



Student Fee Quarterly Report

2018/2019

AGENDA

- 1) Purpose of Quarterly Reports
- 2) Logistics: Timeline of Report Submissions and Example Template
- 3) What to Include in Your Reports
- 4) Discussion on Quarterly Reports
- 5) Review of Reimbursement Process
- 6) Kuol: SASC Presentation
- 7) Questions part 2

As a group that collects student fees, we would like you to submit
QUARTERLY REPORTS

WHY?

- Better **TRANSPARENCY** between student-fee-collecting groups and UBC students
- Creates a culture of **ACCOUNTABILITY** within the AMS and its associated groups, providing students reassurance that their student fees are being used appropriately
- Increase campus **AWARENESS** of your services and events
 - Quarterly reports will be compiled and posted on the AMS website for the public to see too
- Better **CONTINUITY** during the transition process in March/April
 - Quarterly reports from prior years can be used by the incoming executive team for a better, standardized summary of financial activities

Fee	Current Amount	Date of Inception
Graduating Class Fee	\$ 3.55	1952
Athletics and Intramural Fee	\$ 21.00	1982
WUSC Fee	\$ 5.34	1990
Resource Groups Fee	\$ 1.64	1997
Student Aid Bursary Fee	\$ 12.00	1999
Student Legal Fund Fee	\$ 1.00	1999
International Fee	\$ 0.27	2011
Childcare Bursary Levy Fee	\$ 1.09	2012
Ombudsperson Fee	\$ 1.07	2014
Bike Kitchen Fee	\$ 1.06	2014
Campus Culture and Performance Fee	\$ 1.75	2016

LOGISTICS (1)

TIMELINE

Report #1: Previous Fiscal Year + Q1 (May - July) Report 1 start: Aug 11, 2018

Report #2: Q2 (Aug - Oct)

Report 1 deadline: Aug 18, 2018

Report 2 start: Nov 11, 2018

Report 2 deadline: Nov 18, 2018

Report #3: Q3 (Nov - Jan)

Report 3 start: Feb 13, 2019

Report 3 deadline: Feb 20, 2019

Every year, each group will be responsible for submitting **three reports**.

Failure to submit a quarterly report will reflect poorly on that individual group and on the utilization of their collected student fees. This will play a significant role in future decision making surrounding student fee allocations.

LOGISTICS (2)

TEMPLATE

After today's meeting, I will send out an **AMS QUARTERLY REPORT TEMPLATE**. Please use this template when completing your report.

EXAMPLE

For an example of a completed quarterly report, check out this [link](http://www.ams.ubc.ca/wp-content/uploads/2015/08/Q1-Quarterly-Financial-Report.pdf) (<http://www.ams.ubc.ca/wp-content/uploads/2015/08/Q1-Quarterly-Financial-Report.pdf>). This was the Q1 report submitted by Alim (last year's VP Finance). Note that the format of your quarterly reports will be slightly different.

In the event the hyperlink does not work, go to the AMS website → Finances & Funding → Students → Financial Statements → 2016/17 Financial Statements

WHAT TO INCLUDE

1

Executive Summary (1-2 paragraphs)

- Include a brief introduction and summary of the past quarter
- Highlight major revenue and expenses
- Make a realistic self-assessment of your current financial situation. If things aren't going as planned, explain why
- Include 1-2 sentences on upcoming financial activities in the next quarter

WHAT TO INCLUDE

2

Spending by Portfolio/Activity

- The number of portfolios/activities is up to you. This will likely vary between quarters. Don't worry about using your AMS account codes.
 - a) Write a **1-2 paragraph summary**, detailing the exact breakdown with explanations for discrepancies and major expenses.
 - b) Include a **table showing your budgeted spending vs. actual spending**

For Campus Culture and Performance Fund clubs, please indicate which expenses were financed by student fees in contrast to those financed by other fundraising efforts.

WHAT TO INCLUDE

2 Example: Spending by Portfolio/Activity

Example Portfolio #1

a) Include a summary of this specific portfolio/activity (1-2 paragraphs). See example below:

“The AMS Events Team has been working on events for the upcoming year, this is primarily regarding planning dates and doing the initial research for events such as Oktoberfest and Halloween. The Firstweek Team has been focusing on the 50+ events that occur during the first two weeks of September as well as planning for the upcoming Welcome Back BBQ on September 8th 2017. Regarding the incurred expenses, a large proportion of the budget is currently being utilized for Firstweek and Welcome Back BBQ. The largest expenses include the \$65,000 spent on the Welcome Back BBQ talent and a further \$7,500 on the Nora En Pure show. The revenues from Welcome Back BBQ and Firstweek are scheduled to be deposited in the second quarter; these revenues consist of Ticket sales, Sponsorship and Food/Drink sales”

b) Include a table showing your budgeted spending vs. actual spending:

Account Description	Total Budgeted (FY18/19)	Current Actuals (YTD)	% Spent YTD
AMS Events	\$200,571.40	\$35,242.75	17.6%
Welcome Back BBQ	\$48,965.00	\$59,100.00	120.7%
First Week	\$48,236.00	\$29,958.14	62.1%
Block Party	\$24,771.00	\$6,697.06	27.0%
Farmade	\$16,000.00	\$0.00	0.00%

WHAT TO INCLUDE

3

Looking Ahead

- Write a brief summary of big ticket items for the next quarter (1-2 paragraphs)
- Include any major issues you expect to encounter, and how you plan to remedy them
- Include how this past quarter's spending will influence spending in future quarters



**Questions so
far?**

Reimbursements



The Reimbursement Process:


1. Have someone from your organization pay for the item. Make sure they **keep the original line item receipt**!
2. As treasurer, you will need to fill out the corresponding form (found at the AMS Front Desk, pictured left) and staple the receipt to the back.
3. Hand in the form to the AMS Front Desk (there is usually a bin for form submissions where the big red arrow is)

After submission, reimbursements will be ready for pick up (under \$200) or will be mailed out (if they are over \$200) in 3-4 business days.


The **Cash Disbursement** form is used if the reimbursement is for a purchase **under \$200**

- Attach the corresponding receipt
- Make sure to use to correct sub-account code!
- Your club member will be reimbursed in cash at the Cashier window on the right-hand side of the AMS office (make sure they bring their Student ID or government issued ID for verification)

- Attach the corresponding receipt
- Make sure to use to correct sub-account code!
- Depending on what you indicate, the cheque can be picked up from the AMS Front Desk or mailed directly to the club member/vendor
- Rather than having a club member front the purchase, for large purchases (over \$500) a Cheque Requisition form can be completed so that a cheque is mailed directly to the vendor (make sure to attach an invoice for the purchase in the place of a receipt)
- Cheque Requisition forms can also be used when making charitable donations from your club account (make sure to attach a memo, which is discussed on the next slide)

	<p>Cheque will not be processed unless receipts/invoices/minutes are attached. Amounts over \$200 or any amount to be mailed</p>	<h2 style="text-align: center; margin-top: 0;">CHEQUE REQUISITION</h2>														
<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> Complete Mailing Address or Indicate Pick Up: <hr/><hr/><hr/> </div> <hr/> <hr/> <hr/>		<p>Date: _____ / _____ / _____ month day year</p>														
		<p>Club/Dept:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Account Code: (Full Account Code)</th> <th style="width: 30%;">Amount (From each account if more than one)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">-</td><td style="text-align: right;">\$</td></tr> <tr><td style="text-align: center;">-</td><td style="text-align: right;">\$</td></tr> <tr><td style="text-align: center;">-</td><td style="text-align: right;">\$</td></tr> <tr><td style="text-align: center;">-</td><td style="text-align: right;">\$</td></tr> <tr><td style="text-align: center;">-</td><td style="text-align: right;">\$</td></tr> <tr> <td>Total Cheque Amount</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table>	Account Code: (Full Account Code)	Amount (From each account if more than one)	-	\$	-	\$	-	\$	-	\$	-	\$	Total Cheque Amount	\$
Account Code: (Full Account Code)	Amount (From each account if more than one)															
-	\$															
-	\$															
-	\$															
-	\$															
-	\$															
Total Cheque Amount	\$															
<p>Cheque Payable to: _____</p>																
<p>Purpose of Cheque: _____</p> <p>_____</p>																
<p>Initiators Contact Information: _____</p>																
<p>Initiated by: _____</p> <p style="margin-left: 40px;">(Print Name)</p>		<p>Approved by: _____</p> <p style="margin-left: 40px;">(Treasurer's Signature)</p>														
<table style="width: 100%;"> <tr> <td style="width: 50%;">Office Authorization: _____</td> <td style="width: 50%;">FOR OFFICE USE ONLY Verified: _____</td> </tr> <tr> <td>Vendor No.: _____</td> <td>Cheque No.: _____ Date: _____</td> </tr> </table>			Office Authorization: _____	FOR OFFICE USE ONLY Verified: _____	Vendor No.: _____	Cheque No.: _____ Date: _____										
Office Authorization: _____	FOR OFFICE USE ONLY Verified: _____															
Vendor No.: _____	Cheque No.: _____ Date: _____															

3) Memo



ALMA MATER SOCIETY MEMORANDUM

Name of the Organization _____
 Main Account Code _____ Name of Treasurer _____
 Date:(MM-DD-YYYY) _____ Contact Info (Email) _____

Reason for Reimbursement through memorandum:

Reimbursement for: Treasurer ☐ Other Club Member ☐

*Note if reimbursement is for treasurer all three signatures need to be other executives.
 Three executives other than the treasurer have certified this information below.

I certify that the above information is correct.

1. _____ (Full Name) Position: _____
 Sign: _____ Date: _____

2. _____ (Full Name) Position: _____
 Sign: _____ Date: _____

3. _____ (Full Name) Position: _____
 Sign: _____ Date: _____

What is the **memo** used for?

- a) A memo can be used as a **substitute for a lost receipt**
 - Must be signed by yourself + 2 other execs
- b) A memo must be used if **reimbursing the treasurer (yourself)**
 - Must be signed by 3 other execs
- c) A memo can be used if completing a cheque requisition form for a **charitable donation**
 - Must be signed by yourself + 2 other execs
- d) A memo can be used any time you think there might be ambiguity with the reimbursement
 - Must be signed by yourself + 2 other execs