

b	Operating Fund	2019/2020	2018/2019	Spending Authority	Staff Budgeting Owner
<b>REVENUE</b>					
4000	Basic Student Society Fee	\$ 958,347.00	\$ 828,304.26		FC
4006	Health & Dental Administration	\$ 5,000.00	\$ 5,000.00		D/Programs
4010	Interest - VanCity	\$ 5,000.00	\$ 10,500.00		FC
4015	Handbook Ads	\$ 900.00	\$ 900.00		D/Comms
41xx	Desk Services	\$ 36,195.00	\$ 64,425.00		D/Spaces
	Other Services	\$ 250.00	\$ -		D/Programs
	<b>Total Revenue</b>	<b>\$ 1,005,692.00</b>	<b>\$ 909,129.26</b>		
Note: Unless noted otherwise, for all funds, any budget line item whose spending authority is assigned to the executive committee is limited to \$1,500; spending beyond \$1,500 requires the approval of the board of directors.					
<b>EXPENDITURES</b>					
<b>University Relations</b>					
5210	Campaigns	\$ 2,000.00	\$ 2,000.00	BOD	D/Policy
5220	Faculty Rep Activities	\$ 1,000.00	\$ 1,000.00	EXEC	D/Policy
	<b>subtotal</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>		
<b>Services</b>					
5310	Desk Expenses	\$ 29,990.00	\$ 64,225.00	ED	D/Spaces
	General Services Expenses	\$ 12,050.00		ED	D/Programs
5320	New Service Development	\$ -	\$ 5,000.00	BOD	D/Programs
5330	Handbook	\$ 14,000.00	\$ 15,500.00	ED	D/Comms
5383	Constituency Rooms	\$ 3,600.00	\$ 3,500.00	ED	D/Spaces
	<b>subtotal</b>	<b>\$ 59,640.00</b>	<b>\$ 88,225.00</b>		
<b>Social Justice</b>					
5510	Collectives	\$ 15,000.00	\$ 10,000.00	EXEC	-
5520	Collective Conferences	\$ 6,000.00	\$ 6,000.00	BOD	-
	<b>subtotal</b>	<b>\$ 21,000.00</b>	<b>\$ 16,000.00</b>		
<b>Board Support (was "Internal Development")</b>					
5610	Board Travel	\$ 350.00	\$ 150.00	ED	FC
5611	Summer Travel Reimbursement	\$ 1,000.00	\$ 1,500.00	ED	FC
5630	Workshops and Development	\$ 25,000.00	\$ 22,000.00	EXEC	D/Policy
5640	Childcare & Accessibility	\$ 2,500.00	\$ 2,400.00	ED	D/Policy
5650	Conferences	\$ 13,000.00	\$ 10,000.00	BOD	D/Policy
5655	Labour Relations	\$ 1,500.00	\$ 750.00	ED	ED
5670	Legal	\$ 22,160.00	\$ 22,160.00	ED	ED
5680	Stipends	\$ 150,480.00	\$ 150,480.00	ED/VPF+S	FC
	EFAP	\$ 1,600.00	\$ 1,600.00	ED	OC
5685	External chair	\$ 3,600.00	(w/ stipends)	ED	OC
	<b>subtotal</b>	<b>\$ 221,190.00</b>	<b>\$ 211,040.00</b>		

b	Operating Fund	2019/2020	2018/2019	Spending Authority	Staff Budgeting Owner
<b>Administrative Expenses</b>					
5705	Accounting	\$ 6,500.00	\$ 8,300.00	ED	FC
5710	Audit	\$ 8,400.00	\$ 8,400.00	ED	FC
5715	Bank Charges	\$ 900.00	\$ 900.00	ED	FC
	Bank Charges - Payroll	\$ 3,600.00	\$ 300.00	ED	FC
5720	Insurance	\$ 8,000.00	\$ 8,300.00	ED	FC
5730	Maintenance & Repairs	\$ 1,000.00	\$ -	ED	D/Spaces
5740	Office Supplies	\$ 5,000.00	\$ 5,000.00	ED	OC
5741	Name tags	\$ 675.00	\$ 600.00	ED	D/Comms
5742	Business Cards	\$ 600.00	\$ 750.00	ED	D/Comms
5745	Computer Supplies, Software & Peripherals	\$ 8,547.00	\$ 2,000.00	ED	D/Tech
5750	Postage/Courier	\$ 500.00	\$ 750.00	ED	OC
5755	Photocopier Service Contract - Admin	\$ 3,548.00	\$ 3,000.00	ED	OC
5756	Photocopier Lease - Admin	\$ 2,848.00	\$ 2,848.00	ED	OC
5762	shredding service	\$ 562.00		ED	OC
5765	Storage Locker - Records	\$ 756.00	\$ 1,749.00	ED	OC
	Storage Locker - Events	\$ 2,331.00		ED	OC
5760	Security	\$ 600.00	\$ 600.00	ED	OC
5795	Web Hosting	\$ 132.00	\$ 260.00	ED	D/Comms
	<b>subtotal</b>	<b>\$ 54,499.00</b>	<b>\$ 43,757.00</b>		
<b>Membership Expenses</b>					
5810	AGM	\$ 1,300.00	\$ 1,150.00	ED	D/Comms
5860	Marketing	\$ 15,296.00	\$ 13,450.00	ED	D/Comms
5850	Elections	\$ 15,788.00	\$ 11,850.00	ED	D/Comms
5855	Emergency Bursary	\$ 2,500.00	\$ 1,000.00	BOD	D/Policy
5865	Members' Initiatives	\$ 1,000.00	\$ 1,000.00	EXEC	D/Programs
5870	Students-at-large Honorarium	\$ 3,500.00	\$ 4,125.00	ED/VP-F&S	OC
5890	Board & Committee Support	\$ 9,800.00	\$ 3,000.00	EXEC	OC
5550	Regional Campus Development	\$ 2,000.00	\$ -	EXEC	D/Programs
	<b>subtotal</b>	<b>\$ 51,184.00</b>	<b>\$ 35,575.00</b>		
<b>Personnel and Professional Expenditures</b>					
5900	Wages and Benefits	\$ 534,868.00	\$ 461,141.00	ED/VP-F&S	ED
5975	Professional Association Membership	\$ 11,150.00	\$ 11,150.00	ED	ED
5980	Professional Development	\$ 8,500.00	\$ 6,000.00	ED	ED
5965	Staff Travel Reimbursement	\$ 250.00	\$ 250.00	ED	FC
5970	Health & Safety Expenses	\$ 1,850.00	\$ 3,000.00	ED	ED
5970	Management Expenses	\$ 2,750.00	\$ 5,500.00	ED	ED
	<b>subtotal</b>	<b>\$ 559,368.00</b>	<b>\$ 487,041.00</b>		
<b>Capital Asset Acquisitions</b>					
7000	Capital Expenditures:	\$ 25,000.00	\$ 5,000.00	BOD	ED
	<b>Total Expenditures</b>	<b>\$ 994,881.00</b>	<b>\$ 889,638.00</b>		
	<b>Total Revenue</b>	<b>\$ 1,005,692.00</b>	<b>\$ 909,129.26</b>		

b	<b>Operating Fund</b>	2019/2020	2018/2019	Spending Authority	Staff Budgeting Owner
	Surplus/(Deficit)	<b>\$ 10,811.00</b>	<b>\$ 19,491.26</b>		
	Operating Margin (minimum 1% required)	<b>1.09%</b>	<b>2.19%</b>		

Budget Line Item	External Advocacy	2019/2020	2018/2019	Spending Authority	Budgeting Owner
<b>REVENUE</b>					
	Special Levy Fee	\$ 49,667.00	\$ 42,996.00		FC
	<b>Total Revenue</b>	<b>\$ 49,667.00</b>	<b>\$ 42,996.00</b>		
<b>EXPENDITURES</b>					
5110	ABCS	\$ 6,000.00	\$ 11,000.00	EXEC	D/Policy
5155	External Meetings	\$ 2,200.00	\$ 2,000.00	EXEC	D/Policy
5130	Campaigns	\$ 13,000.00	\$ 10,000.00	BOD	D/Policy
5150	External Relations Conferences	\$ 2,500.00	\$ 1,000.00	BOD	D/Policy
5120	CASA	\$ 25,000.00	\$ 19,000.00	EXEC	D/Policy
	Local Meetings	\$ 750.00	\$ -	ED	D/Policy
	<b>subtotal</b>	<b>\$ 49,450.00</b>	<b>\$ 43,000.00</b>		
	<b>Total Expenditures</b>	<b>\$ 49,450.00</b>	<b>\$ 43,000.00</b>		
	<b>Total Revenue</b>	<b>\$ 49,667.00</b>	<b>\$ 42,996.00</b>		
	<b>Surplus/(Deficit)</b>	<b>\$ 217.00</b>	<b>\$ (4.00)</b>		

Budget Line Item	Equity & Sustainability	2019/2020	2018/2019	Spending Authority	Budgeting Owner			
<b>REVENUE</b>						<b>(THESE NOTES NOT BINDING)</b>		
	Special Levy Fee	\$ 112,574.76	\$ -		FC	Events	pride week	\$ 3,000.00
	<b>Total Revenue</b>	<b>\$ 112,574.76</b>	<b>\$ -</b>				black history month	\$ 3,000.00
							international women's day	\$ 3,000.00
<b>EXPENDITURES</b>							reconciliation	\$ 3,000.00
	Wages & Benefits	\$ 77,890.23	\$ -	ED	ED		other	\$ 15,000.00
40200	Collective Events	\$ 26,000.00	\$ -	EXEC	D/Advocacy			
40300	Collective Resources	\$ 2,000.00	\$ -	EXEC	D/Advocacy			
40400	Collective Conferences	\$ 5,000.00	\$ -	EXEC	D/Advocacy			
	<b>subtotal</b>	<b>\$ 110,890.23</b>	<b>\$ -</b>					
	<b>Total Expenditures</b>	<b>\$ 110,890.23</b>	<b>\$ -</b>					
	<b>Total Revenue</b>	<b>\$ 112,574.76</b>	<b>\$ -</b>					
	<b>Surplus/(Deficit)</b>	<b>\$ 1,684.53</b>	<b>\$ -</b>					

Budget Line Item	Clubs & Events	2019/2020	2018/2019	Spending Authority	Budgeting Owner
<b>REVENUE</b>					
	Special Levy Fee	\$ 43,646.00	\$ 37,784.00		FC
	<b>Total Revenue</b>	<b>\$ 43,646.00</b>	<b>\$ 37,784.00</b>		
<b>EXPENDITURES</b>					
5410	Events	\$ 35,850.00	\$ 25,500.00	EXEC	D/Programs
5420	conferences/competitions	\$ -	\$ 2,000.00	EXEC	D/Programs
5430	training/certification	\$ 500.00	\$ 500.00	EXEC	D/Programs
5440	storage	\$ -	\$ 2,000.00	ED	D/Programs
5450	special projects/campaigns	\$ 500.00	\$ 2,000.00	EXEC	D/Programs
5480	Clubs	\$ 6,500.00	\$ 5,500.00	ED/Exec (depen	D/Programs
	<b>subtotal</b>	<b>\$ 43,350.00</b>	<b>\$ 37,500.00</b>		
	<b>Total Expenditures</b>	<b>\$ 43,350.00</b>	<b>\$ 37,500.00</b>		
	<b>Total Revenue</b>	<b>\$ 43,646.00</b>	<b>\$ 37,784.00</b>		
	<b>Surplus/(Deficit)</b>	<b>\$ 296.00</b>	<b>\$ 284.00</b>		

Budget Line Item	Capilano Business & Professional Society	2019/2020	2018/2019	Spending Authority	Budgeting Owner
<b>REVENUE</b>					
	Special Levy Fee	\$ 84,525.00	\$ 75,000.00		FC
	Sponsorship Revenue	\$ 3,675.00	\$ -		D/Associations
	<b>Total Revenue</b>	<b>\$ 88,200.00</b>	<b>\$ 75,000.00</b>		
<b>EXPENDITURES</b>					
20100	Wages & Benefits	\$ 44,961.08	\$ 32,670.29	ED	ED
	Communications Assoc. & Legal Assoc.	\$ 2,250.00	\$ -	ED	D/Associations
	Capilano Business & Professional Society	\$ 2,955.68	\$ -	ED	D/Associations
21000	Capilano University Marketing Association	\$ 12,668.40	\$ 10,018.86	ED	D/Associations
22000	Capilano Accounting Association	\$ 5,791.00	\$ 6,220.00	ED	D/Associations
23000	Capilano Finance Association	\$ 3,776.91	\$ 3,776.91	ED	D/Associations
24000	Human Resources Management Association	\$ 4,190.00	\$ 4,595.00	ED	D/Associations
25000	International Business Association	\$ 4,173.00	\$ 3,574.06	ED	D/Associations
	<b>Subtotal</b>	<b>\$ 80,766.07</b>	<b>\$ 60,855.12</b>		
	<b>Total Expenditures</b>	<b>\$ 80,766.07</b>	<b>\$ 60,855.12</b>		
	<b>Total Revenue</b>	<b>\$ 88,200.00</b>	<b>\$ 75,000.00</b>		
	<b>Surplus/(Deficit)</b>	<b>\$ 7,433.93</b>	<b>\$ 14,144.88</b>		

Budget Line Item	Intramurals & Recreation	2019/2020	2018/2019	Spending Authority	Budgeting Owner
<b>REVENUE</b>					
	Special Levy Fee	\$ 75,253.00	\$ 66,773.63		FC
	<b>Total Revenue</b>	<b>\$ 75,253.00</b>	<b>\$ 66,773.63</b>		
<b>EXPENDITURES</b>					
6010	Marketing & Promotion	\$ 2,500.00	\$ 2,000.00	ED	RC
6020	Intramural Teams	\$ -	\$ 3,183.00	EXEC	RC
6030	Tournaments	\$ 3,000.00	\$ 5,000.00	EXEC	RC
6040	Athletic student association	\$ 2,750.00	\$ 6,000.00	EXEC	RC
6050	Events	\$ 20,000.00	\$ 20,000.00	EXEC	RC
6060	Equipment	\$ 1,750.00	\$ 4,000.00	EXEC	RC
6070	Wages & Benefits	\$ 34,325.00	\$ 21,962.00	ED	ED
6090	Capital Projects	\$ 10,000.00	\$ 3,000.00	BOD	ED
	<b>subtotal</b>	<b>\$ 74,325.06</b>	<b>\$ 65,145.00</b>		
	<b>Total Expenditures</b>	<b>\$ 74,325.00</b>	<b>\$ 65,145.00</b>		
	<b>Total Revenue</b>	<b>\$ 75,253.00</b>	<b>\$ 66,773.63</b>		
	<b>Surplus/(Deficit)</b>	<b>\$ 928.00</b>	<b>\$ 1,628.63</b>		

Budget Line Item	IT Repair Service	2019/2020	2018/2019	Spending Authority	Budgeting Owner
<b>REVENUE</b>					
	Special Levy Fee	\$ 100,694.00	\$ 89,347.00		FC
	<b>Total Revenue</b>	<b>\$ 100,694.00</b>	<b>\$ 89,347.00</b>		
<b>EXPENDITURES</b>					
30000	Wages & Benefits	\$ 64,917.00	\$ 58,996.00	ED	ED
30100	Hardware & Repair	\$ 24,000.00	\$ 3,000.00	ED	D/Tech
30200	Office Equipment	\$ -	\$ 3,000.00	ED	D/Tech
30300	Technician Tools	\$ 500.00	\$ 3,000.00	ED	D/Tech
30400	Professional Development	\$ 1,125.00	\$ 1,000.00	ED	D/Tech
30500	Insurance & Replacement Costs	\$ -	\$ 5,000.00	ED	D/Tech
30600	Ticketing System	\$ 1,200.00	\$ 1,500.00	ED	D/Tech
30700	Marketing & SWAG	\$ 5,000.00	\$ 3,000.00	ED	D/Tech
	<b>subtotal</b>	<b>\$ 96,742.00</b>	<b>\$ 78,496.00</b>		
	<b>Total Expenditures</b>	<b>\$ 96,742.00</b>	<b>\$ 78,496.00</b>		
	<b>Total Revenue</b>	<b>\$ 100,694.00</b>	<b>\$ 89,347.00</b>		
	<b>Surplus/(Deficit)</b>	<b>\$ 3,952.00</b>	<b>\$ 10,851.00</b>		

Budget Line Item	Student Union Building	2019/2020	2018/2019	Spending Authority	Budgeting Owner
<b>REVENUE</b>					
	Special Levy Fee	\$ 770,202.00	\$ 641,835.00		FC
	Interest	-	\$ 500.00		FC
	<b>Total Revenue</b>	<b>\$ 770,202.00</b>	<b>\$ 642,335.00</b>		
<b>EXPENDITURES</b>					
	Wages & Benefits	\$ 67,775.03	\$ 58,271.25	ED	ED
8200	Lease Payments - Library	\$ 24,910.20	\$ 25,000.00	ED	D/Spaces
8300	Lease Payments - Maple	\$ 20,582.16	\$ 21,000.00	ED	D/Spaces
8350	Lease Payments - Administration Office	\$ 18,796.32	\$ 19,000.00	ED	D/Spaces
8011	Bank Charges	\$ 300.00	\$ 300.00	ED	FC
	Bad Debt	\$ -	\$ 500.00	-	FC
	Student Union Building Consultations	\$ 5,000.00	\$ 5,000.00	ED	D/Spaces
	Student Spaces	\$ 8,200.00	\$ 8,350.00	ED	D/Spaces
	Maintenance and Repairs	\$ 1,500.00	\$ 1,500.00	ED	D/Spaces
	CAD Drawings	\$ 10,000.00	\$ 10,000.00	ED	-
	<b>subtotal</b>	<b>\$ 157,063.71</b>	<b>\$ 148,921.25</b>		
	<b>Total Expenditures</b>	<b>\$ 157,063.71</b>	<b>\$ 148,921.25</b>		
	<b>Total Revenue</b>	<b>\$ 770,202.00</b>	<b>\$ 642,335.00</b>		
	<b>Surplus/(Deficit)</b>	<b>\$ 613,138.29</b>	<b>\$ 493,413.75</b>		

Budget Line Item	Health and Dental	2019/2020	2018/2019	Spending Authority	Budgeting Owner
<b>REVENUE</b>					
	Special Levy Fee	\$ 1,050,019.33	\$ 1,123,392.00		FC
	Interest	\$ 5,000.00	\$ 4,500.00		FC
	<b>Total Revenue</b>	<b>\$ 1,050,019.33</b>	<b>\$ 1,127,892.00</b>		
<b>EXPENDITURES</b>					
9050	Premiums	\$ 1,060,961.61	\$ 1,114,030.40	ED	D/Programs
9100	Administrative Costs	\$ 5,000.00	\$ 5,000.00	ED	D/Programs
	Bursary / Endowment	\$ -	\$ 5,000.00	ED	-
9070	Bad Debt	\$ -	\$ 3,000.00	ED	-
9120	Promotions	\$ 1,000.00	\$ 1,000.00	ED	D/Programs
	<b>subtotal</b>	<b>\$ 1,066,961.61</b>	<b>\$ 1,128,030.40</b>		
	<b>Total Expenditures</b>	<b>\$ 1,066,961.61</b>	<b>\$ 1,128,030.40</b>		
	<b>Total Revenue</b>	<b>\$ 1,050,019.33</b>	<b>\$ 1,127,892.00</b>		
	<b>Surplus/(Deficit)</b>	<b>\$ (16,942.28)</b>	<b>\$ (138.40)</b>		

























