

DALHOUSIE STUDENT UNION BUDGET REPORT

2019-20

LETTER FROM VICE PRESIDENT (FINANCE AND OPERATIONS)

Throughout 2018, the Dalhousie Student Union (DSU) began taking steps to create a more inclusive and accessible budget for our Membership. My intention was to create a budget that Dalhousie students can easily navigate and understand so that we can engage in meaningful dialogue about how the DSU prioritizes funds. The DSU provides over 170 part-time jobs to students, offers dozens of quality services, and runs student-centric businesses.

The first step in initiating this process has been gathering information from students on how they interact with the budget. Through our new Annual Survey, social media, two budget consultation events, and conversations with students, my team was able to gain valuable insight into how we can do better. We discovered three distinct areas of opportunity in how we engage with our Membership and set our budget:

- **The presentation of the DSU budget must be made more accessible.** Students noted that they didn't understand the basic composition of the budget, what budget lines meant or what their impact was.
- **Students want to know how and where their voice impacts decision making.** The DSU has areas of the budget that are stationary and areas that have discretion; however, this hasn't been clearly communicated in the past.
- **The DSU must work to better communicate the budget.** Students indicated that the budget is largely unknown to them and that they don't think about it.

Based on the feedback we've received to date, we've been working to address the largest areas of opportunity brought forward by our Membership. Budgets by nature are complex and can be challenging to navigate—my hope is that our new Budget Report 2019-20 improves the ease at which you can mindfully explore, question, and suggest improvements for the future.

Best regards,

Chantal Khoury
Vice President (Finance and Operations)
Dalhousie Student Union

AN OVERVIEW OF DSU MEMBER FEES

HOW THE DSU IS FUNDED

The DSU operates on a 2.8-million-dollar budget with funds gathered from membership fees, revenue from businesses, and small profits from investments. Each full-time student contributes \$77.28 per semester (\$154.56 per year for the average student studying for two semesters a year) in DSU Membership Fees. Part-time students pay \$40.18 per semester (\$80.36 per year for the average student studying for two semesters a year). Membership fees are also collected from distance students at a rate of \$10 per year for full-time distance students and \$5 per year for part-time distance students.

Out of the fees:

- 43.45% goes toward the DSU's General Operations
- 16.17% goes toward Renovations
- 2.75% goes toward Facilities Improvement
- 6.96% goes toward DSU offices and services levies
- 30.67% goes toward society levies

The **DSU General Operating Budget** contains all the expenses related to staff salaries and wages, costs related to operating our services and businesses, and upkeep for the Student Union Building (SUB).

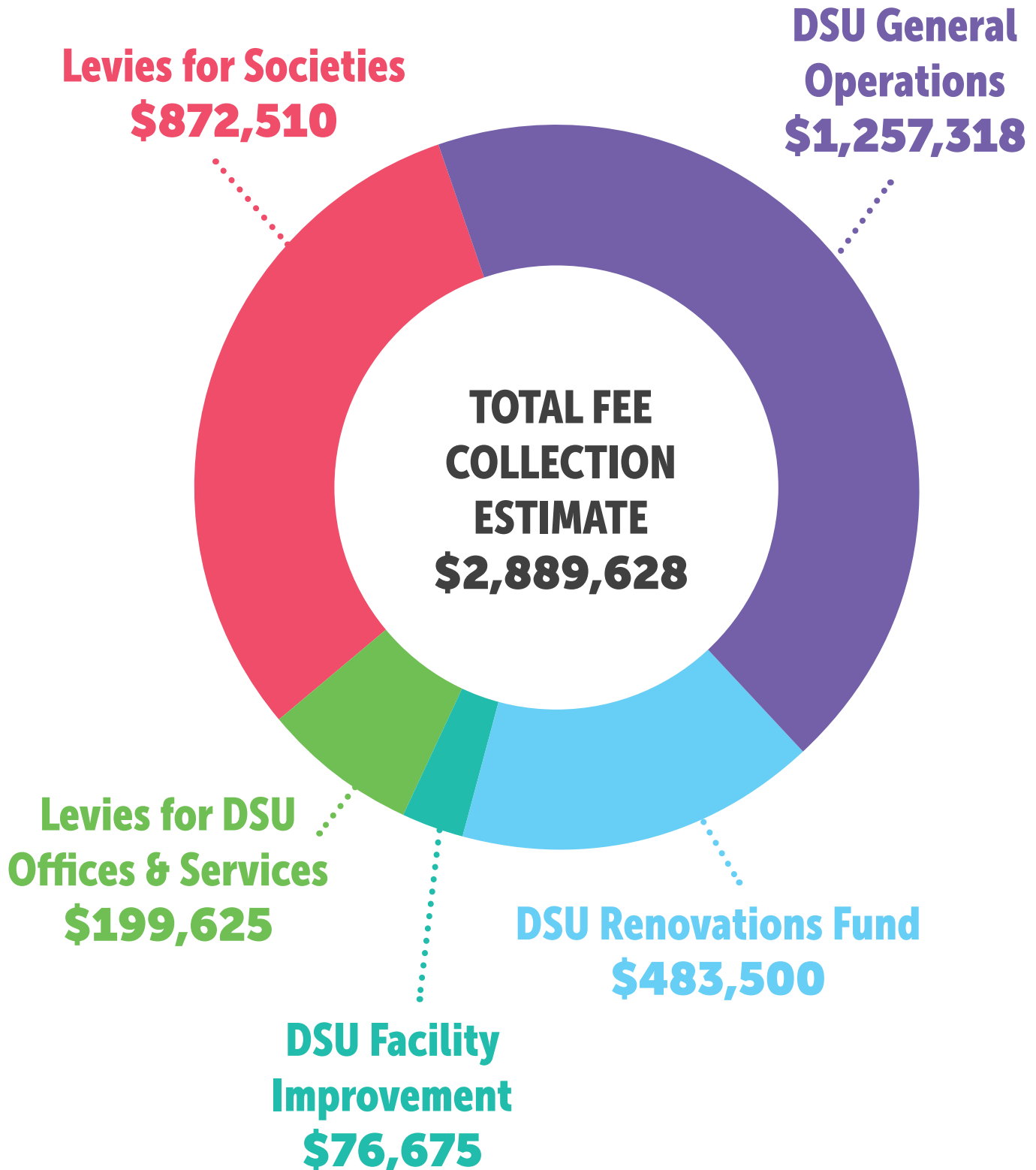
The **Renovations Fund** pays for SUB infrastructure development. For instance, the SUB underwent a substantial expansion in 2016, including the new Atrium study space, an improved food court, and the new Grawood.

Facility Improvement includes costs related to the general upkeep of the SUB—including painting, repairs, and general maintenance.

Levies collected for DSU offices and services, are non-discretionary project specific funds. Levy fees are introduced by referenda questions decided upon by membership during a DSU General Election.

Levies collected on behalf of societies, are revenues belonging to those societies. After society levies are remitted, the DSU collects roughly 2 million dollars.

AN OVERVIEW OF DSU MEMBER FEES



AN OVERVIEW OF DSU MEMBER FEES

STUDENT FEE ESTIMATES

FEE DESCRIPTION	FT FEE	PT FEE	FULL-TIME FEES EXPECTED	FULL-TIME FEES EXPECTED	TOTAL EXPECTED	%
GENERAL DSU OPERATIONS	\$67.16	\$35.66	\$1,175,300.00	\$82,018.00	\$1,257,318.00	43.45%
DSU RENOVATIONS FUND	\$25.00	\$20.00	\$437,500.00	\$46,000.00	\$483,500.00	16.17%
DSU FACILITY IMPROVEMENT	\$4.25	\$1.00	\$74,375.00	\$2,300.00	\$76,675.00	2.75%
DSU LEVIES						6.96%
Survivor Support Centre	\$5.00	\$3.00	\$87,500.00	\$6,900.00	\$94,400.00	
Equity & Accessibility	\$2.00	\$1.00	\$35,000.00	\$2,300.00	\$37,300.00	
Sustainability Office	\$2.00	\$0	\$35,000.00	\$0	\$35,000.00	
Student Accessibility	\$1.75	\$1.00	\$30,625.00	\$2,300.00	\$32,925.00	
SOCIETY LEVIES						30.67%
CKDU	\$9.00	\$2.00	\$157,500.00	\$4,600.00	\$162,100.00	
NSPIRG	\$6.00	\$1.00	\$105,000.00	\$2,300.00	\$107,300.00	
Gazette	\$6.20	\$4.70	\$108,500.00	\$10,810.00	\$119,310.00	
South House	\$6.00	\$3.00	\$105,000.00	\$6,900.00	\$111,900.00	
DalOut	\$1.00	\$0.50	\$17,500.00	\$1,150.00	\$18,650.00	
Get Real	\$0.70	\$0.50	\$12,250.00	\$1,150.00	\$13,400.00	
South African Trust	\$1.00	\$0	\$17,500.00	\$0	\$17,500.00	
W.U.S.C.	\$2.00	\$0	\$35,000.00	\$0	\$35,000.00	
Sextant	\$0.50	\$0.50	\$8,750.00	\$1,150.00	\$9,900.00	
Loaded Ladle	\$9.00	\$5.00	\$157,500.00	\$11,500.00	\$169,000.00	
Bike Centre	\$2.00	\$1.00	\$35,000.00	\$2,300.00	\$37,300.00	
Campus Medical Resp.	\$2.00	\$0	\$35,000.00	\$0	\$35,000.00	
Dal Urban Garden Soc.	\$1.00	\$0	\$17,500.00	\$0	\$17,500.00	
Dal Outdoor Society	\$1.00	\$0.50	\$17,500.00	\$1,150.00	\$18,650.00	
TOTAL	\$154.56	\$80.36	\$2,704,800.00	\$184,828.00	\$2,889,628.00	

Based on an estimated 17500 full-time students and 2300 part time students for the 2019-20 academic year.

DSU LEVY-FUNDED OFFICES AND SERVICES

These levy-funded services/offices are responsible for particular mandates of the DSU. Each fund the result of a referendum question at a DSU General Election and was voted on by the membership. On an operational level, these services and offices share commonalities with services funded through the DSU Operating Budget. However, from a budget stand point these offices are unique. Each of these areas has a fixed non-discretionary budget funded by an individual level fee.

The **Survivor Support Centre (SSC)** is dedicated to supporting survivors and those affected by sexualized violence, providing education and resources, and advocating for addressing all aspects of sexualized violence, rape and consent culture, and harassment.

The **Equity and Accessibility Office (E&A Office)** is dedicated to creating equitable and inclusive environments free from harassment, discrimination, and institutional barriers within the DSU.

Dalhousie Student Union Sustainability Office (DSUSO) is dedicated to making everyday sustainable practices within the Union and the University community by minimizing the use and consumption of energy, water and material resources in recognition of the limited capacity of the biosphere to accommodate human activities.

The **Student Accessibility** levy funds capital improvements projects to make DSU infrastructure more physically accessible and funds the annual student accessibility bursary program.

LEVY-FUNDED SOCIETIES

Levy-societies are societies that have run a referendum (a question on our General Election ballot asking students to contribute funds to their operating budget) to ensure the long-term capacity of their activities. The DSU collects fees on behalf of the societies and then remits those fees to the societies.

The **Loaded Ladle** provides over 150 free vegan meals 4 days a week (Tuesday – Friday) to Dal students.

CKDU's mandate is to provide an alternative to private and public broadcasters, and to be a forum for diverse and under-represented voices, music, and news.

Dalhousie Agricultural Student Association (DASA) provides voice, leadership and vision for all students in the agricultural disciplines.

The **Dalhousie Gazette** is the student-run newspaper of Dalhousie University and the oldest, longest-run campus newspaper in Canada.

Nova Scotia Public Interest Research Group (NSPIRG) funds and initiate original research and investigation into environmental and social issues. NSPIRG develops and support campaigns and actions that address social or environmental inequalities, promote critical awareness, and foster social change.

South House is Halifax's only full-time gender justice centre. South House is a volunteer driven, student funded, gender inclusive safe space for ALL members of our community.

The **Dal Bike Centre** is a community bike shop in Halifax, Nova Scotia that offers a space for repairs, rents bicycles, hosts workshops and more.

World University Service of Canada (W.U.S.C.) Dalhousie is an international development organization that resettles refugee students from around the world to come and study at Dalhousie.

Dalhousie Campus Medical Response Team (DCMRT) is a student-run volunteer society affiliated with St. John Ambulance that focuses on providing emergency first response aid to the university campus.

LEVY FEES

The **Southern Africa Trust** was established in 2005 to support civil society organisations in southern Africa to participate effectively and with credibility in policy dialogue so that the voices of the poor can have a better impact in the development of public policies.

Dal Outdoor Society focuses on being outside, camping, hiking, kayaking, surfing and canoeing.

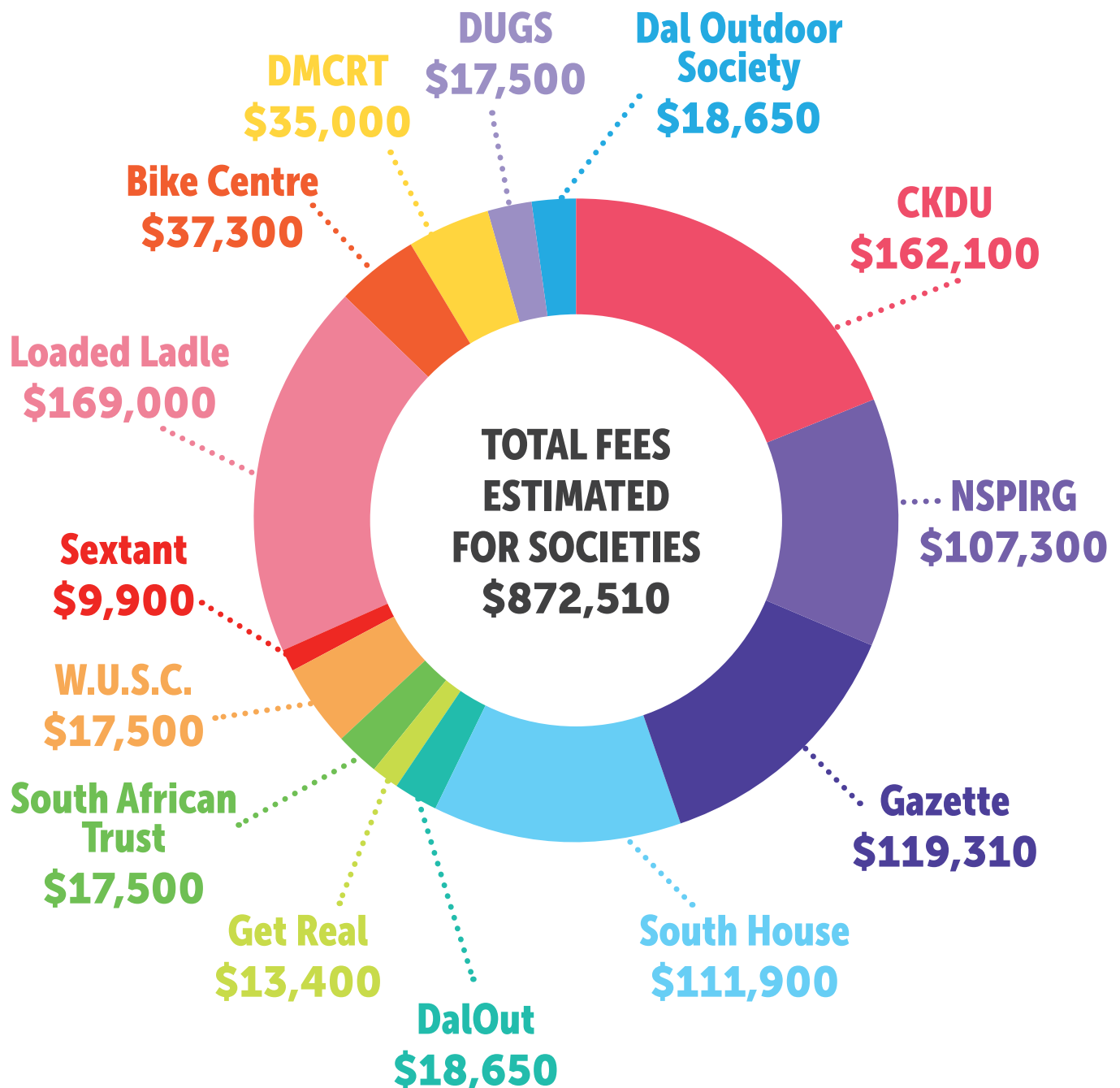
DalOUT is Dalhousie's LGBTQ2SIA+ community organization, providing workshops, events, resources, literature, and a safer space on campus!

The **Dal Urban Garden Society (DUGS)** runs the community garden on Henry Street behind the computer science building.

Get REAL is a student-driven, non-profit organization that seeks to eliminate LGBTQ discrimination and bullying.

The Sextant provides a perspective on life at Sexton Campus, including, but not limited to, Engineering, Architecture and Planning students, and residents of Gerard and O'Brien Halls.

LEVY FEES



Based on an estimated 17500 full-time students and 2300 part-time students for the 2019-20 academic year.

THE DSU OPERATING BUDGET

This is the budget that supports all of the DSU's operations – including services, supports, businesses, the Student Union Building (SUB), governance, communications, and more. The Operating Budget includes all of the income and expenditures the DSU makes in order to support students at Dalhousie University.

See page 16 for a full break-down of the DSU's Operating Budget.

HOW IS THE OPERATING BUDGET MADE?

1. The Operating Budget is driven by student voice at all levels of its development. Here is how the DSU creates its budget:

The new Executive Team and Council are formed on May 1. They follow a budget approved in April by Council.

These bodies create their standing committees, these committees are all composed of students who decide on action for the year in accordance with DSU Bylaws and Policy, including how money gets spent:

- Budget and Finance Committee: provides feedback, consults on, and approves the first draft of the budget for Council's approval.
- External Committee: creates the DSU's campaigns and advocacy efforts.
- Grants and Sponsorship Committee: deliberates on what students and societies receive grant funding.
- Offices Steering Committee: oversees the DSU Offices (DSUSO, E&A, and DSAS).
- Student Life Committee: oversees DSU events and programming.

2. The DSU Budget goes through revisions in October – revisions provide the DSU the opportunity to ensure adherence to the approved budget and make small changes where necessary to improve our financial standing. These changes may also be made to reflect the priorities of the new Executive team and incoming students.

THE DSU OPERATING BUDGET

3. In the Fall semester, the DSU conducts its Annual Survey that asks students about their levels of satisfaction and engagement with the DSU. This information is carried forward to help form the new budget.
4. Toward the end of the Winter term, the DSU begins forming its new budget, driven by participatory budgeting principles.
5. The draft budget is submitted to Council for approval in April.
6. The approved budget is instated. Budget year runs from April 1 - March 31.

HOW DOES THE DSU CONSULT WITH STUDENTS REGARDING THE BUDGET?

Participatory budgeting is a process of deliberation and decision-making, in which ordinary people decide how to allocate part of a municipal or public budget. Participatory budgeting allows citizens to identify, discuss, and prioritize public spending projects, and gives them the power to make real decisions about how money is spent. The DSU budget is approved by elected representatives who have a responsibility to bring their constituents needs to the attention of Council for consideration in the budgeting process.

HOW IS THE OPERATING BUDGET FUNDED?

After levies are remitted to societies, the DSU receives approximately 2 million from DSU membership fees. Of that 2 million, \$759,800.00 are non-discretionary funds tied to project specific outcomes (Renovation fund, Accessibility fund, levy funded Offices and Services).

The DSU estimates collecting \$1,257,318.00 in membership fees for the 2019-20 year to be allocated towards general operating. This year the DSU is projecting earning \$130,575.83 from contract income (rent from the Dalhousie Bookstore, Ascension Barbershop and bank machines) and \$17,885.00 from investment income.

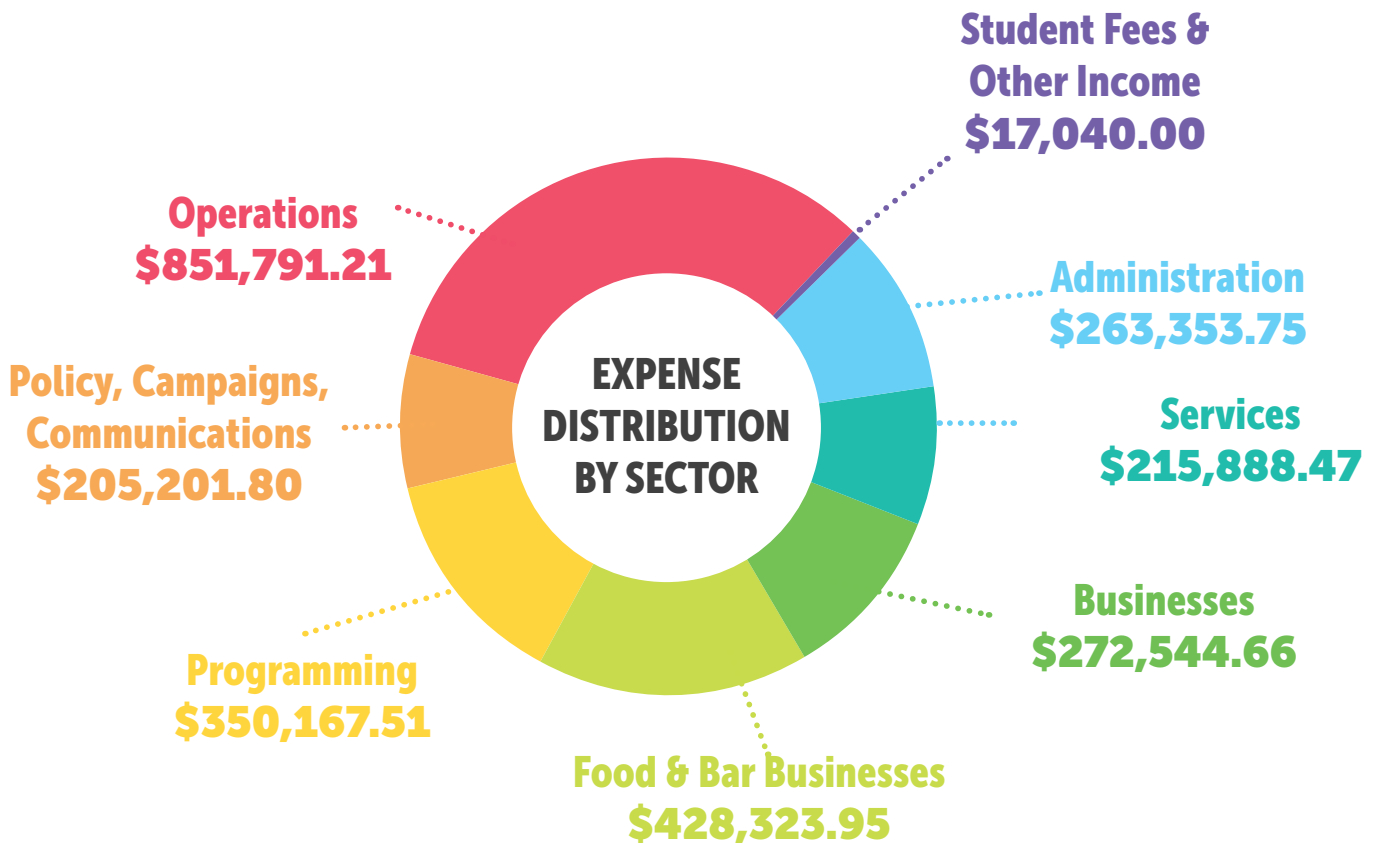
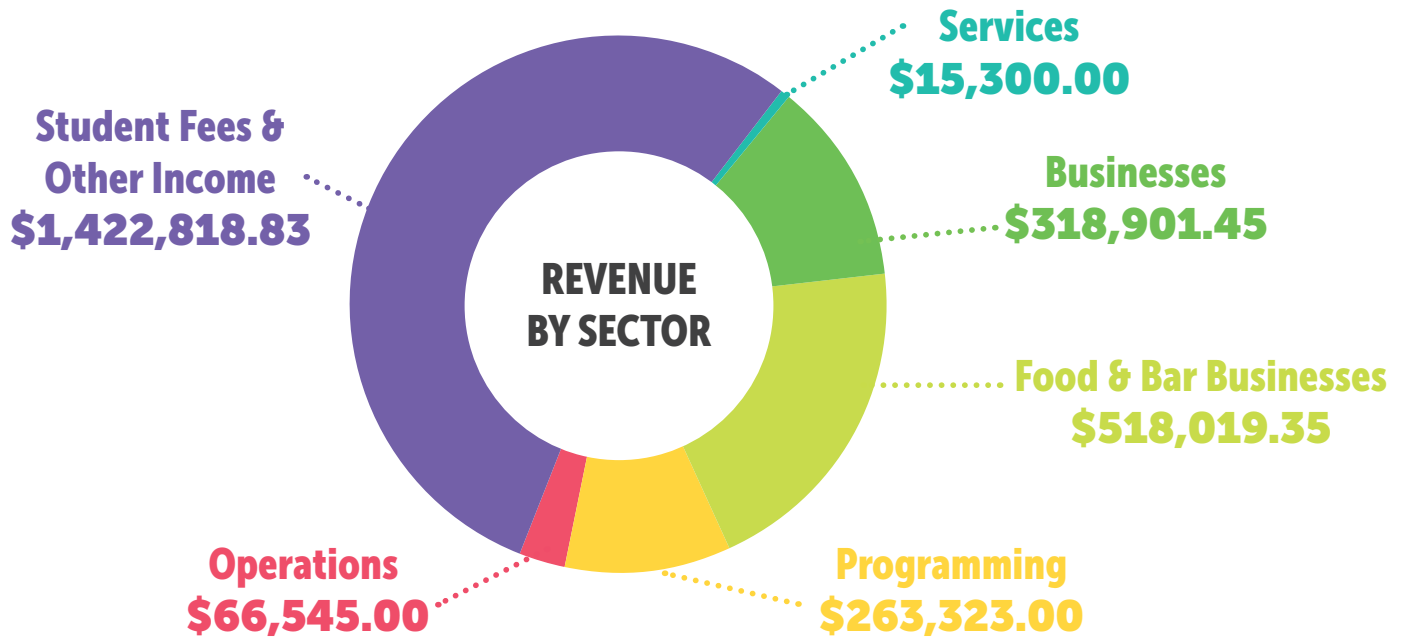
THE DSU OPERATING BUDGET

HOW IS THE OPERATING BUDGET ALLOCATED?

The General Operating Budget is broken down into a few key sectors:

- **STUDENT FEES & OTHER INCOME** Including funds received from DSU membership fees, contract, and investment income.
- **ADMINISTRATION** This area includes the costs to run Council (the DSU's highest governing body), the executive offices, and the DSU elections.
- **SERVICES** This area includes the costs to run DSU services, including: Tiger Patrol, Member Services (including society support, grants, and sponsorship), the Dalhousie Student Advocacy Service (DSAS), and the Handbook.
- **BUSINESSES** Includes the cost associated with running our businesses, including Campus Copy, the Grawood, the T-Room, the SUB Food Court, DSU Market and Conference and Production Services.
- **PROGRAMMING** This area includes the cost of DSU's annual programming, including weekly events, Orientation Week, and Sn-O-Week.
- **POLICY, CAMPAIGNS, AND COMMUNICATIONS** This includes the cost of support staff; communications and graphic design; and advocacy and campaigns.
- **OPERATIONS** This includes the cost of general operations, staffing, finance department, technology (sound equipment, computers, phones), security, and furniture upkeep.

THE DSU OPERATING BUDGET REVENUE VS. EXPENSES



THE DSU OPERATING BUDGET

ARE DSU BUSINESSES PROFITABLE?

The DSU operates several businesses to provide students with goods and services. DSU Businesses are designed to meet the dynamic needs of students by offering cost-savings, specially trained staff, flexible hours of operation, and teams composed of fellow students. At the root of DSU businesses is a unique service to students, where we prioritize offering quality services and products in an affordable and safe environment over profit margins.

Campus Copy

Our professional, student run print center provides excellent customer service and affordable prices for Dalhousie students, staff, faculty and members of the surrounding community.

- Each student at Dal contributes approximately \$0.92 to ensure that Campus Copy is here to provide discounted printing and over 15 student jobs.
- Projected net cost to operate Campus Copy is \$17,132 for 2019-20.

Grawood

The Grawood is your student owned and operated beer bar and eatery which provides quality food, drink, and service to our members and the Dalhousie community.

- Each student at Dal contributes approximately \$2.66 to ensure that the Grawood is here to provide about 40 student jobs each year, create a safe space for students to consume alcohol, enjoy food, and be part of the community through events and programming.
- Projected net cost to operate Grawood is \$49,718 for 2019-20.

T-Room

The T-Room is a bar located on Sexton Campus, open to all students. There is Trivia every Friday, and the T-Room is open during the day as a student hangout. Whether you're looking for great bands, cheap specials, mind-blowing trivia, movie nights, or a place to unplug from homework stress, swing on by and let us take care of you.

- Each student at Dal contributes approximately \$0.24 to ensure that the T-Room is here to provide about 20 student jobs and create a safe space for

THE DSU OPERATING BUDGET

students to consume alcohol and enjoy award-winning Trivia.

- Projected net cost to operate for T-Room is \$4,460 for 2019-20.

SUB Food Court and Catering

The SUB houses Dal's best food options – contained in the SUB is: Tim Hortons, Pete's ToGo, Mezza, Booster Juice, Bento, and Passage to India.

In addition, Chartwell's provides catering options for events and gatherings.

- The SUB Food Court is projecting a \$144,925.00 profit for 2019-20.

DSU Market

The DSU Market is here to ensure students have access to fresh, local, and whenever possible, spray-free produce at an affordable cost. We network with local farmers to bring you seasonal produce at close-to-wholesale cost across both Studley and Sexton campuses.

- Each student at Dal contributes approximately \$0.44 to ensure that the DSU Market is here to provide fresh, local, and affordable produce to students.
- Projected net cost to operate the DSU Market is \$8,201 for 2019-20.

Conference and Production Services

The Dalhousie Student Union building is host to nine conference rooms including a 7000 square foot banquet hall that is a perfect venue for a variety of events including award ceremonies, guest lecturers and weddings.

Production Services provides support, equipment rentals, and technicians for a wide variety of events at the Dalhousie Student Union Building. Production Services can provide audio/visual equipment for meetings, electrical and internet connections for conferences and trade shows, as well as audio and lighting support for virtually any event.

- Conference and Production Services is projecting a \$71,690.50 profit for 2019-20.

DSU OPERATING BUDGET 2019-20

DESCRIPTION	REVENUE	EXPENSE	NET (DEPT)	NET (SECTOR)
STUDENT FEES & OTHER INCOME				\$1,405,778.83
Student Fees (DSU operational)	\$1,257,318.00		\$1,257,318.00	
Contract	\$130,575.83		\$130,575.83	
Investment	\$34,925.00	\$17,040.00	\$17,885.00	
ADMINISTRATION				-\$263,353.75
Council Adminstration		\$10,040.00	-\$10,040.00	
President		\$42,176.75	-\$42,176.75	
Vice President (Internal)		\$48,646.75	-\$48,646.75	
Vice President (Finance & Operations)		\$48,646.75	-\$48,646.75	
Vice President (Academic & External)		\$48,646.75	-\$48,646.75	
Vice President (Student Life)		\$49,146.75	-\$49,146.75	
Elections		\$16,050.00	-\$16,050.00	
SERVICES				-\$200,588.47
Services		\$61,900.00	-\$61,900.00	
Member Services	\$300.00	\$73,547.00	-\$73,247.00	
Advocacy Service (DSAS)		\$36,049.00	-\$36,049.00	
Tiger Patrol		\$28,142.47	-\$28,142.47	
Handbook	\$15,000.00	\$16,250.00	-\$1,250.00	
BUSINESSES				\$46,356.79
Reservations	\$131,251.45	\$59,560.95	\$71,690.50	
Campus Copy	\$120,650.00	\$137,782.71	-\$17,132.71	
Farmers Market	\$67,000.00	\$75,201.00	-\$8,201.00	
FOOD & BAR BUSINESSES				\$89,695.40
SUB Food Court & Catering	\$168,000.00	\$23,075.00	\$144,925.00	
Grawood Bar	\$120,677.75	\$142,928.48	-\$22,250.73	
Grawood Food	\$102,240.00	\$129,708.07	-\$27,468.07	
Bar Service Events	\$51,000.00	\$41,329.41	\$9,670.59	
Bar Service Invoice	\$23,336.60	\$34,057.99	-\$10,721.39	
T Room	\$52,765.00	\$57,225.00	-\$4,460.00	
PROGRAMMING				-\$86,844.51
Programming	\$217,900.00	\$286,782.51	-\$68,882.51	
Grawood Programming	\$33,323.00	\$47,485.00	-\$14,162.00	
Sexton Programming	\$12,100.00	\$15,900.00	-\$3,800.00	
POLICY, CAMPAIGN, COMMUNICATIONS				-\$205,201.80
Policy		\$70,207.25	-\$70,207.25	
Communications		\$75,865.00	-\$75,865.00	
Advocacy/Campaigns		\$8,500.00	-\$8,500.00	
Graphic Design & Campaign		\$50,629.55	-\$50,629.55	
OPERATIONS				-\$785,246.21
General Operations		\$211,918.99	-\$211,918.99	
Finance		\$188,522.82	-\$188,522.82	
Admin		\$5,685.00	-\$5,685.00	
Technical	\$66,545.00	\$163,925.00	-\$97,380.00	
Computer		\$65,500.00	-\$65,500.00	
Security		\$163,525.40	-\$163,525.40	
Sexton Office		\$21,314.00	-\$21,314.00	
Furniture, Alteration, Renovation		\$31,400.00	-\$31,400.00	
TOTAL	\$2,604,907.63	\$2,604,311.35	\$596.28	