>● <b>The 2023-2024 actual was \$17,329.</b></li> </ul>
Consultants  <b>\$5,000 budget</b>	<ul style="list-style-type: none"> <li>● Consultancy fees should a need arise.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$1,066.</b></li> <li>● <b>Forecast July to March: \$3,934.</b></li> <li>● <b>The 2023-2024 actual was \$5,317.</b></li> </ul>
Investment Advisor  <b>\$22,000 budget</b>	<ul style="list-style-type: none"> <li>● Investment advisor fees for ATB Wealth.</li> <li>● These fees are charged at a rate commensurate with the dollar value of our portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$5,385.</b></li> <li>● <b>Forecast July to March: \$16,615.</b></li> <li>● <b>The 2023-2024 actual was \$15,798.</b></li> </ul>
Legal Fees - General  <b>\$20,000 budget</b>	<ul style="list-style-type: none"> <li>● Legal advice on significant operational issues as needed.</li> <li>● If there are monies remaining at year-end these funds are added to the Legal Defence Fund, on advice from our auditor.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Modest over expenditure.</b></li> <li>● <b>Actual April to June: \$23,289.</b></li> <li>● <b>Forecast July to March: \$0.00.</b></li> <li>● <b>The 2023-2024 actual was \$13,970.</b></li> </ul>
<b>Operating/Contingency Fund</b>		
Operating /Contingency Fund  <b>\$15,000 budget</b>	<ul style="list-style-type: none"> <li>● A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the Operating Budget.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On target.</b></li> <li>● <b>Actual April to June: \$0.00.</b></li> <li>● <b>Forecast July to March: \$0.00.</b></li> <li>● <b>The 2023-2024 actual was \$0.00.</b></li> </ul>