Q1 2019 REPORT
MONTH ENDED JULY, 2019
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<th>CREDITS</th>
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</table>
- PRICILLA CHAN • PRESIDENT pricilla.chan@cus.ca
- NICHOLAS ON • AVP FINANCE nicholas.on@cus.ca

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<th>REPORT CREATOR</th>
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- JENNA LEUNG • VP FINANCE jenna.leung@cus.ca
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREDITS</td>
<td>2</td>
</tr>
<tr>
<td>PRESIDENT’S MESSAGE</td>
<td>4</td>
</tr>
<tr>
<td>INITIATIVES FOR THE 2019/2020 ACADEMIC YEAR:</td>
<td>5</td>
</tr>
<tr>
<td>BUDGET REPORT</td>
<td>6</td>
</tr>
<tr>
<td>CUS BUDGET</td>
<td>10</td>
</tr>
<tr>
<td>BUDGET ANALYSIS</td>
<td>12</td>
</tr>
</tbody>
</table>
PRESIDENT’S MESSAGE

A letter from the President:

Dear fellow members of our community,

We are thrilled to be providing our students with 23 services, 11 CUS affiliated clubs and over 250 events annually. Through partnering with Sauder and other initiatives, we strive to cultivate academic, personal and professional success for students in the UBC Sauder School of Business Bachelor of Commerce degree program.

I am excited to share our quarterly report to help you better understand our financial spending and projected annual budget for the 2019/20 fiscal year. We hope to continue fostering inclusivity, growth, wellness, transparency and creating a positive impact on our UBC Sauder community through proactive involvement with our student body.

Together, let us celebrate and positively impact our community.

Cordially,

Priscilla Chan
President of the UBC Commerce Undergraduate Society
INITIATIVES FOR THE 2019/2020 ACADEMIC YEAR:

1) Video Series: The Marketing Portfolio, Student Engagement Portfolio, and CUS Visual Media will be collaborating on spearheading short video series over the summer for the Sauder student body to better interact with their student leaders. In the past, the student body has never gotten a chance to know the CUS leaders beyond CUS Snapchat takeovers. The goal for the video series this year is to better introduce the CUS leaders through Q&As or ‘A Day in the Life’ setting for a more personable, casual style.

2) Square® Payments: At most CUS events, the traditional cash-only payment method is used. For many years, POITS has used a cash-only payment system. After thoughtful consideration, this payment system was rendered inconvenient, as attendees who do not have cash on hand are unable to purchase drinks. By offering Square payments, card payments will be accepted, making the course of many small payments more convenient.
BUDGET REPORT INTRODUCTION

The purpose of this budget report is to inform the UBC Sauder student body, as well as the relevant stakeholders with a comprehensive understanding of the annual budget, anticipated changes for the upcoming year, and the overall usage of student fees. The budget development process will also be covered, alongside an explanation for the line items within each category for better insight.

The budget will be segmented into three parts: the budget development process, an explanation of terms and headings used within the annual budget, and descriptions of all line items and categories within the budget.

Should students or stakeholders have any inquiries about the contents of this report, they are encouraged to contact the Vice-President, Finance, Jenna Leung, at jenna.leung@cus.ca.

THE BUDGET DEVELOPMENT PROCESS

The budget development process is continuously modified and improved in response to the demand for more comprehensive and professional presentation of financial information. This year, the process was redeveloped for more insight and efficiency.

Traditionally, the budget development process comprised of 3 primary rounds of budgeting, followed by secondary rounds should additional amendments be necessary for the creation and finalization of budgeting forecasts. Student leaders were provided a budget template similar to ones used in previous years, a copy of their respective function areas prior year budget for reference, as well as a target deficit, an allotted budgetary amount set by the Vice-President Finance based on the amount of available funds, past performance, and level of student demand. This explains the increase or decrease in amounts allocated, as the above factors were taken into consideration.
However, we utilized a new approach this year. Rather than following the traditional approach of having three rounds of budgeting in the sequence of a first round, followed by two more rounds for the purpose of further amendments to the budgets, the CUS Budget Development Committee introduced a new system that featured a Google Form questionnaire, initial budget submission, and presentation slide deck submission for the first round, followed by a presentation, and appeal process before the finalization of each budget submitted for approval by the CUS Board of Directors.

BUDGETING ROUND 1: INITIAL STAGE

To commence the budgeting construction period while meeting constitutional standards, the CUS begins the first round of budgeting in the last week of April or the first week of May. Due to the change in procedure this year, the first round of budgeting commenced on May 3rd, 2019. During the initial stage, student leaders within the CUS develop forecasts for their respective function areas to capture their visions and goals for the upcoming academic year.

This year, all services submitted an initial application with a slide deck, information about their service, their goals for the upcoming academic year, as well as the link to their Round 1 budget, all through a Google Form questionnaire. The overall purpose for this change in procedure was for the Budget Development Committee to review each submitted budget with sufficient clarity and detail, which was achieved by the responses to the Google Form questions. The slide deck submitted was an effective and easily consumable summary for the information provided.

Student leaders were given twelve days to submit their initial stage documents, and the Vice-President, Finance provided assistance wherever necessary. Once the twelve-day window elapsed, student leaders submitted the first copy of their budget to the Chairperson of the CUS Budget Development Committee, the Vice-President, Finance, who then passed the submissions onto the CUS Budget Development Committee for review. The Budget Development Committee is comprised of the Board of Directors and Executive Council members, along with two members-at-large, the Vice-President, Finance, and the Associate Vice-President, Finance. The purpose of the committee is to ensure that service and portfolio forecasting is in line with the broader, strategic mandates of the CUS.
Following initial review, all services and portfolios with a target deficit greater than $5000 were invited to a presentation to a panel of Budget Development Committee members, which took place three days after the submission of the initial stage documents. The reason behind setting this threshold was to give larger services the opportunity to better explain their visions and corresponding budget, addressing any complex line items and informing the committee of any substantial changes that will be taking place. This allowed us to more efficiently review the budgets and save time. The committee found that smaller services did not require a presentation, given the overall simplicity of their budget and the information that could be derived from the submitted initial stage budgeting documents, however they were still given an opportunity to present.

After the one week presentation window, the Budget Development Committee gathered to closely review the content covered during presentations, issuing feedback, areas of further consideration to the presenting service and approval, in a few cases.

BUDGETING ROUND 2: ADJUSTMENT STAGE

After reviewing the budgets for clarity, value, and amount allocated, the CUS Budget Development Committee returns them to the respective individuals. They are expected to implement the changes requested, while providing responses to any questions raised by the CUS Budget Development Committee during the post-presentation review period. Should the service disagree with the recommendations made by the committee, they are granted an option to appeal. Student leaders who have implemented all changes recommended by the CUS Budget Development Committee will have their updated budgets returned to them and approved. Cells will be locked, and the target deficit will be finalized as either the initially-assigned amount or their budget subtotal, dependent on need and value-added from the higher amount.
BUDGETING ROUND 3: APPEAL STAGE

The appeal stage is available for student leaders who disagree with the recommendations made by the CUS Budget Development Committee. Those interested in appealing are required to send the CUS Budget Development Committee Chairperson the Intent to Appeal a few days after the return of their budget. The intent should include reasoning for the objection. Services granted an appeal are given the opportunity to present again to the Budget Development Committee, where they may clarify any misunderstandings and justify their stances. Feedback will be issued on the basis of the appeal and presentation, after review and approval or rejection by the committee.

BUDGETING ROUND 4: FINALIZATION AND APPROVAL STAGE

Once results from the appeal have been issued and any final recommendations are implemented into the budget to the standards specified by the Budget Development Committee, the budget will be deemed final. Cells will be locked and the final approved amounts will be amalgamated into a CUS wide budget that reflects all amounts allotted to all line items under each category within the CUS for approval from the Board of Directors. Once the Board of Directors have approved the budget and its components in its entirety, the budget for the upcoming academic year is officially released to the student body. The budgeting process adjourned on June 24th, 2019 upon approval by the Board of Directors.
# UBC Commerce Undergraduate Society Budget

**Board of Directors Approval Meeting: June 24th, 2019**

<table>
<thead>
<tr>
<th>Line</th>
<th>2018-2019 Actual Revenue</th>
<th>Expense</th>
<th>Net</th>
<th>% student fees</th>
<th>2019-2020 Projected Revenue</th>
<th>Expense</th>
<th>Net</th>
<th>% student fees</th>
<th>Year Comparison</th>
<th>Budget Committee Approval</th>
<th>Board Approval</th>
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## UBC Commerce Undergraduate Society Budget

**Board of Directors Approval Meeting: June 24th, 2019**

### Executive Mentorship Program
- **2018-2019 Actual Revenue**: $6,553
- **2019-2020 Projected Revenue**: $13,227
- **% student fees**: 0.66%

### External Conferences
- **2018-2019 Actual Revenue**: $18,746
- **2019-2020 Projected Revenue**: $40,958
- **% student fees**: 1.88%

### First Year Committee
- **2018-2019 Actual Revenue**: $600
- **2019-2020 Projected Revenue**: $3,500
- **% student fees**: 0.17%

### Grad Dinner
- **2018-2019 Actual Revenue**: $15,000
- **2019-2020 Projected Revenue**: $26,716
- **% student fees**: 4.06%

### Health and Wellness
- **2018-2019 Actual Revenue**: $1,755
- **2019-2020 Projected Revenue**: $10,000
- **% student fees**: 1.43%

### Health and Wellness Convention
- **2018-2019 Actual Revenue**: $1,060
- **2019-2020 Projected Revenue**: $1,167
- **% student fees**: 0.12%

### Imprint
- **2018-2019 Actual Revenue**: $60,038
- **2019-2020 Projected Revenue**: $51,078
- **% student fees**: 0.06%

### JDC West Competition Team
- **2018-2019 Actual Revenue**: $33,330
- **2019-2020 Projected Revenue**: $69,234
- **% student fees**: 3.24%

### JDC West Development Team
- **2018-2019 Actual Revenue**: $2,857
- **2019-2020 Projected Revenue**: $3,491
- **% student fees**: 0.39%

### Me Inc.
- **2018-2019 Actual Revenue**: $900
- **2019-2020 Projected Revenue**: $27,889
- **% student fees**: 2.34%

### National Strategy Consulting Conference
- **2018-2019 Actual Revenue**: $20,492
- **2019-2020 Projected Revenue**: $44,693
- **% student fees**: 4.55%

### POITS
- **2018-2019 Actual Revenue**: $12,519
- **2019-2020 Projected Revenue**: $40,005
- **% student fees**: 3.55%

### Sauder International Student Association
- **2018-2019 Actual Revenue**: $1,541
- **2019-2020 Projected Revenue**: $5,086
- **% student fees**: 0.13%

### Sauder Sports
- **2018-2019 Actual Revenue**: $1,645
- **2019-2020 Projected Revenue**: $16,430
- **% student fees**: 0.90%

### CUS Sustainability
- **2018-2019 Actual Revenue**: $1,073
- **2019-2020 Projected Revenue**: $3,200
- **% student fees**: 0.11%

### Prospects
- **2018-2019 Actual Revenue**: $13,713
- **2019-2020 Projected Revenue**: $26,316
- **% student fees**: 1.37%

### Yearbook
- **2018-2019 Actual Revenue**: $27,896
- **2019-2020 Projected Revenue**: $13,713
- **% student fees**: 2.79%

### Total
- **2018-2019 Actual Revenue**: $498,079
- **2019-2020 Projected Revenue**: $494,033
- **% student fees**: 48.57%

### Club Subsidies
- **Club Grant**: $7,200
- **Membership Subsidies**: $5,975
- **Total**: $11,175

### Contributions to Sauder Programs
- **Brand Management Mentorship Program**: $20,600
- **Business Career Center**: $197,129
- **International Case Competitions**: $22,500
- **Spark Funding**: $22,500
- **Total**: $262,729

### Special Projects Funding
- **Conference Affiliation**: $55,285
- **Total**: $0

### Miscellaneous Revenue
- **2018-2019 Actual Revenue**: $47,631
- **2019-2020 Projected Revenue**: $45,000
- **% student fees**: 0.00%

### Miscellaneous Expense
- **2018-2019 Actual Revenue**: $222,539
- **2019-2020 Projected Revenue**: $100,000
- **% student fees**: 22.28%

### Total
- **2018-2019 Actual Revenue**: $47,631
- **2019-2020 Projected Revenue**: $174,907
- **% student fees**: 22.28%

### Total Revenue
- **2018-2019 Actual Revenue**: $1,152,271
- **2019-2020 Projected Revenue**: $1,069,314
- **% student fees**: 105.42%

### Assumptions
- **Projected Fee**: $262
BUDGET CATEGORY I: FUNDING

This budget category captures the CUS’ main streams of funding as external sponsorship and the collection of student fees. This section also includes Early Grad and Co-op Refunds, as this line item does not belong in any other categories of the budget and it can be interpreted as returning a partial amount of student fees to co-op students, given that they are not holding student status.

1) Early Grad and Co-op Refunds: Students are offered $100 per co-op term that they are on during the academic year. This initiative was created for the purpose of returning a partial amount of student fees to the students, as they do not have full-time student status and therefore, do not have access to CUS services. After conversations with stakeholders of the UGO and BCC, a more streamlined system for co-op refund collection will be implemented. Rather than continuing with students approaching the Sauder Co-op Office for a confirmation letter of enrolment, the names and necessary credentials of enrolled co-op students will be sent to the AMS as one file. This enables all enrolled students to receive a co-op refund without having to submit paperwork, while allowing the CUS Finance Portfolio to explore new project ideas with the significantly reduced amount of paperwork.

2) Sponsorship: Sponsorship amounts can be both monetary and in-kind. This line item reflects the amount of forecasted sponsorship for the CUS in its entirety, excluding that of services. Service sponsorships are reflected in their individual revenue forecasts. The CUS has an agreement to receive $7,000 of funding from CPABC and $2,000 from Artona Inc. The projected target of $9,500 is the same as last year, as there are no notices of new sponsors for the time being.

3) Student Fees: The majority of funding comes from student fees. Every full-time BCom student is required to pay a student fee as a part of their September tuition. Student fees are subject to inflation each year, explaining the consistent increase. This year, over one million dollars are expected to be raised from student fees, as one hundred more students were admitted to the class of 2023 than historical acceptance rates. The student fee charged for the 2019/2020 upcoming academic year is $269.68, versus the $261.82 last academic year as the inflation rate is pegged to 3%. This fee gives Sauder students access to CUS facilities and events that take place throughout the year.
BUDGET CATEGORY II: ADMINISTRATIVE

The Administrative category of the budget covers the student-facing and managerial line items of the budget.

1) Coffee: The free coffee offered in the CUS lounge are ordered from ThirstFirst refreshments, a coffee wholesaler that also supplies the coffee machines and the maintenance services necessary. The CUS’ contract with Thirst-First Refreshments states that order volume is based on the frequency of usage, meaning more coffee during the academic year and less over the four-month summer period. $22,000 is budgeted towards this line item for the upcoming academic year, given that this is a valued service.

2) Lockers: Lockers are available for student rental for $20 per term. The amount allocated for this service remains the same as that of last year, $6,000, as the rate and number of rentals are not expected to vary.

3) Office Supplies: Office Supplies are ordered for the CUS Executive Office. This year, the $522 is comprised of a new stapler, board markers, and paper for the printer. Approximately $300 was spent on a bulk order of paper, since paper usage is high due to reimbursement printing and the CUS plans to retain the amount ordered to sustain the operations of subsequent years. All office supplies are dedicated towards CUS-purposes. Any usage for CUS-unrelated work is strictly prohibited, with all access monitored.

Website Hosting: The $1,740 is allocated towards website domain renewal and server maintenance. The server fee remains $83 per month and the domain renewal at $32 per year.
BUDGET CATEGORY III: BOARD, EXECUTIVE, AND SERVICE COUNCIL

The Board, Executive Council, and Service Councils are the forefront of the CUS’ operations. Expenditures reflected in this category feature the operations of all three groups and efforts to foster strong team dynamics and promote mental wellbeing.

1) Board of Directors: The Board of Directors are the highest level decision-making body of the CUS. Their primary operations include passing CUS-wide decisions and developing strong relationships with the Sauder student body as representatives. $500 is budgeted towards office hour expenses and interactive initiatives for the Board of Directors to better reach students.

2) Board of Directors Retreat: As representatives of Sauder and ambassadors of the CUS, members of the Board of Directors are responsible for proactively reaching out to their student body to foster interconnectivity and involvement. The purpose of the Board of Directors retreat is for each student leader to build strong bonds with one another and develop their leadership ability. The retreat provides bonding and teamwork activities to cultivate a culture of trust and learn about their respective role within the CUS. The $1,000 allocation covers operations and venue for the retreat, and is the same amount as last year, given that teams were able to stay within the allotted range.

3) Presidential: This is a commonly misunderstood line item. The Presidential budget is NOT a portion of money set aside for the president to use on themselves for personal purposes. $313.60 will be put towards team building for the Presidential portfolio which consist of the Admin Director, IT Director and HR Partners. The Executive Council oversees respective services and operations, which is a significant time commitment. Due to the large amount of burnout seen within Executive Council members, it’s important to support and promote wellness within members, the President will be providing a small gift of appreciation halfway through the year to each Vice-President to the effect of alleviating stress and incentivizing diligence.

4) Executive Council: The role of the Executive Council is to manage the core day-to-day operations of the CUS, especially all the student-facing aspects. With the exception of the Finance Portfolio, all members of the Executive Council manage a number of services, serving as the Vice-President of a portfolio. The Executive Council is allotted $1,500 this year, which already accounts for the Executive Council Retreat. The main expenses amongst the Executive Council would be a team retreat and any general team expenses as they arise.
5) Executive Council Retreat: $558 has already been spent on a retreat this academic year. The focus of this retreat is team bonding, the spearheading of CUS strategy for the upcoming academic year, and shaping the CUS experience for student leaders under each Vice-President’s portfolio. The remainder of the allotted amount has seen limited use, other than for the purpose of a social. It will be retained for maintaining high levels of motivation to ensure strong finishes in all phases of operations.

6) Sauder Unlimited: Sauder Unlimited is a one-day student-led conference aimed towards leadership development through a series of workshops that are catered towards the gaps in knowledge among student leaders. This gives students the opportunity to learn skills both within and beyond the scope of their role and connect with their fellow student leaders at no cost. This academic year, the CUS and the UGO have agreed to split the cost of Sauder Unlimited equally, with both parties paying $3,000. We foresee this agreement extending to subsequent years.

7) Service Council Apparel: Service Council Apparel are used to strengthen the internal CUS culture and serve as a branding tool in enabling students to easily recognize their CUS student leaders when reaching out. Each service is given a limit of $20 per person for their team apparel. $3,500 is allotted to this line item to account for growing services and increasing product costs, as more student leaders will be accounted for. At the end of the fiscal year, all members of the CUS are given a hoodie as a form of appreciation for their hard work and dedication to the organization.

8) Service Council Retreat: Every March, all incoming and outgoing CUS student leaders are invited to attend the annual CUS retreat. This has traditionally been held for two days at Camp Kawkawa, as it has been the most cost-efficient option given the number of student leaders attending. $10,500 was spent this year on the retreat, as well as last year. This year’s amount appears higher than that of last year, since many of last year’s costs were categorized as Miscellaneous Expenses rather than being regarded as Service Council Retreat expenses. The amount budgeted from year to year is dependent on the number of members in the CUS and will change to reflect needs.
BUDGET CATEGORY IV: CUS INTERNAL OPERATIONS

Each Vice-President and a number of directors are provided funds to carry out the administrative and operational aspects of their functional area. The funds allocated are dedicated towards the payment of system and software, purchase of supplies, and to cover the costs associated with the activities that each functional area undertakes. All efforts are dedicated towards fulfilling the core values of the CUS in serving the student body. Should students or stakeholders have questions about any of the internal operations, they are encouraged to contact the respective Vice-Presidents of the Executive Council for more information.

1) External Affairs: The External Portfolio is tasked with sponsorship outreach and corporate relations, ensuring that the CUS maintains a reputable brand image outside of UBC and develop partnerships with companies and secure avenues of funding. For the upcoming academic year, the goal of the VP External is to continue growing interfaculty relations, furthering the CUS’ brand image and outreach. A portion of the $6,800 allotted amount will be allocated to Corporate Relations, specifically their recognition and networking events to gain a wider professional outreach to secure more avenues of funding.

2) Finance: The Finance Portfolio is comprised of the Audit and Finance Commission. The Audit Commission serves as a support function tasked with the verification of truthfulness and accuracy of financial records, as they prepare reports of audit findings to the Board of Directors. The Finance Commission presides over the management of the reimbursement process as well as other administrative tasks of the portfolio. Given the nature of the role and the financial procedures of the CUS, the Finance Portfolio handles very repetitive and high volume tasks at times. Therefore, the $525 is primarily budgeted towards a mid-year motivation gift for members of the portfolio, an Analyst of the Year gift, and a team social. The Analyst of the Year gift is a new initiative this year, with the goal of lowering the history of high turnover rates within the Finance Portfolio. The goal is to praise diligence and the production of quality work, motivating analysts to keep up a good effort until year end.

3) Internal Affairs: The $1,158 for Internal Affairs is to strengthen the relationship between the CUS and affiliated clubs. The Clubs Roundtable and Club Kickoff events will take place as usual, alongside the provision of care packages for the presidents of Affiliated Clubs. The budgeted amount for the activities account for food and activities that will be provided. Furthermore, the Internal Portfolio is responsible for maintenance of the lounge and facilities within, such as the sink and the cabinets.
BUDGET CATEGORY IV: CUS INTERNAL OPERATIONS

4) HR Commission: The HR Commission’s expenses have primarily been for commission socials and the HR Recognition Program. Spending will be similar to that of previous years, with some budget allocated towards team socials, the HR Commission Program, an HR Commission Day this year.

5) Information Technology: The bulk of the Information Technology Commission’s operations revolve around website domain renewals and website maintenance fees. The commission will also be covering the payment for Slack Premium. Slack Premium was added into the category as a line item to signify the amount spent on obtaining the full version of Slack, but it is an expense under Information Technology. The CUS believes in the importance of communication and with the numerous student leaders in the CUS, having Slack Premium enables us to share files and keep a record of information exchanged in past conversations for accountability and future reference.

6) Marketing: The Marketing Portfolio serves as the main communication channel between the CUS and its services and the student body. It also holds the crucial responsibility as being representative of CUS’ brand image among the Sauder student body as well as the greater UBC community. General expenses incurred generally consist of Snapchat event geofilters, CUS event stickers, booths’ merchandise, as well as food and drinks for CUS-general events. This year, the Marketing Portfolio will be working on a series of video projects in collaboration with the Student Engagement Portfolio and CUS Visual Media, and will be taking part in running the CUS Annual General Meeting, CUS Welcomes You Back, and CUS Winter Wonderland.

7) Visual Media: CUS Visual Media has traditionally held the role of taking photos during events as well as providing monthly headshots for students. This year, CUS Visual Media will be holding two ‘Photography 101’ events, a crash course designed to introduce students to photography. Their $2,334 target deficit will cover refreshments for Photography 101, camera lenses, as well as gift cards for a community photography contest.

8) Student Engagement: The Student Engagement portfolio, in addition to many other duties, is chiefly responsible for the personal wellbeing of the student body. Some of the duties include hosting the CUS Annual General Meeting in partnership with the Marketing Portfolio, conducting the CUS Community Pulse Survey, as well as launching the Coffee Chats program for the student body to better interact with CUS student leaders. This year, the portfolio will be continuing with two sessions of Project Paws and two sessions of BUCS Night, one per term. This is to prioritize mental health and improve the connectivity between students in the BUCS program. Remainders of their $4,762 allotted budget will be allocated towards giveaway prizes and efforts of increasing student turnout.
BUDGET CATEGORY IV: CUS INTERNAL OPERATIONS

9) Academic: The Academic Portfolio serves as the liaison between leaders of the CUS and the faculty members regarding academic matters, such as a past discussion item of implementing a fall reading break. This year, the Academic Portfolio will be exploring new initiatives with different stakeholders, which a portion of their allotted $6,432 will go towards. More information about the initiatives will be disclosed in the second and third quarterly reports.

10) Supplies for Services: In order to be more cost-efficient and coordinated with the purchase of supplies, members of the CUS Executive Team last year decided to create the Supplies for Services line item in order to help respective services with bulk ordering common expenses, such as compostable cutlery and eating utensils, lanyards, and name cards holders, for allocation to services. Prior to the establishment of this line item, services would often purchase the same items at very different price points, leading to cost inefficiency and numerous recommendations made for lower-priced alternatives. Another expenditure that the CUS is considering would be the purchase of a portable printer for service use. Given the current paper-based reimbursement system and the numerous items that services need to print for their events, having a printer at their disposal will grant cost-efficiency.

11) Capital Projects Fund: The Capital Projects Fund is a portion of money set aside for the purchase of equipment that lasts more than one year, and other long-term investments. This year, the $2,800 allotted to the fund will be used towards a new high-definition video camera for CUS Visual Media. A series of video episodes and over the summer ‘documentaries’ of CUS student leaders will require a lot of high quality footage. The current cameras are incapable of auto-focus, which results in blurriness and significant time spent editing the footage. At the moment, there are no other expenses under the Capital Projects Fund.

12) Cleaning and Lounge Expenses: $2,000 is set aside to account for lounge cleanings and any unexpected needs for maintenance. Given that the CUS lounge is a student space that is operated by the CUS for students to enjoy, it is a priority to keep the area clean. However, lounge cleaning was not regarded as a priority in previous years and this is an area that needs to change this year. The CUS is accounting for biweekly cleanings throughout the year to ensure a more positive student experience, pending discussion with janitors. Any residual amount will be used to account for appliances maintenance in the lounge.
BUDGET CATEGORY V: CUS SERVICES

The mission of CUS Services is to provide a variety of events and initiatives to serve the Sauder student body. The CUS Services are all student-led, and serve as the backbone in upholding the three pillars of the CUS while promoting diversity. The CUS hosts 23 services that account for approximately 40% of the overall budget. Stakeholders who require further information on each service's offerings are encouraged to contact the respective service chairs.

1) Awards Night: At the end of the school year, the CUS Awards Committee holds a year-end gala to celebrate student leaders for their accomplishments throughout the year and recognize outstanding individual contributions. The majority of their costs come from catering, decorations, and audiovisual equipment. This year, they were allotted $31,345 to account for changes in logistical costs, to reflect any policy changes with partners, such as discontinued free shipping or free equipment rentals.

2) Business Week: Business Week (BizWeek) is the signature back-to-school event, where all CUS-affiliated clubs and services booth in front of the Henry Angus building for student exposure. The goal of BizWeek is to welcome all students back to a new school year and bring them together in a fun, spirited way. Every year, Business Week partners with a variety of CUS-affiliated clubs and services to execute interactive community events, with some partnerships being with POITS, Young Women in Business (YWib), and HeWe, to name a few. Despite the changes in event execution and planning, the fundamental nature of Business Week stays relatively similar throughout the year, hence the low expected variance.

3) Campus Ambassador Program: The focus of the Campus Ambassador program is to facilitate outreach by presenting about the UBC Sauder School of Business to different high schools across the lower mainland. The bulk of the costs will be regarding meals, marketing, and presentation supplies. This year, the Campus Ambassador Program plans to expand their presence to Victoria, which explains the increased budget to account for ferry transportation.

4) Case Competition Club: Rebranded. Now the JDC West Grassroots Program, this is a case competition bootcamp geared towards first and second year students. This is currently being led by the Associate Vice-President, Academic Affairs, and is in the process of being further redeveloped. This year, they are allotted $3,000, to match the amount that they spent last year.
5) BizzBuzz: Now rebranded as The Venture, The Venture is a student newsletter and publication featuring student life and stories around Sauder. Their costs have been generally low last year, as it only accounted for newsletter printing fees and occasional boothing materials. This year, their allotment of $1,077 will go towards the production of more publications and the introduction of more series, such as ones featuring commuters and notable alumni, keeping Sauder in Love. Boothing during Business Week will also be taken into account.

6) Chasing Sustainability: On hiatus. Chasing Sustainability is a sustainability-focused conference featuring guest speakers and a series of workshops, having taken place at the Fairmont Pacific Rim Hotel in its inaugural year. This year, Chasing Sustainability conference will be put on hiatus, due to the lack of applicants and thus, the inability to hire a team. However, $11000 has been set aside during the budgeting phase, to account for any sudden changes since plans of proceeding with this was still undecided.

7) Class Liaison: Discontinued. The Class Liaison program has been a classroom tradition for many years, and was a means for the CUS in helping instructors collect feedback on their teaching. The primary costs have been office supplies, food for class liaison orientations, and gift cards. However, it became apparent that this program generated little value. Professors were able to derive an equal quality of student feedback through faculty-issued questionnaires, rendering the Class Liaison Program unnecessary.

8) Commerce Community Program: The Commerce Community Program provides opportunities for students to go ‘beyond business’ in creating shared value with the wider community through two main channels: fundraising and volunteerism. Past events were ’5 Days of the Homeless’, a fundraiser in partnership with Covenant House, and creating care packages alongside YWiB for the Downtown Eastside Women’s Centre. This year, the Commerce Community Program seeks to grow. $3,843 has been allotted to five events, including a year-end gala. The costs will be allocated towards food, speaker gifts, and supplies for volunteering events.

9) Commerce Day: Similar to Business Week, Commerce Day is a one-day event focused on welcoming students back to school from their winter break, taking place in Term 2. The purpose of Commerce Day is to offer a spirit day for Sauder, engaging the community through small events and boothing. The allotted budget of $4,111 will cover food, equipment for small events, and rental space for the Sauder IMPACT Gala, taking place in Ponderosa studios.
**BUDGET CATEGORY V: CUS SERVICES**

10) Commerce Mentorship Program: The primary purpose of the Commerce Mentorship Program is to help students excel in academia by helping them to better grasp the course content. Traditionally, this has been achieved through tutor-led review sessions and the supplementation of a corresponding review package designed by the course tutor. However, some student attendees have expressed that there is a shortage of review material available, or the review sessions and review packages do not offer enough adequate preparation for exams. This year, the Commerce Mentorship Program has been allotted a significantly higher budget address that gap. The goal is to provide students with high-quality review material and exam help in an affordable manner, since not all students are able to access external crash courses, while offering more community events to strengthen the academic community at Sauder. Major changes this year include a Community Meet and Greet, CMP Group Study Sessions, Academic Consultants Orientation Workshop and Lunch. This encourages interactive learning through the formation of study groups with tutors available to help. Also, development of the hired team of academic consultants enable review sessions to continuously improve, as the tutors are able to hone their teaching skills and classroom presence.

11) Elections: The CUS Elections Committee runs the CUS First-Year Representative in September and CUS General Elections in January. This year, the Elections Committee will be granted $2,581 to account for the general expenses, such as food during forums, boothing materials, candidate poster printing costs, and food to encourage voter turnout. These are expenses that stay relatively similar each year. This year, the main reasoning for the increased amount is to account for increased presence by boothing, as well as by-elections that are anticipated to take place this academic year.

12) Executive Mentorship Program - The focus of the Executive Mentorship Program is to help develop students professionally as they are paired up with a mentor, a working professional in the Greater Vancouver Area. This year, their $13,227 will be allocated towards a Mentor and Mentee Breakfast, an Industry Panel, Wine and Cheese event, and a final year-end mentor and mentee event. These costs make up 90% of the budget, and any leftover amounts will be put towards replacing equipment and boothing.

13) External Conferences: The purpose of External Conferences is to subsidize a portion of the costs of conferences that students attend, as the total cost of accommodation, flights, transportation, and delegate fees can be significant. Traditionally, External Conferences has only taken into account these four factors, since they are standard expenses for all conferences.
BUDGET CATEGORY V: CUS SERVICES

14) First Year Committee: The target deficit for the First Year Committee was determined during late June, shortly after the budget development phase. However, the exact breakdown of the budget will not be determined until September to early October, when the Chairperson is hired. As the team is fully comprised of first year students, it is likely that there will be a lack of experience regarding budgeting. The Vice-President, Finance of the CUS will work with the Chairperson to determine exact line items and provide areas of consideration during their budget construction phase. A detailed breakdown of the budget will be released upon finalization, and will be reflected in the second or third quarterly report.

15) Grad Dinner: Commonly known as Grad Night, this is an event for the graduating class to celebrate their milestones and savour memories from their undergraduate experience. This has traditionally been a banquet at the Pan Pacific before switching to the Westin Bayshore. Most costs will go toward securing the venue, catered meal, live performance, and a limousine ride. Any leftover spending will be put towards booting for ticket sales, decorations, and ancillary event costs. This year, less has been allocated towards Grad Dinner, as there is confidence that the team will be able to secure sponsorships.

16) Health and Wellness: The core of HeWe’s operations revolve around raising mental health awareness for the Sauder student community. The bulk or HeWe’s costs revolve around HeWe eats, which are held six times during the year, and the catering has been from Truffles Fine Foods. Supplier costs have been relatively stable throughout the years; however, HeWe will be seeing a price increase with Truffles Fine Food. The increase in budget from last year accounts for HeWe’s efforts to meet student demand for HeWe eats and offers flexibility should they choose to pursue a new caterer. The remainder of the budgeted amount will go towards events throughout the school year.

17) Health and Wellness Convention: The Health and Wellness Convention is a one-day conference that seeks to bring students together over the topic of mental wellness through a series of events that are led by instructors. This was an idea that was proposed by past HeWe executives and the goal was for it to serve as an extension of HeWe’s current offerings, at a larger scale. The bulk of costs would be for catering and the equipment needed to run each workshop.
18) **Imprint**: Imprint is a marketing-focused conference that takes place at the Hyatt Regency. As a major conference, Imprint’s primary costs are the hotel venue, catering, travel and accommodation for speakers, as well as audiovisual equipment. Outside of the conference, the remainder of the costs will be put towards additional events. Imprint seeks to better introduce students to corporate marketing through deep dives, provide a wider variety of case competition workshops to give students an opportunity to develop in their case skills, as well as to hold office tours to give students a better understanding of career environments.

19) **JDC West Competition Team**: The JDC West Competition Team is one of the largest services in the CUS, hence their larger budget allocation. As noted in the previous section of this quarterly report, the largest expense that the JDC West Competition Team has to account for is logistics. As they will be flying out to Regina, Saskatchewan for their competition, they will have to account for pre-competition retreats, team flights, alongside meals, team gear, and decorations.

20) **JDC West Development Team**: Also known as the JDC West Summer Development Program, the goal of the JDC West Development Team is to train and prepare students interested in being a part of the JDC West Competition Team for the case rehearsals that are set to take place during the school year. This lasts from April to August, and students will be put into groups to practice analyzing and presenting cases. Costs mainly consists of case printing, catering for weekend sessions, socials, and acquiring case supplements.

21) **Me Inc**: Continuing the return from last year, Me Inc is a conference that is set to take place at the Fairmont Waterfront Hotel again this year, and will be focused on personal branding and the pursuit of a suitable career option. The primary costs for the conference will be on guest speakers, a catered meal and snacks, as well as speaker gifts and decorations for the conference. Any leftover amounts will be spent on marketing materials and additional workshop materials as needed.

22) **National Strategy Consulting Conference**: The National Strategy Consulting Conference features two components: a case competition and a conference. The goal of the conference is to expose students to careers in consulting while providing them with the opportunity to network with speakers and delegates in consulting. The structure of the conference is expected to stay relatively similar to that of last year’s, with more confidence in securing sponsorships this year, explaining the lowered budget.
BUDGET CATEGORY V: CUS SERVICES

23) POITS: POITS is Sauder’s beer garden and an opportunity for students to relax outside of the classroom. The biggest expense has been the Ski Trip package for students and POITS executives. The remainder of their allotted budget will be used towards the purchase of beer, coolers, ice, cups, and themed decorations.

24) Sauder International Student Association: Also known as SISA, their events revolve around the exploration of different cultures and seek to give international students a home away from home, while exposing them to local culture through their Thanksgiving Dinner and Cultural Night. Such events will be the bulk of their expenditure, with primary expenditures being around food, decorations, utensils, and compensation for performers.

25) Sauder Sports: Sauder Sports’ focus is to engage the Sauder community into exercise and outdoor activities for bonding. They will be seeing an increase in their budget this year, as they look towards implementing a Sports Conference to bridge the gap between business and the sports industry. Otherwise, their projected spending is similar to that of the previous year as they continue to offer hikes, yoga, sports tournaments, and pilates, to name a few.

26) CUS Sustainability: Similar to the situation that corresponding conference, Chasing Sustainability, is in, no team is currently in place. The current plan is to enter into hiring in September. Students interested in the role are encouraged to reach out to the Vice-President, Internal Affairs, of the CUS to further discuss this opportunity.

27) Yearbook and Prospectus: At the beginning of the school year, the CUS will be distributing Prospectus agendas for students during Business Week. At the end of the school year, students of the graduating class will be gifted a yearbook. The expenses for each item are separated on the budget for further clarity. Given that there will be an increase in the number of admitted students this upcoming year, more agendas will be ordered. However, less yearbooks will be ordered, since there was a surplus of them ordered the past fiscal year.
BUDGET CATEGORY VI: CLUBS SUBSIDIES

While the majority of the CUS’ resources are directed towards its services, it is acknowledged that the CUS is unable to fund all business specific programs and cater to all student groups at Sauder. By affiliating AMS clubs, the CUS is able to maintain a strong relationship with those that have a strong business focus, such as UBCMA, UBCAC, and Biztech, to name a few. CUS-affiliated clubs are given benefits compared to those who are not, including access to a locker, marketing support and financial support, which will be discussed in further detail. To become affiliated, clubs will apply through the Clubs Review Committee, led by the Vice-President, Internal Affairs of the CUS. Any inquiries on that matter should be directed towards the Vice-President, Internal Affairs of the CUS.

1) Club Membership Grant: This is a fixed fund of $600 that is granted to the affiliated club annually. There is no restriction on how this fund is applied, but any risk of misuse will be screened out during the clubs affiliation process.

2) Club Membership Subsidies: This is a variable fund that is issued based on the number of members a club has. The rate of subsidy is $3 per member, and has been so for the past two years.
BUDGET CATEGORY VII: CONTRIBUTIONS TO SAUDER PROGRAMS

Just as the CUS is an extension of the UBC Sauder School of Business, it ensures that Sauder-offered programs are being funded in order to provide students with the optimal avenues of personal, professional, and academic growth. Some members of the Sauder Programs also partner with the CUS on various events and activities, and funding is one means of expressed gratitude.

1) Brand Management Mentorship Program: The Brand Management Mentorship Program (BMMP) is for students interested in a career in Marketing to be able to get support from marketing professionals, as well as to have access to catered resources to develop their skills and increase their chances of being recruited into major marketing companies— with Consumer Packaged Goods companies being one of them. The CUS has an agreement with BMMP to provide program reimbursements to students who are successful in attaining an opportunity through the program. The amount for this year is $12,000.

2) Business Career Centre: The Business Career Centre (BCC) seeks to help students with their interview skills and career development through the provision of interview preparation, resume tips, co-op advising, and career guidance. All services are provided by BCC career coaches. The CUS provides partial funding for resources such as VMOCK, SauderGO, and InterviewStream. This year, the CUS will be sponsoring the BCC for $200,056. The reason for an increase this year is due to the BCC’s efforts in reaching a wider variety of students and offering more robust resources to further drive employment. Some new initiatives are Mobility2020 and efforts to increase awareness for SEAT.

3) International Case Competitions: Managed by Professor Kin Lo, the Senior Associate Dean, International Case Competitions seek to elevate a student’s case analysis and presentation skills in an international setting, where a group of students represent Sauder and compete with Ivey, Harvard, and other renowned business schools. The CUS has an agreement to fund $33,000. The other $10,000 will go towards funding Sauder Summit.

4) Spark Funding: The Spark is UBC Sauder’s orientation program where senior students introduce first year students to the faculty and lead them in interactive activities to foster interconnectivity. The CUS continues to contribute $25,000 to help run the program each year.
The CUS encourages innovation in student initiatives. Similar to Clubs Affiliation, the CUS recognizes that there are external conferences that have tremendous value to bring to the Sauder student body. The CUS provides financial support for conferences, with the allocation of each fund depending on the availability of financial resources, as more urgent and mandatory allocations must be met first.

1) Conference Affiliation Committee: The goal of the Conference Affiliation Committee is to provide financial support for student-led conferences that demonstrate value and uniqueness to the Sauder student community. The Conference Affiliation Committee is currently allotted $28000, based on past need, but may increase or decrease based on the number of applicants this year and their need.

2) Special Projects Funding: On hiatus. Upon consultation with the Undergraduate Office, this fund was deemed redundant when the UGO Student Experience Grant is already in place and capable of fulfilling the purpose of the Special Projects Fund. Also, the fund was rarely used, if used at all.

1) Year Comparison: The year comparison upward and downward trends compare the net amounts from the two academic years, indicating the increase or decrease in projected expenditure. The overall amount signifies that an overall lower amount is expected to be spent this year.