Exit Report - Template

| Name | Rowshyra Castaneda |
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| Task/Role | Treasurer/Budgeting |

Just leave a section blank if you don’t feel the question applies to your task.

| Describe your role/task: |
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I was a signatory on the TD bank account that was open/transferred by Amardeep Singh (Co-president). I presented a budget based on 100, 150, and 200 attendees. I used the previous year’s spreadsheet as a base for unknown/miscellaneous costs, and the quotes provided by the different committees (food, room bookings, poster board rentals).

I had the last say in what could be budgeted in and how to allocate funds. I also helped write funding applications.

| What did you wish you had known beforehand? | List important info or decisions you may have to know in order to complete your task/role. For example, you can’t start fundraising until you have a budget. |
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When I made the budget using quotes provided by the UofT AV/food/building services, I had not realized there are numerous hidden costs, such as extra security fees for events that had alcohol (poster session), extra AV assistance fees, etc. I wish the university was more transparent about these costs, although, knowing this now, I would ask directly about other associated fees.

We also did not know that the university received a tax break (I can’t remember the exact % that they pay in HST, but it was lower than 13%). Catering, bar services, room bookings, hotel booking for plenaries and a few other things were all done through the department for convenience. After the conference we reimbursed the department. You should try to do the same because you will pay significantly less for certain things since the university is exempt from certain taxes.

| Contacts | List the organization/companies/individuals you contacted to complete your task. Would you contact those individuals again? If not, why and do you have suggestions for may have been a better choice? |
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I only dealt with TD Canada Trust and everything went smoothly.

| What worked? | List the things that made your task easier, or resulted in it being a success. |
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Having specific students work on quotes based on the committee they were on. This allowed me to focus on budgeting and fund allocation. Had I had to retrieve all costs myself, it would have been overwhelming and too much work.

| What didn’t work? | List the things that you would change or do differently to save yourself time/energy/$ if you had to do the task again. |
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One potential issue was working with ASN to figure out student award payments, they were vague and I felt the need to have that back-up money in case they would not fulfill their end of the donation. Hidden costs with the university also caused confusion and delays in payment, although, this was not something we could really do differently.

| Give a general timeline to completing the task. | Give general dates for around when milestones on your task were completed. You can make suggestions about if you thought you did this too late/too early. |
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The general budgets for 100, 150, and 200 attendees were drafted by mid/late-October, and the committees worked off those hypothetical budgets. Once we got true quotes for services and registration began I adjusted the quotes/budget weekly.

| Do you have any online accounts or account information to pass along? | Give id and passwords for account you may have used and the next group could take over (Facebook, Twitter, etc.). |
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N/A

| Future Goals | If you could do this task over again, what do you think are reasonable goals that would be achievable? |
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The Treasurer’s tasks continue past the conference, paying bills, making sure you aren’t over paying or paying for things that you didn’t use. There wasn’t enough food, budgeting for a bit more would have been ideal (we had the money for it).

| Other comments | List any other useful information that the previous questions may not have answered. |
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We have a very big seed fund. Our fundraising and grant applications were incredibly successful. We over budgeted for alcohol, but that’s never a bad thing.

As far as we know, no university has given as large of a seed fund as we are leaving this year. With strong fundraising early on in organizing, you should be able to match or beat the amount we’re leaving. That being said, I would aim to leave at least $8000 for the seed fund.