

**Financial**

**Guidebook**

 **2019-2020**

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**Preliminary Notes**

Your role is central to the functioning of your association. This accords you with a great amount of responsibility.

* **Foremost:** is the financial reporting responsibility you have to the AUS. This will include updating your budget, ensuring budget compliance and reviewing/approving cheque requisition requests (along with your President).
* **The second responsibility**: only marginally less significant than the first one, are the considerations of “fiscal conservatism” (not in the political sense). It is your job to make sure any financially unsound proposals do not make it through your executive committee. For example, anything with a significant portion of its revenues based on speculation (for example on ticket sales/ funding applications) and requiring large upfront payments/costs, should immediately cause concern.
* **Finally - and very importantly:** if your department received AUIF funding during FY2019, you must ensure that the allocated funds are spent on the approved capital improvement.

**Departmental Allocations**

Within 20 days of the end of Add/Drop period (ending September 17, 2019), I will inform you of the following:

* What amount allocation your department will receive for the 2019-2020 academic year.
* The requirements your department *still* needs to meet in order to obtain this allocation.

Per semester, one dollar and thirty-five cents ($1.35) will be allotted to your department for each student registered in the Majors/Double Majors/Honours/Joint Honours concentrations

Ninety cents ($0.90) will be allotted to each student registered in the Minor/Double Minor concentrations in your department.

All departmental associations with five (5) Arts students will receive a minimum allocation of five hundred dollars.

**Financial By-Laws Article 5.8:**

“No funds shall be issued to any departmental association until it has submitted the following to the Vice-President Finance and Vice-President Internal:

1. The Constitution of the Departmental Association, if one is not already on file at the AUS office;
2. The list of executive officers of the Departmental Association;
3. A list of all journals published by the departmental association;
4. A detailed budget proposal for the current fall and winter semesters using the form provided by the AUS Vice-President Finance.”

If any of these points are not met, **your departmental association will not be issued its allocation. Please see Departmental Guidebook, “the Departmental Package,” on how to send the necessary information.**

**Budgets**

The guidelines and anticipated timelines for your budget planning process are outlined by the AUS VP Finance at the beginning of the year in a memorandum. Please follow these guidelines and timelines.

Budget planning is generally an involved process and requires several days of consultation between the VP Finance and the other executives. Discuss with your VP Events (Social)/VP Internal and your President the events, activities and initiatives your association plans to hold in the coming year. When you have made a list of all the events you plan on holding, look at previous budgets to find out what the associated costs and revenues were for these events and initiatives. Use these preliminary figures as the building blocks of your budget

To maximize the impact/effectiveness of your budget, coordinate as much of your spending as possible around a strategic goal or direction.

The budget **must** be presented on a standard template available from the AUS website. The template is called the “AUSB Budget.” It is split between two main sections- “Revenues” and “Expenses.” Revenues are the money that you bring in. Expenses are anything you spend money on.

You will notice that there are 5 columns on the spreadsheet. They are “Description,” “Projected,” “Actual,” “Variance” and “Actual Notes.” Definitions:

1. **Description**: If we use the samosa sale as an example, you would write “Samosa Sale, November 15th, 2019” under “Description”. Please be as specific as possible. If you hold 2 samosa sales per semester, label each one of them by date and allocate them to separate lines on your budget. Do not just lump your samosa sales together. The same logic applies to revenue. Say, you held a Wine & Cheese event, what you would put under Description in the Expenses section must not be “Wine & Cheese,’ rather separate entries for each expense would appear. For example, one entry for “Wine & Cheese: Wine,” another for “Wine & Cheese: Cheese” and a third one for, say, “Wine & Cheese: Crackers”…etc.
* It is useful to add quantity to the description. So if you buy 60 samosas for your samosa sale, you must write “Samosa\*60 for November 15, 2019” under expenses.
1. **Projected**: This is the Revenue/Expense number you project at the beginning of the academic year. Sometimes you will end up spending/bringing in more money than your projection, other times less. You will rarely be spot on with your projections.

3) **Actual**: That is what the amount actually ends up being in the end. This will be updated by your departmental VP Finance throughout the year.

1. **Variance**: The difference between the amount you projected and the Actual one.
2. **Actual Notes**: If you wish to add any notes to describe the Actual number, this is where. Remember, the more detailed you are the better the reporting standards. It is generally necessary to add a description of the variance is significant.

After consulting with your team, and completing your proposed budget, email it to finance.aus@mail.mcgill.ca. The subject of your email should read ‘<Your Department’s Name> Budget 2019/2020’. Note: the budget must be for both the Fall and Winter semesters.

Any department wishing to update or alter it’s budget must receive permission from the VP Finance and the Financial Management Committee (FMC) before doing so.

**Allocating Budget Lines to General Ledger Accounts (Scheduled Section Completion Date – September 17, 2019):**

**Following the Restructuring Initiative, and between budget final approval, these additional features will be required of your budget planning process:**

1. **Once the Restructuring Initiative is complete, a list of updated General Ledger Accounts will be prepared for the detailed classification of all your association’s Revenue and Expense accounts. This list will be sent to you with an attached Memorandum and uploaded to the AUS Website.**
2. **Using these updated General Ledger accounts, you will group your revenues and expenses into sub-headings/categories. These sub-headings will be referenced when filling cheque requisition requests.**

**You will receive detailed instructions on the above changes during departmental orientation.**

Once the proposed budget is approved by the VP Finance and received final approval by Legislative Council, an editable version must be uploaded to google drive, shared with the AUS VP Finance and updated with every transaction (ie. fundraiser, purchase, requisition request…etc.) by the VP Finance of the respective association (you).

**IMPORTANT NOTE (will be repeated): You can NEVER use cash from your money box to pay for your expenses. If we find out, your account WILL be frozen immediately. Refer to the appropriate section for your department (Internal or External) to learn about how expenses should be paid for.**

 **Financial By-Laws Article 11.12:** “Expenditures for alcohol may not exceed 50% of the budget of any Departmental Association with an annual budget of more than $500.00.”

**Alcohol expenditures can only be for student events, not executive parties.** If you are spending anywhere close to 50% of your budget on alcohol, your executive should deeply re-evaluate its priorities.

Example of Proposed Preliminary Budget (no allocations to General Ledger Accounts). This preliminary version of your budget should be complete by September 17, 2019:

|  |  |  |
| --- | --- | --- |
| ***A Preliminary AUS Departmental Budget*** |  |  |
|  |   |   |
| Wine and Samosa Students' Association |   |   |   |
| Last modified: Feb 30th, 1821 |   |   |   |   |
| **Revenues** |  |  |  |  |
| **Description** | **Projected** | **Actual** | **Variance** | **Actual Notes** |
| 1 Samosa Sale November 15, 1821 | 300 | 227 | 73 | Was Friday afternoon, we undersold |
| 2 Samosa Sale December 15, 1821 | 300 | 312 | 12 |   |
| Total Revenue |   | 539 |   |   |
| **Expenses** |   |   |   |   |
| **Description** | **Projected** | **Actual** | **Variance** | **Actual Notes** |
| 3 Wine & Cheese: Wine | 250 | 224.35 | 25.65 |   |
| 4 Wine & Cheese: Crackers | 40 | 44.65 | 4.65 |   |
| 5 Wine & Cheese: Cheese | 100 | 0 | 100 | Received free cheese from a sponsor |
| 6 Samosa\*60 for October 15, 1821 | 60 | 60 | 0 |   |
| 7 Samosa\*60 for Nov 15, 1821 | 60 | 60 | 0 |   |
| Total Expenses |   | 389 |   |   |
|   |   |   |   |   |
| **Working Surplus / Deficit** |   | 150 |   |   |
|  |  |  |  |  |

**Internal Departmental Associations**

***If your association does not have its own bank account, then you are considered an “internal departmental association.”*** In 2009, some departmental associations were allowed to open external bank accounts. This made auditors and governments angry: since, it has widely been considered a bad and imprudent decision.

Today, the only associations authorized to maintain external bank accounts (Financial By-laws, Article 11.1) are joint associations with the SUS or those authorized by the AUS VP Finance.

As an internal department, the AUS functions as your bank. Your allocations are calculated and allotted to you automatically if your department fulfills its previously mentioned obligations. These funds are then accessible to you through a **Cheque Requisition Form.**

In this system, your VP Finance and President authorize the purchase of items approved in your budget. These items are purchased and a detailed itemized receipt and/or invoice is submitted online through the cheque requisition page by the purchaser. The purchaser is then reimbursed. Note: a cheque requisition request cannot be made until the VP Finance for your association has ensured the viability of your documentation and updated your association’s budget.

**Have a look at the Online Cheque Requisition Images provided in the appendices (Schedulued Section Completion Date – September 17, 2019) as an example.**

**The Essential “Commandments” for Cheque Requisition Requests:**

1. A Cheque Requisition Form reimburses you for out-of-pocket expenses. This means: 1) ***All your expenses will be initially paid personally by the executive, and; 2*) YOU MAY NOT USE TICKET REVENUE TO PAY DIRECTLY FOR EXPENSES.** Cash ticket or sales revenue will need to be deposited to the AUS within 24 hours of being collected.
2. Make sure to secure itemized receipts or invoices for each out of pocket expense.
3. Make sure to fill the necessary forms for every cash deposit.
4. Again: make sure to **update your uploaded and approved budget** before every cheque requisition request: put otherwise, every time your association makes a transaction, update your budget.

To summarize, the three very important requirements **you must never** overlook:

1. Never use revenue to pay expenses directly;
2. Have the proper documentation: always submit a readable itemized receipt or invoice with each requisition request and fill the correct form for cash deposits. Your Cheque Requisition Request will not be processed otherwise, and;
3. Update your budget regularly.

Note: all AUS transactions are ultimately subject to approval by the VP Finance (Financial By-laws, Article 11.2).

AUS has digitalized its cheque req system. When submitting a Cheque Requisition Request online, please keep the following things in mind:

* + Ensure all **your itemized receipts/invoices** are attached to the online form. Make sure to indicate which General Ledger Account(s) your expense(s) is/are classified under in the approved. Processing times vary between 3-7 days. An email will be sent to you once your cheque is issued/mailed. If you are made to wait more than two weeks without any communication, you are allowed one angry email.
	+ Again, you will only be reimbursed for items and expenses you provide receipts or invoices for. Debit or Credit slips are not receipts.
	+ Cheques will not be kept in the office for longer than 2 months. Following that time, the cheque will be voided and you will be ineligible to claim your expense again.
	+ Any outstanding cheque requisition claim must be made by August 25, 2019. No cheques will be issued after that date.
* **Invoices:** If an expense is too large for you to be able to cover personally, obtain an invoice and bring it to me during my office hours so I can issue a cheque directly to the vendor on behalf of your departmental association.
* **Inter-departmental Events:** If the expense is for a large inter-departmental event, you may choose to have the AUS pay off the full invoice and bill the departments their share separately. Please make sure to arrange this with me at least three weeks ahead of time.
* **Credit Card**: in the event that you are making a large purchase and must pay for it by credit card, you may reach out to me in my email or office hours and the President and I will decide if it is possible for us to order this for you. You will need to fill out a form, that is available on our website.

**Obtaining Floats (Scheduled Section Completion Date – September 17, 2019):**

Occasionally, you may need a large amount of change to provide to students/customers with as part of one of your revenue generating activities (i.e. samosa sale, ticket sale etc.). The AUS keeps up to $300 available for you to use as float. This is the only float you are allowed to use and needs to be returned within two days. You may not use your personal funds as float and you may not use your departmental funds as float. Please inform me at least 5 days in advance.

Additional Steps will be outlined following the Restructuring Initiative.

**Making Deposits** **(Scheduled Section Completion Date – September 17, 2019):**

After generating revenue for your department or obtaining funds from external sources, you need to deposit these funds in your internal account at the AUS. Funds can only be deposited by the VP Finance. You can come by the AUS office during my office hours to deposit these funds. You will be required to fill out a small form and will keep a copy of this form as proof of deposit.

Additional Steps will be outlined following the Restructuring Initiative.

**External Departmental Associations**

**Financial By-laws, Article 11.2: “**Each AUS departmental association, committee, and publication shall maintain an internal bank account with the AUS. No organization may have an external bank account unless authorized to do so by the Vice President Finance…”

**No departmental association will be authorized to have an external bank account.**

**The SUS is liable for all joint associations.**

**Funding Applications**

This section will cover all the funds your department, whether internal or external, can apply to for additional sources of revenue. Most funds have specific requirements, which you need to fulfill before you can apply.

**Internal Funds**

The three main funds under the AUS, administered by the Financial Management Committee are:

1. **The Journal Fund-** Many departmental associations publish their own journals. The money required may come from several sources including sponsors, donations, departmental allocations and the Journal Fund. The Journal Fund provides funding for an amount equal to the cost of publishing at most seventy-five (75) copies of the journal under review. The FMC tends to favour publications which are bi-lingual and/or published online. This fund typically contains around $16,000.
2. **The Supplementary Fund-** This fund is strictly for AUS departmental associations. The fund tends to favour applications from small departments and for inter-departmental events. To increase your chances of obtaining the full amount you requested the FMC likes to see you try to obtain revenue from multiple sources. For example, an application showing revenue from multiple fund raisers as well as other sponsors and funds will be looked at more favourably than an application with only revenue from one or two sources. This fund typically contains around $16,000.
3. **The Special Projects Fund-** This fund is similar to the Supplementary Fund, except that it is intended for use by organizations other than AUS departmental associations. These are typically SSMU Clubs and Services, or other McGill associated organizations. The fund is used to provide resources towards events/activities which would benefit Arts students outside of the umbrella of departmental associations. This fund typically contains around $10,000.

The three funds listed above are administered by the FMC. Applications are evaluated and approved monthly by the FMC. Apply to these funds through the AUS Website. See the Appendices for sample applications for each of these funds.

Additional funds:

1. **The Fine Arts Council Fund-** Administered by the Fine Arts Council this fund is open only to new or non-recurring Fine Arts events or initiatives. Contact the VP Communications for this fund.
2. **The Arts Undergraduate Improvement Fund-** This is by far the largest fund under the AUS. It provides funding of around $260,000 annually to organizations within McGill University. This fund is open to all organizations within McGill University and proposals are considered on the basis of their benefit to Arts students. Applications are made for capital expenditures to be incurred by the organization. Applications for the AUIF fund are very detailed and specific information including product quotes must be submitted for each item on the application. The AUIF Committee usually meets in January/ February and the deadline for applying to this fund is publicized a few months beforehand. Applications are generally for items such as lounge furniture, computers and other capital expenses. Sample applications are available in the appendices.

**External Funds**

There are several external funds, which you may consider applying to. Make sure your cheques are made out to the Arts Undergraduate Society, or I will not be able to cash your cheques**. (Scheduled Section Completion Date – September 17, 2019. Anticipate Additional Steps):**

**Please notify us when you get approved for external funding. McGill will often send us deposits or cheques with no clear information on where it came from.**

Links to *all the funds (except Gert’s Fund)* can be found at <http://ssmu.mcgill.ca/about-us/funding/funding-for-student-groups/>, and more details about each fund are as follows:

1. **The SSMU Campus Life Fund-** The SSMU Campus Life Fund is intended as a source of financial assistance for initiatives including, but not limited to, projects, events, conferences, publications, and productions of an academic or social nature. It is one of the largest funds available to student groups. <http://ssmu.mcgill.ca/about-us/funding/funding-for-student-groups/>.
2. **Gert’s Student Life Fund-** This fund was created to subsidize events held at Gert’s Guidelines, forms and more information can be obtained at <http://ssmu.mcgill.ca/about-us/funding/gerts-slf/>.
3. **The SSMU Green Fund-** The SSMU Green Fund was created to promote a culture of sustainability on campus by funding student groups’ sustainable initiatives. Guidelines, forms, and more information can be found at <http://ssmu.mcgill.ca/about-us/funding/funding-for-student-groups/>.
4. **The SSMU Space Fund-** This fund is similar in nature to the AUIF fund. It supports physical improvements such as furniture in buildings around campus. For more information visit <http://ssmu.mcgill.ca/about-us/funding/funding-for-student-groups/>.
5. **McGill Sustainable Projects Fund**: <https://www.mcgill.ca/sustainability/spf> The Sustainability Projects Fund mandate is to build a culture of sustainability on McGill campuses through the development and seed-funding of interdisciplinary projects. It creates opportunities for the McGill community to actively engage in sustainability initiatives on campus, empowering individuals to be change agents in their own studying and work environment.
6. **The Ambassador Fund-** This fund, administered by SSMU, provides financial assistance for hosting and participating in conference and competitions of an academic nature, hosted or attended by McGill students. To find out more visit <http://ssmu.mcgill.ca/about-us/funding/funding-for-student-groups/>.
7. **SSMU Charity Fund-** This fund is intended to help facilitate and support projects which foster community building between the McGill community and external communities. For more information, go to <http://ssmu.mcgill.ca/about-us/funding/funding-for-student-groups/>.
8. **SSMU Equity Fund-** This fund is available to student groups and individual students at McGill University as monetary support for projects, research and policies that aim to end discrimination and promote accessibility and inclusivity in the community. For more information, once again navigate to <http://ssmu.mcgill.ca/about-us/funding/funding-for-student-groups/>.
9. **Dean of Arts Development Fund-** The Dean of Arts Development Fund (DADF) can be used for anything from special projects to journals. The committee likes to sponsor new initiatives such as SLUM’s Conference and the FEARC website. Guidelines, forms and more information can be found at <http://www.mcgill.ca/arts/awards/dadf/>.
10. **Alumni Association Student Sponsorship Program-** This fund awards over $17,000 in funding to student groups to pursue special projects – such as events that are cultural, athletic or educational in nature – which would benefit the entire University community. Guidelines, forms, and more information can be found at <https://aoc.mcgill.ca/network/students/programs-mcgill/funding>
11. **Student Services Innovation Funding-** Provided by Student Services McGill, this fund is intended to benefit new student initiatives. For more information visit <https://www.mcgill.ca/studentservices/funding>
12. **Executive Director, Services for Students Discretionary Funding-** Provided by Student Services McGill, this fund aims to facilitate student run projects in McGill (I am not sure if the fund will exist this year). For more information contact Jana Luker at jana.luker@mcgill.ca or go to <https://www.mcgill.ca/files/studentservices/EDSSFundingCriteria.pdf>.
13. **SUS Special Projects Fund-** This fund is only open to interdepartmental associations or other associations under the SUS. It is similar in nature to the AUS Supplementary Fund and is intended to fund projects and events which incur costs beyond the scope of your department’s annual allocation. To find out more, visit <http://sus.mcgill.ca/resources/funding/>.

**Fundraising**

Your departmental association cannot rely on external sources of funds alone. All of the funds listed in the previous section like to see you do your part in raising your own funds. As VP Finance the responsibility for raising extra funds for your association falls directly under your portfolio. In this section I will cover some of the common fund raising strategies.

**How-to Guide: Running a Successful Table Sale (Bake Sales, Samosa Sales, etc.) (Schedulued Section Completion Date – September 17, 2019**

1. **Book a table**: See above for how to book tables. We recommend booking early!
2. **Get your team organized:** You need people to be run the tables constantly. Send out an email to you executive and/or committee members and ask them to fill out their availabilities for the big day. This should ideally be done a week to two weeks in advance of the samosa sale. We suggest using the website <http://doodle.com/> to get organized.
3. **Order/prepare your food!**

**Samosas:** Order them one or two days before the sale. The main samosa contact person is Dalgit. He runs his own shop and sometimes does deliveries. His cell phone number is **514-979-9988**. The delivery person usually is Surrinder. His cell phone number is 514-737-4527. You can contact him and bug him if your delivery is late. The prices for a 100 samosas now are $35 (may have gone up). Samosa deliveries are only made after 10 a.m. If you are selling in the Leacock lobby, you can easily sell 200-300 samosas in a couple of hours. If you order 400/500 you will most likely sell out as well but you will need to run the tables for the full day. Few years back, in a brave attempt to prove Say’s Law (demand follows supply), the Philosophy department ordered 700 samosas for one of their samosa sales. They held firm and managed to sell around 600, but the rest had to be given away causing severe disruptions in the Samosa market. In other words, you Kant (sorry!) sell more than 600 samosas in a day. If you are getting samosas, you need to pay for the samosas in personal funds. This should be paid out of your own pocket. You can then present the receipt with the Cheque Requisition Form to your external departmental association or the AUS for a reimbursement.

If you have any troubles ordering samosas, please contact me.

**Bake Sales, etc.:** Prepare your ingredients the night before, and get those ovens running! If you are doing another type of sale, make sure to get your receipt, of course. You must pay for the ingredients out of your own pocket. You can then present the receipt with the Cheque Requisition Form to your external departmental association or the AUS for a reimbursement.

1. **Obtain float and other supplies:** Obtain the float the day before your sale (again, after requesting it five days ahead of time). Float for table sales is available from the AUS office. The AUS will provide you with a cashbox with a certain amount of money inside it. You need to return the cashbox within 24 hours.

You may also need to obtain additional supplies such as kitchen rolls or small cups for the chutney to be poured into. Think about how you would like to consume the items you are selling so that the consumers will be happy to support your association.

1. **Sell Your Food!**  You may need to do some crisis management if people don’t show up to run the table at the specified times, or if you run out of change.
2. **Count your revenue and return the deposit box-** You must return the cash box with the appropriate forms to the AUS office within 24 hours of your sale.

**Sponsorships**

Sponsorships can prove to be a great source of revenue if you develop your relationship with potential sponsors over the year. Most sponsors are willing to provide gifts-in-kind such as coupons or particular products instead of cash. You can then sell off the coupons and products by advertising them in your listserv. I would suggest approaching restaurants and other service providers who depend on students for their revenue. I would also suggest building sponsorship packages, which you can offer to these potential sponsors.

**Social Events/ Fundraisers**

You may also hold social events or fund raisers with the explicit purpose of raising funds for your general budget. For such events, timing and marketing are key. You should time these to not conflict with midterms/exams and other high activity periods during the semester.

You should start advertising your event at least two weeks before it is held. Advertise in as many of the listservs as possible. Create a theme for your event to generate interest. Use social media to promote your event. Change your profile picture to an ad for the event, and ask other people to do the same.

***Your expenses for these events should be limited to a minimum and approved in your budget.*** You may want to spend on decorations but other than that you should not incur any heavy costs.

Revenue from these events is usually generated through ticket sales at the door. You should also hold ticket sales throughout the week leading up to the event. The earlier you sell tickets, the more confidently you can project your revenues.

Collect the cash from these sales into envelopes and label them by day. After the event, bring them in and indicate which General ledger Account the revenue for your fundraising event should be allocated to.

**Appendices**

1. **Cheque Requisition Form**
2. **Sample Application for the Journal Fund**
3. **Sample Application for the Special Projects Fund**
4. **Sample Budget: Special Projects Fund**
5. **Sample Application for the Supplementary Departmental Fund**
6. **Sample Budget: Supplementary Departmental Fund**

**CHEQUE REQUISITION REQUEST**

**(Schedulued Section Completion Date – September 17, 2019)**

**Application for Journal Funding**

**Please note that for an application to be considered a clearly written detailed budget of the journal must be attached in *AUSB* format. Completed applications are to be sent to finance@ausmcgill.com. Please do not drop off any hard copies in the AUS office.**

Date: **February 5, 2012**

Journal Name: **Vielfal**t

Contact Name / Position: **Sheryl Crow / Coordinating Editor**

Email Address: **Sheryl.crow@mail.mcgill.ca**

Phone Number: (514) 666-6666

Account Info (*please check one*):

* AUS Internal □ Externalized Department □ SSMU □ Not sure

Amount of Funding Requested: **$638**

Please provide a brief description of your journal:

**Vielfalt is an interdisciplinary journal based in the German Studies department that accepts work from all over the Arts Faculty and university, and also publishes translations, fiction, visual artwork, interviews, and work written by professors. Our content focuses on the politics, culture, science, and language of Germany and German-speaking countries and social and political groups. We are the first department within Language, Literatures, and Cultures (LLC) to have published a journal, and began last year.**

Please describe your target audience and where the journal is to be distributed:

**With almost all members of the editorial staffs as German Studies program students, our first audience is fellow students, professors, and staff within the department (and LLC as a whole), offering a product produced by German students on content relevant to German Studies. Yet considering our content is from all over the faculty, our other audience is students throughout Arts interested in fields and objects of study represented by German Studies as a discipline.**

Please list the other sources of funding you have applied for:

 **We are receiving funding from the German Students' Association and our own fundraising, and will be applying to for support from the Fine Arts Council.**

How many copies do you intend to publish?

**100 copies.**

When do you expect to publish?

**We plan to publish in mid-March, with a formal launch on March 29.**

Who are you accepting submissions from?

**We accept work from any current McGill student, or those who have recently graduated and written work the year before. We publish one work from a professor in the department or studying related content each issue.**

Additional Remarks:

**We publish with Rubix, a printing company specializing in post-consumer-recycled and eco-friendly alternatives, located in downtown Montreal (**[***www.rubiks.ca***](http://www.rubiks.ca)***)*. We also plan to upload the completed journal online via issuu.com, easily accessible through an Internet link. Furthermore, we seek to be as inter-departmental as possible, with work this year from Political Science, Philosophy, History, Cultural Studies, and German Studies and also an interview with a professor from Philosophy. We also seek to showcase artistic talents of Arts students by featuring photography, comics, fiction, and collage.**

Please note that the Financial Management Committee reviews all applications and is responsible for the allocation of funds. **Once this application is completed you may also choose to pitch your request directly to the FMC at its next meeting. To find out when the FMC meets next, please contact the AUS VP Finance.** Money is distributed on a cheque requisition basis only. Applications are accepted on a first come first serve basis and must be neatly handwritten or typed.

If you have any further questions do not hesitate to contact the VP Finance of the AUS, Deepak Punjabi, via email at finance.aus@mail.mcgill.ca.

Application for Special Projects Funding

Please note that for an application to be considered a detailed budget of the event must be attached in AUSB format. Completed applications are to be sent to finance@ausmcgill.com. Please do not drop off any hard copies in the AUS office.

Date: March 8th 2012

Department or Organization: McGill Debating Union

Contact Name / Position: Shania Twain

Position: Treasurer

Email Address: Shania.twain@mail.mcgill.ca

Phone Number: 514 777-7777

Amount of Funding Requested: **$2,000**

Please provide a detailed description of your project/event:

The Seagrams tournament is a tournament used specifically for giving access and training to any students wishing to learn how to debate. The union sends it’s most experienced members with beginners so that they can learn by doing and enjoy debating. All members who apply are given intensive training regardless of their selection. The tournament took place from February 3rd to 5th the University of Waterloo. Teams debated in 6 rounds in Canadian Parliamentary style, and three of our teams successfully made it to the playoff stages, advancing to quarters, semis, and finals.

Please describe how your project will directly benefit the members of the AUS:

The training and access provided through the Seagrams tournament is a unique opportunity to all students who have little to no debating experience. Due to the nature of debating, the vast majority of our members are arts students. In addition to the primary benefits of the tournament, the Debating Union provides other free services to the Arts community at large. For instance, we hosted a political parties debate in January between NDP, Conservative, and Liberal McGill, bringing students from different political backgrounds together to engage in discourse. We are also hosting a professors debate on American Hegemony for all students who are interested, specifically those studying political science.

Please list the other sources of funding you have applied for:

We receive funding from SSMU and our members. The AUS special projects fund was generous enough to help us fund our Novice Tournament earlier this year, and we look forward to continuing our partnership. This funding goes to our community events, and tournaments which we host such as our Novice tournament, French Tournament, and High School Tournament. These tournaments provide valuable opportunities for a huge group of students to improve their public speaking skills, and promote McGill and its arts students in a positive light across the country. Without AUS funding for tournaments and events, we would have to cut back on the services that we provide to students.

How many participants are expected for the event/project?

McGill sent twenty one people to the tournament in three vans. Eight teams of two and five judges. An additional twenty were received training and seminars. In terms of our attendance at the above mentioned community events, each had an attendance of over 50 people, filling our rooms to capacity.

Please describe how the event will be advertised:

All of our tournaments are advertised on our website, Listserv, Facebook and twitter, as well as publicized orally at all of our meetings. Community events are promoted through the same means with additional postering around campus.

Thank you for your time. The Special Projects Fund has been an invaluable source of support for the Debating Union, and we appreciate the commitment that your committee has shown to the art of debate.

Please note that the Financial Management Committee reviews all applications and is responsible for the allocation of funds. Once this application is completed you may also choose to pitch your request directly to the FMC at its next meeting. To find out when the FMC meets next, please get in touch with the AUS VP Finance. The AUS Council must ratify all final decisions. Money is distributed on a cheque requisition basis only. Applications are accepted on a first come first serve basis and must be neatly handwritten or typed.

If you have any further questions do not hesitate to contact the VP Finance of the AUS, Deepak Punjabi, via email at finance.aus@mail.mcgill.ca.

**Sample Budget: Special Projects Fund**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **An AUS Departmental Budget** |   |   |   |   |
|  |   |   |   |   |
| McGill Debating Union - Seagrams Training Tournament |   |   |   |
| March 8th 2012 |   |   |   |   |
|   |   |   |   |   |
| **Revenue** |   |   |   |   |
| **Description** | **Projected** | **Actual** | **Variance** | **Actual Notes** |
| Member Fees |  $945.00  |  $945.00  |  $-  | $45 per from each of the 21 judges/debaters sent. |
| AUS Special Projects Fund |  $2,000.00  |  $2,000.00  |  $-  |   |
| SSMU Club Fund |  $1,000.00  |  $1,000.00  |  $-  | This is a percentage of our total SSMU club funding which we will devote to this event.  |
| Total Revenue |  $3,945.00  |  $3,945.00  |  $-  |   |
| **Expenses** |   |   |   |   |
| **Description** | **Projected** | **Actual** | **Variance** | **Actual Notes** |
| Van Rentals (3 vans from Discount for three days) |  $1,702.85  |  $1,702.85  |  $-  | Three vans, for three days, for a total of 567.62 each. |
| Gas |  $246.64  |  $246.64  |  $-  |   |
| Registration Fees |  $900.00  |  $900.00  |  $-  | The cost was $100 per team and $50 per judge, we negotiated free registration for three of our extra judges. Registration covers food, room booking, and printing costs for the host school. The tournament runs non-profit. |
| Hotel (two rooms, two nights, Comfort Inn Waterloo) | $1,050.00 | $1,050.00 |  $-  | 262.50 per room per night.  |
| Total Expenses |  $3,899.49  |  $3,899.49  |  $-  |   |
|   |   |   |   |   |
| **Working Surplus / Deficit** |  $45.51  |  $45.51  |   |   |

**Application for Supplementary Departmental Funding**

**For an application to be considered a detailed budget of the event must be attached in *AUSB* format. Completed applications are to be dropped off in the VP Finance folder in the AUS office.**

Date**: January 11th, 2012**

Department or Organization: **Economics Students’ Association**

Contact Name / Position: **Celine Dion (VP Finance), Kelly Clarkson (President)**

Email Address: **celine.dion@mail.mcgill.ca****,** **kelly.clarkson@mail.mcgill.ca**

Phone Number: **514-999-9999, 514-888-8888**

Amount of Funding Requested: **$1000**

Please provide an explanation as to why your department feels it needs supplementary funding:

**For the first time ever, the ESA will be hosting the first of what we hope will be an annual speaker series. We have confirmed with David Dodge (former governor of the Bank of Canada) that he will be coming to McGill on February 28th, 2012 to speak to an audience of approximately 400. This event would be an extremely large-scale one, and in order to gain traction such that it can become an annual one, we need supplemental funding. This funding would cover a portion of the cost of renting out the OMNI hotel (we have looked into other rental options; this one appears to be the cheapest and most convenient), as well as various small costs such as pamphlet printing. The event will be a speech given by Mr. Dodge, followed by a reception in the hotel. We expect this event to benefit not only economics students but also students from across other departments and faculties, given Mr. Dodge’s experience.**

Have you looked into any additional sources of revenue? If yes please elaborate:

 **We have applied to the McGill Alumni Association Student Sponsorship Program and the SSMU Campus Life Fund for additional funding. We have also budgeted a portion to be taken from our initial AUS allocation, and we also plan to sell tickets to the event at $5 each (though given enough funding, we would like to make the event free of charge). In addition, we plan on having several fundraisers throughout the year dedicated to funding this event.**

Please note that the Financial Management Committee reviews all applications and is responsible for the allocation of funds. **Once this application is completed you may also choose to pitch your request directly to the FMC at its next meeting. To find out when the FMC meets next, please contact the AUS VP Finance.** Money is distributed on a cheque requisition basis only. Applications are accepted on a first come first serve basis and must be neatly handwritten or typed.

If you have any further questions do not hesitate to contact the VP Finance of the AUS, **Deepak Punjabi**, via email at finance.aus@mail.mcgill.ca.

**Sample Budget: Supplementary Departmental Fund**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***AUSB*** |   |   |   |   |   |
| **Arts Undergraduate Society** |   |   |   |   |   |
| **Economics Students' Association** |  |   |   |   |   |
| **Last Modified 13th January 2012** |  |   |   |   |   |
|  |  |  |  |  |  |
| **Revenues** |  |  |  |  |  |
| **Description** | **Projected** | **Actual** | **Variance** | **Projected Notes** | **Actual Notes** |
| Supplementary Departmental Fund Allocation | 1000 |  |  |  |  |
| McGill Alumni Association Student Sponsorship Fund | 1000 |  |  |  |  |
| SSMU Campus Life Fund | 1500 |  |  |  |  |
| Portion of our allocated AUS budget | 500 |  |  |  |  |
| Portion of independent fundraising throughout year | 300 |  |  |  |  |
| Ticket Sales | 2000 |  |  | 400 seats @ $5 each |  |
| Total Revenue |  $6,300.00  |  $-  |  $-  |   |   |
|   |   |   |   |   |   |
| **Expenses** |   |   |   |   |   |
| **Description** | **Projected** | **Actual** | **Variance** | **Projected Notes** | **Actual Notes** |
| Cost of Ticket Printing | 150 |  |  |  |  |
| Cost of Pamphlet Printing | 20 |  |  |  |  |
| Cost of advertising | 75 |  |  |  |  |
| OMNI Renting Fee | 1200 |  |  |  |  |
| Taxes on Rental Fee | 174 |  |  | 14.5% of above |  |
| Mandatory Drink per person | 2800 |  |  | 400 people at $7 per drink |  |
| Taxes/Gratuity on Drinks per person | 826 |  |  | 29.5% of above |  |
| Microphone Rental fee | 30 |  |  |  |  |
| Screen rental fee | 80 |  |  |  |  |
| Gift for Prof. Ragan | 75 |  |  |  |  |
| Gift for David Dodge | 200 |  |  |  |  |
| Total Expenses |  $5,630.00  |  $-  |  $-  |   |   |
|   |   |   |   |   |   |
| **Working Surplus / Deficit** |  $670.00  |  $-  |  $-  |   |   |

**History of Revisions**

2010-2011: Jason Leung (Internal) and Majd Khaldi (Finance)

2011-2012: Casey McDermott (Internal)

2012-2013: Justin Fletcher (Internal) and Saad Qazi (Finance)

2013-2014: Enbal Singer (Internal) and Sam Higgs (Finance)

2014-2015: Leila Alfaro (Internal) and Li Xue (Finance)

2015-2016: Maria Vedeshkina (Internal) and Mirza Ali Shakir (Finance)

2016-2017: Deepak Punjabi (Finance)

2017-2018: Noah Lew (Finance)

2018-2019: Mia Trana (Finance)

2019-2020: Stefan Suvajac (Finance)