

**Bylaw 9 Group Budget Template 2022-2023 Year**

<b>Full Club Name</b>	io Public Interest Research Group McM
<b>Prepared By</b>	Khoa Topp-Nguyen
<b>Date Prepared</b>	Aug. 29, 2022
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**Total Cash Available for the Year**

<b>Carryover</b>			
1	<b>Beginning Balance (As of Sept. 1, 2022)</b>	\$ 76,294.00	Approx.
2	<b>Outstanding Costs from Previous Year</b>	\$ -	

**Revenues**

	<b>Revenues: Non-Events</b>	<b>Projected</b>	<b>Comments</b>
	Community Membership Fees	\$ 120.00	
	MSU Funding Requested/Granted	\$ 137,000.00	Won't know final remittance amount until after refund period.
	Sponsorships		
	Grants CSJ	\$ 3,420.00	
	Fair Trade Product Sales	\$ 800.00	
	Button Parts	\$ 500.00	
3	<b>Total Revenues</b>	\$ 141,840.00	
4	<b>Total Cash Available for the Year (1-2+3)</b>	\$ 218,134.00	

**Total Expenses for the Year**

**Expenses**

**Expenses: General**

	Wage Expense	\$ 88,884.36	1 staff @ 22 hrs per wk; 1 staff @ 15 hrs per wk; CSJ student staff. Including cost of living allowance.
	Office Expenses		
	Office Supplies & Up-Keep	\$ 300.00	Includes printer cartridges, printer paper, etc.
	Button Parts – 8,000	\$ 500.00	
	Postage	\$ 150.00	
	Publicity – Campus Wide Mailing	\$ 100.00	
	Photocopying & Printing	\$ 200.00	
	Promotion and Advertising - Organization	\$ 2,000.00	Canva Subscription (right now receiving it for free, but otherwise \$203.), MSU Guidebook Ad (\$1,130.), Media Screens, Sil Ads, etc.
	Phone – Rental and Long Distance	\$ 424.00	
	Computer and Software Subscriptions	\$ 1,900.00	Includes subscription apps
	Computer Maintenance and Repairs	\$ -	
	Webpage Fees and Consulting	\$ 346.00	Includes Dreamhost (\$321.), Namecheap Domain Renewal (\$25.)
	Honorarium Fees	\$ 5,000.00	
	Rental Fees		
	Equipment Fees		
	Administration		
	University Administration Charge	\$ 1,425.00	
	Insurance – Board	\$ 1,815.00	
	Insurance - Office	\$ 790.00	
	Audit	\$ 4,746.00	
	Accounting Services	\$ 2,034.00	
	Quickbooks Online Plus Subscription	\$ 825.00	
	Credit Union Charges	\$ 300.00	
	Provincial PIRG Fees	\$ 2,000.00	

**Expenses: Projects & Events**

**Project 1 Fair Trade Merchandise**

	Expense 1	\$ 800.00	Purchase of FT merchandise, including ongoing support of Atzin.
	Expense 2		
<b>Project 2 - Volunteers (Public Interest Projects)</b>			
	Expense 1	\$ 10,000.00	10 groups with budget of \$1000 each
	Expense 2	\$ 3,000.00	PIP Special Projects Fund
	Expense 3	\$ 1,000.00	Activist Skills Training Workshops
	Expense 4	\$1,000	Volunteer appreciaton, including honorariums for volunteer leads
	Expense 5	\$12,000	Experiential learning projects
<b>Project 3 - Networking</b>			
	Expense 1	\$ 300.00	Exam hospitality
	Expense 2	\$ 2,000.00	Support of \$1,000 each to groups aligned with OPIRG priority issue areas (e.g. Disable the Diff.)
	Expense 3	\$ 1,000.00	Social justice network
<b>Project 4 - Black History Month</b>			
	Expense 1	\$ 1,000.00	
<b>Project 5 - Fair Trade Fest</b>			
	Expense 1	\$ 3,000.00	Includes honorariums for student performers, speakers, prizes.
<b>Project 6 - Book Club</b>			
	Expense 1	\$ 4,000.00	Supports 3 student book clubs exploring BIPOC issues
<b>Project 7 - Community Garden</b>			
	Expense 1	\$ 3,000.00	
<b>Project 8 - Making Connections Week</b>			
	Expense 1	\$ 1,500.00	2nd term event
<b>Project 9 - Resource Centre</b>			
	Expense 1	\$ 1,500.00	Books, dvds, etc.
	Expense 2	\$ 100.00	Libib subscription
	Expense 3	\$ 1,000.00	Equipment for student rental
	Expense 4	\$ 2,000.00	Resource Centre upgrades
<b>Project 10 - Special OPIRG Events</b>			
	Expense 1	\$ 900.00	General event expenses and advertising.
<b>Project 11 - OPIRG AGM</b>			
	Expense 1	\$ 1,000.00	
<b>Project 12 - OPIRG Hospitality</b>			
	Expense 1	\$ 400.00	Cup of Connections; meet and greets throughout the year
<b>Project 13 - OPIRG Donations</b>			
	Expense 1	\$ 5,000.00	Cash internal to university
	Expense 2	\$ 5,000.00	Cash for university-community partnerships
	Expense 3	\$ 400.00	Fair trade goods internal
	Expense 4	\$ 100.00	Fair trade goods external
<b>Project 14 - Board Training</b>			
	Expense 1	\$ 1,500.00	Board training
	Expense 2	\$ 500.00	Strategic Planning workshop
	Expense 3	\$ 1,000.00	Board Appreciation
<b>Project 15 - Public Programming</b>			
	Expense 1	\$ 2,000.00	Cinema Politica Movie Screenings
	Expense 2	\$ 1,000.00	In-Person Workshops
<b>Project 16 - Summer Research Grant</b>			
	Expense 1	\$ 5,000.00	For students volunteering in OPIRG-aligned in research projects. Will develop a list of relevant topics and deliverables. \$1k per student
<b>Total Expenses</b>		<b>\$ 185,739.36</b>	

**Ending Balance**

<b>Ending Balance (4-5)</b>	<b>\$ 32,394.64</b>
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**Bylaw 9 Group Budget Template 2021-2022 Year**

<b>Full Club Name</b>	OPIRG McMaster
<b>Prepared By</b>	Henry Challen
<b>Date Prepared</b>	July 20th, 2021
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<b>Contact Phone Number</b>	289-527-1690

**Total Cash Available for the Year**

<b>Carryover</b>	
1	<b>Beginning Balance (As of Sept. 1, 2021)</b> \$ 60,000.00
2	<b>Outstanding Costs from Previous Year</b>

**Revenues**

<b>Revenues: Non-Events</b>	<b>Projected</b>	<b>Actual</b>	<b>Comments</b>
Membership Fees	\$ 138,033.50	\$ 142,339.51	includes community members
MSU Funding Requested/Granted	\$ -		
Sponsorships	\$ 40.00		
Grants	\$ 3,420.00	\$ 6,358.00	CSJ & CAPS
<b>Revenues: Events</b>			
Fair Trade Product Sales	\$ 250.00		
Button Parts	\$ 600.00		
Fair Trade Fest	\$ 900.00		
Credit Union Interest	\$ 500.00	\$ 126.25	
Surplus	\$ 70,000.00		
3	<b>Total Revenues</b>	\$ 143,743.50	\$ 148,823.76
4	<b>Total Cash Available for the Year (1-2+3)</b>	\$ 203,743.50	\$ 208,823.76

**Total Expenses for the Year**

**Expenses**

<b>Expenses: General</b>			
Membership Fees	\$ 2,000.00	\$ 1,320.70	Ontario PIRG Membership
Wage Expense	\$ 78,756.46	\$ 90,197.63	Staff #1 @ 22 hrs/wk, Staff #2 @ 15 hrs/wk, Student Staff (CSJ)
Office Expenses	\$ 4,922.48	\$ 4,017.93	Office + fair trade products
Honorarium Fees	\$ 4,300.00	\$ 1,130.80	
Admin Fees	\$ 11,366.09	\$ 7,128.83	Board and Office Insurance, Audit, Accounting Services, Quickbooks, Univ. Admin Fee
Equipment Fees	\$ 10.00	\$ 2,811.43	fixed assets; computer; pa system; ipad
<b>Expenses: Projects &amp; Events</b>			
<b>Projects</b>			
Expense 1	\$ 12,400.00	\$ 15,260.88	includes Fair Trade Fest; Community Garden; BIPOC Book Clubs; Corktown Art Project
Expense 2			
<b>Other Programming</b>			
Expense 1	\$ 850.00	\$ 136.85	special event expenses

	Expense 2		\$ 6,450.00	donations
	Expense 3		\$ 1,039.30	volunteer appreciation
	Expense 4		\$ 589.27	Board food and meeting expenses
<b>Board Training</b>				
	Expense 1	\$ 2,200.00	\$ 313.00	
	Expense 2			
<b>Networking</b>				
	Expense 1	\$ 650.00	\$ 1,607.97	
	Expense 2			
<b>PUBLIC INTEREST PROJECTS (Working Groups):</b>				
	Expense 1	\$ 8,550.00	\$ 1,333.12	
5	<b>Total Expenses</b>		\$ 126,005.03	\$ 133,337.71

**Ending Balance**

<b>Ending Balance (4-5)</b>	\$ 77,738.47	\$ 75,486.05	
<b>Projected vs. Actual Variance</b>	-\$	2,252.42	<b>DEFICIT</b>