



UWSA

THE UNIVERSITY OF WINNIPEG
STUDENTS' ASSOCIATION

AGM Package

March 18, 2020

Postponed due to the COVID-19
pandemic lockdown.



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Report of the UWSA
Board of Directors
2019-2020

Jennifer Black, General Manager

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THE 2019-2020 BOARD OF DIRECTORS

CHAIR OF THE BOARD OF DIRECTORS - RYAN BEARDY

By-law and Policy Committee - Chair

Referenda and Election By-law Interpretation and Transparent Enforcement Board - Chair

SECRETARY OF THE BOARD OF DIRECTORS - HASINI ABEYSEKERA

—

PRESIDENT - MEAGAN MALCOLM

Executive Committee - Chair

By-law and Policy Committee

VICE PRESIDENT EXTERNAL AFFAIRS - MAHLET CUFF

Campaigns and External Relations Committee - Chair

By-law and Policy Committee

Executive Committee

VICE PRESIDENT STUDENT AFFAIRS - NOELLE SAGHER

Student Life Committee - Chair

By-law and Policy Committee

Executive Committee

ACCESSIBILITY CO-DIRECTOR - LOC TRINH

Executive Committee

ACCESSIBILITY CO-DIRECTOR - SARAH ANDERSON

Student Life Committee

ARTS DIRECTOR - WESLEY FALLIS

Executive Committee

BUSINESS AND ECONOMICS DIRECTOR - ANNE-CÉCILE PANCHAUD

Campaigns and External Relations Committee

Student Life Committee

Finance and Operations Committee

DIRECTOR OF STUDENT LIVING - REZA SAKER HOSSAIN

Student Life Committee

GRADUATE STUDENTS' CO-DIRECTOR - RACHEAL KALABA

Campaigns and External Relations Committee

GRADUATE STUDENTS' CO-DIRECTOR - THERESA MACKEY

Campaigns and External Relations Committee

INDIGENOUS STUDENTS' CO-DIRECTOR - CAMERON ADAMS

Referenda and Election By-law Interpretation and Transparent Enforcement Board

INDIGENOUS STUDENTS' CO-DIRECTOR - KAYLIN FLETT

—

INTERNATIONAL STUDENTS DIRECTOR - ALEX ILESANMI

—

MENNO SIMONS COLLEGE DIRECTOR - ALEXANDRA KOSLOCK

By-law and Policy Committee

Referenda and Election By-law Interpretation and Transparent Enforcement Board

RACIALIZED STUDENTS' DIRECTOR - ELLA TAYLOR

Campaigns and External Relations Committee

Student Life Committee

SCIENCE DIRECTOR - RYAN NYKVIST

Campaigns and External Relations Committee

URBAN AND INNER-CITY CAMPUS DIRECTOR - SHAWNA PÉLOQUIN

Finance and Operations Committee

WOMEN AND NON-BINARY STUDENTS' DIRECTOR - NEDA MASOOMIFAR

Finance and Operations Committee

PARTIAL TERMS

CHAIR OF THE BOARD OF DIRECTORS - TAYLOR DAIGNEAULT

By-law and Policy Committee - Chair

Referenda and Election By-law Interpretation and Transparent Enforcement Board - Chair
(Resigned Nov 2019)

VICE PRESIDENT INTERNAL AFFAIRS - NATASHA OKÉMOW

Finance and Operations Committee - Chair
(Removed Sept 2019)

COMMUNITY LIAISON DIRECTOR - AIMEE LOUISE

Campaigns and External Relations Committee
(Appointed Aug-Oct 2019)

ENVIRONMENTAL ETHICS DIRECTOR - AVERY LETKEMANN

—

(Resigned Nov 2019)

PROFESSIONAL, APPLIED, AND CONTINUING EDUCATION DIRECTOR - OZIEGBE AGHEDO

Campaigns and External Relations Committee
(Appointed Aug-Oct 2019)

RECREATION AND ATHLETICS DIRECTOR - HIMAL PAREKH

—

(Resigned Nov 2019)

FINAL EXECUTIVE REPORTS AND FAREWELLS

PRESIDENT – MEAGAN MALCOLM

As many of you know, I was the First Indigenous woman to be elected President of University of Winnipeg Students' Association (UWSA). More importantly, I was a part of the first all women-of-colour executive team. The real honour was getting to work alongside women of colour who inspire me to do more. My term came with many challenges that many women-of-colour in leadership positions face, from criticism to discrimination online, but nothing can beat the feeling of meeting a first year who was inspired by our team's work. My goal was never to be in the spotlight, or to be the voice of the organization. My goal was to instill confidence in others to bring their ideas forth. And to help them in accomplishing these goals. And to show others that we do belong in these spaces even when we feel like we don't. I spent a lot of time standing up for students at the UWinnipeg Senate. This has been the most challenging but rewarding experience thus far.

I focused my term on trying to get the University to divest from the fossil fuels industry. The divestment movement at the University of Winnipeg has always been an Indigenous-led initiative. I knew coming into office this was something I needed to prioritize. The greatest success this year was creating a movement again. I am confident the momentum is only going to increase. From the help of the Indigenous Students' Association (ISA) I was able to establish an UWSA Indigenous Advisory Circle. This is going to be a committee made up of non-elected Indigenous students that will oversee and guide all UWSA Indigenous projects and initiatives. That will ensure that the UWSA and its governance, programs and services are guided by an awareness and understanding of Indigenous peoples.

I am the incoming National Executive for Circle of First Nations, Metis and Inuit for the Canadian Federation of Students. This is national role, which I don't take lightly. I will be continuing to advocate for Indigenous students nationally. I feel confident that my experience with UWSA has well prepared me to take on this new role.

Thank you to my team and all the UWSA staff for making this such a memorable experience. I feel grateful to have had this experience at UWSA that has showed me what I am capable of.

Miigwech,

Meagan Malcolm ᑲᑲᑲᑲᑲᑲ

VICE PRESIDENT EXTERNAL AFFAIRS – MAHLET CUFF

I have had the privilege and honour of being a part of the UWSA team for the past 11 months. Working with Nawal and Meagan has taught me so much about not only myself but the UW campus. I would have never thought that I would be a part of making history as the first ever Women of Colour team to work and run the UWSA. The three of us came into this job with the idea and plan to prioritize BIPOC students and marginalized students from all walks of life. I think that we were able to not only say we are going to do it but also stick to for the last year.

Looking back on my exec reports and notes that I made during my time at the UWSA, I was able to list a couple things that I accomplished alongside my team that I am very proud of. As the Vice President of External Affairs, I have been able to connect and organize with student groups, be the local 8 representatives for the Canadian Federation of Students MB and be the individual that is able to connect with community organizations within the surrounding core of the University of Winnipeg.

In the beginning of my term I was able to finalize the BIPOC Lounge Library Agreement with Micheal Dudley from UWinnipeg library and our Special Projects Manager. This is something that I have made a priority to continue with the re-elected Racialized Director and the BIPOC Lounge Coordinator. As being the Local 8 rep for the Canadian Federation Manitoba, I thought it was very important for me to make time to meet with delegates from National when they were in town. I was able to meet with the National Chair Person, Sofia Descalzi and Trina James when they were both in town to learn more about the Federation as a whole.

Alongside connecting with students and community, I have also had the chance to meet with faculty and be on committees that make decisions about academic misconduct, student services such as bursaries and scholarships and governance and community relations. I also got the chance to represent students on the Board of Regents where a lot of important decisions are being made about the university at large. In those spaces, we have been able to advocate for students that may not have the voice to do so and bring our own lived experiences to those meetings, where faculty and admin are able to learn from us as well.

In this role, I have learned that it is important to be able to work on your solo projects but to support your team in their projects as well. This means assisting Meagan in her role as President by showing up to Divest meetings and the great events she has been able to put on. I was also able to support to Noelle when she is advocating for the U-Pass and working with students going through various academic appeals.

As the elected LGBTTTQ* Students' Commissioner of the Canadian Federation of Students Manitoba for 2020-21, I hope to continue to prioritize marginalized students at a provincial level.

Sincerely, Mahlet Cuff (She/They)

VICE PRESIDENT STUDENT AFFAIRS – NOELLE SAGHER

For the past year, I have worked alongside UWSA staff and students, day in and day out. But mostly importantly, I have been an Executive Director with Meagan Malcolm and Mahlet Cuff. For the past 11 months, Meagan and Mahlet have been my crutches and my breath of fresh air. They have been the backs upon which I stand, the comforting voices in the office after the door slams, the laughter in the late hours of the evening which I hold so dearly in my heart, and the feet that make so much noise when we're out at Portage and Main, holding hands, standing with our brothers, sisters, and siblings. To Meagan and Mahlet, I owe you everything I have learned about patience, about resiliency, about power, and about love.

I am thankful to be a part of the first ever all women of colour Executive at the UWSA, a title never came lightly. It allowed us to care for Black, Indigenous, Students of Colour in ways that honoured the BIPOC Executives before us and the amazing work they laid down for us. Their victories and ideas continued on with our term, and I'm grateful to those that took the time to help us within our roles – including friends that are close to our hearts.

In my role as VPSA, I was able to sit on many university committees to ensure students were accounted for in policies, academic advocacy, services, and finances. This meant continuous bargaining, and letting the university know about students' concerns, including security on campus, awards and bursaries for those who need them most, and the need for a more accessible post-secondary education. Though our voices were not always heard, our efforts were not meaningless; we have seen many changes within the University's procedures, and we hope our words echo for years to come.

I was able to sit on the Senate Academic Appeals Committee, where I worked with wonderful academic advisors to ensure students are given the accommodations they need, and helped turn the tide on academic appeals and mental health, advocating for students who deserve a second shot at University and to be accommodated. Sitting on this Committee every single Tuesday morning was rewarding in more ways than one, and I leave knowing that students are well taken care of.

Throughout my role at the UWSA, the fight for the U-Pass stands out as one of the most important events of my career here. Through constant tabling, advocacy, meetings with staff and those at the City, countless City hall meetings and speeches, we were able to save the U-Pass. This means affordable transportation for students at the University of Winnipeg, and I couldn't have done it without my staff and teammates.

Though there are many things I'd love to highlight about this role, advocacy for students stands as the most important, enriching, and monumental. I met with well over 100 students requiring academic advocacy, whether it was to file appeals, attend Senate and Departmental Review Committees with them, talk about their case of academic misconduct, tell me about the systemic inequalities they are facing at the University, or just a shoulder to cry on, and I wouldn't have traded this for anything. One of the most important parts of this job was

meeting with students, and doing everything you can to help alleviate their moments of stress. This will always be a part of this job that I hold near and dear to my heart.

Student organizing, protests, and rallies are an important way to show solidarity with marginalized students across campus, and I hope UWSA Executives take that to heart for years to come. From Portage and Main, to the Hive, to the Carlton Graduate Student Unions' Lounge, the most valuable information and knowledge I have gained has come from grassroots organizers who double as students. The time I have spent with these people goes beyond my role at the UWSA and will continue for years to come; the learning is never done.

Through my work at the UWSA, I was elected as the Women's Representative on the National Executive of the Canadian Federation of Students, where I will continue my work alongside my family, Meagan Malcolm (Circle of First Nations, Métis and Inuit Rep on the National Executive), and Mahlet Cuff (Queer Rep on the Provincial Executive). I am thankful for this role, and the community it allows me to build, as well as provide an avenue to continue the work I care about on a National level. I had an amazing year the UWSA, and am thankful for all the opportunities it has given me; but I am most thankful for Mahlet and Meagan. The work is never done, but when we do it together, we can go farther.

In solidarity, Noelle Sagher | صفر نوال

FINAL DIRECTOR REPORTS AND FAREWELLS

ACCESSIBILITY CO-DIRECTORS – LOC TRINH AND SARAH ANDERSON

Over the past year, we advocated for students in the position of Accessibility Co-directors. Loc joined Executive Committee, and Sarah was a member of the Student Life Committee. In the fall we participated in tabling events and distributed surveys to promote the Disability Justice Collective (DJC), a student group that we facilitated to gather student requests about accessibility on campus and encourage connectivity among students with disabilities. During the winter term we invited Reaching E-Quality Employment Services (REES) to campus to present on how they can help student with disabilities become employed. Sarah also attended the Canadian Federation of Students' Annual General Meeting, assisting with the development of a grant to support students with disabilities and the operation of food banks in the different provincial locals during the Covid-19 pandemic. - Loc Trinh and Sarah Anderson

GRADUATE STUDENTS' CO-DIRECTORS – RACHEAL KALABA AND THERESA MACKAY

1. ACTIVITIES

Throughout the year, two graduate student mixers were planned (one cancelled due to Covid19). These mixers were held in the University Club, coffee and donuts were served, and students were encouraged to express their concerns to the representatives about items that need improvement. Additionally, a student colloquium was scheduled for April 2020. This colloquium was designed for graduate students to present their research in a casual environment, to share their research and projects with other faculties and students alike. A hand over meeting was also planned for incoming elected directors, outgoing and the graduate department, and could not take place due to the early closure of the University.

2. PROJECTS

Graduate students have been lobbying for more funding to be given to international students in form of funding. One of the changes seen is the new award – Presidential award worth \$17,500. The hope is that there will be more opportunities for graduate students to have support for funding and create more opportunities for ALL graduate students. The directors lobbied for the refurbishment of the lounge for the place to be more a habitable and safe for the students to use. The refurbishment included change of carpet, new chairs, renovation and change of broken lockers. Also, two offices were refurbished to be used as offices for the graduate students. Another lobbying done was that of having academic and research supervisors for graduate students. In certain departments students have had challenges working with advisors which has led to some students dropping the course completely or struggle to change supervisors. The directors lobbied for more training and agreed terms of references for the professors to understand the role they play in student research and academic work, as well as students being informed of the role of the supervisors. This is supposed to be on-going work by the incoming directors.

3. GRADUATE STUDENT REPRESENTATION

We worked together with the Graduate Studies Office to design workshops for graduate students centred around graduate student and advisor relationships. These workshops were also designed to help graduate students problem solve, understand the requirements of their thesis, and identify where students could receive support for their careers and mental health. At the end of our time, we submitted a proposal to the UWSA Executive to emphasize that there should be a representative on the Executive Board that works on the graduate students behalf and represents graduate students and concerns to the GSO when necessary. This proposal is being discussed and will be carried on by the new graduate student co-directors. - Racheal Kalaba and Theresa Mackey.

INDIGENOUS STUDENTS' REPRESENTATIVE/INDIGENOUS STUDENTS' ASSOCIATION MALE CO-PRESIDENT – CAMERON ADAMS

This past year, I was fortunate enough to help organize the monthly potlucks that our centre hosted. Every potluck was started traditionally with an offering to the spirit world with a spirit dish to thank our ancestors for each meal. We hosted a movie night with food and drinks, bowling night for Halloween, a Christmas brunch and more. These activities facilitated student engagement. – Cameron Adams

I sat on the REBLITE Board which looked into UWSA elections and anything that was brought up. I also worked with the President, Meagan Malcolm on the Mezzanine Project which is Indigenous lead. Both consisted of meetings to collaborate and make decisions. The ISA also helped support student's needs directly by providing resources to the Aboriginal Student Centre before the University was closed in March which they will use to assist students during this difficult time. - All the best, Cameron Adams.

MENNO SIMONS COLLEGE DIRECTOR – ALEXANDRA KOSLOCK

This directorship is vital for the students of MSC as we are a satellite campus. This connection with the UWSA fosters relationships, informs students of their rights, and keeps the faculty connected with the main campus in a meaningful way.

My main focus over the past academic year was to continue to foster relations amongst the UWSA and MSC/MSCSA. I made a commitment to sharing UWSA services, events, and news through our social media platforms, through class announcements, and emailing faculty members and staff. Maintaining a relationship with the UWSA takes a community and my fellow MSCSA members supported me in every endeavour I completed.

I sat on the UWSA By-law and Policy Committee and was able to engage meaningfully with the executives, other directors, staff, and the Chair to strengthen the UWSA as an organization. It was within my capacity to support the UWSA through advocacy and event sharing, some examples include Roll Call, Divestment endeavours, UWSA elections, and U-Pass referendum

processes [incl. council delegations]. Additionally, I was able to integrate some of my other work with Central Neighbourhoods and the CCPA through UWSA networks.

A significant project I was a part of this year was the National Film Board of Canada screening of the Freedom Road Series, directed by local Shoal Lake 40 First Nation member Angelina McLeod. Myself and other community members collaborated for this event with the Canadian Federation of Students - Manitoba, the Department of Environmental Studies and Science, Indigenous Affairs UWinnipeg, Ka Ni Kanichihk, MSCSA, MSC/CMU, UW Campus Sustainability Office, UW Environmental Sustainability, and the UWSA. This screening was planned over three months and was unfortunately cancelled due to COVID-19, but will launch post-pandemic. - Alexandra Koslock

RACIALIZED STUDENTS' DIRECTOR – ELLA TAYLOR

As your Racialized Students' Director for 2019-2020, I sat on the Board of Directors, the Student Life Committee, and the Campaigns and External Relations Committee. I also facilitated the Black Student Union and arranged guest speakers and events for the group. Additionally, I was involved with certain UWSA events that were planned pre-COVID-19 which were cancelled, but will hopefully be rearranged for next year, when I will be taking on my second term as Racialized Director. In the process of running for re-election, I educated students about the UWSA, its services and the voting process. After a great first year as Racialized Director, I am looking forward to the next. - Ella Taylor

SCIENCE DIRECTOR – RYAN NYKVIST

This year, I developed the 'Pan Science Committee' in which I held monthly meetings with the executive members of each of the science-based student groups on campus. The purpose of this committee was to allow the executives to address any concerns on campus to a neutral party (myself), and especially to aid in the advertising of events and fundraisers. I created monthly documents outlining these activities for distribution amongst the student groups for the benefit of their members and students across campus. A lot of time, effort, and resources traditionally go into these events, and students are often unaware as to their existence. Additionally, I was an active member of the Campaigns and External Relations Committee and contributed to discussions and decisions on a very regular basis, on equal parts to the other active members of this committee. - Ryan Nykvist

URBAN AND INNER-CITY CAMPUS DIRECTOR – SHAWNA PÉLOQUIN

In my role as UWSA director I got the opportunity to sit on the Finance and Operation Committee and the Student Life Committee of the UWSA, support the Snowed In event at Merchants Corner, and advocate for students best interest and well-being at the best of my knowledge during UWSA board meetings. In my role, I advocate for students to have a voice in the administration of their campus and made it my priority to empower dialogues and Indigenous ways of knowing in every space I step into. This year was full of surprises, challenges

and growth and I am grateful for all and everyone that wholeheartedly dedicated themselves to improve students' access and connection to education. - Kinanaskomitinawaw, Shawna Péloquin

2019-2020 UWSA ACTIVITY SUMMARY

CAMPAIGNS

DIVEST UWINNIPEG

Meagan and the Exec focussed greatly on re-engagement around the Divestment campaign this year. After a series of exploratory discussion with the Admin we started engagement with the development of a new outreach and communications effort which was successful in bringing student collective attention to the issue again. Weekly meetings then began happening with a newly formed group of students looking to move work on the campaign forward. The group culminated the energy and directions of their weekly discussions through a letter writing campaign where students signed on to a message calling for meaningful movement toward Divestment which was sent directly to the President's Office and the University of Winnipeg Foundation. Meagan also received considerable media interest about the re-invigorated campaign and had several interviews in print and radio about goals and progress for Divestment. As the term concluded within an environment of re-energized level of student involvement, Meagan published an Op-Ed in The Uinter summarizing the work on Divestment and making a further call for greater action from the Administration. The advocacy and lobbying done on Divestment this year resulted in the Administration making a commitment to track the levels of carbon/ fossil fuel assets in their assets. Although we don't see tracking as an achievement in itself, it is a needed step if we are to take meaningful action in a more responsible direction leading towards Divestment. A major outcome and direction forward from the year was the re-centering of indigenous voices and perspectives as a frame and guiding legitimization for the Divestment campaign.

INTERNATIONAL STUDENTS NUTRITION AND WELLNESS EVENT

Led by International Students' Director, Alex Ilesanmi, the UWSA partnered with the Canadian Federation of Students to hold an event to promote nutrition and wellness in a Canadian context for international students.

CAPITAL PROJECTS

ACCESSIBLE STAGE IN THE BULMAN MPR

The stage in the Bulman Multi-Purpose Room was only accessible by stairs. The Events Department has had to rent removable ramps to accommodate groups booking the space, which is not a fair or sustainable solution. The project commissioned the creation ramp to attach to the front of the Bulman stage, that can be assembled and disassembled by Events staff.

BAMBOO HUMAN RESOURCES SOFTWARE

The project approved a 12-month trial of Human Resources software that will unburden the Chief Operating Officer of time-consuming clerical work.

BLINDS INSTALLATION IN 0R05 – EVENTS AND COMMUNICATIONS OFFICE

The project installed full coverage window blinds in the Events and Communications office to cut down on worker interruptions and give workers some privacy.

BOARDROOM FURNITURE RENEWAL

The project replaced the furniture in the boardroom with high-quality and long-lasting professional boardroom pieces and upgraded the broken projector with an LCD screen.

BULMAN ROOM REALLOCATIONS AND TOUCH-UPS

It has been determined that there are not enough bookable spaces at the UWSA for student groups. Additionally, the flooring needs replacing in the Foodbank office. The project transformed the former staff room into a bookable multi-purpose room; the former events clean-up space into the staff room; and replaced the carpeting with linoleum in the Foodbank office.

BULMAN STUDENT CENTRE AV REPAIRS

The project replaced two broken speakers in the Bulman Multi-Purpose Room.

EXECUTIVE OFFICE FURNITURE REPLACEMENTS

The furniture in the UWSA Executive Office had not been replaced in at least 15 years and, the space was not being well utilized. The Executive share one large office, and because of this need both collaborative and private workspaces. The project replaced the desks, tables, and soft seating in the Executive Office with new pieces that are adjustable for accessibility and designed for durability.

HEALTH PLAN AND U-PASS OFFICE RELOCATION

The Retail Manager vacated the 0R26 office and moved all Health Plan and U-Pass operations out of the Info Booth and the 0R04 office, centralizing part-time staff at Info Booth and having larger student concerns diverted to the private office.

INFOBOOTH PRINTER REPLACEMENT

The lease for the Info Booth printer had expired, and Xerox no longer guaranteed servicing for the decade old machine. The project replaced the old printer with a more compact, higher efficiency model that can keep up with the student demand for manuals and general printing.

KEY ACCESS SYSTEM OVERHAUL

The UWSA swipe card access control system was old and malfunctioning. A broken communication panel cut off access to four UWSA offices leaving them vulnerable. Four other offices relied on communication from that panel and access to those doors was at risk of being lost at any time. The malfunction limited our ability to distribute key cards to students/student groups and prohibited us from monitoring UWSA space access.

The project replaced all major components of the access control system to fix current—and prevent future—access issues. Internal key readers were installed to each door at an accessible height so that the door handle can be released by a person in a wheelchair with a key swipe. Internal doorknobs were also replaced with accessible handles.

SERVER TRANSITION

The project transitioned the UWSA server from a physical server within the UWSA General Offices to a cloud-based server hosted through our email provider and managed by our IT consultants. The transition allows staff and executive to access documents remotely and ensures a higher level of secure access in accordance with the Privacy Policy.

COMMUNICATIONS STATISTICS

FACEBOOK

May 1, 2019: 4309 Page Likes
April 30, 2020: 4617 Page Likes
Increase: 308 Followers

INSTAGRAM

May 8, 2019: 1826 followers
May 7, 2020: 2490 Followers
Increase: 664 Followers

TWITTER

New followers since May 1, 2019: 130

FACEBOOK EVENTS

24 Events
45.2K People Reached
1.9K Event Responses

SOCIAL MEDIA ADS

Ad Reach: 38,608 (number of times people saw the ad at least once) – Up by 90%
Ad Impression (Number of times our ad was on screen) – 99,538 – Up by 40.73%
Link Clicks: 604 – up by 3.60%
Total Spend: \$384.75

UNITER ADS

Roll Call Online Ad: \$75
By-Election Print ad: \$400
Uniter General Election Ad: \$600
Total Spend: \$1,075

WEBSITE

Total number of visitors in the last 365 days as of May 7, 2020: 140, 147
Total number of visits in the last 365 days as of May 7, 2020: 730, 042
Top 5 most-visited pages: Home page, Health Plan, U-Pass, Job Opportunities, Student Groups

THE SCOOP

UWSA Bi-Weekly Email Newsletter: 445 Current Subscribers

COMMUNITY SUPPORT

MERCHANT'S CORNER MURAL

The Board provided \$2000 to the Urban and Inner-City Campus Students' Association to compensate the artist of a mural on the Merchant's Corner Campus.

BLACK / AFRICAN HISTORY MONTH

The Board donated \$250 to support the fashion, entertainment, and art show hosted by University of Winnipeg Black/African History Month and the Golden Lions.

Q2 MET GALA

The Board provided a \$250 donation to the Q2 Met Gala celebrating a long-standing 2SLGBTQ* CKUW radio show.

SWAMPY CREE APP

The first phase of this app's production was funded by the UWSA in the 2018-2019 year. The app is renowned in Western Canada, has received several service awards, and earned its developer a place in Canada's 40 Under 40. The Board donated an additional \$6000 of funding this year for the app's second phase of development. The funding covers the cost of travel for the developer to meet with Elders and provides honourariums to the Elders who advise on language and help to create the content of the app.

WET'SUWET'EN SOLIDARITY

The Board provided a \$2000 donation to the Wet'suwet'en solidarity land defenders who occupied Dan Vandal's office in January and February 2020.

EVENTS

DOGGO DAYS

In partnership with St. John's Ambulance, we hosted Doggo Days every last Thursday of the month in the UWSA Bulman Student Centre 12pm – 2pm. One of our most popular events, students came by to take a break from studying and pet a doggo!

CAMPUS EVENT SUPPORT

The UWSA supported many events by University departments and Student Groups, including: International, Immigrant and Refugee Student Services Culturama; English Language Program Coffeehouse; UWinnipeg Collegiate Coffeehouse Fundraiser; YMCA Youth Conference; Super Smash Bros weekly and monthly competitions; a Bee Keeping Club Workshop; Black Student Union regular meetings; and Indo-Canadian Students Association events.

DIVEST UWINNIPEG

The Events Department supported events for the student-led divestment campaign including regular conversations in the HIVE, film screenings, DIY screen-printing, and art-hives.

LOUD IN THE LIBRARY

The UWSA partnered with the University Library to create a space for students to share poetry, sing, read and share experiences. This year an additional Loud in the Library was held in partnership with Black/African History Month organizers.

ROLL CALL

Our largest event of the year! Roll Call welcomes students back to campus in a 3-4 day event during the first week of school in September. Held on the front lawn of the University of Winnipeg, it's UWSA's most visible event. We animated the space with student group tabling, live music, free food, beer gardens and chill spaces to meet new friends and experience campus life.

SNOWED IN

Our second largest event of the year! Snowed In welcomes students back to school for the winter term in a 3-4 day event first week of classes in January. Held in the UWSA Bulman Student Centre, Snowed In aims to create a cozy, relaxed, low key environment for students to come study, play board games, and meet new friends. We animated the space with CKUW DJs, free cereal and coffee in the morning, free soup at lunch, and a variety of small crafts and swag contests!

STUDENT GROUP FAIRS

The UWSA hosted a student group fair once a semester to provide student groups a platform to reach out to the student body and increase visibility.

OPERATIONS

INDIGENOUS ADVISORY CIRCLE

Spearheaded by Meagan, the UWSA developed an Indigenous Advisory Circle to the UWSA Board of Directors. The Circle will include students and elders and will lead and legitimize the Indigenous work of the Association as well as work alongside the Board to provide Indigenous insight and perspectives toward the work and directions of the UWSA as a whole.

POLICY MANUAL RENEWAL

In August 2019 the board approved the revised UWSA Policy Manual. The culmination of two years of work with three different teams of UWSA Executive, the new manual combines the UWSA Operational Policies and UWSA Policy Manual into one cohesive document, eliminates policy redundancies and inaccuracies, and introduces new policies. See the 2019-2020 Report of the By-laws and Policies Committee for a full review of policy and by-law changes this year.

POSITIVE SPACE POLICY

Pulled from the Policy Manual before it's approval in August 2019, the By-law and Policy Committee determined that the Positive Space Policy needed more careful research and attention. Spearheaded by Mahlet, the policy underwent several consultations, the last of which included review by one of campus's Indigenous Elders, Elder Dan Thomas. Upon recommendation by that Elder, additional consultations are planned for the upcoming year including further consultation with the remaining campus Elders and Indigenous community stakeholders.

PRIVACY AUDIT

Over the past year two years, the UWSA has identified the need to work to audit our management of personal information involved in UWSA administration and services to develop policy and practices to ensure compliance with our requirements under The Personal Information Protection and Electronic Documents Act (PIPEDA). A privacy audit began in January and wrapped up in August of 2019. Outcomes include the creation of the UWSA's first Privacy Policy, and the introduction of several privacy focused internal operational changes. The work resulting from the audit is ongoing. The UWSA is now reviewing its agreements with partner organizations to ensure that these partnerships operate within the confines of the policy.

VICE PRESIDENT INTERNAL AFFAIRS REMOVAL, EXECUTIVE RESTRUCTURING, AND CHIEF FINANCIAL OFFICER HIRE

In the Summer of 2019, the VPIA was removed from the board due to a conflict of interest. After this removal, the board considered that single term elected officials sitting as Chief Financial Officer of the organization makes it difficult for the UWSA to achieve long-term financial well-being. Based on this and other considerations, the board decided not to fill the VPIA seat in the 2019 by-election and to work on an Executive restructuring plan that split the VPIA duties between the remaining three executive and an accounting professional hired to be the Chief Financial Officer. This work wrapped up in January, with a set of by-law and policy amendments to account for the changes, and in February, with the hire of Olayemi Olaleye as the UWSA's first non-Executive Chief Financial Officer.

PARTNERSHIPS

AFRO-PRAIRIE FILM FESTIVAL

The Board partnered with Black Space and the Winnipeg Film Group by promoting the Afro-Prairie Film Festival and the reduced ticket prices for students.

BIPOC LOUNGE LIBRARY

The Executive spearheaded a partnership between the UWSA and University of Winnipeg Libraries to source greater levels of literature by Black, Indigenous, and People of Colour to be available both through the library and the BIPOC Lounge.

INDIGENOUS STUDENTS' ASSOCIATION OFFICE SPACE

As a result of a motion passed in the 2018-2019 term, Meagan worked with Indigenous Students' Association Co-President, Cameron; UWSA Staff; and University Physical Plant to establish a new office space for the Indigenous Students' Association on the Mezzanine Level of the Bulman Student Centre. Preliminary work was done on next steps to source and outfit the space with furniture and equipment and will continue when we can return to campus.

RETAIL AND SERVICES

BULMAN STUDENT CENTRE EVENING CLOSURES

Due to an increase in security concerns after hours in the Bulman Student Centre, the UWSA came to an agreement with the University of Winnipeg for the centre to be closed each evening at 5 p.m. The UWSA additionally began closing lounge-based service centres at 4:30 p.m. and opening them again each weekday morning.

HEALTH PLAN

BURSARIES – After consultation with the Finance and Operations Committee and the Retail Manager, the board decided to remove the administration of the UWSA Health Plan Bursary from the Finance and Operations Committee portfolio. The board felt that the information submitted by students applying for the bursary was too sensitive to be handled by a committee, and the risk for either a conflict of interest and/or a privacy breach was too high. The bursary will now be a donation made from the UWSA to the University's Award and Financial Aid office to be securely administered. The UWSA will receive annual reports on the award allocations as it does with other award donations.

SERVICE EXTENSIONS – This year domestic students of the Professional, Applied, and Continuing Education program were included for the first time in the Green Shield Health Plan.

SERVICE PRESENTATIONS – This year the Retail Manager held several Health Plan information sessions both during the University's orientation and independent sessions during the academic terms.

SERVICE WINDOW – The Info Booth reopened the Health Plan direct service window in Riddell Hall as a centralized location to answer basic Health Plan questions, receive forms, as well as offer Info Booth services such as lab manual and equipment sales, and student printing.

SERVICE CENTRES

ACCESS LOUNGE – The Access Lounge provides a safe lounge and lab space for students disabled by barriers and was staffed this year with a part-time lounge coordinator to begin operating in the same fashion as the other lounge-based service centres.

Unfortunately, the computers in the lounge were stolen. Extra security measures have been introduced the Bulman Student Centre, and the Services department will look at replacing the lounge’s computers upon the campus reopening.

BIKE LAB – The Bike Lab continued its important work helping students and community members build and maintain bicycles. This year the bike lab offered additional bike mechanic classes and workshops on safe winter biking.

BIPOC LOUNGE – The BIPOC Lounge provides a safe lounge space for Black, Indigenous, and Students of Colour and this year partnered with the Apathy is Boring campaign to encourage students to get involved in Canadian politics.

Due to conduct concerns, the BIPOC Lounge was closed to member use in November. Executive are working with the Services Department to have the lounge reopen once the campus is reopened.

FOODBANK – The Foodbank continued its important work partnering with Winnipeg Harvest to connect students and community members with food.

Foodbank ran its annual Soup and Soap Drive Nov 18 – Dec 13, the success of which in part allowed the Foodbank to deliver 20 emergency hampers to students during the COVID closures. Additional work is being done to investigate how the Foodbank can service students and community during the campus closure.

RAINBOW LOUNGE – In addition to providing a safe lounge space for 2SLGBTQ* students, the Rainbow Lounge partnered with the Women-Trans Spectrum Centre on their annual Homo Hop dance night, and on a queer and trans affirming pop-up shopping experience hosted by Closet-Space Winnipeg.

SAFEWALK – SafeWalk continued its important work partnering with campus Security Services to escort students off campus after hours. During the busy exam season, SafeWalk extended their hours until 11pm.

WOMEN-TRANS SPECTRUM CENTRE – In addition to providing a safe lounge space for women, non-binary, and trans students, the Women-Trans Spectrum Centre partnered with the Rainbow Lounge on their annual Homo Hop dance night, and on a queer and trans affirming pop-up shopping experience hosted by Closet-Space Winnipeg.

U-PASS

REFERENDUM AND FEE – In January 2020 the board approved the question to be listed on the ballot for the 2020 U-Pass referendum based on the fee schedule provided by the City of Winnipeg. The referendum passed in March, however, the City determined that they could not provide the subsidy they initially agreed to and eliminated U-Pass support from their budget drafts. The UWSA partnered with UMSU and CFS-Manitoba to advocate that the City reverse this decision and put the U-Pass back in their budget based on the overwhelming support the program had at the polls. The City acknowledged the lobbying efforts of student organizers and approved a budget that included a U-Pass subsidy, but at a lower level than initially agreed upon, thereby raising the U-Pass fee for students.

Because the City budget was approved in March, during the COVID crisis and too late in the academic year for the union to hold another referendum, the board decided to uphold the mandate from students to continue providing the U-Pass, but at the rate approved by the City, and to hold another referendum on the matter as soon as possible.

SERVICE IMPROVEMENTS – The Info Booth obtained a second U-Pass loading machine and debit transaction machine, significantly expediting the U-Pass pick-up line during the first weeks of the academic terms. Additionally, the option for a 14-day post-secondary pass was added to the post-secondary Peggo cards.



UWSA

THE UNIVERSITY OF WINNIPEG
STUDENTS' ASSOCIATION

March 18, 2020

Jennifer Black, General Manager

UWSA POLICY MANUAL

SUMMARY

After approximately 2 years of discussions and drafts, the UWSA launched its revised Policy Manual in September 2019, with a small issue of supplemental edits in January 2020.

Much of the revisions were housekeeping. While policies have been added over the years, a wholesale evaluation of the manual had not been done in some time, and some policies had not been revised in 10+ years. Housekeeping includes the removal of outdated or irrelevant policies; removing redundancies and addressing contradictions; and updates pertaining to shifted portfolios of UWSA staff and executive.

There were also several major revisions and additions to the manuals. Highlights include:

1. Combining the “Policy Manual” and “Operational Policies” into one manual, the “UWSA Policy Manual”.
2. The introduction of comprehensive human resources policies, in Article 5, UWSA Ambassador Policies.
3. The introduction of a comprehensive Privacy Policy, created with the guidance of legal counsel.
4. The Positive Space Policy, now listed as “In Development” in the manual, is still under review. We expect this piece to be completed before the end of the 2019/2020 academic year.

EDIT NOTES

Section 1.01 Mission Statement – Updated with 2016 mission statement and mission wheel, moved from external governance documents to the policy manual.

Section 2.01 Policy Framework (Formerly Policy Manual 1.3 Policy Framework) – moved to the beginning of the policy manual, only semantic changes.

Section 3.01 Organizational Structure (Formerly Operational Policy 2.3 Organizational Structure) – condensed.

Section 3.02 Employment Equity and Section 3.03 Hiring Practices (Formerly Policy Manual Section 7 Hiring) – amended to accommodate disbanding of the Personnel Committee; removed redundant sections now addressed by the UWSA Ambassador Policies.

Section 3.04 Living Wage (Formerly Policy Manual 9.5 Living Wage) – no substantive changes

Section 3.05 Board of Directors Training (Formerly Policy Manual Section 2 Director and Board Training) – specific committee training eliminated and amended to reflect current staff portfolios.

Section 3.06 Executive Review (Formerly Policy Manual 9.4 Executive Review) – Amended to reflect changes passed at the 2018 AGM.

Section 4.01 Keys and Permissions and **Section 4.02 After Hours Access** (Formerly Operational Policy 2.1 Access) – Amended to reflect current staff portfolios, remove clauses outside UWSA jurisdiction (within UWinnipeg security jurisdiction) and to account for revised practices regarding collecting and retaining keyholder information.

Section 5.01 Code of Conduct (Formerly Policy Manual 1.4 Code of Conduct); **Section 5.02 Confidentiality Policy**; **Section 5.03 Confidentiality Agreement**; **Section 5.04 Conflict of Interest Policy**; **Section 5.05 Abuse Prevention Policy**; and **Section 5.06 Onboarding Policy Package Agreement** – These policies were drafted by the Chief Operating Officer in consultation with legal counsel to address gaps in the UWSA's human resources and ambassadorship policies. Were in practice as internal policies, have now been formalized in the manual.

Section 6.01 Spokespeople (Formerly Policy Manual 5.4 Spokespersonship) – amended for simplicity.

Section 6.02 Social Media (Formerly Operational Policy Section 8 Social Media Policy) – reduced and generalized, clauses regarding specific social media platforms were removed as they did not offer anything substantive that was not covered by the general regulations.

Section 7.01 Academic and Non-Academic Misconduct and Appeals (Formerly Operational Policy 1.1 Appeals) – no substantive changes

Article 8 Positive Space (Formerly Policy Manual 4.4 Positive Space Policy) – UNDER DEVELOPMENT – policy was dated and exclusive, did not reflect evolving practices – edits will amalgamate all issues policies into one cohesive policy, will address the use of the Positive Space Levy, and will work in tandem with the UWSA Ambassador policies to guide staff, directors, students, and the general public in interacting with UWSA governance, events, programming, and spaces.

Section 9.01 UWSA Privacy Policy – developed by the Special Projects Manager coordination with the Chief Operating Officer and legal counsel.

Section 10.01 The UWSA Health Plan; **Section 10.02 Health Plan Appeals**; and **Section 10.03 Health Plan Bursary** (Formerly Operational Policy Section 3 Health Plan) – reduced significantly. The Health Plan is governed by external agreements with Green Shield Canada and the University of Winnipeg, not UWSA policy. Health Plan Bursary management moved as a donation to UWinnipeg Award and Financial Aid to be administered by award professionals rather than committees of the UWSA.

Section 10.04 UWSA Membership Fees and Levies (Formerly Policy Manual 6.2 Fees and Levies) – no substantive changes

Section 10.05 Cash and Cheque Handling (Formerly Operational Policy 2.2 Cash Handling Policy) – departmental specifics removed and redundancies eliminated. The UWSA abides by corporate financial law.

Section 10.06 Contracts, Purchases, and Sponsorships (Formerly: Operational Policy 5.1 Contracts, Purchases, and Sponsorships; Policy Manual 6.5 Purchasing; and Policy Manual 6.4a Capital Funding) – purchasing policies combined to eliminate redundancies and provide one clear reference point for staff and directors.

Section 11.01 Student Service Groups (Formerly Policy Manual 11.2 Student Service Groups) – definition of service groups changed in consultation with the Services Manager and Executive. Service groups only refers to groups coordinated by UWSA staff. Removes this designation from external groups for which the UWSA does not have governing jurisdiction such as WUSC, MSA, Photo Club, ISA. Also removes the classification of service groups from internal UWSA departments like retail and events. Service groups are components of the UWSA for which we take greater responsibility than student groups or external partners.

Section 11.02 Community Partner Status (Formerly Policy Manual 5.1 Community Partner Status) – procedure section significantly reduced to reflect current practices. Community partner relationships are not something the UWSA regularly solicits, but are relationships built with intention over many years. Much of what the initial policy described as “community partnerships” are actually external partnerships.

Section 11.03 External Partnerships (Formerly Policy Manual 12.1 Ethical Partnership Policy) – reduced to eliminate redundancies.

Section 11.04 Student Groups (Formerly Policy Manual 11.1 Student Groups) – amended to include steps taken for student groups that do not reapply for status.

Section 11.05 External Funding, Sponsorship, and Donations (Formerly: Policy Manual 6.3 Donations; Policy Manual 6.4c Community Partner Event Funding; and Policy Manual 6.4b Student Group Funding) – policies combined to centralize all information for external funding applicants.

Section 11.06 Info Booth Ticket Sale Policy (Formerly Operational Policy 4.1 Info Booth Ticket Sale Policy) – no substantive changes

Section 11.07 Poster Policy (Formerly Operational Policy 4.2 Poster Policy) – no substantive changes.

Section 12.01 Events (Formerly Operational Policy 6.1 Events) – no substantive changes

ELIMINATED POLICIES

Operational Policy 1.2 Foodbank Policy – This policy outlined the procedures for running the UWSA Foodbank. The Foodbank is run in coordination with Winnipeg Harvest, and we abide by their guidelines. The policy was written at a time when Executive were the supervisors of the Foodbank Coordinators and had to be trained each year on its operations. Full-time staff now manage the coordinators, and a policy is unnecessary.

Operational Policy 1.4 World University Services Canada – This policy outlined the relationship between WUSC and the UWSA and set operational standards for WUSC; however, WUSC is an independent Non-Profit organization that operates under its own policies. This policy was deemed inappropriate and outside of our jurisdiction. The UWSA is currently negotiating with UW-WUSC to draft an agreement that better represents the organizations' relationship.

Operational Policy 5.2 Paper Policy – This policy outlined Reduce/Re-use/Recycle principals and was deemed dated and unnecessary. The UWSA abides by UWinnipeg sustainability policies.

Operational Policy 6.6 Table Booking – This policy addressed procedure and rules for booking tables at UWinnipeg; however, this duty has been transferred to the University's Conferences and Events Office. This policy was deemed irrelevant.

Operational Policy 7.2 LGBT* Equity – This policy identified gender and sexuality equity as a priority of the UWSA and was the only standalone equity policy. This policy will be absorbed into the Positive Space Policy.

Policy Manual 1.1 General Issues – This policy stated that unless otherwise determined by the board or membership, the UWSA sides with the Canadian Federation of Students on all matters listed in their Issues Policy Manual. The policy also stated that any action relating to a matter listed in the Issues Policy Manual had to be approved via the mechanisms elsewhere stated in the by-laws and policies of the UWSA. This policy was deemed redundant.

Policy Manual 2.3 Personnel Committee Training – The UWSA no longer has a personnel committee. All UWSA staff and employer relations are now governed by collective agreements and the hiring policies listed in the new Policy Manual.

Policy Manual Section 4 Issues – All issues policies shall be absorbed into the Positive Space Policy.

Policy Manual 5.2 Delegates to Conferences and/or Meetings – The issues addressed here are addressed by the UWSA Ambassador Policy Package.

Policy Manual 5.3 Post-Secondary Education – This was deemed an Issues policy and shall be absorbed into the Positive Space Policy.

Policy Manual 6.6 Funding Distribution – Almost all funding requests fielded by the UWSA are being moved to Award and Financial Aid as annual donations. Other funding requests are administered by committees and are governed by the External Funding, Sponsorships, and Donations Policy.

Policy Manual 8.1 Student Support Program – The SSP has been eliminated and the funds are now a donation to UWinnipeg's Office of Micro-Communities, which manages emergency funding for Indigenous, International, Immigrant, and Refugee students.

Policy Manual 8.2 Executive Employment – This policy contained provisions that were not in accordance with our by-laws.

Policy Manual 8.3 UWSA Campaigners Positions – These positions no longer exist and this policy was deemed irrelevant.

Policy Manual 9.1 Discipline Policy; Policy Manual 9.2 Extra Time Policy; and Policy Manual 9.3 Staff Evaluations Policy – All UWSA staff and employer relations are now governed by collective agreements and this policy was deemed irrelevant.

Policy Manual 10.1 Space Assessment Policy – This policy mandated constant review of UWSA space allocation at any request of a member and was deemed financial unviable. Space is limited and student groups are no longer assigned clubhouses. Space assessments are still conducted by the Finance & Operations Committee in accordance with UWSA By-laws.

UWSA BY-LAWS

SUMMARY

By-law amendments for 2019-2020 addressed:

1. Title and duty changes for UWSA staff;
2. The Indigenous Students Association name change, expanding Indigenous student representation on the board, and referring to the ISA's governing documents regarding the filling of their board seats;
3. Election changes including: the addition of polling officer hiring criteria; co-directorship criteria; and Executive duties when running for re-election;
4. Changes to accommodate the elimination of the position of Vice President Internal Affairs and the creation of the Chief Financial Officer;
5. The reassignment of administration of the Health Plan Bursary from the Finance & Operations Committee to UWinnipeg's Award and Financial Aid Offices;
6. Changes to committee structure and duties to account for current practices;
7. Changes to the way minutes are recorded, represented, and approved;
8. Change of notice for General Meetings;
9. Changes to accommodate the new UWSA Rules of Order (moving away from Robert's Rules of Order); and
10. Changes to address redundancies, contradictions, or dated and/or irrelevant by-laws.

EDITS

DEFINITIONS

AMENDED: "General Manager" To "Chief Operating Officer" everywhere it appears to accommodate title change.

AMENDED: "Office Manager" to "General Manager" everywhere it appears to accommodate title change.

AMENDED: 2.14 ~~General Manager~~ Chief Operating Officer
~~Means the General Manager Employed by the UWSA~~

The Chief Operating Officer is appointed by the Board of Directors to manage all UWSA staff and the day-to-day operations of the UWSA. The Chief Operating Officer is the Staff Relations Officer and the Privacy Officer, except where otherwise assigned by the by-laws and policies of the UWSA. The Chief Operating Officer reports to the Executive and to the Board of Directors.

ADDED: 2.15 Chief Financial Officer

The Chief Financial Officer is appointed by the Board of Directors to manage the finances and operations of the UWSA. The Chief Financial Officer reports to the Chief Operating Officer and the Board of Directors.

AMENDED: 2.10 Day Care Director

~~Means the Daycare Manager and Administrator employed by the UWSA.~~

The Day Care Director is appointed by the Board of Directors to manage the staff and day-to-day operations of the UWSA Day Care. The Day Care Director reports to the Chief Operating Officer.

ISA NAME CHANGE AND DIRECTORSHIPS

AMENDED: “Aboriginal Students’ Council” to “Indigenous Students’ Association” everywhere it appears to accommodate name change.

AMENDED: “Aboriginal Students Co-Director” to “Indigenous Students’ Director(s)” everywhere it appears to accommodate name change.

AMENDED: 4.1.i ~~Aboriginal Students’ Co-Directors-Two~~ (2) Indigenous Students’ Directors

AMENDED: 4.2.ii The Term of Office for the ~~Aboriginal Students’ Co-Directors~~ Indigenous Students’ Directors shall be ~~as described elsewhere in the By-Laws~~ determined by the constitution of the Indigenous Students’ Association and in accordance with the Corporations Act.

REMOVED: 4.7.iv Co-Directorships

~~For the Aboriginal Students’ Co-Directors, one must be male and one must be female.~~

MEMBERSHIP

REMOVED: 3.2.iii Associate Membership

~~Subject to an agreement between the Board of Directors and the University of Winnipeg administration, all students enrolled at the Collegiate shall be considered Associate Members of the UWSA.~~

ELECTIONS

REMOVED: 4.6.xxi.

~~Executive Directors seeking re-election must remove themselves from the UWSA General Office during office hours while actively campaigning during the campaign weeks set out in the election schedule.~~

AMENDED: 4.7.i

A Co-Directorship may exist in accordance with proper UWSA elections procedures, or else any Director **except an Executive Director** may share their responsibilities and a single vote with another UWSA Member in good standing by submitting a letter of explanation to the Board of Directors regarding the need for a Co-Directorship. This letter should explain such matters as how the Co-Directorship will enhance constituency representation or any other way the Directorship will be complemented by the existence of the Co-Directorship. Approval of the Co-Directorship shall be subject to a two-thirds majority of the votes cast at a Board of Directors meeting.

REMOVED: 4.7.vi

Any co-directorship that is also a signing authority must have all documents signed by more than one position.

ADDED: 4.7.vi

There shall be no cooperatively held Executive Director, Senator, or Regent appointments.

REMOVED: 5.22.x.a

There will be no co-regent or co-senator candidacies.

AMENDED: 5.23.ii

There may be no more than ~~four (4)~~ three (3) directorships represented per slate. Candidates for Executive Directorships may only participate on a slate with other candidates for Executive Directorships;

ADDED: 5.28 Polling Officers

i. Selection:

- a. Polling officers shall be hired and trained by the CEC in accordance with UWSA Policy and with support from the General Manager and Chief Operating Officer.
- b. Polling officer terms shall commence upon appointment by the CEC and shall expire at the close of the given election cycle.
- c. Polling officers shall be paid an honourarium that compensates hours served at a living wage, as determined by UWSA policy.

ii. Applications from the following people shall not be considered:

- a. Current Directors and current and former Executive Directors of the UWSA;
- b. Current Part-Time or Full-Time Employees of the UWSA;
- c. Current UWSA Service Centre Coordinators;
- d. Employees of any UWSA partner organization.

VPIA REMOVAL

AMENDED: 2.13 Executive Directors

Refers to the President, the Vice President External Affairs, ~~and the Vice President Student Affairs and the Vice President Internal Affairs.~~

AMENDED: 3.1.ii Full Membership

The President, Vice President External Affairs, Vice President Student Affairs, ~~Vice President Internal Affairs~~ and the Chair of the Board of Directors are Full Members of the UWSA, whether or not they are enrolled in any courses while holding office.

**REMOVED: 4.1.d Number of Directors and Specific Directorships
Vice President Internal Affairs**

AMENDED: 4.6 Qualification of Directors for Election and Holding Office



-
- i. In order to be eligible to run for UWSA office, one must be a UWSA Member as per these By-Laws.
 - ii. The President, Vice President External Affairs, Vice President Student Affairs, ~~Vice President Internal Affairs~~ and the Chair of the Board of Directors must also have met either of the two (2) following criteria at the time of nominations for election or appointment:
 - a. They must have completed thirty (30) credit hours at the University of Winnipeg; or
 - b. They must demonstrate via their transcripts that they have attended the University of Winnipeg for at least four (4) full University terms over a period of no less than two (2) full calendar years prior to commencing the term in office.
 - iii. The President, ~~Vice President Internal Affairs~~, Vice President Student Affairs, and Vice President External Affairs are not required to enroll in any university course during their term of office, and may not enroll in more than 3 hours in any given university academic term (defined as fall and/or winter term) that they are holding office, with exception of an executive director holding an international student visa.

AMENDED: 6.4.ix Duties of the President

The President shall perform the duties of the Vice President External ~~and~~ the Vice President Student Affairs, ~~and the Vice President Internal Affairs~~ in their absence.

REMOVED: 6.7 Duties of the Vice President Internal Affairs

The Vice President Internal Affairs shall act as the Chief Financial Officer (CFO) for the UWSA and assist the Business Manager and General Manager with the creation of the UWSA operating budget.

- i. The Vice President Internal Affairs shall be responsible for the coordination of student services administered by the UWSA. The Vice President Internal Affairs shall act as spokesperson for these services.
- ii. The Vice President Internal Affairs shall serve as a liaison between the different UWSA services and the Board of Directors.
- iii. The Vice President Internal Affairs shall serve as one of the Executive Director members of the Daycare Management Committee.
- iv. The Vice President Internal Affairs shall assist the Social Sustainability Coordinator in the coordination and administration of the UWSA Food Bank, Student Support Program and shall work with anti-poverty groups to raise awareness surrounding student poverty issues.
- v. The Vice President Internal Affairs shall be responsible for coordinating all UWSA Volunteers.
- vi. The Vice President Internal Affairs shall be responsible for ensuring that all social and environmental sustainability policies of the UWSA are adhered to during the day-to-day operations of the organization.
- vii. Along with the UWSA General Manager, the Vice President Internal Affairs shall prepare for executive transitions.
- viii. The Vice President Internal Affairs shall be a member of at least the Executive and Finance and Operations committees.
- ix. The Vice President Internal Affairs shall chair the Finance and Operations Committee.
- x. The Vice President Internal Affairs shall develop and recommend the annual budget to the Board of Directors in consultation with the Executive, Student Service Groups, and other UWSA staff where appropriate.



- xi. The Vice President Internal Affairs shall prepare and present quarterly financial reports to the board.
- xii. The Vice President Internal Affairs shall present financial reports and an audited statement to the membership at the special and annual general meetings.
- xiii. The Vice President Internal Affairs shall monitor the financial status of the UWSA including budget variances and make recommendations to the Board and Executive regarding major expenditures.
- xiv. The Vice President Internal Affairs shall be one of the signing authorities of the UWSA.
- xv. The Vice President Internal Affairs shall attend all meetings of the Board of Directors and Executive Committee.
- xvi. The Vice President Internal Affairs shall assist with the development and implementation of all campaigns of the union.
- xvii. The Vice President Internal Affairs shall train and advise the incoming Vice President Internal Affairs.

REMOVED: 6.14.iv Duties of the International Students' Director

The International Students' Director shall assist the Vice President Internal Affairs in the orientation of the WUSC refugee student that the UWSA sponsors every year.

REMOVED: 6.15.iii Duties of the Community Liaison Director

The Community Liaison Director shall assist the Vice President Internal Affairs and the Social Sustainability Coordinator with the UWSA Food Bank.

AMENDED: 6.13.i Salaries

The salaries of the President, Vice President External Affairs, and the Vice President Student Affairs, ~~and the Vice President Internal Affairs~~ shall be forty thousand dollars (\$40,000) per year. This sum is subject to periodic review and shall only be altered by the Membership at a General Meeting of the Members.

CHIEF FINANCIAL OFFICER

AMENDED: 7.21 Finance and Operations Committee

- i. The Finance and Operations Committee shall be composed of four (4) UWSA directors, and two (2) students-at-large. The ~~Business Manager and Chief Operating Officer~~ shall be a non-voting advisory member of the Finance and Operations Committee.
- ii. The Finance and Operations Committee shall meet at least once per month.
- iii. The Chief Financial Officer shall be the non-voting Chair of the Finance and Operations Committee.

AMENDED: 10.5 Exceeding Budget Line Items

- i. No expenditure line item in the Budget of the UWSA may be exceeded at any time, except by recommendation of the Finance and Operations Committee in consultation with the ~~Business Manager of the UWSA~~ Chief Financial Officer.
- ii. Amendments to the Budget of the UWSA ~~require a two-thirds (2/3) majority~~ must be approved by vote at a meeting of the Board of Directors and may be made only after:
 - a. The Finance and Operations Committee has made a recommendation on the amendment; and

- b. Notice has been given to Directors at least one (1) week in advance or bringing such amendment to the Board of Directors.

COMMITTEES

REMOVED: 3.5 Notification to Membership

Notification to the membership of Ad-Hoc/Sub-committee and/or Meetings of Directors shall be submitted to the membership a minimum of two (2) days in advance, with exception of Special General Meetings, Annual General Meetings, and meetings of the Board of Directors and Executive Committee Meetings through the following avenues:

- i. Online: Through popular social media and The UWSA website
- ii. Postering notifications following UWSA Operational Policy 4.2 in no more than twenty (20) locations on campus.

REMOVED: 7.9 Notification to Membership of Employment

Information to the Membership on employment opportunities with the UWSA shall be considered delivered after the following conditions are met:

- i. No less than twenty (20) posters containing the information are conspicuously posted throughout the University of Winnipeg and The Collegiate;
- ii. The posting is shared on the UWSA website with links to the posting shared via all UWSA social media including, but not limited to, Facebook, Twitter, and Instagram.

REMOVED: 7.14 Roles Within Committees

Unless otherwise specified by By-Law, each Standing and ad hoc Committee shall appoint a Chair, a Vice Chair and a Secretary:

- i. The Chair of a Standing Committee shall be an Executive Director, and it is recommended, but not required, that the Chair of an ad hoc Committee be an Executive Director. The only exceptions are in the case of the By-Laws and Policy Committee where the Chair of the Board of Directors shall act as the Chair of said Committee.
- ii. The Vice Chair of a Standing or ad hoc Committee may be any Director of the Board of Directors.
- iii. Except where elsewhere designated by these By-Laws, the Secretary of a committee may be any Director of the Board of Directors or UWSA Staff member.

AMENDED: 7.19.vi Day Care Management Committee

Minutes of the Daycare Management Committee and General Meetings of the Daycare shall be ~~copied to the Board of Directors.~~ submitted to the Board of Directors for ratification.

AMENDED: 7.20.i Executive Committee

The Executive Committee shall be composed of the ~~four (4)~~ **three (3)** Executive Directors and two (2) other Directors.

AMENDED: 7.20.iv Executive Committee

The Executive Committee shall act as Management on behalf of the Board of Directors, and may designate the ~~four (4)~~ **three (3)** Executive Directors, the Chief Operating Officer, committees, Department Coordinators, and/or legal counsel to act as Management on behalf of the Executive Committee in order to...

REMOVED: 7.20.iv.o Executive Committee

Review applications for affiliated and/or recognized group status, making recommendations to the Board of Directors as to the approval or rejection of said applications.

REMOVED: 7.20.v

Broadcasters and Publishers that operate in the name of the UWSA are editorially autonomous in the general course of events. In the event that they engage in activities that put the UWSA at risk, such as exposing the UWSA to possible lawsuits for defamation or libel, then the Executive Committee has all the rights of a head publisher and owner, including editorial control. The exertion of editorial control cannot be used by the Executive Committee unless there is a clear and demonstrable need to protect the UWSA from damage caused by defamation, libel or some other such action, and it cannot be used if the Executive Committee or the Board of Directors simply object to the tone, content, quality or editorial position of said publication or broadcast.

REMOVED: 8.6.i

Except under the conditions stated below, all minutes of Committee Meetings shall be submitted to the Committee for approval at a subsequent Committee Meeting prior to being sent to a Board of Directors Meeting.

AMENDED: 8.6.ii

Minutes from Standing and Ad-Hoc Committee Meetings must be ~~received by the~~ submitted to the subsequent Board of Directors meeting for approval ~~for information as a record of these meetings.~~ Motions passed by Standing and Ad-Hoc Committees ~~that are recommendations to the Board of Directors shall be considered by the Board of Directors and either adopted or defeated.~~ are not ratified until the minutes of that meeting have been approved by the Board of Directors.

REMOVED: 8.7 Minutes of the Executive Committee

The Executive Committee shall adhere to all other By-Laws in this section, with the following exceptions:

- i. Closed Session minutes from Executive Committee Meetings shall not be distributed to the Board of Directors.
- ii. The Executive Committee shall notify the Board of Directors that a Closed Session Meeting took place, and shall provide a verbal update at the first Board of Directors meeting following the Executive Committee Meeting.
- iii. One copy of Executive Committee Meeting Minutes must be maintained electronically in a secure, password-protected location.
- iv. The Executive Committee Chair shall allow any Director to view the Closed Session Minutes upon request.

ADDED: 7.22.iv

The Campaigns and External Relations Committee shall receive and rule on applications for recognized and affiliated student groups.

ADDED: 7.22.v

The Campaigns and External Relations Committee shall receive and rule on student group funding applications.

REMOVED: 7.23 Student Life Committee

- v. The mandate of the Student Life Committee shall be to recommend events and services to the Board of Directors that will further the goals of the UWSA Membership as well as the larger student movement, as well as recommend opportunities for collaboration with community groups and organizations to the Board of Directors, that will further the goals of the UWSA.
- vi. The Student Life Committee shall be responsible for overseeing the planning of official UWSA Events as well as the continual maintenance of the events policy.
- vii. The Student Life Committee will also be the sub-committee that hears applications for funding student group events on campus, and will be responsible for presenting recommendations to the Board of Directors as per the approval or rejection of said applications.
- viii. The Student Life Committee will be the sub-committee that hears applications for Community Partner Status, and will be responsible for presenting recommendations to the Board of Directors.
- ix. The Student Life Committee shall consider requests for space from individual UWSA Members and/or UWSA student groups, making recommendations to the Board of Directors for use of the Bulman Student Centre and other UWSA affiliated spaces.
- x. In the event the Student Life Committee discusses an issue or item affecting a particular recognized, affiliated, or service group, the Chair of the Student Life Committee shall notify the group of the discussion, ensuring that the group has the opportunity to send at least one (1) representative to participate in the discussion.

GENERAL MEETINGS

AMENDED: 9.2 Notice of Motions for General Meetings

Motions being submitted to meetings of the membership by the UWSA Board of Directors or any member of the UWSA, ~~other than by law changes,~~ must be submitted to the UWSA Chair of the Board, seven (7) days prior to the general meeting. Any substantive motion not duly submitted will not be considered and instead will be referred to the ~~next general meeting;~~ subsequent meeting of the Board of Directors.

AMENDED: 9.4 Notice of Meetings of Members

Printed notice stating the time, date and room of any Annual or Special General Meeting of the UWSA shall be posted conspicuously in at least twenty (20) places around the University no less than ~~fourteen (14) thirty-five (35) days~~ in advance of the meeting. Notice containing the same information as printed notice must be posted to UWSA social media no less than seven (7) days in advance of the meeting. ~~Notice must also be published in the publications of the UWSA.~~

AMENDED: 8.4 Minutes of Special and General Meetings

- i. Minutes of Special and General Meetings shall be submitted to the ~~UWSA membership for approval at the subsequent Special or General Meeting~~ the subsequent meeting of the Board of Directors for approval.

ADDED: 9.6 Adjournment

-
- iv. Motions submitted at General Meetings that are not addressed before adjournment shall be sent to the subsequent meeting of the Board of Directors.

BY-LAW CHANGES

AMENDED: 9.1.i Annual General Meeting

The Annual General Meeting of the UWSA Membership shall be held at the University of Winnipeg every year following the general election and no later than the first day of spring, as determined by the Board of Directors. At Annual General Meetings, every student who is a Member of the UWSA shall have the right to vote, or to proxy one's vote to another Member in accordance with these By-Laws. ~~Motions not affecting By-Laws or Policy shall be decided by a simple majority of the voters present. Motions affecting By-Laws or Policy shall be decided by a two thirds (2/3) majority of the voters present. At every Annual General Meeting, the following shall be presented and considered~~ Motions shall be decided by simple majority unless otherwise determined by majority vote of the membership.

UNIVERSITY OF WINNIPEG

STUDENTS' ASSOCIATION, INC.

FINANCIAL STATEMENTS

MARCH 31, 2019

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.

FINANCIAL STATEMENTS

MARCH 31, 2019

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**SIMON HALL
CHARTERED PROFESSIONAL ACCOUNTANT
WINNIPEG, MANITOBA**

INDEPENDENT AUDITOR`S REPORT

TO THE DIRECTORS
UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.
Winnipeg, Manitoba

Opinion

I have audited the accompanying financial statements of the UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC., which comprise the statement of financial position as at MARCH 31, 2019, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements present fairly, in all material respects, the financial position of UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC. as at MARCH 31, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian Accounting Standards for not for profit organizations.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC. in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management & Those Charged with Governance of Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Stanadards for not for profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

INDEPENDENT AUDITOR'S REPORT (continued)

To The Members of
UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.
Winnipeg, Manitoba

**Auditor's Responsibilities for the Audit of the
Financial Statements**

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Winnipeg, Manitoba
December 6, 2019

SIMON HALL
CHARTERED PROFESSIONAL ACCOUNTANT

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.**STATEMENT OF FINANCIAL POSITION****MARCH 31, 2019**

	<u>2019</u>	<u>2018</u>
	\$	\$
<u>ASSETS</u>		
CURRENT ASSETS:		
Bank	886,464	982,108
Accounts receivable - net (note 3)	643,316	620,725
Prepaid expenses (note 4)	<u>-</u>	<u>5,783</u>
Total Current Assets	<u>1,529,780</u>	<u>1,608,616</u>
CAPITAL ASSETS: (note 5)	<u>484,682</u>	<u>542,813</u>
OTHER ASSETS:		
Shares in Credit Union	<u>877</u>	<u>856</u>
TOTAL ASSETS	<u><u>2,015,339</u></u>	<u><u>2,152,285</u></u>

LIABILITIES & NET ASSETS**CURRENT LIABILITIES:**

Accounts payable (note 6)	304,076	210,674
Deferred revenue (note 7)	<u>2,703,219</u>	<u>3,304,403</u>
Total Current Liabilities	<u>3,007,295</u>	<u>3,515,077</u>

NET (DEFICIT)/ASSETS:

Invested in Capital Assets	484,682	542,813
Unrestricted	<u>(1,476,638)</u>	<u>(1,905,605)</u>
Total Net Deficit	<u>(991,956)</u>	<u>(1,362,792)</u>
TOTAL LIABILITIES AND NET DEFICIT	<u><u>2,015,339</u></u>	<u><u>2,152,285</u></u>

APPROVED ON BEHALF OF THE BOARD:

_____ :Board Member

_____ :Board Member

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED MARCH 31, 2019

	Invested in Capital Assets	Unrestricted	2019 Total	2018 Total
	\$	\$	\$	\$
Balance, beginning of year	542,812	(1,905,604)	(1,362,792)	(891,199)
Surplus (deficit) for year	(87,753)	458,589	370,836	(471,593)
Purchase of capital assets: general	<u>28,965</u>	<u>(28,965)</u>	<u>-</u>	<u>-</u>
Closing balance	<u><u>484,024</u></u>	<u><u>(1,475,980)</u></u>	<u><u>(991,956)</u></u>	<u><u>(1,362,792)</u></u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.

STATEMENT OF OPERATIONS

MARCH 31, 2019

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES:		
Student levies	1,870,315	2,312,044
Deferred capital	121,959	644,255
Interest income	13,102	17,358
Day Care Centre	1,815,302	1,390,020
InfoBooth Sales	665,001	570,070
Used Book Store Sales	165,329	199,565
Other revenue	<u>67,719</u>	<u>71,115</u>
	<u>4,718,727</u>	<u>5,204,427</u>
EXPENDITURES:		
Advertising	4,254	2,774
Alcohol	1,318	1,085
Audit	16,675	19,679
Bad debt	-	352
Bank charges	18,385	15,050
Campaign	3,288	5,126
Cleaning/kitchen	15,159	10,268
Consulting fees	23,344	30,808
Copying/printing	18,368	17,239
Cost of goods sold	754,870	677,153
Depreciation	87,753	64,469
Donations	60,032	555,980
Employee benefits	161,334	143,722
Equipment rental/lease	78,727	140,016
Food & food supplies	71,508	55,394
Furniture & equipment	4,815	17,425
Health plan charges	523,350	1,618,410
Insurance	31,903	31,556
Interest/penalties/licences	8,486	39,740
Legal	7,081	8,708
Membership expense	63	210
Office supply	74,011	60,373
Recognized group subsidy	25,327	19,827
Renovation	720	-
Repairs & maintenance	51,410	166,488
Shortage	1,947	3,940
Shrinkage	242	396
Staff training expense	3,274	12,237
Subscriptions, books and films	1,910	1,030
Telecommunications	5,131	7,373
Travel/transportation & event expenses	106,252	102,718
U of W collection service fees	53,797	33,834
Wages	<u>2,133,157</u>	<u>1,812,640</u>
	<u>4,347,891</u>	<u>5,676,020</u>
Net (Deficit)/Surplus	<u>370,836</u>	<u>(471,593)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.**STATEMENT OF CASH FLOWS****MARCH 31, 2019**

	<u>2019</u>	<u>2018</u>
	\$	\$
CASH PROVIDED BY (USED FOR) OPERATIONS:		
Surplus/(Deficit) for the year	370,836	(471,596)
Add back amortization	87,753	64,391
Add back bad debt expense	-	-
Add back loss from disposal of equipment	-	-
Changes in working capital:		
Accounts receivable	(22,591)	(44,465)
Prepaid expenses	5,783	49,521
Accounts payable & accrued liabilities	93,402	(113,667)
Deferred revenue	<u>(601,184)</u>	<u>(417,936)</u>
Cash from Operating Activities	<u>(66,001)</u>	<u>(933,752)</u>
CASH PROVIDED BY (USED FOR) INVESTMENT AND FINANCING ACTIVITIES:		
Other assets	(21)	(13)
Capital assets	(29,622)	(146,659)
Deferred Contributions	<u>-</u>	<u>-</u>
Cash for Investments and Financing	<u>(29,643)</u>	<u>(146,672)</u>
Increase (decrease) in cash for the year	(95,644)	(1,080,424)
Cash, beginning of year	<u>982,108</u>	<u>2,062,532</u>
Cash, end of year	<u><u>886,464</u></u>	<u><u>982,108</u></u>
Represented by:		
Bank	<u>886,464</u>	<u>982,108</u>
	<u><u>886,464</u></u>	<u><u>982,108</u></u>

"See Auditor's Report and Accompanying Notes"

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2019

1. FORM OF ORGANIZATION

The UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC. (UWSA) was incorporated on July 10, 1972 under the Companies Act of Manitoba as a corporation without share capital. UWSA is exempt from corporate tax.

The University of Winnipeg Students' Association Inc. purpose is to provide an association of the students of the University of Winnipeg. The UWSA develops and maintains responsible student government and unity as well as encourages cooperation among the students. Further, the UWSA promotes the interests of the students and promotes the improvement of education in the Province of Manitoba. Finally, UWSA institutes, sponsors and directs activities the students are involved in.

These financial statements include the assets, liabilities, net assets and operations of the UWSA Day Care Centre, which is a program or department of UWSA.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for non-profit organizations which encompass the following principles:

i) Revenue Recognition:

UWSA follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Student fees are recorded on an accrual basis according to the academic year.

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2019

ii) Capital Assets:

Capital assets are recorded at cost at the time of acquisition.

Amortization has been provided for on a declining balance basis using the following annual rates:

Equipment	20%
Computer equipment	30%
Computer software	100%

Leasehold improvements are amortized on a straight line basis over the number of years remaining on the lease plus one renewal term estimated in total to be five years.

Building Fund revenues received which are designated for capital purchases are deferred in the year of receipt and recognized annually at the same rate as the amortization on the related assets.

iii) Economic Dependence:

The University of Winnipeg Students Association derives a significant portion of its income as a result of an agreement with the University of Winnipeg, Inc. whereby a student levy is provided annually to the UWSA.

iv) Use of Estimates

Accounting estimates are included in financial statements to approximate the effect of past business transactions or events, or to approximate the present status of an asset or liability. An example is the estimated useful life of an asset. It is possible that changes in future conditions could require changes in the recognized amounts for accounting estimates. Should an adjustment become necessary, it would be reported in the earnings period in which it became known.

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2019

v) *Financial Instruments*

It is management's opinion that the University of Winnipeg Students Association Inc. is not exposed to significant interest, currency or credit risks arising from its financial instruments.

3. ACCOUNTS RECEIVABLE - NET	<u>2019</u>	<u>2018</u>
	\$	\$
Trade receivables	255,363	597,106
Other	373,394	11,355
Parent fees: Day Care	<u>14,559</u>	<u>12,264</u>
	<u>643,316</u>	<u>620,725</u>
4. PREPAID EXPENSES	<u>2019</u>	<u>2018</u>
	\$	\$
Inventory	-	1,589
Other	<u>-</u>	<u>4,194</u>
	<u>-</u>	<u>5,783</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2019

5. CAPITAL ASSETS	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net 2019</u>	<u>Net 2018</u>
	\$	\$	\$	\$
Furniture & equip.	844,486	(644,758)	199,728	229,246
Computer hardware	180,050	(143,666)	36,384	47,316
Student Centre/ Computer lab	105,727	(105,684)	43	43
Day Care equipment	27,903	(27,366)	537	671
Day Care computer	9,908	(9,786)	122	174
Leasehold Improvements	607,824	(370,477)	237,347	260,494
Computer software	<u>10,521</u>	<u>-</u>	<u>10,521</u>	<u>4,869</u>
Total	<u><u>1,786,419</u></u>	<u><u>(1,301,737)</u></u>	<u><u>484,682</u></u>	<u><u>542,813</u></u>
6. ACCOUNTS PAYABLE			<u>2019</u>	<u>2018</u>
			\$	\$
Administration trade payables			168,485	78,505
Payroll & benefits			135,591	131,490
Consignment payable			<u>-</u>	<u>679</u>
			<u>304,076</u>	<u>210,674</u>
7. DEFERRED REVENUE			<u>2019</u>	<u>2018</u>
			\$	\$
Student health admin levies			-	729,608
Student health premium levies			17,100	14,900
Student non refundable fees			126,533	56,797
Administration			475,872	446,185
Student Groups			41,041	39,760
Building Fund			2,035,813	2,010,293
Inclusion support			<u>6,860</u>	<u>6,860</u>
			<u>2,703,219</u>	<u>3,304,403</u>

"See Auditor's Report"

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2019

8. COMPARATIVE FIGURES

Certain prior year comparative figures have been reclassified to conform with the current year presentation.

9. OTHER STUDENT LEVIES

The UWSA receives levies collected by the University of Winnipeg on behalf of specific organizations. The UWSA is a conduit for these levies and the related amounts paid out to the respective organizations during the year have been included in the statement of operations.

10. RECOGNIZED GROUPS' BANKING SERVICES

The UWSA acts as a bank for many student groups. The UWSA does not charge any fees related to this service and neither the revenues nor the expenses are reflected in the UWSA financial statements.

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.

SUPPLEMENTAL SCHEDULES

MARCH 31, 2019

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L.G.B.T.* Centre	23
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Womens/Trans Spectrum Centre	25
WUSC	25

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.

SUPPLEMENTAL SCHEDULES

FOR THE YEAR ENDED MARCH 31, 2019

	Page No.	<u>2019</u>	<u>2018</u>
		\$	\$
REVENUES:			
Student levies		1,866,686	2,300,974
Deferred capital funding		121,959	644,255
Fundraising		7,519	9,798
Interest		13,102	17,358
Day Care Centre	17	1,843,581	1,420,657
Index - Cafe & Bookstore	21	165,329	199,565
InfoBooth	22	676,674	599,314
Other Revenue		23,877	12,506
Total Revenues		<u>4,718,727</u>	<u>5,204,427</u>
COST OF SALES:			
Index - Cafe & Bookstore	21	100,375	122,454
InfoBooth	22	<u>654,535</u>	<u>554,600</u>
Total Cost of Sales		<u>754,910</u>	<u>677,054</u>
		<u>3,963,817</u>	<u>4,527,373</u>
EXPENDITURES:			
Aboriginal Student Council	14	15,699	14,428
Administration	15	743,763	1,381,386
Bike Lab	16	35,330	30,107
Day Care Centre	17	1,784,965	1,425,340
EcoPIA	18	822	193
Election and Referenda		12,212	10,368
Events	19	148,951	141,740
Foodbank	19	7,896	14,034
Handbook	20	9,232	6,542
Health Plan	20	483,723	1,604,339
Index - Cafe & Bookstore	21	134,195	143,510
InfoBooth	22	106,588	107,550
L.G.B.T.* Centre	23	8,248	8,906
Positive Space	23	3,698	772
Safewalk	24	2,516	3,012
Student Support Program	24	52	82
Support to Recognized Groups		29,312	24,176
Women's/ Trans Spectrum Centre	25	5,620	7,306
WUSC	25	<u>60,161</u>	<u>75,175</u>
Total Expenditures		<u>3,592,983</u>	<u>4,998,966</u>
Net Surplus/(Deficit)		<u>370,834</u>	<u>(471,593)</u>

"See Auditor's Report and Accompanying Notes"

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019ABORIGINAL STUDENT COUNCIL

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES :		
Fundraising & Grants	—	267
EXPENDITURES :		
Honoraria	1,450	350
Office supplies & general	2,921	1,421
Special events	<u>11,328</u>	<u>12,657</u>
	<u>15,699</u>	<u>14,428</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(15,699)</u>	<u>(14,161)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.**SUPPLEMENTAL SCHEDULES****FOR THE YEAR ENDED MARCH 31, 2019****ADMINISTRATION/GENERAL**

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES :		
Student fees	971,515	967,466
Interest	13,102	17,358
Other	672	571
Deferred - capital	<u>121,959</u>	<u>644,255</u>
	<u>1,107,248</u>	<u>1,629,650</u>
EXPENDITURES :		
Advertising	33	34
Amortization	87,567	64,122
Audit fees	13,675	15,967
Bad debts	-	200
Bank charges & interest	811	19,643
Bursaries/awards	11,538	14,927
Conferences	3,891	2,230
Consulting	6,935	18,346
Donations	31,861	32,235
Equipment & leases	16,371	14,743
Food & supplies	5,955	3,407
Garden project	-	500,000
Insurance	26,039	27,149
Legal fees	7,081	8,708
Office supplies & postage	14,730	13,279
Repairs & maintenance	16,834	147,877
Salaries & benefits	479,489	478,792
Special events	25	573
Telephone	1,574	785
Training	-	-
Travel	3,123	2,814
U of W collection fee	15,365	14,534
Workers compensation	<u>866</u>	<u>1,021</u>
	<u>743,763</u>	<u>1,381,386</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>363,485</u>	<u>248,264</u>

"See Auditor's Report and Accompanying Notes"

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019BIKE LAB

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES :		
Student Fees	22,275	24,125
Grants & Fundraising	117	144
Other	<u>4,104</u>	<u>2,077</u>
	<u>26,496</u>	<u>26,346</u>
EXPENDITURES :		
Food Supplies	297	287
Salaries and benefits	31,714	24,463
Office supplies & general	<u>3,319</u>	<u>5,357</u>
	<u>35,330</u>	<u>30,107</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(8,834)</u>	<u>(3,761)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019DAY CARE CENTRE

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES :		
Fundraising & other	73,782	12,308
U of W Student levy	28,279	30,636
Parent fees	846,902	670,703
Provincial disability grant	94,160	54,713
Start up Grant	3,101	4,160
Provincial operating grant	765,281	598,685
Capital funding grant	6,862	32,996
Wage Adjustment grant	<u>25,214</u>	<u>16,456</u>
	<u>1,843,581</u>	<u>1,420,657</u>
EXPENDITURES :		
Amortization	186	347
Equipment & supplies	60,170	130,318
Food	30,268	22,661
Fundraising expense	-	-
Insurance expense	5,864	4,407
Kitchen, cleaning & other	15,159	10,268
Professional fees	3,000	3,922
Repairs & maintenance	41,334	37,589
Salaries & benefits	1,524,187	1,137,194
Rent	30,000	10,255
Special projects	27,589	27,095
Staff training	3,274	12,237
Supplies, postage & other	<u>43,934</u>	<u>29,047</u>
	<u>1,784,965</u>	<u>1,425,340</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>58,616</u>	<u>(4,683)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019ACCESS LOUNGE

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES :		
Fundraising	-	-
EXPENDITURES :		
Honorarium	-	-
Office supplies & general	813	-
Salaries and benefits	-	193
Special events	9	-
	<u>822</u>	<u>193</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(822)</u>	<u>(193)</u>

ELECTION AND REFERENDA

REVENUES :		
Fundraising & memberships	-	-
EXPENDITURES :		
Advertising expense	2,536	1,645
Salaries and benefits	8,626	7,341
Office supplies & general	1,050	1,382
	<u>12,212</u>	<u>10,368</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(12,212)</u>	<u>(10,368)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019EVENTS

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUE :		
Donations & Grants	5,020	5,200
Other revenue	<u>17,173</u>	<u>9,703</u>
	<u>22,193</u>	<u>14,903</u>
EXPENDITURES :		
Honoraria	6,915	9,445
Office supplies/equipment & general	21,066	25,057
Salaries & benefits	94,446	85,971
Special events	24,932	20,352
Telephone	1,112	906
Travel & transportation	<u>480</u>	<u>9</u>
	<u>148,951</u>	<u>141,740</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(126,758)</u>	<u>(126,837)</u>

FOODBANK

REVENUE :		
Student fees	15,108	16,439
Grants & Fundraising	<u>549</u>	<u>1,005</u>
	<u>15,657</u>	<u>17,444</u>
EXPENDITURES :		
Salaries and benefits	7,893	13,559
Food Supplies	-	330
Office supplies & general	3	145
Travel and transportation	<u>-</u>	<u>-</u>
	<u>7,896</u>	<u>14,034</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>7,761</u>	<u>3,410</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019HANDBOOK

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUE :		
Advertising	-	-
EXPENDITURES :		
Bank charges	1	1
General operations	1	1
Consultant fees/Honoraria	300	300
Printing	<u>8,930</u>	<u>6,240</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(9,232)</u>	<u>(6,542)</u>

HEALTH PLAN

REVENUES :		
Student fees	783,455	1,219,472
Other	<u>1,928</u>	<u>155</u>
	<u>785,383</u>	<u>1,219,627</u>
EXPENDITURES :		
Bursaries	3,883	117
Health Charges	(763,721)	382,395
Health insurance premiums	1,145,018	1,145,018
Office supplies & general	505	346
Salaries & benefits	59,606	57,163
U of W collection fee	<u>38,432</u>	<u>19,300</u>
	<u>483,723</u>	<u>1,604,339</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>301,660</u>	<u>(384,712)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019INDEX - CAFE & BOOK STORE

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES:	<u>165,329</u>	<u>199,565</u>
COST OF SALES:	<u>100,375</u>	<u>122,454</u>
OPERATING EXPENSES:		
Bank charges	2,603	2,427
Equipment Rental/Lease	13,860	8,848
Office supplies & general	15,729	16,488
Over & short	580	923
Salaries & benefits	101,216	112,650
Shrinkage	202	253
Telephone	5	1,921
Total operating expenses:	<u>134,195</u>	<u>143,510</u>
TOTAL EXPENSES:	<u>234,570</u>	<u>265,964</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(69,241)</u>	<u>(66,399)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019INFOBOOTH

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES:	<u>676,674</u>	<u>599,314</u>
COST OF SALES:	<u>654,535</u>	<u>554,600</u>
OPERATING EXPENSES:		
Bank charges	6,635	5,322
Equipment & leases	1,137	1,519
Office supplies & general	1,071	76
Over & short	999	903
Printing	34	1
Salaries & benefits	95,036	96,954
Telephone	<u>1,676</u>	<u>2,775</u>
Total operating expenses	<u>106,588</u>	<u>107,550</u>
TOTAL EXPENSES	<u>761,123</u>	<u>662,150</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(84,449)</u>	<u>(62,836)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019RAINBOW LOUNGE

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUES :		
Fundraising & Grants	<u>131</u>	<u>1,219</u>
EXPENDITURES :		
Donations	350	605
Salaries and benefits	7,317	7,220
Events expense	-	250
Office supplies & general (net)	<u>581</u>	<u>831</u>
	<u>8,248</u>	<u>8,906</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(8,117)</u>	<u>(7,687)</u>

POSITIVE SPACE

REVENUE :		
Student fees	<u>7,941</u>	<u>8,646</u>
	<u>7,941</u>	<u>8,646</u>
EXPENDITURES :		
Donations	3,350	-
Food supplies	33	-
Honorariums	-	772
Office supplies, equipment & general	315	-
	<u>3,698</u>	<u>772</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>4,243</u>	<u>7,874</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019SAFEWALK

	<u>2019</u>	<u>2018</u>
	\$	\$
EXPENDITURES :		
Advertising expense	-	-
Office supplies & general	192	246
Salaries and benefits	<u>2,324</u>	<u>2,766</u>
Total Expenditures	<u>2,516</u>	<u>3,012</u>

STUDENT SUPPORT PROGRAM

EXPENDITURES :		
Donations	-	-
Office supplies & general-net	-	-
Travel	<u>52</u>	<u>82</u>
Total Expenditures	<u>52</u>	<u>82</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(52)</u>	<u>(82)</u>

UNIVERSITY OF WINNIPEG STUDENTS' ASSOCIATION INC.SUPPLEMENTAL SCHEDULESFOR THE YEAR ENDED MARCH 31, 2019WOMEN'S/TRANS SPECTRUM CENTRE

	<u>2019</u>	<u>2018</u>
	\$	\$
REVENUE :		
Fundraising	-	152
EXPENDITURES :		
Merchandise	-	30
Office supplies & general	813	835
Salaries & benefits	4,807	6,041
Speakers/Events	-	348
Travel and transportation	-	52
	<u>5,620</u>	<u>7,306</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(5,620)</u>	<u>(7,154)</u>
	<u>W.U.S.C.</u>	
REVENUES :		
Student fees	41,741	45,260
Grants	1,325	200
Fundraising	377	1,611
	<u>43,443</u>	<u>47,071</u>
EXPENDITURES :		
Donations	575	460
General operations	9,774	8,155
Student allowance	23,987	20,482
Equipment rental	11,885	17,682
Licencing and Permits	8,000	20,000
Travel and transportation	5,940	8,396
	<u>60,161</u>	<u>75,175</u>
PROGRAM SURPLUS/ (DEFICIT)	<u>(16,718)</u>	<u>(28,104)</u>

"See Auditor's Report and Accompanying Notes"

**SIMON HALL CHARTERED PROFESSIONAL ACCOUNTANT
82 ST CROSS ST
WINNIPEG, MANITOBA**

To the Board of Directors
University of Winnipeg Students' Association

You will have reviewed the audit report and audited financial statements of University of Winnipeg Students' Association (hereafter the U.W.S.A.) for the year ended March 31, 2019. In this report I will discuss my audit opinion, review the financial performance of the organization and throughout make recommendations I think may be useful to management.

1. AUDIT REPORT

An audit involves an examination of both the financial transactions of the U.W.S.A. for the 2019 fiscal year and the presentation of these transactions in the financial statements.

1.1 AUDIT OPINION:

The opinion provided on the financial statements is an unmodified opinion or clear opinion. An unmodified opinion is the strongest audit opinion regarding financial statements that can be provided.

2. FINANCIAL PERFORMANCE

The U.W.S.A. generated a surplus of \$370,834 in the 2019 fiscal year. This compares with a deficit of \$471,593 incurred in the prior (2018) fiscal year. The proximal causes of the 2019 operating surplus were surpluses in the Health Plan (\$301,661) and Administration (\$370,423) that were partially offset by deficits in Events of (\$126,758), Info Booth (\$84,449), Index (\$69,242) and W.U.S.C. (\$16,718).

The Health Plan results recovered from a deficit of \$384,712 in the 2018 fiscal year to generate a surplus of \$301,661 in the current fiscal year. The inconsistent results over the past two years are primarily the result of the issues with the U of W's computerized billing system being resolved.

2.1 REVENUES:

The U.W.S.A. generated revenue of \$4,718,736 in the 2019 fiscal year, 9% less (\$485,205) than in 2018 (\$5,204,427). The overall revenue decrease was the result of a number of factors. The deferred capital revenue and health plan revenue decreased significantly but were partially offset by the increase in revenue generated by the daycare.

The 2019 student fee revenue decreased by roughly \$442,000 as compared to the 2018 fiscal year. This was primarily the result of the health plan revenue only being generated for six months of the 2019 fiscal year.

2.2 EXPENDITURES:

The decline in revenue was more than offset by decreased expenses (\$1,335,057). Most notably Health plan costs and the UWSA contribution to the capital project costs declined significantly.

It should be noted that the U.W.S.A's expenses are program focused. The organization's funds are spent on the direct costs of the organization's operations. Expenditures on management and administration are fairly limited.

3. FINANCIAL POSITION

3.1 SHORT TERM LIQUIDITY:

The current financial position of an organization can be measured in several ways. One measure is the working capital ratio. This measure divides the current assets of the organization by the current liabilities of the organization. A ratio greater than one indicates that the organization has more currently maturing assets than liabilities and is therefore more likely able to meet its short term obligations as they arise. Conversely a current ratio of less than one indicates that an organization is more likely to have issues settling liabilities in a timely manner.

The U.W.S.A. has a working capital ratio of roughly .51 (depending on exactly how its calculated) as at March 31, 2018. This is a reduction from the 2018 fiscal year where the current ratio was 0.64. This means that the U.W.S.A. has more currently maturing liabilities than currently maturing assets. All other things equal this can indicate potential cash flow issues. It should be noted however that the U.W.S.A. is conservative in their allocation of liabilities between short and long term. Most of the U.W.S.A.'s deferred revenue amounts are not expected to be repaid/recognized in the near future (the building fund being an example).

3.2 LONGER TERM SOLVENCY:

Most measures of long term solvency are focused on the debt of the organization as compared to assets, net assets or some other balance sheet component. The U.W.S.A. has a deficit of net assets of (\$985,019). This is a moderate accumulated deficit for an organization of the U.W.S.A.'s size (Roughly equivalent to 23% of annual U.W.S.A. revenue).

Similar to a working capital deficit, a deficit of net assets can cause cash flow issues (inability to pay suppliers in a timely basis, issues with payroll, etc..). The U.W.S.A. is not likely to suffer from these issues in the short term as a result of it's significant deferred revenue balance. While the U.W.S.A. remains solvent, it would be prudent to develop a plan to retire the deficit of net assets over a reasonable period of time (five to ten years).

4.0 OTHER ISSUES:

4.1 BANKING SERVICES PROVIDED TO STUDENT INITIATIVES:

The U.W.S.A. provides banking services to several student organizations. As a consequence the U.W.S.A. provides de facto loans to these organizations as they require. This can complicate cash flow management and exposes the U.W.S.A. to increased risk. I would suggest the Executive review the banking arrangements provided to other organizations regularly.

As a result of the banking services provided by the U.W.S.A., there was a significant balance receivable at March 31, 2019. The balance had grown significantly over the last few years. Subsequent to the end of the 2019 fiscal year management collected a majority of the balance outstanding. This was a very positive development.

4.2 CONFLICT OF INTEREST POLICIES:

Given the small size of the U.W.S.A. administration conflicts of interest can arise. I would recommend that the U.W.S.A. review their conflict of interest policies periodically to ensure they are meeting the needs of the organization.

4.3 ANNUAL AUDIT OF FINANCIAL STATEMENTS:

Given the nature of the U.W.S.A. as a publicly accountable organization, as well as the size of it's financial footprint (over four million in revenue) the U.W.S.A. would be well served to establish an audit committee. The committee would establish the terms of the audit engagement with the auditor, plan the timing of the audit work and financial statement completion with the auditor and meet with the auditor periodically throughout the audit process to discuss any issues arising. The committee could include members of the executive as voting members of the committee as well it may include staff in key positions as non-voting members. The committee would serve to include the executive in the audit process to a greater degree than currently happens as well as reduce significant delays in the audit process.

4.4 PERIODIC DEPOSITS:

Currently deposits are made on a weekly basis. Management may want to consider increasing the frequency of deposits. Making deposits more frequently reduces the risk of cheques being misplaced and also assists in managing cash flow.

4.5 CAPITAL BUDGETING:

Preparing capital budgets would assist with the management of cash flow as well as provide information relevant to determining the need for student fees to be earmarked for capital expenditures (deferred capital revenue). Note that capital budgeting should take into account legacy costs associated with the maintenance and repair of capital assets acquired or the cost for the lease of assets that would otherwise have been purchased.

4.6 PROGRAM SURPLUSES:

It should be noted that surpluses generated by all of the U.W.S.A. programs are included in the overall net assets of the organization at year end. Management may have plans to earmark the surpluses generated by a particular program in a particular year for future program costs. A transparent and informative way to provide this information to the users of the financial statements would be to defer the surplus funding in the financial statements. If such an allocation is not made it provides users of the financial statements with a misleading view of the financial resources available to the organization.

SUMMARY:

The financial records audited were of high quality, complete and accurate. All required information was readily accessible. Tom and Karolya were able to provide all information requested. All of this greatly facilitated my audit of the 2019 UWSA financial statements.

I would like to thank the Business Manager and the General Manager for their assistance and cooperation during the audit. Tom and Karolya's assistance was greatly appreciated and necessary to conducting the audit. As well I would like to thank the Executive for their time and patience throughout this process.

Sincerely,

SIMON HALL
CHARTERED PROFESSIONAL ACCOUNTANT

University of Winnipeg Students' Association Inc				Mar 31/20	Mar 31/21
Operating Budget 2021	Budget	Variance	Last	Annual	Annual
Approved Mar 17/20	9 Months	Yr to Date	Yr to Date	Budget	Budget
Total Revenue	3,010,601	2,794,634	-(215,967)	3,570,691	3,796,517
Total Expenditures	2,976,854	2,684,466	-(292,388)	3,565,180	3,796,517
Surplus (Deficit)	33,746	110,168	76,422	5,511	0
1% decrease in Student Fees					
Day Care 100	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Student Fees	35,435	29,000	-(6,435)	29,000	29,000
Grants/Donations	27,048	0	-(27,048)	0	0
Operating Grant	575,005	576,582	1,577	765,280	765,280
Inclusion Support Program	120,058	90,000	-(30,058)	120,000	120,000
Staff Replacement Grant	0	0	0	0	0
Canada Summer Jobs Grant	3,572	0	-(3,572)	0	0
Fundraising/Donations Revenue	12,562	5,625	-(6,937)	7,500	7,500
Parent Fees	667,228	574,357	-(92,871)	765,811	765,811
Other Revenue	461	34,875	34,414	46,500	46,500
Total Revenue	1,441,368	1,310,439	-(130,929)	1,734,091	1,757,954
Expenditures:					
Activity Supplies	11,617	10,500	-(1,117)	14,000	14,000
Audit Expense	0	0	0	2,500	2,500
Bank Charges	6,767	5,930	-(837)	8,000	8,000
Cleaning/Kitchen Expense	7,565	5,220	-(2,345)	7,000	7,000
Computer Software & Supplies	2,036	2,000	-(36)	2,000	2,000
Annual General Meeting Expense	213	250	37	250	250
Rent	20,000	22,500	2,500	30,000	30,000
Membership Expense	210	225	15	225	225
Workers Compensation	2,170	2,000	-(170)	4,000	4,000
Office/Bldg Equipment Furniture	11,577	0	-(11,577)	0	0
Childrens' Programming Equipment	2,054	0	-(2,054)	0	0
Food & Food Supplies Expense	23,112	14,900	-(8,212)	20,000	20,000
Insurance Expense	6,178	6,000	-(178)	6,000	6,000
Office Supply Expense	2,635	1,800	-(835)	2,500	2,500
Copying/Printing Expense	1,364	0	-(1,364)	0	0
Office & Bldg Repairs Maintenance	74,184	375	-(73,809)	500	500
Repairs & Maintenance Programming	5,783	0	-(5,783)	0	0
CPP Expense	47,496	43,845	-(3,651)	60,000	60,000
EI Expense	23,195	23,019	-(176)	31,500	31,500
Health & Post Secondary Education Tax	30,505	27,000	-(3,505)	27,000	27,000
Wages Expense	1,053,127	1,023,826	-(29,301)	1,401,032	1,401,032
Vacation Pay Expense	320	0	-(320)	0	0
Employer Health Plan Expense	66,423	54,810	-(11,613)	75,000	75,000
Employer RRSP Expense	18,815	18,630	-(185)	25,500	25,500
Professional Development	7,217	3,750	-(3,467)	5,000	5,000
ECE Appreciation	8,555	2,750	-(5,805)	5,500	5,500
Internet & Phone Expense	0	0	0	0	0
Special Events/Outings	23,091	4,500	-(18,591)	6,000	6,000
Licensing and Permits Fire Inspection	0	0	0	250	250
Total Expenditures	1,456,209	1,273,830	-(182,379)	1,733,757	1,757,725
Surplus (Deficit)	-(14,841)	36,609	51,450	334	229
Access Lounge 110	Actual	Budget	Variance	Annual	Annual

	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Total Revenue	0	0	0	0	0
Expenditures:					
Food & Food Supplies Expense	28	0	-(28)	0	300
Supply Expense	133	100	-(33)	300	300
CPP Expense	9	201	192	400	80
EI Expense	11	152	141	300	100
Wages Expense	465	5,650	5,185	11,250	4,096
Vacation Pay Expense	28	226	198	450	246
Travel & Transportation Expense	0	0	0	0	50
Total Expenditures	674	6,329	5,655	12,700	5,172
Surplus (Deficit)	-(674)	-(6,329)	-(5,655)	-(12,700)	-(5,172)
Food Bank 120	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Student Fees	18,962	15,000	-(3,962)	15,000	18,810
Grants/Donations	159	0	-(159)	0	0
Total Revenue	19,121	15,000	-(4,121)	15,000	18,810
Expenditures:					
Food & Food Supplies Expense	0	0	0	0	500
Supply Expense	26	0	-(26)	0	300
Copying/Printing Expense	11	10	-(1)	10	20
CPP Expense	163	169	6	230	380
EI Expense	125	148	23	200	290
Wages Expense	5,287	5,860	573	8,000	12,288
Vacation Pay Expense	315	351	36	480	740
Travel & Transportation Expense	0	0	0	0	50
Total Expenditures	5,929	6,538	609	8,920	14,568
Surplus (Deficit)	13,192	8,462	-(4,730)	6,080	4,242
Indigenous Students' Association 130	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Other Revenue	1,000	0	-(1,000)	0	0
Total Revenue	1,000	0	-(1,000)	0	0
Expenditures:					
Bank Charges	2	0	-(2)	0	5
Conference Expense	0	500	500	1,200	1,200
Donations	0	0	0	500	500
Equipment Rental	0	0	0	0	500
Election Expense	0	0	0	0	1,000
Food & Food Supplies Expense	1,870	5,000	3,130	7,500	7,500
Supply Expense	0	800	800	1,000	1,000
Copying/Printing Expense	0	50	50	50	50
Repairs & Maintenance Equipment	0	0	0	250	250
Travel & Transportation Expense	0	700	700	700	1,000
Field Trips & Events Expense	737	500	-(237)	3,500	3,500
Honorariums/Gifts	100	1,000	900	1,000	1,000
Total Expenditures	2,710	8,550	5,840	15,700	17,505
Surplus (Deficit)	-(1,710)	-(8,550)	-(6,840)	-(15,700)	-(17,505)

Women-Trans Spectrum Centre 140	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Total Revenue	0	0	0	0	0
Expenditures:					
Food & Food Supplies Expense	47	300	253	300	300
Supply Expense	133	150	17	350	300
Copying/Printing Expense	0	5	5	10	10
CPP Expense	67	119	52	200	112
EI Expense	59	76	17	130	98
Wages Expense	2,450	3,280	830	5,500	4,096
Vacation Pay Expense	147	197	50	330	246
Subscriptions/Books/Films	0	50	50	50	100
Travel & Transportation Expense	0	0	0	0	50
Total Expenditures	2,903	4,177	1,274	6,870	5,312
Surplus (Deficit)	-(2,903)	-(4,177)	-(1,274)	-(6,870)	-(5,312)
Administration 150	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Student Fees	799,101	762,000	-(37,101)	990,000	1,147,163
Interest Revenue	10,188	9,000	-(1,188)	12,000	10,000
Other Revenue	6,855	510	-(6,345)	600	600
Overage	0	0	-(0)	0	0
Total Revenue	816,144	771,510	-(44,634)	1,002,600	1,157,763
Expenditures:					
Audit Expense	0	0	0	15,000	15,000
Bank Charges	502	520	18	700	700
Bursaries/Awards	1,519	1,500	-(19)	3,000	3,000
Conference Expense	3,565	2,500	-(1,065)	2,500	2,500
Consultant Expense	13,750	7,500	-(6,250)	10,000	18,000
Donations	22,869	25,500	2,631	33,500	25,000
Equipment Rental/Lease Expense	10,084	12,400	2,316	16,000	16,000
—Courier Expense	24	25	1	50	0
Workers Compensation	375	1,000	625	3,000	1,000
Food & Food Supplies Expense	3,106	6,000	2,894	6,000	7,000
Insurance Expense	21,612	26,000	4,388	26,000	26,000
Legal Expense	20,537	5,000	-(15,537)	5,000	20,000
Supply Expense	9,557	8,000	-(1,557)	8,000	6,000
Parking Expense	40	0	-(40)	50	50
—Postage Expense	0	0	0	0	0
Copying/Printing Expense	3,752	2,000	-(1,752)	2,000	900
Repairs & Maintenance Equipment	1,987	1,000	-(987)	1,000	2,000
CPP Expense	16,115	14,200	-(1,915)	19,400	19,000
EI Expense	7,459	7,030	-(429)	9,620	8,800
Health & Post Secondary Education Tax	17,547	15,620	-(1,927)	15,620	20,700
Wages Expense	399,002	361,500	-(37,502)	494,500	471,354
Vacation Pay Expense	473	490	17	700	0
Employer Health Plan Expense	16,711	16,650	-(61)	22,000	18,400
Employee Transit Expense	487	600	113	800	800
Employer RRSP Expense	32,898	15,200	-(17,698)	20,000	19,000
—Professional Development	5,858	0	-(5,858)	0	0

Internet & Phone Expense	1,490	1,100	-(390)	1,200	1,200
Travel & Transportation Expense	2,318	1,000	-(1,318)	3,000	3,000
UofW Collection Service Fees	15,013	15,500	487	15,500	15,500
—Field Trips & Events Expense	0	0	0	250	0
Shortage	0	0	-(0)	0	0
Shrinkage	1,000	0	-(1,000)	0	0
Honorariums/Gifts	5,062	5,000	-(62)	10,000	12,000
Licensing and Permits Expense	0	25	25	50	50
Late Penalties & Fines	983	0	-(983)	0	0
Other Expenses	9,649	0	-(9,649)	0	0
Total Expenditures	645,348	552,860	-(92,488)	744,440	732,954
Surplus (Deficit)	170,795	218,650	47,855	258,160	424,809

Campaigns & External Relations 153	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Total Revenue	0	0	0	0	0
Expenditures:					
Bank Charges	0	0	0	0	0
Donations	500	500	0	1,500	1,500
Equipment Rental/Lease Expense	276	200	-(76)	200	200
Food & Food Supplies Expense	0	300	300	400	400
Supply Expense	2	200	198	400	400
Copying/Printing Expense	0	50	50	100	100
Travel & Transportation Expense	1,672	1,600	-(72)	1,600	1,600
Honorariums/Gifts	0	800	800	1,600	1,600
Total Expenditures	2,450	3,700	1,250	5,800	5,800
Surplus (Deficit)	-(2,450)	-(3,700)	-(1,250)	-(5,800)	-(5,800)

Communications 155	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Total Revenue	0	0	0	0	0
Expenditures:					
Marketing Expense	0	0	0	0	2,400
Food & Food Supplies Expense	0	0	0	0	200
Consultant Expense	0	0	0	0	750
Supply Expense	0	0	0	0	5,500
Copying/Printing Expense	0	0	0	0	3,000
CPP Expense	0	0	0	0	3,000
EI Expense	0	0	0	0	1,600
Wages Expense	0	0	0	0	63,843
Vacation Pay Expense	0	0	0	0	800
Employer Health Plan Expense	0	0	0	0	3,600
Employer RRSP Expense	0	0	0	0	3,000
Travel & Transportation Expense	0	0	0	0	50
Honorariums/Gifts	0	0	0	0	100
Total Expenditures	0	0	0	0	87,843
Surplus (Deficit)	0	0	0	0	-(87,843)

Bike Lab 158	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					

Student Fees	27,850	22,000	-5,850	22,000	27,720
Grants/Donations	0	0	0	0	0
Other Revenue	1,066	3,000	1,934	3,000	2,000
Total Revenue	28,917	25,000	-3,917	25,000	29,720
Expenditures:					
Food & Food Supplies Expense	73	200	127	300	500
Supply Expense	2,754	2,500	-254	3,000	3,450
Copying/Printing Expense	0	25	25	50	50
CPP Expense	424	512	88	700	730
EI Expense	328	370	42	500	570
Wages Expense	13,629	14,620	991	20,000	23,250
Vacation Pay Expense	746	876	130	1,200	1,400
Travel & Transportation Expense	0	0	0	0	50
Total Expenditures	17,954	19,103	1,149	25,750	30,000
Surplus (Deficit)	10,963	5,897	-5,066	-750	-280
Handbook 160	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Advertising Local Revenue	1,000	500	-500	500	1,250
Total Revenue	1,000	500	-500	500	1,250
Expenditures:					
Bank Charges	2	0	-2	0	0
Consultant Expense	275	350	75	350	750
Supply Expense	1	0	-1	0	0
Postage Expense	0	0	0	0	0
Copying/Printing Expense	6,597	7,000	403	7,000	7,000
Total Expenditures	6,875	7,350	475	7,350	7,750
Surplus (Deficit)	-5,875	-6,850	-975	-6,850	-6,500
Health Plan Administration 170	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Student Fees	67,433	53,000	-14,433	53,000	52,470
Other Revenue	0	0	0	0	0
Total Revenue	67,433	53,000	-14,433	53,000	52,470
Expenditures:					
Bank Charges	0	0	0	0	0
Bursaries/Awards	1,130	2,000	870	2,000	2,000
Food & Food Supplies Expense	0	0	0	0	0
—Postage Expense	0	0	0	0	0
Copying/Printing Expense	0	0	0	0	0
CPP Expense	0	256	256	350	350
EI Expense	0	124	124	170	170
Wages Expense	0	5,490	5,490	7,500	7,500
Employer Health Plan Expense	0	0	0	0	0
Employer RRSP Expense	0	0	0	0	0
UofW Collection Service Fees	19,566	7,000	-12,566	20,000	20,000
Health Plan Charges	0	0	0	0	0
Total Expenditures	20,696	14,870	-5,826	30,020	30,020
Surplus (Deficit)	46,737	38,130	-8,607	22,980	22,450

Info Booth 200	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Sales Post SecondaryPass	510,478	500,000	-(10,478)	590,000	620,000
Biology Lab Manuals Sales	8,993	10,000	1,007	10,000	10,000
Chemistry Lab Manuals Sales	15,918	16,000	83	25,000	25,000
Chemistry Lab Coats	12,738	12,300	-(438)	15,000	15,000
Chemistry Safety Glasses	1,896	1,500	-(396)	1,500	1,500
Physics Kit Sales	1,920	1,500	-(420)	1,500	1,500
Copier Revenue	3,341	3,900	559	4,800	7,000
Winnipeg Transit UPASS Commission	4,662	5,000	338	10,000	10,000
Canada Post Revenue	40,360	32,000	-(8,360)	35,000	50,000
Other Revenue	92	135	43	150	150
Peggo Cards	16,600	19,500	2,900	30,000	20,000
Overage	1,646	0	-(1,646)	0	0
Total Revenue	618,644	601,835	-(16,809)	722,950	760,150
Expenditures:					
Cogs Biology Lab Manuals	8,094	9,000	906	9,000	9,000
Cogs Chemistry Lab Manuals	14,326	14,400	74	22,500	22,500
Cogs Chemistry Lab Coats	11,464	11,070	-(394)	13,500	13,500
Cogs Chemistry Safety Glasses	1,707	1,350	-(357)	1,350	1,350
Cogs Physics Kit	1,728	1,350	-(378)	1,350	1,350
Cogs Peggo Cards	7,125	18,500	11,375	28,000	19,000
Bank Charges	6,038	6,000	-(38)	6,000	8,000
Cost of Bus Passes and Tickets	488,789	494,900	6,111	584,000	613,800
Equipment Rental/Lease Expense	1,137	4,500	3,363	6,000	2,000
Food & Food Supplies Expense	8	0	-(8)	0	0
Supply Expense	1,773	710	-(1,063)	710	1,200
Postage Expense	24	0	-(24)	0	0
Cost of Canada Post for Resale	38,074	29,180	-(8,894)	32,000	46,000
Copying/Printing Expense	2,298	25	-(2,273)	50	2,000
CPP Expense	4,069	2,915	-(1,154)	4,000	6,000
EI Expense	2,171	1,459	-(712)	2,000	3,000
Wages Expense	90,524	62,000	-(28,524)	85,000	125,000
Vacation Pay Expense	3,025	2,918	-(107)	4,000	4,200
Employer Health Plan Expense	0	450	450	600	2,160
Employer RRSP Expense	1,722	900	-(822)	1,200	3,000
Internet & Phone Expense	1,059	1,295	236	1,680	1,320
Travel & Transportation Expense	13	25	12	50	50
Shortage	1,186	0	-(1,186)	0	0
Shrinkage	-(772)	50	822	100	100
Total Expenditures	685,583	662,997	-(22,586)	803,090	884,530
Surplus (Deficit)	-(66,938)	-(61,162)	5,776	-(80,140)	-(124,380)
BiPOC Lounge 210	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Total Revenue	0	0	0	0	0
Expenditures:					
Food & Food Supplies Expense	0	100	100	150	300
Supply Expense	159	200	41	400	300
Copying/Printing Expense	0	25	25	50	10
CPP Expense	57	119	62	200	112

El Expense	37	76	39	130	98
Wages Expense	1,614	3,280	1,666	5,500	4,096
Vacation Pay Expense	97	197	100	330	246
Subscriptions/Books/Films	0	150	150	300	100
– Field Trips & Events Expense	0	50	50	100	0
Total Expenditures	1,963	4,197	2,234	7,160	5,262
Surplus (Deficit)	-(1,963)	-(4,197)	-(2,234)	-(7,160)	-(5,262)

Rainbow Lounge 220	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Fundraising Revenue	517	0	-(517)	0	0
Total Revenue	517	0	-(517)	0	0
Expenditures:					
Food & Food Supplies Expense	15	100	85	150	300
Supply Expense	133	100	-(33)	200	300
Copying/Printing Expense	0	20	20	30	10
CPP Expense	102	119	17	200	112
El Expense	77	76	-(1)	130	98
Wages Expense	3,218	3,280	62	5,500	4,096
Vacation Pay Expense	193	197	4	330	246
Subscriptions/Books/Films	0	50	50	100	100
Travel & Transportation Expense	19	0	-(19)	0	50
– Field Trips & Events Expense	0	50	50	100	0
– Honorariums/Gifts	87	200	113	300	0
Total Expenditures	3,845	4,192	347	7,040	5,312
Surplus (Deficit)	-(3,328)	-(4,192)	-(864)	-(7,040)	-(5,312)

Positive Space 225	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Student Fees	9,955	8,800	-(1,155)	8,800	9,900
Total Revenue	9,955	8,800	-(1,155)	8,800	9,900
Expenditures:					
Donations	0	0	0	0	500
Food & Food Supplies Expense	0	150	150	250	250
Copying/Printing Expense	0	25	25	50	50
Professional Development	0	500	500	1,000	8,000
Subscriptions/Books/Films	0	0	0	0	0
Travel & Transportation Expense	0	250	250	500	200
– Field Trips & Events Expense	0	1,000	1,000	2,000	0
Honorariums/Gifts	0	2,000	2,000	5,000	1,000
Total Expenditures	0	3,925	3,925	8,800	10,000
Surplus (Deficit)	9,955	4,875	-(5,080)	0	-(100)

Safewalk 230	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Total Revenue	0	0	0	0	0
Expenditures:					
Food & Food Supplies Expense	15	100	85	150	300
Supply Expense	26	30	4	30	50

Copying/Printing Expense	17	10	(7)	20	10
CPP Expense	107	10	(97)	10	250
EI Expense	59	8	(51)	8	140
Wages Expense	2,594	1,600	(994)	1,600	6,144
Vacation Pay Expense	156	100	(56)	100	370
—Honorariums/Gifts	180	0	(180)	0	0
Total Expenditures	3,154	1,883	(1,271)	1,918	7,264
Surplus (Deficit)	(3,154)	(1,883)	1,271	(1,918)	(7,264)

Election & Referenda 240	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Total Revenue	0	0	0	0	0
Expenditures:					
Food & Food Supplies Expense	83	50	(33)	100	500
Supply Expense	40	300	260	1,100	500
Copying/Printing Expense	259	200	(59)	200	500
Travel & Transportation Expense	0	25	25	50	100
Honorariums/Gifts	4,199	3,000	(1,199)	9,250	12,500
Total Expenditures	5,008	3,975	(1,033)	10,700	14,100
Surplus (Deficit)	(5,008)	(3,975)	1,033	(10,700)	(14,100)

Events 290	Actual	Budget	Variance	Annual	Annual
	Yr to Date	Yr to Date	Yr to Date	Budget	Budget
Revenue:					
Grants/Donations	0	4,000	4,000	4,000	4,000
Equipment/Space Rental Rev	4,340	2,300	(2,040)	2,500	3,000
Ticket Sales	855	0	(855)	0	500
Other Revenue	0	250	250	250	0
Alcohol Revenue	1,308	2,000	692	2,000	1,000
Total Revenue	6,503	8,550	2,047	8,750	8,500
Expenditures:					
Bad Debt Expense	0	0	0	100	100
Bank Charges	32	25	(7)	50	50
Consultant Expense	6,331	6,000	(331)	10,000	10,000
Donations	0	500	500	1,000	1,000
Equipment Rental/Lease Expense	14,038	12,600	(1,438)	13,000	15,000
—Courier Expense	0	30	30	50	0
Food & Food Supplies Expense	12,915	15,000	2,085	15,000	22,000
Alcohol	749	1,500	751	1,500	750
Supply Expense	1,472	2,015	543	3,015	2,100
Parking Expense	610	100	(510)	100	1,000
Postage Expense	1	0	(1)	0	0
Copying/Printing Expense	1,595	1,750	155	2,750	2,000
Repairs & Maintenance Equipment	0	1,000	1,000	2,000	2,000
CPP Expense	2,445	2,190	(255)	3,000	3,600
EI Expense	1,255	1,169	(86)	1,600	1,800
Wages Expense	52,461	51,200	(1,261)	70,000	76,000
Vacation Pay Expense	1,114	586	(528)	800	1,600
Employer Health Plan Expense	1,951	990	(961)	1,300	2,400
Employer RRSP Expense	1,949	1,935	(14)	2,600	2,800
—Professional Development	0	0	0	100	0

Subscriptions/Books/Films	9	0	-(9)	0	600
Internet & Phone Expense	586	900	314	1,200	1,200
Travel & Transportation Expense	18	50	32	100	7,000
Honorariums/Gifts	14,670	5,000	-(9,670)	5,000	20,000
Licensing and Permits Expense	688	700	12	900	2,400
Total Expenditures	115,555	105,990	-(9,565)	135,165	175,400
Surplus (Deficit)	-(109,052)	-(97,440)	11,612	-(126,415)	-(166,900)