



MEMO

From the office of the...
AVP Finance

TO: Student Representative Assembly
FROM: Jess Anderson, AVP Finance
SUBJECT: Bylaw 5; Non-MSU Groups - Incite
DATE: January 8, 2020

Dear SRA,

After having reviewed Incite Magazine's updated budget proposal for the 2019-2020 year, the finance committee is satisfied that the group is adhering to their initial referendum proposal and are being financial transparent with student money. While being faced with a cut in student funding from the student choice initiative (Similarly to other groups), Incite has made conscious and calculated decisions with their financial allocations for the coming year. With this being said, we would still like to put forward a few recommendations for the group to strive to improve on in the coming years.

1. **Transparency of Surplus:** The first recommendation we would like to put forward is in regard to the transparency of any surplus the group may still have from previous years. As discussed in the 2018-2019 academic year, Incite was in possession of about a \$15,000 surplus, and thus going forward we would like to see this indicated on the budget proposal, included in the previous year's carryover.
2. **Transition:** The second recommendation is directed toward the groups transition from past executives to current/future executives. This is a more general recommendation that we are going to provide to all 5-Non MSU groups going forward. We recommend the group carries out a more extensive transition process including items such as; shadowing previous execs, and full transition reports including details of the group's successes and areas for improvement as well as role expectations. This will help aid in the success of the group moving forward!

I am available to answer any questions that you might have on any of the listed recommendations or decisions!

Thank you,
Jess Anderson

Associate Vice-President Finance
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Questions

1. After going through the process of becoming a recognized MSU Club this year to help alleviate costs associated with room bookings and other expenditures, why is your group now budgeting to spend almost \$600 per launch party (\$1800 total) to hold events off campus and not utilizing the club status and book on campus for a reduced rate or free?
2. Why are you incorporating a \$261.10 expense, using student money to fund a social for your staff?
3. Why have your printing costs per issue release increased from last years \$7500 to \$8000?
4. In light of The Student Choice Initiative, why have you anticipated receiving the full \$25,000 from student funding? Additionally, why have you planned to end with a deficit of almost \$2000?
5. Have you hired a finance executive(to address last year's recommendation)
6. Can we have your actual budget from last year please in order to cross compare.

Responses:

Introduction: In light of our funding cuts, we've spent a great deal of time discussing our plan for this year and revising our budget. Attached is our revised budget for 2019-2020. I understand that it is technically late, but we've made one or two drastic changes that we believe should be properly communicated. We've incorporated the estimated funding to be received, taking into account the SCI, and changed the venue for our launch parties to be significantly cheaper and closer to campus. The biggest change would be that we've decided to cut out one issue this year so that we can stay within budget. Some minor changes include the elimination of launch party supplies expenses and the addition of an expense for an event being planned for the winter term.

1. Paisley's coffeehouse is already well-equipped, and is frequented often by many from Mac, especially those of the arts community. We expect an increased turnout from previous years, while giving those who have submitted pieces to the magazine a professional venue to discuss and share their work. We plan to use feedback from this event to better plan launch parties in the future, and may consider on-campus locations for the winter term and beyond.
2. We are no longer planning to host a staff social. This expense has been eliminated from the revised budget.
3. The printing costs for a single issue were budgeted last year to be around \$7500, but ended up hovering around \$8000 instead. For this year, the raw cost of printing would be around \$7000, but with tax and the Underground meeting fee, it will once again end up being around \$8000.
4. Anticipating the full amount despite the SCI was my mistake. I had thought we would still receive the same amount as previous years through the MSU or another

organization, and did not actively seek to clarify this topic. This has been corrected in the revised budget, which is projected to bear a \$799.38 net gain.

5. A treasurer has been hired.

6. Here is a link for the entirety of finances for the 2018-2019 school year:

https://docs.google.com/spreadsheets/d/1JXGiM9CYpx9YXY8xrHVnn49u_ZQ7Ntr16-EqBt3ssl0/edit#gid=1216362713