

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>For 2023-2024, 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 September: \$493, 114.</b></li> <li>● <b>Forecast October to March: \$739,707.</b></li> <li>● <b>The 2022-2023 actual was \$1,217,686</b></li> </ul>
<b>Interest Income</b>		
Interest Income  <b>\$50,000 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 since interest rates have gone up since the budget was approved.</b></li> <li>● <b>Actual April to September: \$80,182.</b></li> <li>● <b>Forecast October to March: \$24,000.</b></li> <li>● <b>The 2022-2023 actual was \$105,200.</b></li> </ul>

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 September: \$4,190</b></li> <li><b>Forecast October to March: \$3,000.</b></li> <li><b>The 2022-2023 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 September: \$0.00</b></li> <li><b>Forecast October to March: \$8,190.</b></li> <li><b>The 2022-2023 actual was \$8,190.</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 September: \$0.00</b></li> <li><b>Forecast October to March: \$11,500.</b></li> <li><b>The 2022-2023 actual was \$11,500.</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. A return to normal revenue is expected in 2023-2024.</li> </ul>	<ul style="list-style-type: none"> <li><b>Under budget.</b></li> <li><b>Actual April to September: \$5,793.</b></li> <li><b>Forecast October to March: \$20,076.</b></li> <li><b>The 2022-2023 actual was \$20,104.</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 September: \$0.00</b></li> <li><b>Forecast October to March: \$1,300</b></li> <li><b>The 2022-2023 actual was \$0.00.</b></li> </ul>

EXPENSES		
Advocacy		
Business Travel and External Relations and Advocacy <b>\$23,843 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>On target.</li> <li>Actual April to September: \$2,411.</li> <li>Forecast October to March: \$21,432.</li> <li>The 2022-2023 actual was \$14,851.</li> </ul>
University Relations <b>\$1,061 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>On target.</li> <li>Actual April to September: \$206.00.</li> <li>Forecast October to March: \$855.00.</li> <li>The 2022-2023 actual was \$154.</li> </ul>
ab-GPAC (Alberta Graduate Provincial Advocacy Council) <b>\$33,220 budget</b>	<ul style="list-style-type: none"> <li>Fees for ab-GPAC are \$4 per graduate student per year.</li> <li>ab-GPAC was formed under the <i>Societies Act</i> in October 2014. Its mandate is to lobby the Alberta government and promote the interests and concerns of graduate students.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$0.00</li> <li>Forecast October to March: \$33,200.</li> <li>The 2022-2023 actual was \$33,064.</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>On target</li> <li>Actual April to September: \$12,000.</li> <li>Forecast October to March: \$0.00</li> <li>The 2022-2023 actual was \$12,000.</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>On target</li> <li>Actual April to September: \$0.00.</li> <li>Forecast October to March: \$4,000.</li> <li>The 2022-2023 actual was \$0.00.</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 Executive Director reports annually to the GSAB.</li> </ul>	<ul style="list-style-type: none"> <li>On target</li> <li>Actual April to September: \$27,000.</li> <li>Forecast October to March: \$0.00</li> <li>The 2022-2023 actual was \$25,000.</li> </ul>
Child Care Access <b>\$5,000 budget</b>	<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>On target</li> <li>Actual April to September: \$4,812.</li> <li>Forecast October to March: \$188.</li> <li>The 2022-2023 actual was \$5,021.</li> </ul>

<b>Graduate Student Groups</b>		
<p>GSA Council Remuneration <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 September: \$0.00.</b></li> <li>● <b>Forecast October to March: \$17,250.</b></li> <li>● <b>The 2022-2023 actual was \$8,500.</b></li> </ul>
<p>GSA Graduate Student Group Grant <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 September: \$10,803.</b></li> <li>● <b>Forecast October to March: \$25,197.</b></li> <li>● <b>The 2022-2023 actual was \$20,575.</b></li> </ul>
<b>Other Expenses</b>		
<p>Annual Strategic Work Plan Initiatives <b>\$2,500 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 September: \$260.00.</b></li> <li>● <b>Forecast October to March: \$2,240.</b></li> <li>● <b>The 2022-2023 actual was \$1,065.</b></li> </ul>
<p>Engagement, Orientation, and Outreach <b>\$39,250 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 September: \$11,086.</b></li> <li>● <b>Forecast October to March: \$28,164.</b></li> <li>● <b>The 2022-2023 actual was \$33,734.</b></li> </ul>
<p>GSA Awards Night <b>\$12,150 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> </ul>	<ul style="list-style-type: none"> <li>● <b>On target</b></li> <li>● <b>Actual April to September: \$0.00.</b></li> <li>● <b>Forecast October to March: \$12,150.</b></li> <li>● <b>The 2022-2023 actual was \$8,506.</b></li> </ul>

Governance		
<b>Directly-Elected Officer Stipends</b>		
Directly-Elected Officers (DEOs) Stipends  <b>\$188,052 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 2023-2024, the President will receive an annual stipend of \$44,772 and the four VP positions will each receive \$35,820. 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 September: \$93,511.</b></li> <li><b>Forecast October to March: \$94,026.</b></li> <li><b>The 2022-2023 actual was \$181,484.</b></li> </ul>
<b>Directly-Elected Officer Benefits</b>		
GSA Health and Dental Plan  <b>\$2,758 budget</b>	<ul style="list-style-type: none"> <li>The 2023-2024 rate is \$552 per DEO per annum.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$2,760.</b></li> <li><b>The 2022-2023 actual was \$2,627.</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 September: \$540.</b></li> <li><b>Forecast October to March: \$1,800.</b></li> <li><b>The 2022-2023 actual was \$2,340.</b></li> </ul>
<b>Directly-Elected Officer Employer Contributions</b>		
Employer CPP Contributions  <b>\$10,308 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 September: \$5,909.</b></li> <li><b>Forecast October to March: \$6,035.</b></li> <li><b>The 2022-2023 actual was \$9,533.</b></li> </ul>
<b>Directly-Elected Officers - Other Expenses</b>		
Insurance  <b>\$1,406 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 September: \$0.00.</b></li> <li><b>Forecast October to March: \$1,406.</b></li> <li><b>The 2022-2023 actual was \$197.</b></li> </ul>
Election Expenses  <b>\$3,841 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 September: \$0.00.</b></li> <li><b>Forecast October to March: \$3,841.</b></li> <li><b>The 2022-2023 actual was \$3,355.</b></li> </ul>
Transition/Discover Governance (Early Call)	<ul style="list-style-type: none"> <li>Discover Governance (formerly known as the Early Call for Talent and Training) programming occurs in the fall and early winter.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$709.</b></li> </ul>

# GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

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<p><b>\$5,140 budget</b></p>	<ul style="list-style-type: none"> <li>Transition programming typically occurs in March and April.</li> </ul>	<ul style="list-style-type: none"> <li>Forecast October to March: \$4,431.</li> <li>The 2022-2023 actual was \$0.00.</li> </ul>
<p>Training/Development</p> <p><b>\$6,000 budget</b></p>	<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> <li>Increase in the budget for 2023-2024 to meet DEO training needs.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$1,188.</li> <li>Forecast October to March: \$4,812.</li> <li>The 2022-2023 actual was \$1,132.</li> </ul>
<p>Directly-Elected Officers' Expenses</p> <p><b>\$3,034 budget</b></p>	<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 September: \$422.</li> <li>Forecast October to March: \$2,612.</li> <li>The 2022-2023 actual was \$901.</li> </ul>
<p>GSA Standing Committee Food and Other Expenses</p> <p><b>\$517 budget</b></p>	<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 September: \$0.00.</li> <li>Forecast October to March: \$517.</li> <li>The 2022-2023 actual was \$247.</li> </ul>
<b>GSA Council Expenses</b>		
<p>GSA Council Food and Other Expenses</p> <p><b>\$6,204 budget</b></p>	<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 September: \$1,154.</li> <li>Forecast October to March: \$5050.</li> <li>The 2022-2023 actual was \$1,672.</li> </ul>
<p>GSA Council Speaker Honorarium</p> <p><b>\$2,220 budget</b></p>	<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 September: \$925.00.</li> <li>Forecast October to March: \$1,110.</li> <li>The 2022-2023 actual was \$2,035.</li> </ul>
<p>Chief Returning Officer (CRO) Honorarium</p> <p><b>\$1,500 budget</b></p>	<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 September: \$0.00.</li> <li>Forecast October to March: \$1,500.</li> <li>The 2022-2023 actual was \$1,500.</li> </ul>
<p>Other Honoraria</p> <p><b>\$1,500 budget</b></p>	<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 September: \$0.00.</li> <li>Forecast October to March: \$1,500.</li> <li>The 2022-2023 actual was \$0.00.</li> </ul>

# GSA 2023-2024 Operating Budget (including Capital Budget) Narrative

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Human Resources		
Support Staff (Represented by NASA)		
Support Staff – Salaries <b>\$313,380 budget</b>	<ul style="list-style-type: none"> <li>There are four full-time support staff positions (Executive Coordinator/Communications, Elections Coordinator, Strategic Planning Coordinator and Initiatives Lead and Outreach Coordinator).</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>Modest surplus.</b></li> <li><b>Actual April to September: \$136,337.</b></li> <li><b>Forecast October to March: \$162,000.</b></li> <li><b>The 2022-2023 actual was \$296,211.</b></li> </ul>
Support Staff – Benefits <b>\$24,710 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>Modest surplus.</b></li> <li><b>Actual April to September: \$9,455.</b></li> <li><b>Forecast October to March: \$9,816.</b></li> <li><b>The 2022-2023 actual was \$23,496.</b></li> </ul>
Support Staff – RRSP <b>\$33,977 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>Modest surplus.</b></li> <li><b>Actual April to September: \$13,001.</b></li> <li><b>Forecast October to March: \$13,500.</b></li> <li><b>The 2022-2023 actual was \$32,307.</b></li> </ul>
Support Staff – GSA Health and Dental Plan and Graduate Student Assistance Program <b>\$2,295 budget</b>	<ul style="list-style-type: none"> <li>The 2023-2024 rate is \$552 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 September: \$1,208.</b></li> <li><b>Forecast October to March: \$1,208.</b></li> <li><b>The 2022-2023 actual was \$1,789.</b></li> </ul>
Support Staff – Employer CPP Contributions <b>\$15,286 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 September: \$7,966.</b></li> <li><b>Forecast October to March: \$6,170.</b></li> <li><b>The 2022-2023 actual was \$14,167.</b></li> </ul>
Support Staff – Employer EI Contributions <b>\$5,716 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 September: \$3,029.</b></li> <li><b>Forecast October to March: \$2,687.</b></li> <li><b>The 2022-2023 actual was \$5,385.</b></li> </ul>
Support Staff Development <b>\$6,000 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 September: \$1,968.</b></li> <li><b>Forecast October to March: \$4,033.</b></li> <li><b>The 2022-2023 actual was \$1,500.</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 September: \$83.00.</b></li> <li><b>Forecast October to March: \$1,417.</b></li> <li><b>The 2022-2023 actual was \$83.00.</b></li> </ul>

<b>Administrative/Professional Staff</b>		
Administrative/ Professional Staff -- Salaries  <b>\$247,038 budget</b>	<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>Modest surplus.</b></li> <li><b>Actual April to September: \$109,366.</b></li> <li><b>Forecast October to March: \$126,000.</b></li> <li><b>The 2022-2023 actual was \$190,002.</b></li> </ul>
Administrative/ Professional Staff -- Merit Pay  <b>\$23,776 budget</b>	<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 September: \$0.00.</b></li> <li><b>Forecast October to March: \$23,776.</b></li> <li><b>The 2022-2023 actual was \$19,601.</b></li> </ul>
Administrative/ Professional Staff -- Benefits  <b>\$17,914 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>Modest surplus.</b></li> <li><b>Actual April to September: \$7,968.</b></li> <li><b>Forecast October to March: \$9,300.</b></li> <li><b>The 2022-2023 actual was \$14,239.</b></li> </ul>
Administrative/ Professional Staff -- RRSP  <b>\$24,632 budget</b>	<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>Modest surplus.</b></li> <li><b>Actual April to September: \$10,956.</b></li> <li><b>Forecast October to March: \$12,600.</b></li> <li><b>The 2022-2023 actual was \$19,520.</b></li> </ul>
Administrative/ Professional Staff -- GSA Health and Dental Plan and Graduate Student Assistance Program  <b>\$1,721 budget</b>	<ul style="list-style-type: none"> <li>The estimated 2022-2023 rate is \$552 per administrative/professional staff per annum (assumes a 5% increase with the actual fee set by GSA Council in March).</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 September: \$604.00.</b></li> <li><b>Forecast October to March: \$1,117.</b></li> <li><b>The 2022-2023 actual was \$3,428.</b></li> </ul>
Administrative/ Professional Staff -- Employer CPP Contributions  <b>\$10,277 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 September: \$6,248.</b></li> <li><b>Forecast October to March: \$5,280.</b></li> <li><b>The 2022-2023 actual was \$7,775.</b></li> </ul>
Administrative/ Professional Staff – Employer EI Contributions  <b>\$3,766 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 September: \$2,420.</b></li> <li><b>Forecast October to March: \$1,500.</b></li> <li><b>The 2022-2023 actual was \$3,018.</b></li> </ul>
<b>Other HR Expenses</b>		



<p>Office Recognition</p> <p><b>\$1,000 budget</b></p>	<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 September: \$240.</b></li> <li>• <b>Forecast October to March: \$760.</b></li> <li>• <b>The 2022-2023 actual was \$601.</b></li> </ul>
<p>Professional Expense Allowance</p> <p><b>\$6,886 budget</b></p>	<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 September: \$2,864.</b></li> <li>• <b>Forecast October to March: \$4,022.</b></li> <li>• <b>The 2022-2023 actual was \$2,298.</b></li> </ul>
<p>Workers' Compensation</p> <p><b>\$2,659 budget</b></p>	<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 September: \$671.</b></li> <li>• <b>Forecast October to March: \$1,989.</b></li> <li>• <b>The 2022-2023 actual was \$3,210.</b></li> </ul>

Office Administration and Operational Costs		
Capital Items <b>\$3,000 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 September: \$1,893.</li> <li>Forecast October to March: \$1,107.</li> <li>The 2022-2023 actual was \$2,636.</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 September: \$0.00.</li> <li>Forecast October to March: \$6,000.</li> <li>The 2022-2023 actual was \$3,150.</li> </ul>
Telephone and Cable <b>\$3,345 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 September: \$1,411.</li> <li>Forecast October to March: \$1,411.</li> <li>The 2022-2023 actual was \$2,822.</li> </ul>
Office Supplies and Maintenance <b>\$3,500 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 September: \$552.00.</li> <li>Forecast October to March: \$2,948.</li> <li>The 2022-2023 actual was \$7,405.</li> </ul>
Computer Software <b>\$10,291 budget</b>	<ul style="list-style-type: none"> <li>Monthly or annual fees for Adobe Creative Cloud, Canva, JibJab, Zoom, ActiveCampaigner, Microsoft 365, and Sage Simply Accounting.</li> <li>Usage of computer software has increased because of additional on-line delivery of services.</li> </ul>	<ul style="list-style-type: none"> <li>On target.</li> <li>Actual April to September: \$5,547.</li> <li>Forecast October to March: \$4,200.</li> <li>The 2022-2023 actual was \$9,360.</li> </ul>
Payroll and Banking Service Charges <b>\$1,948 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 September: \$1,196.</li> <li>Forecast October to March: \$752.00.</li> <li>The 2022-2023 actual was \$1,548.</li> </ul>
Photocopier Lease and Meter <b>\$4,000 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>Projected surplus.</li> <li>Actual April to September: \$422.00.</li> <li>Forecast October to March: \$752.00.</li> <li>The 2022-2023 actual was \$3,516.</li> </ul>
General Liability Insurance (Office) <b>\$756 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 September: \$638.</li> <li>Forecast October to March: \$0.00.</li> <li>The 2022-2023 actual was \$563.</li> </ul>
AMICCUS-C Membership <b>\$725 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>On target.</li> <li>Actual April to September: \$0.00.</li> <li>Forecast October to March: \$725.</li> <li>The 2022-2023 actual was \$725.</li> </ul>

<b>Professional</b>		
Financial Auditing  <b>\$14,250 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> <li>Slight budget increase for 2023-2024 based on higher actual in 2022-2023.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$0.00.</b></li> <li><b>Forecast October to March: \$14,250.</b></li> <li><b>The 2022-2023 actual was \$13,781.</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 September: \$4,159.</b></li> <li><b>Forecast October to March: \$841.00.</b></li> <li><b>The 2022-2023 actual was \$27,380.</b></li> </ul>
Investment Advisor  <b>\$21,000 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 (which has increased) so an increase has been applied for 2023-2024.</li> </ul>	<ul style="list-style-type: none"> <li><b>On target.</b></li> <li><b>Actual April to September: \$10,338.</b></li> <li><b>Forecast October to March: \$10,662.</b></li> <li><b>The 2022-2023 actual was \$20,240.</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>On target.</b></li> <li><b>Actual April to September: \$2,781.</b></li> <li><b>Forecast October to March: \$17,219.</b></li> <li><b>The 2022-2023 actual was \$39,884.</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 September: \$0.00.</b></li> <li><b>Forecast October to March: \$15,000.</b></li> <li><b>The 2022-2023 actual was \$10,000.</b></li> </ul>