

## **Office of the Vice-President Students College Programming Funds**

### **Funding Source**

College Programming funds are derived from Centrally Collected Ancillary (CCA) Fees. Fees are collected from undergraduate and graduate students on a per-credit or per-term basis. Funds are allocated to operating units based on a per-credit allocation that is linked to a total enrolment credit count that is determined at the enrolment count dates in July, November and February.

For the 2010-11 fiscal year, the allocation per-credit for the colleges (excluding Glendon) is \$0.05 (for fall-winter), which translates to a preliminary allocation of \$64,504 for the whole year.

From the total allocation per college, \$10,000 is reserved for Convocation reception costs, leaving the balance available for programming.

### **Purpose**

The College Programming funds are collected under the cultural and other portion of the centrally collected ancillary fees that students pay. They are intended to be expensed in-year to deliver programming to the students affiliated with the college. The funds are not permitted to be used to offset or fund activities that should be paid for from operational funds. The MTCU operating funds manual states that CCA funds are to be kept separate from operating and capital.

### **Appropriate and non-appropriate expenses**

1. Program funds are not for the Master to spend as they wish;
2. A moderate overhead charge is appropriate to cover the administration of programming activities;
3. Carryforwards should be exceptional and linked to programming strategic plan;
4. Honoraria are appropriate (where necessary) to speakers for programming;
5. Hospitality costs are appropriate when connected to student programming activities;
6. Renovations should not be funded from programming \$;
7. Fellows activities/events should not be funded from programming \$ unless they involve significant student participation;
8. College formals/dinners are not appropriate for funding from programming \$;
9. The Master should check with EO regarding clarification of appropriateness of expenses.