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**Tuesday, December 11, 2018  
6:00PM  
Council Chambers, University Hall**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

**LATE ADDITIONS (SC-2018-15)**

- 2018-15/0**     **SMUDGING CEREMONY**
- 2018-15/1**     **SPEAKERS BUSINESS**
- 2018-15/2**     **PRESENTATIONS**
- 2018-15/3**     **EXECUTIVE COMMITTEE REPORT**
- 2018-15/4**     **BOARD AND COMMITTEE REPORT**
- 2018-15/5**     **OPEN FORUM**
- 2018-15/6**     **QUESTION PERIOD**
- 2018-15/7**     **BOARD AND COMMITTEE BUSINESS**
- 2018-15/8**     **GENERAL ORDERS**
- 2018-15/9**     **INFORMATION ITEMS**
- 2018-15/9a**    Bylaw Committee, Fall Report (2018)  
See SC-2018-15.01.
- 2018-15/9b**    ESS Financial Packages  
See SC-2018-15.02.
- 2018-15/9c**    Fall Scholarship Nominees  
See SC-2018-15.03.



University of Alberta Students' Union

## **BYLAW COMMITTEE**

*Report #2*

December 10th 2018  
To: Students' Council  
University of Alberta Students' Union

From: Michelle Kim, Chair of Bylaw Committee 2018-2019

### **Dear Students' Council,**

I hope everyone is taking care of yourself especially at this time of the year. I would like to first thank Bylaw Committee members for their hard work this semester! It was my pleasure to work with all of you. Bylaw Committee had total of 13 meetings this year with 6 meetings held since my last report.

Written below is my written report, in accordance to Students' Council Standing order (9.3) and Bylaw 100 section (16), stating that chairs of standing committees shall draft and submit written reports outlining the activity of the committee before the last meeting of each trimester.

### **1. Activities of committee during Fall semester**

- a. Bill#2: Bylaw 100 attendance regulation
  - i. Established that, in August 2017, the previous Speaker referred a question to Discipline, Interpretation, and Enforcement Board concerning attendance regulations in Bylaw 100; namely whether the first meeting, if it occurs prior to the term, is to count in attendance calculation. Identified that the ruling states that attendance is not to be counted in all meetings before May 1. Noted that this Bill incorporates this ruling into Bylaw 100.
  - ii. Bylaw committee decided to present it to the Students' Council to get feedbacks on September 18th 2018
  - iii. First Principles of Bill #2 passed Students' Council on October 2nd 2018
  - iv. Second Principles of Bill #2 approved by the Bylaw Committee on October 11th 2018
  - v. Second Principles of Bill #2 passed Students' Council on October 16th 2018
- b. Bill#3: Bylaw 100 Students' council committee regulations
  - i. Bill #3 was regarding amendment to replace legislative committees and oversight committees with Standing Committees.

- ii. The first principles for Bill#3 on Bylaw 100 Students' Council Committee Regulations has passed.
- iii. Second Principles of Bill #3 passed on August 21st 2018
- c. Bill#4: Bylaw 100 Students' council committee chairs' training
  - i. The first principles fro Bill #4 Bylaw 100 Students' Council committee chairs' training passed in bylaw committee and it was submitted to the Students' council to be discussed on August 21st 2018, Students' council meeting
  - ii. The first principles did not pass at council since it was believed to not belong in Bylaw committee and rather recommended to put into each committees Standing Orders.
- d. Bill #5: Bilingualism
  - i. In accordance to DIE Board Ruling 2018-02 (Bilingualism Bylaw Interpretation), the Students' Union shall develop a sustainable method of translation for its Political Policies and Bylaws.
  - ii. First Principles of Bill #5 has been approved by the Bylaw Committee on September 27th 2018
  - iii. First principles passed by council October 2nd 2018
  - iv. Second Principles for Bill #5 is submitted to Bylaw Committee and reviewed on December 6th 2018
  - v. Bylaw Committee believed there needs to be more consultation regarding structure of translation committee
- e. Plebiscite question for First alberta Campus Radio Association
  - i. Reviewed by the Bylaw Committee on November 22nd 2018
  - ii. Approved by the Bylaw Committee on November 25th 2018
  - iii. Ratified by Council on November 27th 2018
- f. Plebiscite question for Student Legal Services
  - i. Reviewed by the Bylaw Committee on November 22nd 2018
  - ii. Approved by the Bylaw Committee on November 25th 2018
  - iii. Ratified by Council on November 27th 2018
- g. Aboriginal Student Council's Dedicated Fee Unit proposal
  - i. Approved by the Bylaw Committee on November 22nd 2018
  - ii. Referendum question for Aboriginal Student Council submitted and approved by the Bylaw committee on November 22nd 2018
  - iii. Aboriginal Student council Referendum question under review for Students' Council meeting on December 11th 2018 as item 7e

**2. Summary of Decisions, Recommendations and Motions**

<b>MOTION Thursday, August 29th 2018</b>	<b>VOTES</b>
THIBAUDEAU/RIPKA MOVE to approve the Agenda.	4/0/0 CARRIED
RIPKA/KIM MOVE to amend the minutes to correct	4/0/0 CARRIED

the minutes for the previous minutes.	
RIPKA/THIBAudeau MOVE to table Bill #4: Bylaw 100 indefinitely.	4/0/0 CARRIED

<b>MOTION Thursday, September 27, 2018</b>	<b>VOTES</b>
<b>LARSEN/THIBAudeau MOVED</b> to approve the agenda	6/0/0 CARRIED
<b>FLAMAM/RIPKA MOVED</b> to approve the minutes	6/0/0 CARRIED
<b>KIM/LEY MOVED</b> to conduct Bylaw Committee meetings on non-council Thursdays at 4 pm	5/0/1 CARRIED
<b>REED/FLAMAN MOVED</b> to amend the First Principles of Bill#5: First Principles of Bilingualism.	7/0/0 CARRIED
<b>KIM/FLAMAN MOVED</b> to approve First Principles of Bill #2: Bylaw 10, Attendance Regulations	6/0/0 CARRIED
<b>KIM/FLAMAN MOVED</b> to approve Bill#5: First Principles of Bilingualism	6/0/0 CARRIED
<b>KIM/FLAMAN MOVED</b> to approve Bill #2: Bylaw 10, Attendance Regulations	6/0/0 CARRIED

<b>MOTION Thursday, October 11, 2018</b>	<b>VOTES</b>
KIM/HADDOUCHE MOVED to amend the title of items <i>2018-09/3a</i> , <i>2018-09/3b</i> , and <i>2018-09/4b</i> to substitute the phrase "First Principles" with "Second Principles" and approve the agenda.	4/0/0 - CARRIED
BILAK/KIM MOVED to approve the minutes of <i>BC-2018-08</i> . 4/0/0 - CARRIED	4/0/0 - CARRIED
KIM/BILAK MOVED to table item <i>2018-09/3a</i> to the next meeting.	4/0/0 - CARRIED
KIM/BILAK MOVED to approve Second Principles of	4/0/0 - CARRIED

Bill #2: Bylaw 10, Attendance Regulations.	
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<b>MOTION Thursday, November 8, 2018</b>	<b>VOTES</b>
BOURGEOIS/LEY MOVED to approve the agenda.	6/0/0 - CARRIED.
BILAK/LEY MOVED to approve the minutes of <i>BC-2018-09-M</i> .	5/0/1 - CARRIED.

<b>MOTION Thursday, November 22, 2018</b>	<b>VOTES</b>
SUNDAY/KIM MOVED to amend the agenda by rearranging items <i>2018-11/3a</i> and <i>2018-11/3b</i> in reverse order.	6/0/0 - CARRIED.
LEY/RIPKA MOVED to approve the agenda as amended.	6/0/0 - CARRIED.
LEY/BILAK MOVED to approve the minutes of <i>BC-2018-10-M</i> with corrections to the incorrectly listed Committee membership.	5/0/1 - CARRIED.
KIM/RIPKA MOVED to approve the Aboriginal Student Council's Dedicated Fee Unit model proposal.	5/0/1 - CARRIED.
KIM/SUNDAY MOVED to table the item <i>2018-11/3b</i> for an online vote.	6/0/0 - CARRIED.

\*\*\*Motions from Thursday December 6th is not available for us at this point

### **3. Presumptive Schedule for the coming semester**

- a. The Bylaw Committee have not finalized regular meeting date for Winter 2019.
- b. First bylaw meeting for the winter semester has been scheduled to **Tuesday , January 15th 2018 3PM**

**Thank you so much for reading my report and feel free to ask me any questions!  
Otherwise, have a good final season and happy holidays!**

**Regards,  
Michelle Kim**

Engineering Students' Society of the University of Alberta  
Overall Budget for May 1, 2017 - April 30, 2018

APPROVED

Blurb: For purposes of legibility, expenses in this budget have been entered as positive values, #####, while revenues have been entered as negative values, (#####). Spring formal has been excluded from this budget until further, but it's FAMF allocation has still been factored into the revenue of Student Life Prepared by Yanzhao Yang, Vice-President Operations and Finance 2017-2018 (Winter)

LINE	DEPARTMENT/PROJECT	EVENT/INITIATIVE	ITEM	NOTES	APPROVED at BoD on 9/18/2017 COST(-)/REVENUE(+)	ACCT.	DATE	Capital Purchase REVISIONS	REVISION NOTES
<b>ESS</b>									
<b>FAMF</b>									
1		<b>Total income</b>	FAMF income for 2017-2018	Budgeted according to 4330 students, \$7/student per term	\$ (60,760.00)	100-00			Faculty enrollment
		Conferences and Competitions		Budgeted as mandated by policy manual, = 1.50/7**F9	\$ (13,020.00)				
		Engineering Student Activities Fund		Budgeted as mandated by policy manual, = 1.00/7**F9	\$ (8,680.00)				
		Student Group Fund		Budgeted as mandated by policy manual, =1.00/7**F9	\$ (8,680.00)				
		Discipline Clubs		Budgeted as mandated by policy manual, =1.00/7**F9	\$ (8,680.00)				
			First Year	\$ (1,996.40)					
			ChemE	\$ (868.00)					
			CivE	\$ (1,215.20)					
			CompE	\$ (607.60)					
			EE	\$ (1,041.60)					
			Eng. Phys.	\$ (173.60)					
			MatE	\$ (347.20)					
			MecE	\$ (1,649.20)					
			Mining	\$ (260.40)					
			PetE	\$ (260.40)					
		Engineering Handbook		Budgeted as mandated by policy manual, =0.65/7**F9	\$ (5,642.00)				
		GEER Week		Budgeted as mandated by policy manual, =0.50/7**F9	\$ (4,340.00)		January 14th-19th/2018		
		Bandanas		Budgeted as mandated by policy manual, =0.40/7**F9	\$ (3,472.00)		April 2018		
		Spring Formal		Budgeted as mandated by policy manual, =0.30/7**F9	\$ (2,604.00)				
		Health and Wellness Services		Budgeted as mandated by policy manual, =0.25/7**F9	\$ (2,170.00)				
		Engineering Carnival		Budgeted as mandated by policy manual, =0.15/7**F9	\$ (1,302.00)		September 14-15/2017		
		The Bridge		Budgeted as mandated by policy manual, =0.15/7**F9	\$ (1,302.00)				
		Intramural Sports Fund		Budgeted as mandated by policy manual, =0.10/7**F9	\$ (868.00)				
<b>Donations</b>									
2.1		First Year Retreat	Faculty sponsorship	<u>One time</u> donation by the faculty to ensure we can afford first year retreats	\$ (10,000.00)		September 8-10		
<b>ELECTIONS</b>									
3.1		Elections	CRO	Honourarium paid to the DRO	\$ 150.00	202-02	April		
3.2		Elections	DRO	Honourarium paid to the CRO	\$ 150.00	202-02	April		
3.3		Elections	Marketing and advertising	Marketing and advertising costs associated with the elections, 2 this year, \$100/election	\$ 200.00	217-00	\$50 in October, \$150 in March		
<b>PRESIDENT</b>									
			TOTAL FAMF ALLOCATION	NONE	\$ -				
4		ESS Logo	Potential legal fees	Faculty vs. ESS: let's both use the logo and not sue each other	\$ 500.00	212-00	November		
5		BOD Meetings	Food	2 meals per semester (Sept, Dec, Jan, April) + 2 for the summer = 6 total, \$100/meal	\$ 600.00	200-00	100/month		
6		AGMs	Food	2 per year, \$500/meal	\$ 1,000.00	200-00	250/aggm (next agm will be held in March)		
7		Faculty Relations	Gift	Something to thank the faculty, forgot last year, twice the usual budget	\$ 100.00	216-01	March		
<b>INCOME</b>									
<b>EXPENDITURES</b>									
<b>NET</b>									
<b>OPERATIONS AND FINANCE</b>									
			TOTAL FAMF ALLOCATION	BANDANAS	\$ (3,472.00)				
8		GEER Store							
8.1		CoGS - Engg Paper		From 2016-2017 budget, last year actual expense was \$19,238.10	\$ 21,000.00	223-00			
8.2		CoGS - Engg Jackets			\$ 25,000.00	223-01			
8.3		CoGS - General merch		Stationary, patches, clothing	\$ 8,000.00	223-02			
8.4		Various	GEER Store decorations	For Halloween, Christmas, GEER Week, etc.	\$ 200.00	223-03			
8.5		Income - Engg Paper		Last year income was \$17,595.00	\$ (20,000.00)	103-01			
8.6		Income - Engg Jackets		Usually lose money	\$ (23,000.00)	103-01			
8.7		Income - General merch			\$ (9,000.00)	103-01			
<b>INCOME</b>									
<b>EXPENDITURES</b>									
<b>NET</b>									
<b>##### = Loss, ##### = Profit</b>									
<b>##### = Loss, ##### = Profit</b>									
9		Operating Expenses							
			Software subscriptions						
9.1			Xero		\$ 480.00	204-01			
9.2			Misc. software		\$ 100.00	204-01			
9.3			Office supplies		\$ 300.00	204-00			
9.4			Bank Fees		\$ 1,500.00	204-02			
		Operating Expenses	Net		\$ 2,380.00				
10		Locker rentals			\$ (3,000.00)	103-00			
11		Orientation							
11.1			Bandanas	1300 bandanas	\$ 4,000.00				
11.2			Tatooos	3000 tatooos	\$ 2,000.00				
<b>INCOME (INCL. FAMF)</b>									
<b>EXPENDITURES</b>									
<b>NET</b>									
<b>##### = Loss, ##### = Profit</b>									
<b>##### = Loss, ##### = Profit</b>									
<b>COMMUNICATIONS</b>									
			TOTAL FAMF ALLOCATION	THE BRIDGE	\$ (1,302.00)				
12		Publications							
			The Bridge						
12.1			Printing	Allocated from FAMF, =0.15/7**F9	\$ 1,300.00	224-00			
12.2			Newspaper stands	To increase readership, similar to the Gateway stands, 2 stands, \$125/stand	\$ 250.00	226-00			
13		Outreach							
13.1			Banners	For various events such as GEER Week and Carnival, 5 banners total, 136/banner w/ 20% VIP	\$ 680.00	217-00			
13.2			Posters	For various events, est. 12 events, 11/event, 12" x 18", \$0.80 w/ 20% VIP	\$ 110.00	217-00			
13.3			TVs	Faculty supplying universal TV system, purchasing interim option, ~\$500 range	\$ 500.00	226-00			
13.4			General advertising (incl. online)	General and online advertising for various ESS events and initiatives	\$ 200.00	217-00			
14		Memories							
			Yearbook						
14.1			Ordering		\$ 3,000.00	217-01			
14.2			Income		\$ (2,900.00)	217-01			
14.3			Photography	Photograph equipment	\$ 115.00	226-00			

Engineering Students' Society of the University of Alberta  
**Overall Budget for May 1, 2017 - April 30, 2018**  
 APPROVED

Blurb: For purposes of legibility, expenses in this budget have been entered as positive values, #####, while revenues have been entered as negative values, (#####). Spring formal has been excluded from this budget until further, but it's FAMF allocation has still been factored into the revenue of Student Life Prepared by Yanzhao Yang, Vice-President Operations and Finance 2017-2018 (Winter)

LINE	DEPARTMENT/PROJECT	EVENT/INITIATIVE	ITEM	NOTES	Approved at BoD on 9/18/2017		DATE	Capital Purchase	
					COST(+)/REVENUE(-)	ACCT.		REVISIONS	REVISION NOTES
15	IT	Website							
			Maintenance, wordpress, etc.	For plugins and other website improvements	\$	150.00	203-00		
			New server	Current server is 12yrs old but has a lifespan of 5yrs	\$	2,500.00	203-00		
16.1	CONTINGENCY	Contingency	Contingency	Contingency in case there is more media	\$	100.00	217-02		
<b>INCOME</b>					\$	<b>(4,202.00)</b>			
<b>EXPENDITURES</b>					\$	<b>8,905.00</b>			
<b>NET</b>					\$	<b>4,703.00</b>			
<b>STUDENT LIFE</b>					\$	<b>(8,246.00)</b>			
			TOTAL FAMF ALLOCATION	GEER WEEK, SPRING FORMAL, ENGINEERING CARNIVAL					
				As obtained from the report "Engineering Carnival 2017: With Beer Gardens"					
17	Carnival	Beer Gardens	Security		\$	200.00	220-05	September 14-15	
17.1		Beer Gardens	Insurance		\$	500.00	220-09	September 14-16	
17.2		Beer Gardens	Stage	For live entertainment	\$	579.00	220-01	September 14-17	
17.3		Beer Gardens	Liquor permit		\$	25.00	220-09	September 14-18	
17.4		Beer Gardens	Entertainment		\$	800.00	220-05	September 14-19	
17.5		Clubs Fair	BBQ	2 BBQs, \$100/BBQ	\$	200.00	220-01	September 14-20	
17.6		Clubs Fair	Trash cans	5 cans, \$19/can	\$	95.00	220-01	September 14-21	
17.7		Clubs Fair	Recycling	5 cans, \$15/can	\$	75.00	220-01	September 14-22	
17.8		Clubs Fair	Picnic tables	6 tables, \$30/table	\$	180.00	220-01	September 14-23	
17.9		Clubs Fair	Reconditioning	SGS requires that the grass be reconditioned after an event	\$	200.00	220-09	September 14-24	
17.10		Clubs Fair	PhotoBooth	7 hours, for a total of \$729.95	\$	729.95	220-01	September 14-25	
17.11		Clubs Fair	Bumper Balls	For bubble soccer and other activities, 7 hours	\$	405.00	220-01	September 14-26	
17.12		Clubs Fair	Food		\$	300.00	220-02	September 14-27	
17.13		Clubs Fair	Inflatables	7 hours	\$	175.00	220-01	September 14-28	
17.14		Clubs Fair	Tables	For booths and food service, 27 total, \$13.50/table	\$	364.50	220-01	September 14-29	
17.15		Clubs Fair	Generator		\$	250.00	220-01	September 14-30	
17.16		Revenue	Beer/Alcohol	Cost \$1.875, sell \$5, profit \$3.125, based on 700 purchases	\$	(2,187.50)	106-02	September 14-31	
17.17		Revenue	Food		\$	(350.00)	106-01	September 14-32	
17.18		Revenue	Tickets	Cost \$0, sell \$5, profit \$5.	\$	(1,250.00)	106-00	September 14-33	
17.19		Revenue	Drinks at event	Cost \$1.875, sell \$5, profit \$3.125	\$	(937.50)	106-02	September 14-34	
17.20		Revenue	Food at event	Cost \$100, sell \$2, profit \$2	\$	(200.00)	106-01	September 14-35	
17.21		Revenue	Bottle depot	Cost \$0.05, sell \$0.05, profit \$0.05	\$	(50.00)	106-04	September 14-36	
17.22		Revenue	Vendors	Cost \$0, sell n/a, profit \$150	\$	(1,500.00)	106-04	September 14-37	
17.23		ALL EVENTS	CONTINGENCY		\$	1,000.00	227-00	September 14-38	
<b>Carnival Income</b>					\$	<b>(6,475.00)</b>			
<b>Carnival Expenditures</b>					\$	<b>6,168.45</b>			
<b>Carnival Net</b>					\$	<b>(306.55)</b>			
<b>STUDENT LIFE</b>					\$	<b>(8,246.00)</b>			
18	GEER Week	Events		As obtained from the budget <a href="https://docs.google.com/a/uofalberta.ca/spreadsheets/d/1RJT1fzNjZqpp3em5">https://docs.google.com/a/uofalberta.ca/spreadsheets/d/1RJT1fzNjZqpp3em5</a>				January 13	
		Tech Display	None	No foreseeable cost	\$	-			
		Dodgeball			\$	-			
18.1		Varsity Pandas Game	Rental		\$	300.00	220-00		
		Godiva	None	No foreseeable cost	\$	-			
18.2		Tug-of-War	Printing	From Subprint	\$	75.00	220-09		
		Scavenger Hunt			\$	-			
18.3		Opening Party	Misc.	Supplies, prizes	\$	100.00	220-09		
					\$	-			
18.4		Barrel Races	Misc.	Misc.	\$	100.00	220-09		
		Movie Night			\$	-			
		Toboggan Races			\$	-			
18.5		Beer Brewing	Supplies		\$	50.00	220-04		
18.6		AYSTAF	Supplies		\$	220.00	220-04		
18.7		Design Competition	Misc.	Misc.	\$	200.00	220-09		
18.8		Spelling Bee	Supplies		\$	225.00	220-04		
18.9		Drinks	Drinks		\$	750.00	220-03		
18.10		Venue	Venue		\$	300.00	220-00		
		Blood Drive	None	No foreseeable cost	\$	-			
		Construction	None	No foreseeable cost	\$	-			
		BOTB			\$	-			
18.11		Equipment Rentals	Equipment Rentals	From Long and Mcquade	\$	800.00	220-01		
18.12		Ticket Income	Ticket Income		\$	(1,500.00)	106-00		
		Events	Net		\$	1,620.00			
<b>Merchandise</b>									
		T-Shirts			\$				
18.13		Cost	Cost		\$	500.00	220-09		
18.14		Sales income	Sales income		\$	(500.00)	103-02		Changed to \$500
18.15		Hats	Cost		\$	500.00	220-09		
		Merchandise	Net		\$	500.00			
<b>Extras</b>									
18.16		Printing	Printing		\$	100.00	220-09		
18.17		Prizes	Prizes		\$	1,750.00	220-08		
18.18		Advertisement	Advertisement		\$	100.00	217-00		
18.19		Meetings	Meetings		\$	100.00	201-01		
18.20		Registration	Registration		\$	100.00	220-09		
		Extras	Net		\$	2,150.00			





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<b>Income</b>	value		account #
Events - Admission/Tickets (106-00)	\$ (29,000.00)		106-00
Events - Alcohol sales (106-02)	\$ (3,125.00)		106-02
Events - Food and beverage sales (106-01)	\$ (550.00)		106-01
Events - Other sales (106-04)	\$ (1,550.00)		106-04
Sales - Lockers (103-00)	\$ (3,000.00)		103-00
Sales - Merchandise (103-01)	\$ (52,000.00)		103-01
Sales - Other (103-02)	-500		103-02
Interest (107-00)	0		107-00
Royalties - Advertising (104-00)	-12000		104-00
Royalties - Graduation (104-01)	0		104-01
Royalties - Other (104-02)	-35000		104-02
<b>Total Income</b>			
<b>Gross Profit</b>			
<b>Other Income</b>			
Donations - External Organization (101-02)	-4000		101-02
Donations - Faculty (101-00)	0		101-00
Donations - Government (101-03)	0		101-03
Donations - Other (101-04)	0		101-04
Donations - University (101-01)	0		101-01
Events - Return of Deposit (106-03)	0		106-03
Fee Income - CATP (100-01)	0		100-01
Fee Income - FA Administered (100-02)	0		100-02
Fee Income - FAMF (100-00)	-52760		100-00
Fundraising (105-00)	0		105-00
Grant - External (102-02)	0		102-02
Grant - Students' Union (102-01)	0		102-01
Grant - University (102-00)	0		102-00
<b>Total Other Income</b>			

<b>Less Operating Expenses</b>			
Athletics (213-00)	0		213-00
Capital Purchase (226-00)	865		226-00
Communications - General Advertising (217-00)	1290		217-00
Communications - Other (217-02)	100		217-02
Communications - Yearbook (217-01)	100		217-01
Donations (222-00)	0		222-00
Elections - By-Election (202-00)	0		202-00
Elections - Executive Transition (202-03)	250		202-03
Elections - FADRO and FACRO (202-02)	300		202-02
Elections - General Election (202-01)	0		202-01
Elections - General Transition (202-04)	500		202-04
ESS Conferences - Delegate fees (206-00)	0		206-00
ESS Conferences - Travel fees (206-01)	22000		206-01
ESS Meeting - Food (200-00)	1600		200-00
ESS Meeting - Other (200-01)	0		200-01
Events - Alcohol expenses (220-03)	750		220-03
Events - Food and beverage expenses (220-02)	8845		220-02
Events - Miscellaneous Expenses (220-09)	16300		220-09
Events - Personnel (220-05)	1000		220-05
Events - Prizes (220-08)	0		220-08
Events - Rental Deposits (220-06)	0		220-06
Events - Rentals (Equipment) (220-01)	4593.45		220-01
Events - Rentals (Venues) (220-00)	14600		220-00
Events - Supplies (220-04)	995		220-04
Events - Transportation (220-07)	3000		220-07
External - Advocacy (216-00)	0		216-00
External - Handbook (216-02)	12000		216-02
External - Public Relations (216-01)	100		216-01
GEER Store - CoGS Engg Paper (223-00)	21000		223-00
GEER Store - CoGS Jackets (223-01)	25000		223-01

GEER Store - CoGS Other (223-02)	8000		223-02
GEER Store - Other (223-03)	200		223-03
General Contingency (227-00)	1250		227-00
Graduation - Banquet (219-00)	0		219-00
Graduation - Other (219-01)	0		219-01
Granting - Other (207-02)	0		207-02
Granting - Projects (207-01)	0		207-01
Granting - Student Groups (207-00)	0		207-00
Information Technology Costs (203-00)	2650		203-00
Insurance (211-00)	0		211-00
Legal Fees (212-00)	500		212-00
Meetings - Food (201-00)	0		201-00
Meetings - Other (201-01)	100		201-01
Office Space (209-00)	0		209-00
Operating Costs - Bank Fees (204-02)	1500		204-02
Operating Costs - Office Supplies (204-00)	300		204-00
Operating Costs - Other Expense (204-03)	0		204-03
Operating Costs - Software Subscriptions (204-01)	580		204-01
Payroll (210-00)	0		210-00
Professional Organization Membership (205-00)	3300		205-00
Programming - Conferences/Training (215-01)	0		215-01
Programming - Orientation (215-00)	0		215-00
Programming - Other (215-03)	0		215-03
Programming - Retreats (215-02)	0		215-02
Promotions (225-00)	0		225-00
Reimbursement - Non ESS (221-00)	0		221-00
Scholarship (208-00)	0		208-00
Services - Academic (214-01)	600		214-01
Services - Administration (214-03)	0		214-03
Services - General (214-00)	0		214-00
Services - Health and Wellness (214-02)	240		214-02

The Bridge (224-00)	1300		224-00
Contingency (228-00)	3500		228-00
Volunteer Appreciation - General Events (218-00)	4770		218-00
Volunteer Appreciation - Nominated Rewards (218-01)	5200		218-01

Revision notes	
V1.1	Implemented changes as per exec. meeting on July 3
V1.2	Added chart of accounts and rev. notes
V1.3	Added line numbers
V1.4	Added summary section for ESS
V2.0	Added incomes for FYR

<b>Incoming student minimum</b>		<b>4,303.00</b>			
<b>Projected FAMF Revenue</b>	<b>\$</b>	<b>60,242.00</b>			
<b>Allocation Type</b>	<b>Allocation</b>		<b>Ratio</b>	<b>Categorized as</b>	
Discipline Clubs	\$	8,606.00	0.14	Allocated	
ESGF	\$	8,606.00	0.14	Allocated	
ESAF	\$	8,606.00	0.14	Allocated	
Conferences/Competitions	\$	12,909.00	0.21	Unallocated	
Handbook	\$	5,593.90	0.09	Unallocated	
Bandanas	\$	3,442.40	0.06	Allocated	
The Bridge	\$	1,290.90	0.02	Unallocated	
Health and Wellness	\$	2,151.50	0.04	Unallocated	
Sports Fund	\$	860.60	0.01	Allocated	
Eng Carnival	\$	1,290.90	0.02	Unallocated	
GEER Week	\$	4,303.00	0.07	Unallocated	
Spring Formal	\$	2,581.80	0.04	Unallocated	
				<b>Unallocated total</b>	<b>\$ 30,121.00</b>

*Code	*Name	*Type	Description	Dashboard	Expense Claims	Enable Payments
	Savings	Bank		No	No	No
	Chequing			No	No	No
100-00	Income - FAMF	Other Income	Faculty Association Membership Fee Income.	No	Yes	Yes
100-01	Income - Career Fair	Other Income	Income from career fair booth sales.	No	Yes	Yes
100-02	Income - FA Administered	Other Income	Faculty Association Administered Fee Income (Students' Union does not collect fee).	No	Yes	Yes
101-00	Donations - Faculty	Other Income	Donations by Faculty to Faculty Association.	No	Yes	Yes
101-01	Donations - University	Other Income	Donations from other party in the university, not including the Faculty.	No	Yes	Yes
101-02	Donations - External Organization	Other Income	Donations from an External Organization.	No	Yes	Yes
101-03	Donations - Government	Other Income	Donations from either the municipal, provincial, or federal government.	No	No	No
101-04	Donations - Other	Other Income	Donations from a party other than the Faculty, university, external organization, or government.	No	Yes	Yes
102-00	Grant - University	Other Income	Granting from within the University.	No	Yes	Yes
102-01	Grant - Students' Union	Other Income	Granting from the Students' Union.	No	Yes	Yes
102-02	Grant - External	Other Income	Granting from an external party, unaffiliated with the University of Alberta or Students' Union.	No	Yes	Yes
103-00	Sales - Lockers	Sales	Monies earned from locker sales.	No	Yes	Yes
103-01	Sales - Merchandise	Sales	Monies earned from sales of ESS merchandise.	No	Yes	Yes
103-02	Sales - Other	Sales	Monies earned from the sale of anything other than lockers or ESS merchandise.	No	Yes	Yes
104-00	Royalties - Advertising	Revenue	Monies earned from advertising for companies in handbooks, etc.	No	Yes	Yes
104-01	Royalties - Graduation	Revenue	Monies earned from royalties from companies regarding graduation rings, yearbooks etc.	No	Yes	Yes
104-02	Royalties - Other	Revenue	Royalties earned from anything other than graduation or advertisement.	No	Yes	Yes
105-00	Fundraising	Other Income	Monies earned from fundraising.	No	Yes	Yes
106-00	Events - Admission/Tickets	Sales	Monies earned from ticket or admission sales for events.	No	Yes	Yes
106-01	Events - Food and beverage sales	Sales	Monies earned from the sale of food and non-alcoholic beverages at events.	No	Yes	Yes
106-02	Events - Alcohol sales	Sales	Monies earned from the sale of alcohol at events.	No	Yes	Yes
106-03	Events - Return of Deposit	Other Income	Return of deposits that were paid to rent equipment, venues, etc. for events	No	Yes	Yes
106-04	Events - Other sales	Sales	Monies earned from anything other than food and beverage, alcohol, or admission at an event.	No	Yes	Yes
107-00	Interest	Revenue	Interest monies earned on bank accounts/investments.	No	Yes	Yes
200-00	ESS Meeting - Food	Expense	Monies spent on food at executive committee, annual general, or board of director meetings.	No	Yes	Yes
200-01	ESS Meeting - Other	Expense	Other costs incurred at executive committee, annual general, or board of director meetings.	No	Yes	Yes
201-00	Meetings - Food	Expense	Monies spent on food at any meeting other than an executive committee, annual general, or board of directors meeting.	No	Yes	Yes
201-01	Meetings - Other	Expense	Other costs incurred by any meeting other than an executive committee, annual general, or board of directors meeting.	No	Yes	Yes
202-00	Elections - By-Election	Expense	Costs incurred for the by-election, excluding FADRO and FACRO pay.	No	Yes	Yes
202-01	Elections - General Election	Expense	Costs incurred for the general election, excluding FADRO and FACRO pay.	No	Yes	Yes
202-02	Elections - DRD and CRD	Expense	Monies used to pay the individuals running the election.	No	Yes	Yes
202-05	Campaigns - Referendum or Plebiscite	Expense	Costs incurred for the running of campaigns for a referendum or plebiscite	No	Yes	Yes
202-04	Elections - Executive Transition	Expense	Monies associated with the executive transition.	No	Yes	Yes
202-04	Elections - General Transition	Expense	Monies associated with the general transition retreat.	No	Yes	Yes
203-00	Information Technology Costs	Expense	Monies used towards IT costs.	No	Yes	Yes
204-00	Operating Costs - Office Supplies	Expense	Monies spent on office/storage room supplies.	No	Yes	Yes
204-01	Operating Costs - Software Subscriptions	Expense	Software subscription costs, including the Xero and Square.	No	Yes	Yes
204-02	Operating Costs - Bank Fees	Expense	Monies spent on costs of banking services	No	Yes	Yes
204-04	Operating Costs - Accounting Fees	Expense	Monies spent on accounting services, administrative costs associated with maintaining Society status in the eyes of the provincial, federal government	No	Yes	Yes
204-03	Operating Costs - Capital Purchases	Expense	Monies spent on capital purchases for the office, storage space	No	Yes	Yes
204-05	Operating Costs - Other Expense	Expense	Monies spent on general operations of office space, not including office supplies, capital purchases	No	Yes	Yes
205-00	Professional Organization Membership	Expense	Monies spent on membership in a professional organization.	No	Yes	Yes
206-00	ESS Conferences - Delegate fees	Expense	Monies used to pay delegate fees for conferences.	No	Yes	Yes
206-01	ESS Conferences - Travel fees	Expense	Monies used to send delegates to conferences.	No	Yes	Yes
206-02	ESS Conferences - Misc. Expenses	Expense	Miscellaneous expenses associated with ESS conferences (WEST organized)- includes things like merch purchases from WEST, merch purchases for conferences, etc.; not directly associated with delegation fees and/or travel expenses for ESS Conferences	No	Yes	No
207-00	Granting - Student Groups	Expense	Monies used to grant a ESS-affiliated groups for all ESS volunteers.	No	Yes	Yes
207-01	Granting - Projects	Expense	Monies used to grant a project/initiative	No	Yes	Yes
207-02	Granting - Other	Expense	Monies used to grant anything except a project, initiative or student group.	No	Yes	Yes
208-00	Scholarship	Expense	Monies awarded as a scholarship.	No	Yes	Yes
209-00	Office Space	Expense	Monies spent on renting/maintaining ESS office space.	No	Yes	Yes
210-00	Payroll	Expense	Monies spent on payroll for staff of the Faculty Association. NOT APPLICABLE TO ESS.	No	Yes	Yes
211-00	Insurance	Expense	Monies spent on insurance policies for the group.	No	Yes	Yes
212-00	Legal Fees	Expense	Monies attributed to legal fees as required by the ESS.	No	Yes	Yes
213-00	Athletics	Expense	Monies spent on registering for sports and associated costs.	No	Yes	Yes
214-00	Services - General	Expense	General costs associated with services not including administration.	No	Yes	Yes
214-01	Services - Academic	Expense	All costs associated with academic services.	No	Yes	Yes
214-02	Services - Health and Wellness	Expense	All costs associated with health and wellness services.	No	Yes	Yes
214-03	Services - Administration	Expense	Administration costs associated with services.	No	Yes	Yes
215-00	Programming - Orientation	Expense	Costs associated with student orientation.	No	Yes	Yes
215-01	Programming - Conferences/Training	Expense	Costs associated with ESS hosted conferences or training.	No	Yes	Yes
215-02	Programming - Retreats	Expense	Costs associated with holding retreats.	No	Yes	Yes
215-03	Programming - Other	Expense	Costs associated with programming unrelated to orientation, conferences, retreats or training.	No	Yes	Yes
216-00	External - Advocacy	Expense	Costs associated with advocacy.	No	Yes	Yes
216-01	External - Public Relations	Expense	Costs associated with public relations.	No	Yes	Yes
216-02	External - Handbook	Expense	Costs associated with printing and ordering the handbook.	No	Yes	Yes
217-00	Communications - General Advertising	Expense	Costs associated with communicating, advertising, and marketing to the engineering student body.	No	Yes	Yes
217-01	Communications - Yearbook	Expense	Costs and incomes associated with yearbooks.	No	Yes	Yes
217-02	Communications - Other	Expense	Other expenses, excluding general advertising and yearbook, acquired by communications.	No	Yes	Yes
218-00	Volunteer Appreciation - General Events	Expense	Costs associated with appreciation events for all ESS volunteers.	No	Yes	Yes
218-01	Volunteer Appreciation - Nominated Awards	Expense	Honorariums or other awards given to nominated volunteers.	No	Yes	Yes
219-00	Graduation - Banquet	Expense	Costs associated with hosting a graduation banquet.	No	Yes	Yes
219-01	Graduation - Other	Expense	Costs associated with graduation other than a banquet.	No	Yes	Yes
220-00	Events - Rentals (Venues)	Expense	Cost associated with venues being rented for an event.	No	Yes	Yes
220-01	Events - Rentals (Equipment)	Expense	Expenses associated with equipment being rented for an event.	No	Yes	Yes
220-02	Events - Food and beverage expenses	Expense	Cost of food and non-alcoholic beverage for social events.	No	Yes	Yes
220-03	Events - Alcohol expenses	Expense	Cost of alcohol for social events.	No	Yes	Yes
220-04	Events - Supplies	Expense	Supplies and materials needed to run an event, such as materials for a design competition.	No	Yes	Yes
220-05	Events - Personnel	Expense	Monies associated with personnel obtained for an event, such as security, tech crews, etc.	No	No	No
220-06	Events - Rental Deposits	Expense	Deposits that were paid to rent venues, equipment, etc.	No	Yes	Yes
220-07	Events - Transportation	Expense	Monies associated with transportation to and from an event	No	Yes	Yes
220-08	Events - Prizes	Expense	Monies spent towards prizes, either purchased or monetary, at events.	No	Yes	Yes
220-09	Events - Miscellaneous Expenses	Expense	Cost of anything not including or a combination of food and beverage, alcohol, supplies, personnel, rentals, transportation, or prizes related to a social event.	No	Yes	Yes
221-00	Reimbursement - Non ESS	Expense	Reimbursement for events not directly sanctioned by the ESS, such as a Mechl Club event.	No	No	No
222-00	Donations	Expense	Money donated to a charitable cause.	No	Yes	Yes
223-00	GEER Store - CoGS Engg Paper	Expense	Cost of goods sold for engineering paper.	No	Yes	Yes
223-01	GEER Store - CoGS Jackets	Expense	Cost of goods for Engg Jackets.	No	Yes	Yes
223-02	GEER Store - CoGS Other	Expense	Cost of goods sold for other merchandise.	No	Yes	Yes
223-03	GEER Store - Refund	Expense	Refunds for the GEER store.	No	Yes	Yes
223-04	GEER Store - Other	Expense	Other costs associated with the GEER Store, such as decorations, renovations, and upkeep.	No	Yes	Yes
224-00	The Bridge	Expense	Cost of printing The Bridge.	No	Yes	Yes
225-00	Promotions	Expense	Discounts on merchandise for certain items.	No	Yes	Yes
226-00	Capital Purchase	Expense	Capital purchases as approved by the Executive committee.	No	Yes	Yes
227-00	Funding - ESAF	Expense	Monies used towards ESAF Reimbursement	No	Yes	No

227-01	Funding - ESGF	Expense	Monies allocated towards ESGF.	No	No	No
228-00	General Contingency	Expense	Monies associated with a budgeted contingency, applicable to any department and any event.	No	Yes	Yes
229-00	General Refund	Expense	Refunds issued by the ESS not pertaining to merchandise sold in the GEER Store, inclusive of locker refunds and other not categorized (but attributable to a specific source) monetary expenditures.	No	Yes	Yes
230-00	Undetermined	Expense	Transactions which cannot be attributed to a specific source.	No	Yes	Yes
231-00	FAMF Dispersal	Expense	FAMF Dispersal to discipline clubs.	No	Yes	Yes
232-00	Bandanas	Expense	Cost of buying bandanas, as per FAMF allocation	No	Yes	Yes
610	Accounts Receivable	Accounts Receivable	Outstanding invoices the company has issued out to the client but has not yet received in cash at balance date.	No	No	No
640	Square Clearing Account	Current Asset	Used by Xero to store the balance of payments owed to you by Square.	No	No	Yes
800	Accounts Payable	Accounts Payable	Outstanding invoices the company has received from suppliers but has not yet paid at balance date	No	No	No
801	Unpaid Expense Claims	Unpaid Expense Claims	Expense claims typically made by employees/shareholder employees still outstanding.	No	No	No
803	Wages Payable	Wages Payable	Xero automatically updates this account for payroll entries created using Payroll and will store the payroll amount to be paid to the employee for the pay run. This account enables you to maintain separate accounts for employee Wages Payable amounts and Accounts Payable amounts	No	No	No
820	Sales Tax	Sales Tax	The balance in this account represents Sales Tax owing to or from your tax authority. At the end of the tax period, it is this account that should be used to code against either the 'refunds from' or 'payments to' your tax authority that will appear on the bank statement. Xero has been designed to use only one sales tax account to track sales taxes on income and expenses, so there is no need to add any new sales tax accounts to Xero.	No	No	No
840	Historical Adjustment	Historical Adjustment	For accountant adjustments	No	No	No
860	Rounding	Rounding	An adjustment entry to allow for rounding	No	No	No
877	Tracking Transfers	Tracking	Transfers between tracking categories	No	No	No
960	Retained Earnings	Retained Earnings	Do not Use	No	No	No

Enrollment Date	Total Students Enrolled (y)	Reporting Period (x)
9/1/2005	3318	1
9/1/2006	3493	2
9/1/2007	3777	3
9/1/2008	3829	4
9/1/2009	3949	5
9/1/2010	3969	6
9/1/2011	3944	7
9/1/2012	4057	8
9/1/2013	4202	9
9/1/2014	4442	10
9/1/2015	4361	11
9/1/2016	4228	12
9/1/2017	4468	13
<b>Predicted enrollment, using greatest error rounded down:</b>		
9/1/2018	4304	14
<i>A logarithmic trendline was used, as this is the most reasonable model for population growth.</i>		
Equation for Trendline, including errors		
$y = (436.43 \pm 8.7952) * \ln(x) + (3245.7 \pm 69.809)$		

Fiscal period- May 1, 2018- April 30th, 2019

LINE REFERENCE	OFFICE	DEPARTMENT	INITIATIVE/PROJECT/ENTITY	ITEM	COST(+)	ACCOUNT NUMBER	Policy Reference	NOTES
<b>Office of the President</b>								
		President						Any FAMF-related expenses were calculated based on predicted enrollment number of 4304 students (for details of estimation see Estimation of Enrollment Numbers 2018-2019!)
1.0.0			Elections	Chief Returning Officer Honorarium	\$ 150.00	202-02	Per section B.3.1.3, ESS Policy Manual February 1, 2017 .pdf	
1.0.1				Deputy Returning Officer Honorarium	\$ 75.00	202-02	Per section B.3.1.3, ESS Policy Manual February 1, 2017 .pdf	
1.0.2				Campaign expenses- President	\$ 15.00	202-00	Per section B.3.3.27, ESS Policy Manual February 1, 2017 .pdf	
1.0.3				Campaign expenses- VP Internal	\$ 30.00	202-00	Per section B.3.3.29, ESS Policy Manual February 1, 2017 .pdf	
1.0.4				Campaign expenses- VP External	\$ 30.00	202-01	Per section B.3.3.29, ESS Policy Manual February 1, 2017 .pdf	
1.0.5				Campaign expenses- VP Finance and Operations	\$ 30.00	202-01	Per section B.3.3.29, ESS Policy Manual February 1, 2017 .pdf	
1.0.6				Campaign expenses- VP Academic	\$ 30.00	202-01	Per section B.3.3.29, ESS Policy Manual February 1, 2017 .pdf	
1.0.7				Campaign expenses- VP Student Life	\$ 30.00	202-01	Per section B.3.3.29, ESS Policy Manual February 1, 2017 .pdf	
1.0.8				Campaign expenses- VP Communications	\$ 30.00	202-01	Per section B.3.3.29, ESS Policy Manual February 1, 2017 .pdf	
1.0.9				Campaign expenses- FAMF	\$ 75.00	202-05	Per section B.3.3.28, ESS Policy Manual February 1, 2017 .pdf	
1.0.10				Campaign expenses- EUEF	\$ 75.00	202-05	Per section B.3.3.28, ESS Policy Manual February 1, 2017 .pdf	
1.1.0			Faculty Relations	Gifts for the Faculty (Forbes, Raymond etc)	\$ 80.00	216-01		
1.2.0			Expense Contingency	Individual expenses	\$ 100.00			
<b>Sub-total gross expenditure for department :</b>					<b>\$ 750.00</b>			
		Executive Assistant						
1.2.0			Meetings	Board of Directors Meeting- Meals	\$ 300.00	200-00		
1.2.1				Fall Semester Annual General Meeting- Meals	\$ 150.00	200-00		
1.2.2				Winter Semester Annual General Meeting- Meals	\$ 200.00	200-00		
<b>Sub-total gross expenditure for department :</b>					<b>\$ 650.00</b>			
<b>GROSS EXPENDITURE FOR OFFICE:</b>					<b>\$ 1,400.00</b>			
<b>Office of Operations and Finance</b>								
		Vice President of Finance						
2.0.0			Discipline Club Allocation from FAMF collected	First Year Engineering Club	\$ 2,182.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	1091
2.0.1				Chemical Engineering Club	\$ 932.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	466
2.0.2				Civil Engineering Club	\$ 1,352.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	676
2.0.3				Computer Engineering Club	\$ 556.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	278
2.0.4				Electrical Engineering Club	\$ 982.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	491
2.0.5				Engineering Physics Club	\$ 148.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	74
2.0.6				Material Engineering Club	\$ 214.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	107
2.0.7				Mechanical Engineering Club	\$ 1,990.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	995
2.0.8				Mining Engineering Club	\$ 202.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	101
2.0.9				Petroleum Engineering Club	\$ 316.00	231-00	Per section B.2.4.2a, ESS Policy Manual February 1, 2017 .pdf	158
2.1.0			Expense Contingency	Individual Expenses	\$ 100.00	*****		
<b>Sub-total gross expenditure for department :</b>					<b>\$ 8,974.00</b>			
		Directorship of Auditing and Finance						
2.2.0			Accounting Services	Financial statements/ book-keeping	\$ 1,000.00	204-04		
2.2.1				Society Reinstatement, annual returns as necessary	\$ 367.50	204-04		
2.2.2				Review & suggest/negative assurance for 2014-2015	\$ 1,800.00	204-04		
2.2.3				Review & suggest/negative assurance for 2015-2016	\$ 1,800.00	204-04		
2.2.4				Review & suggest/negative assurance for 2016-2017	\$ 2,000.00	204-04		
2.2.5				Review & suggest/negative assurance for 2017-2018	\$ 3,600.00	204-04		
2.2.6				Review & suggest/negative assurance for 2018-2019	\$ 1,800.00	204-04		
2.2.7				Filing of annual return for 2018-2019 fiscal period	\$ 50.00	204-04		
2.3.0			Accounting Software- XERO	Subscription	\$ 489.72	204-01		
2.4.0			Banking (Bank of Montreal)	Transaction fees	\$ 300.00	204-02		
2.4.1				Blank cheque orders	\$ 80.00	204-02		
2.15.0			Sadler Insurance	Insurance Renewal	\$ 2,000.00	211-00		
<b>Sub-total gross expenditure for department :</b>					<b>\$ 15,287.22</b>			
		Directorship of Funding						
2.5.0			Engineering Student Group Fund	FAMF Allocation	\$ 8,608.00	227-01	Per section B.2.4.2b, ESS Policy Manual February 1, 2017 .pdf	Inclusive of rollover from previous years

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LINE REFERENCE	OFFICE	DEPARTMENT	INITIATIVE/PROJECT/ENTITY	ITEM	COST(+)	ACCOUNT NUMBER (p)	Policy Reference	NOTES
<b>Office of the President</b>								
2.6.0			Engineering Student Activity Fund	FAMF Allocation	\$ 17,092.07	227-00	Per section B.2.2.4, ESS Policy Manual February 1, 2017 .pdf	Inclusive of rollover from previous years
<b>Sub-total gross expenditure for department :</b>					\$ 25,700.07			
Vice President of Operations								
2.7.0			Bandanas	FAMF Allocation	\$ 3,443.20	232-00	Per section B.2.4.2f, ESS Policy Manual February 1, 2017 .pdf	
2.8.0			Office Space	Supplies	\$ 300.00	204-00		
2.8.1				Capital Purchases	\$ -	204-03		
2.9.0			Storage Space	Supplies	\$ 100.00	204-00		
2.10.0			Merchandise for events	General- tattoos, patches, etc. NOT FOR RESALE	\$ 300.00	204-05		
2.11.0			Expense Contingency	Individual Expenses	\$ 100.00			
<b>Sub-total gross expenditure for department :</b>					\$ 4,243.20			
Directorship of Operations								
2.12.0			GEER Store Space	Upkeep	\$ 100.00	223-04		
				Capital Purchases	\$ 200.00	223-04		
2.12.2				Training incentives- pizza	\$ 100.00	201-00		
2.12.3				Lab equipment for rent: glasses, lab coats, calculators	\$ 100.00	204-05		
2.13.0			Point of sale software- Square	Subscription	\$ 3,000.00			
<b>Sub-total gross expenditure for department :</b>					\$ 3,500.00			
Directorship of Merchandise								
2.14.0			Cost of goods sold	Clothing- hoodies, t-shirts, extra bandanas	\$ 10,000.00	223-01		
2.14.1				Stationary	\$ 1,000.00	223-02		
2.14.2				Engineering Pads	\$ 21,000.00	223-00		
2.14.3				Calculators	\$ -	223-02		
2.14.4				Spirit merch. for resale- patches, stickers, tattoos	\$ 150.00	223-02		
<b>Sub-total gross expenditure for department :</b>					\$ 32,150.00			
<b>GROSS EXPENDITURE FOR OFFICE:</b>					\$ 89,854.49			
<b>Office of External Relations</b>								
Vice President of External Relations								
3.0.0			WESST	WESST general membership fee	\$ 1,125.00	205-00	Per section B.2.4.2d, ESS Policy Manual February 1, 2017 .pdf	\$0.25 per student, per year, based on predicted enrollment number of 4304 students (for details of estimation see Estimation of Enrollment Numbers 2018-2019)
3.0.1			AGMR: Kelowna	AGMR Delegate Fees	\$ 200.00	206-00		(AGMR= Annual General Meeting & Retreat, held in Kelowna for the 2018-2019 season)
3.0.2				AGMR Travel Fees	\$ 400.00	206-01		(AGMR= Annual General Meeting & Retreat, held in Kelowna for the 2018-2019 season)
3.0.3				AGMR Delegate Expense Contingency	\$ 100.00	206-02		(AGMR= Annual General Meeting & Retreat, held in Kelowna for the 2018-2019 season)
3.0.4			EM:	EM Delegate Fees	\$ 800.00	206-00		(EM= Executive Meeting, location unknown at the time of the preparation of this budget, expenses based on sending 8 delegates)
3.0.5				EM Travel Fees	\$ 4,000.00	206-01		(EM= Executive Meeting, location unknown at the time of the preparation of this budget, expenses based on sending 8 delegates)
3.0.6				EM Delegate Expense Contingency	\$ 100.00	206-02		(EM= Executive Meeting, location unknown at the time of the preparation of this budget, expenses based on sending 8 delegates)

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LINE REFERENCE	OFFICE	DEPARTMENT	INITIATIVE/PROJECT/ENTITY	ITEM	COST(+)	ACCOUNT NUMBER (p)	Policy Reference	NOTES
<b>Office of the President</b>								
3.1.0			CFES	CFES general membership fee	\$ 2,250.00	205-00		\$0.50 per student, per year; based on predicted enrollment number of 4304 students (for details of estimation see Estimation of Enrollment Numbers 2018-2019)
3.1.1			Congress: McGill	Congress Delegate Fees	\$ 600.00	206-00		Expenses based on sending 4 delegates
3.1.2				Congress Travel Fees	\$ 2,800.00	206-01		Expenses based on sending 4 delegates
3.1.3				Congress Delegate Expense Contingency	\$ 100.00	206-02		Expenses based on sending 4 delegates
3.1.4			CDE: Hamilton	CDE Delegate Fees	\$ 175.00	206-00		(CDE= Conference on Diversity in Engineering, held in Ryerson University, expenses based on sending 1 delegate)
3.1.5				CDE Travel Fees	\$ 600.00	206-01		(CDE= Conference on Diversity in Engineering, held in Ryerson University, expenses based on sending 1 delegate)
3.1.6			CSE: Prince George	CSE Delegate Fees	\$ 100.00	206-00		(CSE= Conference on Sustainability in Engineering, held in University of Northern British Columbia for the 2018-2019 season, expenses based on sending one delegate)
3.1.7				CSE Travel Fees	\$ 700.00	206-01		(CSE= Conference on Sustainability in Engineering, held in University of Northern British Columbia for the 2018-2019 season, expenses based on sending one delegate)
3.1.8			PM: Fredricton	PM Delegate Fees	\$ 78.75	206-00		(PM= President's Meeting, held in Fredericton, New Brunswick for the 2018-2019 season, expenses based on sending 1 delegate)
3.1.9				PM Travel Fees	\$ 657.11	206-01		
3.2.0			Expense Contingency	Individual Expenses	\$ 500.00			
<b>Sub-total gross expenditure for department :</b>					\$ 15,285.86			
Directorship of Career Fair								
3.3.0			Career Fair	Booth set-up	\$ 8,000.00	220-09		
3.3.1				Catering	\$ 6,000.00	220-02		
3.3.2				Advertising	\$ 800.00	217-00		
3.3.3				Client hospitality	\$ 400.00	220-09		
3.3.4				Booth supplies	\$ 40.00	220-04		
3.3.5				Unforeseeable expense contingency	\$ 250.00	220-09		
<b>Sub-total gross expenditure for department :</b>					\$ 15,490.00			
Directorship of First Year & Transfer Student Relations								
3.4.0			First Year Retreat	Camp Warwa Accomodations	\$ 9,945.00	220-00		
3.4.1				Activity Supplies	\$ 500.00	220-04		
3.4.2				Prizes	\$ 640.00	220-08		
3.4.3				Transportation	\$ 3,000.00	220-07		
3.5.0			First Year Elections	First Year Transition Dinner	\$ 150.00	217-00		
<b>Sub-total gross expenditure for department :</b>					\$ 14,235.00			
Directorship of Sponsorship								
3.6.0			Sponsors	Hospitality	\$ 100.00	204-05		kinda hard without a dedicated sponsors account
3.7.0			Sponsorship Package	Printing	\$ 40.00	217-00		
<b>Sub-total gross expenditure for department :</b>					\$ 140.00			
Directorship of Competitions								
3.8.0			UAEC	Materials for design competition	\$ 300.00	220-04		UAEC= University of Alberta Engineering Competition
3.8.1				Catering/meals	\$ 500.00	220-02		
3.8.2				APEGA representative hospitality	\$ 100.00	220-09		

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LINE REFERENCE	OFFICE	DEPARTMENT	INITIATIVE/PROJECT/ENTITY	ITEM	COST(+)	ACCOUNT NUMBER (p/Policy Reference)	NOTES
<b>Office of the President</b>							
3.9.0			WESST	WEC Delegate Fees	\$ 2,500.00	206-00	Any FAMF-related expenses were calculated based on predicted enrollment number of 4304 students (for details of estimation see Estimation of Enrollment Numbers 2018-2019)  WEC= Western Engineering Competition, organized by WESST, based on an estimate of 25 participants  WEC= Western Engineering Competition, organized by WESST, based on an estimate of 25 participants, competition held in Winnipeg, Manitoba  CEC= Canadian Engineering Competition
3.9.1				WEC Travel Fees	\$ 4,500.00	206-01	
3.9.2				WEC Delegate Expense Contingency	\$ 100.00	206-02	
3.10.0			CFES	CEC Delegate Fees	\$ 500.00	206-00	
3.10.1				CEC Travel Fees	\$ 3,000.00	206-01	
3.10.2				CEC Delegate Expense Contingency	\$ 100.00	206-02	
<b>Sub-total gross expenditure for department :</b>					\$ 11,600.00		
		Directorship of Handbooks					
3.11.0			Handbooks	Printing	\$ 8,500.00	216-02	
3.11.1			Expense Contingency	Individual Expenses	TBA		
<b>Sub-total gross expenditure for department :</b>					\$ 8,500.00		
<b>GROSS EXPENDITURE FOR OFFICE:</b>					\$ 65,250.86		
<b>Office of Internal Relations</b>							
		Vice President of Internal Relations					
4.0.0			Volunteer Appreciation	Lunches- Catering	\$ 900.00	218-00	Catering for appreciation lunches, which will occur once every semester, ~\$450.00 each  Hoodies/engg paper incentives for volunteers who take up GEER store hours (merchandise assessed at-cost); per volunteer= 1 free pad of engg paper per semester (~4.00\$ * 2 = 8.00\$), 1 free hoodie per year (~20.00); expenses based on 25 volunteers)
4.0.1				GEER Store Merchandise Incentives	\$ 250.00	218-00	
4.0.2				Events- General Volunteers	\$ 4,000.00	218-00	
4.0.3				Nominated Awards	\$ 4,000.00	218-01	
<b>Sub-total gross expenditure for department :</b>					\$ 9,150.00		
		Directorship of Recruitment					
4.1.0			Recruitment	Advertising/Marketing Costs	\$ 100.00	217-00	
<b>Sub-total gross expenditure for department :</b>					\$ 100.00		
		Directorship of Human Resources					
4.2.0			Human Resources	Conflict Resolution	\$ 50.00	218-00	
<b>Sub-total gross expenditure for department :</b>					\$ 50.00		
		Directorship of Transition					
4.3.0			ESS Transition Retreat- General Volunteers	Retreat Catering	\$ 400.00	202-04	
4.3.1				Dinner for Executives	\$ 150.00	202-03	
4.3.2				Materials	\$ 50.00	202-04	
<b>Sub-total gross expenditure for department :</b>					\$ 600.00		
		Directorship of Archives					
4.4.0					\$ -		
<b>Sub-total gross expenditure for department :</b>					\$ -		
<b>GROSS EXPENDITURE FOR OFFICE:</b>					\$ 9,900.00		
<b>Office of Student Life</b>							
		Vice President of Student Life					
5.0.0			Intramural Sports Fund	FAMF Allocation	\$ 860.80	213-00	
5.0.1			Engineering Carnival	Bubble Soccer Balls	\$ 330.00	220-01	

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LINE REFERENCE	OFFICE	DEPARTMENT	INITIATIVE/PROJECT/ENTITY	ITEM	COST(+)	ACCOUNT NUMBER (p. Policy Reference)	NOTES
<b>Office of the President</b>							
5.0.2				Dunk Tank	\$ 250.00	220-01	
5.0.3				Towels and Robes for Participants	\$ 50.00	220-01	
5.0.4				Generator	\$ 150.00	220-01	
5.0.5				Tables	\$ 1,400.00	220-01	Alternatively, account # 220-06
5.0.6				Waste Bin	\$ 57.00	220-01	
5.0.7				Compost Bin	\$ 17.00	220-01	
5.0.8				Beverage Recycling	\$ 15.00	220-01	
5.0.9				Event Contingency	\$ 400.00	220-09	
				<b>SUM TOTAL for Engineering Carnival Event:</b>	\$ 2,269.00		
5.1.0			<b>Expense Contingency</b>	<b>Individual Expenses</b>	<b>TBA</b>		
<b>Sub-total gross expenditure for department :</b>					<b>\$ 3,529.80</b>		
		Directorship of GEER Week					
5.2.0				GEER Week- Tech Display Event	\$ -		
5.3.0				GEER Week- Pandas Varsity Game	\$ -		
5.4.0				GEER Week- Dodgeball Event	\$ 100.00	220-00	
5.4.1					\$ 200.00	220-09	
5.5.0				GEER Week- Opening Ceremonies	\$ 100.00	220-09	
5.6.0				GEER Week- Tug of War	\$ -		
5.7.0				GEER Week- Scavenger Hunt	\$ 100.00	220-04	
5.8.1				GEER Week- Opening Party at RATT	\$ 115.00	220-03	
5.8.2					\$ 150.00	220-03	
5.9.0				GEER Week- Pancake Breakfast	\$ 600.00	220-02	
5.10.0				GEER Week- Barrel Races	\$ -		
5.11.0				GEER Week- Movie Night	\$ 125.00	220-01	
5.11.1					\$ 100.00	220-02	
5.12.0				GEER Week- Toboggan Races	\$ 200.00	220-00	
5.12.1					\$ 50.00	220-04	
5.13.0				GEER Week- AYSTFY/Beer Brewing/After Party	\$ 1,500.00	220-03	Three events- Are You Smarter than a First Year (AYSTFY), Beer Brewing, Battle of the Bands all held on the same night at Beercade
5.13.1					\$ 150.00	220-09	
5.14.0				GEER Week- Debate	\$ 100.00	220-09	
5.15.0				GEER Week- Design Competition	\$ 100.00	220-04	
5.15.1					\$ 100.00	220-09	
5.16.0				GEER Week- Engineering Spelling Bee	\$ 200.00	220-03	
5.17.0				GEER Week- Construction	\$ -		
5.18.0				GEER Week- Battle of the Bands/ After Party	\$ 300.00	220-01	Two events- Battle of the Bands, After Party both held at The Race
5.18.1					\$ 700.00	220-09	
5.19.0				GEER Week- Engineering Ball	\$ 5,000.00	220-00	
5.19.1					\$ 15,000.00	220-02	
5.19.2					\$ 100.00	220-04	
5.19.3					\$ 170.00	220-09	
5.19.4					\$ 350.00	220-04	
5.20.0				GEER Week- General Expenses	\$ 100.00	217-00	
5.20.1					\$ 50.00	220-04	
5.20.2					\$ 400.00	220-04	
5.20.3					\$ 200.00	220-02	
5.20.4					\$ 115.00	220-09	
<b>Sub-total gross expenditure for department :</b>					<b>\$ 26,475.00</b>		
		Directorship of Sporting Events					
5.21.0				Ski Trip	\$ 500.00	220-03	paid for drink tickets 17/18

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LINE REFERENCE	OFFICE	DEPARTMENT	INITIATIVE/PROJECT/ENTITY	ITEM	COST(+)	ACCOUNT NUMBER (p. Policy Reference)	NOTES	
<b>Office of the President</b>								
5.21.05				LiveltUp	\$ 4,000.00	220-00	Any FAMF-related expenses were calculated based on predicted enrollment number of 4304 students (for details of estimation see Estimation of Enrollment Numbers 2018-2019)	
5.21.1				Merchandise	\$ 300.00	220-04		
5.21.2				Prizes	\$ 100.00	220-08		
5.21.3				Printing	\$ 20.00	220-09		
5.21.4				Advertising	\$ 30.00	217-00		
Sub-total gross expenditure for department :					\$ 4,950.00			
Directorship of Philanthropy								
5.22.0			Head Shave	Stage Rental	\$ 200.00	220-00		
5.22.1				Prizes	\$ 400.00	220-09		
5.22.2				General Contingency	\$ 200.00	220-09		
Sub-total gross expenditure for department :					\$ 800.00			
Directorship of Social Events								
5.23.0			Glow Party	Transportation	\$ -	220-07		
5.23.1				Alcohol Insurance	\$ 115.00	220-03		
5.23.2				Contingency	\$ -	220-09		
5.23.3				Printing	\$ 20.00	220-04		
5.23.4				Advertising	\$ 20.00	217-00		
SUM TOTAL FOR Glow Party Event:					\$ 155.00			
5.24.0			Pi Throw	Supplies	\$ 100.00	220-04		
SUM TOTAL FOR Pi Throw Event:					\$ 100.00			
5.25.0			Spring Formal	Venue+Catering	\$ 4,000.00	220-00		
5.25.1				Prizes	\$ -	220-08		
5.25.2				Printing	\$ 50.00	220-04		
5.25.3				Advertising	\$ 40.00	217-00		
SUM TOTAL FOR Spring Formal Event:					\$ 4,090.00			
Sub-total gross expenditure for department :					\$ 4,345.00			
<b>GROSS EXPENDITURE FOR OFFICE:</b>					\$ 40,099.80			
<b>Office of Academic Services</b>								
Vice President of Academic Relations								
6.0.0			Expense Contingency	Individual Expenses	\$ 2,000.00			
Sub-total gross expenditure for department :					\$ 2,000.00			
Directorship of Health and Wellness								
6.1.0			Wellness Week	Various Expenses	\$ 2,200.00	220-**		
Sub-total gross expenditure for department :					\$ 2,200.00			
Directorship of Academic Support								
6.2.0			PASS- Tutoring Program	Food	\$ 500.00	220-02		
6.3.0			Mentorship Mixer	Catering	\$ 500.00	220-02		
6.4.0			Textbook Exchange		\$ -			
Sub-total gross expenditure for department :					\$ 1,000.00			
Directorship of Professional Development								
6.5.0			Next Level Talks	"Consulting"- Catering	\$ 400.00	220-02		
6.5.1				"Unconventional Engineering"- Catering	\$ 400.00	220-02		
6.5.2				"_____"- Catering	\$ 400.00	220-02		
Sub-total gross expenditure for department :					\$ 1,200.00			
Directorship of Academic Advocacy								
6.6.0			Surveys	Incentives	\$ 500.00	220-08		
Sub-total gross expenditure for department :					\$ 500.00			
<b>GROSS EXPENDITURE FOR OFFICE:</b>					\$ 6,900.00			

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LINE REFERENCE	OFFICE	DEPARTMENT	INITIATIVE/PROJECT/ENTITY	ITEM	COST(+)	ACCOUNT NUMBER (p. Policy Reference)	NOTES
	<i>Office of the President</i>						Any FAMF-related expenses were calculated based on predicted enrollment number of 4304 students (for details of estimation see Estimation of Enrollment Numbers 2018-2019!)
	<i>Office of Communications</i>						
		Vice President of Communications					
7.0.0		Expense Contingency		Individual Expenses	\$ 100.00		
Sub-total gross expenditure for department :					\$ 100.00		
		Directorship of Outreach					
7.2.0		Facebook		Online Presence	\$ 100.00	225-00	
7.3.0		SubPrint		Printing- Posters	\$ 100.00	225-00	
7.3.1				Banners for events	\$ 500.00	225-00	
Sub-total gross expenditure for department :					\$ 700.00		
		Directorship of Photography and Publications					
7.4.0		Photography		Camera Equipment	\$ 800.00	226-00	
Sub-total gross expenditure for department :					\$ 800.00		
		Directorship of Branding					
7.5.0					\$ -		
Sub-total gross expenditure for department :					\$ -		
		Directorship of IT					
7.6.0		Website		Maintenance	\$ 100.00	203-00	
7.6.1				Server	\$ 2,000.00	203-00	
Sub-total gross expenditure for department :					\$ 2,100.00		
<b>GROSS EXPENDITURE FOR OFFICE:</b>					\$ 12,200.00		
<b>EXPECTED GROSS EXPENDITURE TOTAL:</b>					\$ 225,605.15		
<b>EXPECTED GROSS INCOME TOTAL:</b>					\$ 241,229.27		
<i>Difference</i>					\$ 15,624.12		

		2017-2018 Fiscal Year Income	Revise?
100-00	Income - FAMF	\$ 24,010.00	\$ 60,000.00
100-01	Income - Career Fair	\$ 5,000.00	\$ 15,000.00
100-02	Income - FA Administered	\$ 688.47	
101-00	Donations - Faculty	\$ 59,756.47	
101-01	Donations - University	\$ -	
101-02	Donations - External Organization	\$ -	
101-03	Donations - Government	\$ -	
101-04	Donations - Other	\$ -	
102-00	Grant - University	\$ -	
102-01	Grant - Students' Union	\$ -	
102-02	Grant - External	\$ -	
103-00	Sales - Lockers	\$ -	
103-01	Sales - Merchandise	\$ 14,072.02	
103-02	Sales - Other	\$ 16,122.02	
104-00	Royalties - Advertising	\$ -	
104-01	Royalties - Graduation	\$ -	
104-02	Royalties - Other	\$ -	
105-00	Fundraising	\$ -	
106-00	Events - Admission/Tickets	\$ 46.20	
106-01	Events - Food and beverage sales	\$ 463.98	
106-02	Events - Alcohol sales	\$ -	
106-03	Events - Return of Deposit	\$ -	
106-04	Events - Other sales	\$ 623.33	
107-00	Interest	\$ -	
	ACCOUNT TOTALS	\$ 151,772.49	
	BEGINNING CASH	\$ 30,303.24	
	First Year Rollover	\$ 4,000.00	
	ESAF Rollover		
	Miscellaneous Cash Deposits	\$ 40,000.00	At least, according to bank records
	<b>GROSS</b>	<b>\$ 226,075.73</b>	

**Mpoe Mogale**

Mpoe is deserving of the Council Scholarship because they have spent their time on council challenging normative ideas, and looking for ways to progress council to be more inclusive. As a member of ARRC, they have put in numerous hours into collecting data for, writing, and revising recommendations. In council meetings, it is thanks to them that we have powerful discussions, typically assuring that council members see every side of the story. Mpoe has near perfect attendance at council meetings, as well as being present in the community such as the ARRC town hall, and the Women Building Futures round dance held on November 17th. It's very obvious that Councillor Mogale is passionate about shaping a better Student's Union for her constituents, and for the greater campus community.

**Joel Agarwal**

Joel has demonstrated his dedication to Students' Council in numerous ways, going above and beyond during the past few months. His heart for serving people and bridging gaps between communities is evident, and he has demonstrated this through his excellent attendance, and active participation in discussions, Nominating Committee, and continually meeting with other councilors, exec and Faculty Associations. As a Science Councillor, he helped organize meetings with the Faculty Association (ISSS), to strengthen ties between councilors and FAs. He has met with the President of ISSS to ensure that he is actively serving the students who elected him. He further has obtained survey results from ISSS polls from previous years, in order to better tailor his efforts as a councillor. Working along with other Science Councillors, he has developed key areas for advocacy that Science students need.

His passion for achieving accessible academic resources and ease of access for student employment has led Joel to pursue changes in Student Hires. Working closely with the VPA, he has advocated for an increase in flexibility for student hires at the GFC level, as well as meeting with individuals from the UofA HR ensuring that students are put first. This level of dedication and passion reveals that Joel wants to put students first.

Joel's enthusiasm, dedication and love for people are evident, and have led him to serve students, and promote the goals of Student Council. Joel has proven excellent attendance, and involvement in various SU avenues such as Volunteering for Open House, and Club's Fair where he promoted Students' Council. He is also a volunteer for the get out to vote campaign. Apart for this, he sits on GFC, where he advocates on

behalf of Students' Council. He has demonstrated this through his questions regarding the Pharmacy program loss of Reading Week, and his role on GFC committees.

I believe Joel has proven to be an active member of the community, an ambassador of Student's Council and in the campus community representing students concerns and opinions. Overall, I strongly recommend you to consider Joel as the recipient of this award, and you have my highest nomination.