

## **IGM TREASURER'S REPORT**

**5<sup>TH</sup> MARCH 2018**

***SCHYANA SIVANANTHAM, TREASURER***

The following items have been identified as material to be brought under the attention of the PGSA Executive.

### ***BUDGET***

The 2018 budget was created based on expense estimates from the previous year and used to apply for funding from the university. It contains brief descriptions of each line item expense. The creation of this budget was done from a conservative perspective, so it may come to pass that the PGSA runs a surplus over the coming year. We have received the amount of funding we requested from Victoria University, which is shown in the budget attached.

### ***OVERALL FINANCIAL POSITION***

The PGSA continues to occupy a sound financial position, subject to continued funding and support from VUW.

## PGSA – 2018 BUDGET

### **BUDGETED EXPENDITURE**

<b>Executive Administrator</b>	EA salary based on 20 hrs per week (+ ACC, Kiwisaver, annual leave); VUWSA admin fee 7.5%; Professional development	<u>\$32,525</u>
<b>Office/Professional Expenses</b>	Accounting fees & license; Bank fees; Telephone rental; Kitchen supplies; Postage/Printing; General expenses; Exec travel/thank you vouchers; Website Costs	<u>\$3,975</u>
<b>PGSA Events and Activities</b>		
Victorias Awards <i>(paid by VP Office)</i>	Catering; Equipment/Bar hire; Labour costs; Violinists; Trophies; Prizes; Certificates; Research Excellence Awards	\$37,574
3 Minute Thesis Competition <i>(paid by VP Office)</i>	Registration fee; Catering; Certificates/trophy/printing; Prizes, Inter-Uni competition travel/food	\$9,192
Kickstart Your Thesis (x5)	Catering; Prizes; Printing	\$2,150
Academic Conference Grants <i>(paid by VP Office)</i>	Grants for Conference fees up to \$1000	\$10,000
Research Roundtables (x5) <i>(paid by Vic International)</i>	Catering; Printing/certificates	\$1,500
IGM and AGM	Catering; Admin/printing/advertising	\$900
(Orientation) Evening Social Event	Catering; Joint VUWSA/PGSA event; Admin/printing/misc. costs	\$950
(Orientation) Summer Picnic	BBQ food; sunblock; Prizes/advertising; Gazebo	\$400
(Orientation) Welcome Festival	Refreshments; Picnic blankets; Sun shelter	\$460
Quiz Night	Catering; Admin/printing/misc. costs	\$300
Cultural Night <i>(funding sought from Vic. Int.)</i>	Advertising; Food/drinks	\$500
Executive Meetings	Catering, Retreat planning	\$900
Membership Engagement	Committee Reps morning tea/thank you vouchers; Membership drive prize draws	\$1,200
Advertising	Promotional material (pens, banners, printing brochures, posters, etc.)	<u>\$2,000</u>
<b>GST 15% (paid on grants less expenses) approximate per year</b>		<b>\$6,000</b>
<b>Total EXPENDITURE</b>		<b>\$110,526</b>
<b>BUDGETED INCOME</b>		
Student Academic Services (EA salary + operating expenses)		\$53,060
Research Office Sponsorship (3MT, Vic Awards, REAs, Conference Grants)		\$55,966
Vic International Sponsorship tbc (Interactive Forums)		\$1,500
<b>Total INCOME</b>		<b>\$110,526</b>
<b>BUDGETED SURPLUS (DEFICIT)</b>		<b>(\$0)</b>