

# Combined Budget

Canadian Federation of Students and Canadian Federation of Students-Services  
July 1, 2016 to June 30, 2017

FISCAL 2017 REVISED BUDGET	FISCAL 2017 YEAR-TO-DATE April 15, 2017
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## REVENUE

### Membership Dues (CFS 3: CFSS 1)

Membership dues	\$3,650,000.00	\$1,784,711.31
Membership dues recovery	\$200,000.00	\$0.00
<b>Total Net Membership Dues</b>	<b>\$3,850,000.00</b>	<b>\$1,784,711.31</b>

### Interest, Investments and Other (CFS/CFSS)

Interest on deposits	\$20,000.00	\$4,971.59
Royalties (Merit Travel)	\$10,000.00	\$0.00
Other	\$6,000.00	\$5,856.15
<b>Total Interest and Investments</b>	<b>\$36,000.00</b>	<b>\$10,827.74</b>
<b>TOTAL GROSS REVENUE</b>	<b>\$3,886,000.00</b>	<b>\$1,795,539.05</b>

## EXPENSE

### Administration and Office (CFS/CFSS)

Automated payroll service	(\$3,000.00)	(\$4,373.21)
Bank and interest charges	(\$750.00)	(\$1,090.25)
Hiring	(\$3,500.00)	(\$2,454.15)
Insurance	(\$4,500.00)	(\$2,862.00)
Office equipment, materials and supplies	(\$1,750.00)	(\$2,915.80)
Postage and courier	(\$2,800.00)	(\$2,382.68)
Wages	(\$175,000.00)	(\$145,568.72)
Employer Cost and Benefits	(\$23,000.00)	(\$14,274.54)
Other	(\$1,500.00)	\$0.00
<b>Sub-total</b>	<b>(\$215,800.00)</b>	<b>(\$175,921.35)</b>

### Allocations (CFS/CFSS)

Allocation - Constituency Groups	(\$35,000.00)	(\$33,988.22)
Allocation - National Aboriginal Caucus	(\$75,000.00)	(\$18,341.81)
Allocation - National Graduate Caucus	(\$105,000.00)	(\$65,645.05)
Allocation - provinces	(\$650,000.00)	(\$282,582.61)
<b>Total Allocations</b>	<b>(\$865,000.00)</b>	<b>(\$400,557.69)</b>

### Audit (CFS/CFSS)

Audit - CFS	(\$18,000.00)	\$0.00
Audit - CFS Services	(\$22,000.00)	\$0.00
<b>Total Audit</b>	<b>(\$40,000.00)</b>	<b>\$0.00</b>

**Membership Dues:** The bulk of the Federation's revenue comes from membership dues paid by students at member local student associations

**Interest, Investments and Other:** Revenue from interest accruing on Federation savings accounts and Guaranteed Investment Certificates.

**Administration & Office:** Costs associated with day-to-day operations, including hiring, postage, and general office staff wages.

**Allocations:** Funding for constituency groups, caucuses and provincial components in the form of either direct spending or a lump sum.

**Audit:** Cost for MNP LLP to perform annual audits of the financial statements of CFS and CFS-Services.

	FISCAL 2017 REVISED BUDGET	FISCAL 2017 YEAR-TO-DATE April 15, 2017
<b>Bulk Buying Services (CFSS)</b>		
<b>Handbook Printing</b>		
Design and Layout	(\$18,000.00)	(\$16,320.00)
Printing	(\$279,000.00)	(\$289,202.00)
Printing - extra charge due late submissions by loca	(\$10,000.00)	(\$10,000.00)
Shipping	(\$15,000.00)	(\$14,946.26)
Other	(\$2,500.00)	(\$1,852.20)
Wages	(\$16,500.00)	(\$14,698.41)
Employer Cost and Benefits	(\$1,500.00)	(\$1,356.88)
Advertising	\$0.00	\$0.00
Recovery	\$277,000.00	\$289,900.77
<b>Sub-total: Handbook</b>	<b>(\$65,500.00)</b>	<b>(\$58,474.98)</b>
<b>Health and Dental Insurance</b>		
Administration and office - depreciation	(\$1,000.00)	\$0.00
Administration and office - supplies and equipment	(\$1,250.00)	(\$1,350.97)
Administration and office - Payroll fees	(\$900.00)	\$0.00
Administration and office - Professional fees	(\$15,000.00)	\$0.00
Administration and office - Rent	(\$15,000.00)	(\$5,000.00)
Administration and office - telephone/fax/internet	(\$4,000.00)	\$300.00
Consortium membership meetings	(\$5,000.00)	\$0.00
Consortium Services and Development - Materials	(\$20,000.00)	(\$3,690.11)
Consortium Services and Development - Travel	(\$7,500.00)	(\$2,226.92)
Service Delivery - Joint ISIC/Pay Direct Cards	(\$50,000.00)	\$0.00
Service Delivery - Preferred Provider Network	(\$5,000.00)	\$0.00
Service Delivery - Refund processing	(\$2,500.00)	(\$2,897.80)
Service Delivery - Website	(\$5,000.00)	\$0.00
Other	(\$250.00)	\$0.00
National Executive meetings	(\$5,000.00)	\$0.00
National general meetings	(\$5,000.00)	\$0.00
Wages	(\$135,000.00)	(\$48,787.53)
Employer costs and benefits	(\$18,000.00)	(\$6,116.53)
Contingency	(\$5,000.00)	\$0.00
Consortium Membership Fees	\$400,000.00	\$300,919.15
<b>Sub-total: Health and Dental Insurance Service</b>	<b>\$99,600.00</b>	<b>\$231,149.29</b>
<b>Mobile Application Service</b>		
Contracted Services	(\$175,000.00)	
<b>Sub-total: Mobile Application Service</b>	<b>(\$175,000.00)</b>	<b>\$0.00</b>
<b>Orientation Materials</b>		
Depreciation - software	(\$1,500.00)	\$0.00
Materials	(\$525,000.00)	(\$150,132.40)
Storage and Shipping	(\$45,000.00)	(\$53,438.65)
Other	(\$1,500.00)	(\$580.69)
Wages	(\$25,000.00)	(\$13,051.44)
Employer Cost and Benefits	(\$3,000.00)	(\$4,752.24)
Recovery	\$550,000.00	\$311,979.64
<b>Sub-total: Orientation Materials</b>	<b>(\$51,000.00)</b>	<b>\$90,024.22</b>

**Bulk Buying Services:** Reflects both the operating costs of bulk buying services, in addition to wages of staff assigned to these programs.

	FISCAL 2017 REVISED BUDGET	FISCAL 2017 YEAR-TO-DATE April 15, 2017
<b>Website Service</b>		
Contracted Services	(\$50,000.00)	(\$55,382.50)
Recovery	\$40,000.00	\$0.00
Wages	(\$75,000.00)	(\$97,326.61)
Employer Cost and Benefits	(\$8,000.00)	(\$6,674.46)
<b>Sub-total: Website</b>	<b>(\$93,000.00)</b>	<b>(\$159,383.57)</b>
<b>Total Bulk Buying Services</b>	<b>(\$284,900.00)</b>	<b>\$103,314.96</b>
<b>Building (CFS)</b>		
<b>Cleaning and Maintenance</b>		
Cleaning - equipment and supplies	(\$1,200.00)	(\$562.49)
Cleaning - contracted services	(\$18,000.00)	(\$15,004.63)
Garbage and recycling service	(\$6,250.00)	(\$6,336.21)
Elevator maintenance and service	(\$5,000.00)	(\$3,161.54)
Snow removal and related costs	(\$4,500.00)	(\$6,275.00)
Other maintenance and repairs	(\$6,000.00)	(\$3,812.19)
<b>Sub-Total</b>	<b>(\$40,950.00)</b>	<b>(\$35,152.06)</b>
<b>Utilities</b>		
Electricity	(\$15,000.00)	(\$14,124.52)
Gas	(\$4,000.00)	(\$2,077.79)
Water/Sewage	(\$1,300.00)	(\$710.62)
<b>Sub-Total</b>	<b>(\$20,300.00)</b>	<b>(\$16,912.93)</b>
<b>Operations</b>		
Property and casualty insurance	(\$13,500.00)	(\$7,262.20)
Property Tax	(\$60,000.00)	(\$53,137.13)
Security	(\$1,250.00)	(\$732.08)
Other	(\$3,000.00)	(\$185.88)
<b>Sub-total</b>	<b>(\$77,750.00)</b>	<b>(\$61,317.29)</b>
<b>Rent</b>		
Rent, Suite 1A	\$37,200.00	\$26,000.00
Rent, Suite 3A	\$0.00	\$0.00
<b>Sub-total</b>	<b>\$37,200.00</b>	<b>\$26,000.00</b>
<b>Total Net Building Expenses</b>	<b>(\$96,500.00)</b>	<b>(\$87,382.28)</b>
<b>Campaigns and Government Relations (CFS)</b>		
Campaigns Strategy	(\$325,000.00)	(\$319,261.51)
Campaign Donations	(\$2,500.00)	(\$3,450.00)
Coalitions and Memberships	(\$8,000.00)	(\$8,304.26)
International Affairs	(\$7,500.00)	(\$576.00)
Student Rights Defense Fund	(\$25,000.00)	\$0.00
Federal Election Fund	(\$25,000.00)	\$0.00
Media Strategy	(\$30,000.00)	(\$47,886.58)
Wages	(\$190,000.00)	(\$118,407.35)
Employer Costs and Benefits	(\$24,000.00)	(\$8,154.56)
<b>Sub-total</b>	<b>(\$637,000.00)</b>	<b>(\$186,778.75)</b>

**Building:** The Federation owns a building in downtown Ottawa where the national office is located. This section encapsulates all expenses related to maintaining the property in addition to revenue derived from third-party tenants.

**Campaigns & Government Relations:** Includes most expenses related to the Federation's campaigns work, including materials, fieldworkers, lobby work and campaigns staff wages.

	FISCAL 2017 REVISED BUDGET	FISCAL 2017 YEAR-TO-DATE April 16, 2017
<b>Campaigns and Government Relations Research (CFS)</b>		
Accommodation, Per Diem and Travel	(\$1,000.00)	(\$40.00)
Polling	(\$20,000.00)	(\$22,035.00)
Publications	(\$2,000.00)	(\$2,293.33)
Subscriptions	(\$250.00)	\$0.00
Miscellaneous	(\$500.00)	\$0.00
Wages	(\$115,000.00)	(\$80,200.68)
Employer Costs and Benefits	(\$16,000.00)	(\$8,880.58)
<b>Sub-total</b>	<b>(\$154,750.00)</b>	<b>(\$113,449.59)</b>
<b>Communications (CFS/CFSS)</b>		
ISP, E-mail, and Listserves	(\$6,000.00)	(\$3,000.00)
Photocopying	(\$7,500.00)	(\$11,057.02)
Telephone, Facsimile, etc.	(\$22,000.00)	(\$17,179.00)
Other	(\$1,000.00)	\$0.00
Website	(\$7,500.00)	(\$3,500.00)
<b>Sub-total</b>	<b>(\$44,000.00)</b>	<b>(\$34,736.02)</b>
<b>Depreciation (CFS)</b>		
<b>Depreciation</b>		
Depreciation - building	(\$190,000.00)	\$0.00
Depreciation - building furniture	(\$1,000.00)	\$0.00
Depreciation - computers	(\$4,000.00)	\$0.00
Depreciation - photocopiers	(\$25,000.00)	\$0.00
Depreciation - software	(\$12,000.00)	\$0.00
Depreciation - other equipment	(\$500.00)	\$0.00
<b>Sub-Total</b>	<b>(\$232,500.00)</b>	<b>\$0.00</b>
<b>Discount Program (CFSS)</b>		
ISIC - sales	\$85,000.00	\$45,017.98
ISIC - cost of sales	(\$25,000.00)	(\$11,349.00)
ISIC - sales commission	(\$15,000.00)	(\$3,303.00)
ISIC - CUTS administrative charge-back	(\$75,000.00)	(\$16,768.00)
ISIC - CUTS advertising charge-back	(\$10,000.00)	(\$1,990.00)
<b>Net ISIC Sales</b>	<b>(\$40,000.00)</b>	<b>\$11,607.98</b>
ISIC - software depreciation	(\$5,500.00)	\$0.00
ISIC - materials and printing	(\$30,000.00)	(\$26,674.00)
ISIC - printer depreciation	(\$22,000.00)	\$0.00
ISIC - postage and courier	(\$7,000.00)	(\$5,956.70)
ISIC/Studentsaver - discount solicitation	(\$30,000.00)	(\$9,752.07)
ISIC/Studentsaver - guidebook and card printing	(\$25,000.00)	(\$6,373.73)
ISIC/Studentsaver - website	(\$10,000.00)	(\$5,678.00)
Other	(\$1,000.00)	(\$160.99)
Software development and upgrading	\$0.00	\$0.00
Travel	(\$6,000.00)	(\$6,312.44)
Wages and contracts	(\$125,000.00)	(\$73,145.06)
Employer Costs and Benefits	(\$15,000.00)	(\$7,939.29)
<b>Sub-total</b>	<b>(\$276,500.00)</b>	<b>(\$141,992.28)</b>
<b>Total Net Expenses</b>	<b>(\$316,500.00)</b>	<b>(\$130,384.30)</b>

**Campaigns and Government Relations Research:** Main items include costs associated with public opinion polling on post-secondary education issues and wages for a research and policy staff.

**Communications:** Internal office communications expenses including phone and internet.

**Depreciation:** A way of allocating the cost of fixed assets over their useful life, including the Federation's building, computer systems and furniture.

**Discount Program:** Revenue and expenses associated with issuing, promotion and administration of the International Student Identity Card (ISIC) and StudentSaver. This includes wages of staff assigned to this service.

	FISCAL 2017 REVISED BUDGET	FISCAL 2017 YEAR-TO-DATE April 15, 2017
<b>Legal (CFS/CFSS)</b>		
Corp. Filing	(\$5,000.00)	\$0.00
Trademark Reg.	(\$5,000.00)	(\$2,918.34)
General Contracts	(\$50,000.00)	(\$27,608.30)
Litigation	(\$10,000.00)	\$0.00
Other	(\$5,000.00)	(\$2,710.99)
Contingency	(\$45,000.00)	\$0.00
<b>Total</b>	<b>(\$120,000.00)</b>	<b>(\$33,237.63)</b>

**Membership Development and Outreach (CFS 3: CFSS 1)**

Accommodation	(\$2,500.00)	(\$1,656.18)
Per Diem	(\$3,500.00)	\$0.00
Materials	(\$2,000.00)	(\$4,544.52)
Membership Drives and Referenda	(\$80,000.00)	(\$90,771.66)
Membership Card/ISIC	(\$70,000.00)	(\$33,731.25)
Travel	(\$10,000.00)	(\$7,697.46)
Other	(\$2,000.00)	(\$2,228.05)
<b>Total</b>	<b>(\$170,000.00)</b>	<b>(\$140,629.12)</b>

**National Congress (November) (CFS 3: CFSS 1)**

Accommodation and meals - additional delegates	(\$145,000.00)	(\$197,701.30)
Accommodation and meals - executive members	(\$5,000.00)	\$0.00
Accommodation and meals - regular staff	(\$5,000.00)	\$0.00
Childcare - delegates	(\$3,500.00)	(\$2,775.00)
Childcare - executive members	(\$500.00)	(\$675.00)
Childcare - staff	(\$500.00)	(\$60.00)
Disabled access	(\$3,000.00)	\$0.00
Guest speakers - fees, travel, accommodation, etc.	(\$6,000.00)	(\$3,250.00)
Materials and printing	(\$14,500.00)	(\$13,149.76)
Miscellaneous	(\$500.00)	(\$1,264.72)
Rental costs - rooms and related equipment	(\$5,000.00)	\$0.00
Rental costs - vehicles	(\$750.00)	\$0.00
Temporary meeting staff - accommodation and meals	(\$1,000.00)	\$0.00
Temporary meeting staff - travel	(\$500.00)	\$0.00
Temporary meeting staff - salaries	(\$2,500.00)	(\$2,514.25)
Translation & interpretation - simultaneous interpret	(\$25,000.00)	(\$30,736.41)
Translation & interpretation - contract translation	(\$4,000.00)	(\$1,031.52)
Translation & interpretation - other	(\$300.00)	\$0.00
Travel	(\$85,000.00)	(\$67,664.30)
Travel - executive members	(\$3,500.00)	(\$51.02)
Travel - regular staff	(\$3,000.00)	(\$2,712.19)
Small budget subsidies - registration fees	(\$8,500.00)	(\$3,122.61)
Small budget subsidies - travel pool fees	(\$7,500.00)	(\$2,583.29)
<b>Sub-total</b>	<b>(\$330,050.00)</b>	<b>(\$329,291.37)</b>
Registration fees	\$68,000.00	\$77,760.00
Registration fees - first delegates	(\$26,000.00)	(\$24,345.55)
Travel pool fees	\$80,000.00	\$70,065.00
Travel pool fees - first delegates	(\$22,500.00)	(\$21,276.81)
<b>Sub-total</b>	<b>\$99,500.00</b>	<b>\$102,202.64</b>
<b>Total Net Cost</b>	<b>(\$230,550.00)</b>	<b>(\$227,088.73)</b>

**Legal:** Includes a variety of services provided by the Federation's legal counsel, including annual corporate filings, trademark registration, general contracts and litigation.

**Membership Development and Outreach:** Reflects costs with carrying out membership outreach and support: costs for ISIC cards available free to members and expenses associated with referendum campaigns to certify or decertify from the Federation. Referenda costs includes administrative costs for the Chief Returning Officer (CRO), poll clerks and polling stations and campaign expenses in support of Federation membership.

**National Congress:** The Federation holds a national general meeting bringing together students from across the country once every sixth months. These meetings are the highest decision making body for the organization.

FISCAL 2017  
REVISED BUDGET

FISCAL 2017  
YEAR-TO-DATE  
April 15, 2017

**National Congress (Spring) (CFS 3: CFSS 1)**

Accommodation and meals - additional delegates	(\$145,000.00)	\$0.00
Accommodation and meals - executive members	(\$5,000.00)	\$0.00
Accommodation and meals - regular staff	(\$5,000.00)	\$0.00
Childcare - delegates	(\$2,000.00)	\$0.00
Childcare - executive members	(\$500.00)	\$0.00
Childcare - staff	(\$500.00)	\$0.00
Disabled access	(\$3,000.00)	\$0.00
Guest speakers - fees, travel, accommodation, etc.	(\$4,500.00)	\$0.00
Materials and printing	(\$16,000.00)	\$0.00
Miscellaneous	(\$500.00)	\$0.00
Rental costs - rooms and related equipment	(\$7,500.00)	\$0.00
Rental costs - vehicles	(\$750.00)	\$0.00
Temporary meeting staff - accommodation and meea	(\$750.00)	\$0.00
Temporary meeting staff - travel	(\$500.00)	\$0.00
Temporary meeting staff - salaries	(\$2,500.00)	\$0.00
Translation & interpretation - simultaneous interpret	(\$25,000.00)	\$0.00
Translation & interpretation - contract translation	(\$4,000.00)	\$0.00
Translation & interpretation - other	(\$300.00)	\$0.00
Travel - additional delegates	(\$85,000.00)	\$0.00
Travel - executive members	(\$3,000.00)	\$0.00
Travel - regular staff	(\$2,500.00)	\$0.00
Small budget subsidies - registration fees	(\$8,500.00)	\$0.00
Small budget subsidies - travel pool fees	(\$7,000.00)	\$0.00
<b>Sub-total</b>	<b>(\$329,300.00)</b>	<b>\$0.00</b>
Registration fees	\$71,000.00	\$0.00
Accommodation and meals - first delegates	(\$27,500.00)	\$0.00
Travel pool fees	\$63,000.00	\$0.00
Travel - first delegates	(\$21,500.00)	\$0.00
<b>Sub-total</b>	<b>\$85,000.00</b>	<b>\$0.00</b>
<b>Total Net Cost</b>	<b>(\$244,300.00)</b>	<b>\$0.00</b>

**National Executive Meetings (CFS/CFSS)**

Accommodation - Executive	(\$10,000.00)	(\$2,118.11)
Accommodation - Staff	(\$5,500.00)	(\$428.03)
Childcare - Executive	(\$1,500.00)	(\$570.00)
Childcare - Staff	(\$1,000.00)	(\$160.00)
Per Diems - Executive Members	(\$4,500.00)	(\$1,652.11)
Per Diems - Staff	(\$3,500.00)	(\$700.00)
Travel - Executive	(\$17,500.00)	(\$7,918.55)
Travel - Staff	(\$6,500.00)	(\$318.90)
Equipment, Materials, and Teleconference	(\$500.00)	(\$400.00)
<b>Sub-total</b>	<b>(\$50,500.00)</b>	<b>(\$14,265.70)</b>

**National Executive Salaries (CFS/CFSS)**

Gross Salary - Chairperson	(\$45,850.00)	(\$35,866.74)
Gross Salary - Deputy Chairperson	(\$45,850.00)	(\$35,866.74)
Gross Salary - Treasurer	(\$45,850.00)	(\$35,866.74)
Overlap/Transition	(\$11,000.00)	\$0.00
Mandatory Employer Costs	(\$8,650.00)	(\$7,595.09)
Moving Expenses	(\$3,000.00)	(\$1,193.28)
Employer Health Benefits	(\$6,000.00)	(\$4,533.13)
<b>Sub-total</b>	<b>(\$166,200.00)</b>	<b>(\$120,921.72)</b>

**National Executive Meetings:** The Federation holds in-person meetings of the National Executive four times per year, in addition to teleconferences on an as needed basis. This covers the cost of travel, accommodations and other expenses for meetings.

**National Executive Salaries:** Salaries for the Chairperson, Deputy Chairperson and Treasurer. The salaries are set according to Standing Resolution 29. The cost for transition and moving expenses is also listed.

	FISCAL 2017 REVISED BUDGET	FISCAL 2017 YEAR-TO-DATE April 15, 2017
<b>Translation</b>		
Wages and contracts	(\$50,000.00)	(\$37,414.13)
Employer Costs and Benefits	(\$4,000.00)	(\$3,656.47)
<b>Total Audit</b>	<b>(\$54,000.00)</b>	<b>(\$41,070.60)</b>
<b>Other Expense and Contingency</b>		
Bad debts	(\$15,000.00)	\$0.00
Miscellaneous	(\$5,000.00)	(\$1,323.75)
Student Work Abroad Program (SWAP) net	(\$50,000.00)	(\$61,941.77)
Contingency	(\$20,000.00)	\$0.00
<b>Sub-total</b>	<b>(\$90,000.00)</b>	<b>(\$63,265.52)</b>
<b>TOTAL EXPENSE</b>	<b>(\$4,012,500.00)</b>	<b>(\$1,446,679.24)</b>
<b>TOTAL INCOME</b>	<b>\$3,886,000.00</b>	<b>\$1,795,539.05</b>
<b>TOTAL EXPENSE</b>	<b>(\$4,012,500.00)</b>	<b>(\$1,446,679.24)</b>
<b>SURPLUS/(DEFICIT)</b>	<b>(\$126,500.00)</b>	<b>\$348,859.81</b>

**Translation:** The Federation has a full-time Translator on staff. This line covers staffing costs.

**Other Expense and Contingency:** Bad debts are accounts receivable written off as uncollectable, Student Work Abroad Program (SWAP) net is the net cost paid to a third party company for administration of the SWAP program. Contingency provides funds for unexpected expenses throughout the year.