

IGM TREASURER'S REPORT

14TH MARCH 2019

SCHYANA SIVANANTHAM, TREASURER

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

BUDGET

The 2019 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 - 2019 BUDGET

BUDGETED EXPENDITURE		
Administrative Support – Staffing	EA salary based on 20 hrs per week (+ ACC, Kiwisaver, annual leave); VUWSA admin fee 7.5%; Professional development	\$29,525
Other Admin Costs	Accounting fees & license; Bank fees; Telephone rental; Kitchen supplies; Postage/Printing; General expenses; Exec travel/thank you vouchers; Website Costs, Including GST 15%, paid on grants less expenses, approximate per year (\$6000)	\$13, 605
Membership engagement	Executive Meeting, Committee Reps Morning Tea, Catering, Resources	\$4,970
Student Surveys	Surveys, Membership Drives	\$300
Events	Postgrad Talks, Writing to Finish Workshops, Quizzical, Make and Mingle, Hauora Chats, Diversity Fest, Next Gen Postgrad Summit, IGM and AGM, Orientation Week Events, Catering, Resources, Promotion	\$7,300
<i>Research Office Funded Events – Victorias Awards, 3MT Competition, Research Excellence Awards, Academic Conference Grants</i>	<i>Catering; Equipment/Bar hire; Labour costs; Violinists; Trophies; Prizes; Certificates; Registration fee; Catering; Certificates/trophy/printing; Prizes, Inter-University competition travel/food</i>	\$55,966
<i>Vic International – Postgrad Talks, 3MT Competition (International Student Award)</i>	<i>Awards, Sponsoring Postgrad Talks</i>	\$1750
<i>R&S Distinctiveness Theme Committee</i>	<i>3MT Competition Prize</i>	\$500
<i>VUWSA</i>	<i>Victorias Awards – Prize for Tutors</i>	\$1000
<i>TEU</i>	<i>Victorias Awards – Professional Staff Award</i>	\$500
Total EXPENDITURE		\$115, 416
BUDGETED INCOME		
Student Academic Services (EA salary + operating expenses)		\$55,700
Research Office Sponsorship (3MT, Vic Awards, REAs, Conference Grants)		\$55,966
Vic International Sponsorship tbc (Interactive Forums)		\$1,750
<i>R&S Distinctiveness Theme Committee</i>		\$500
<i>VUWSA</i>		\$1000
<i>TEU</i>		\$500
Total INCOME		\$115,416
BUDGETED SURPLUS (DEFICIT)		(\$0)