



# Annual Report 2019-20



## Message from the 2020-2021 AMS Executive

Queen's is known for its student-driven campus, its unparalleled spirit, and the traditions we all cherish. As the oldest student union in Canada, the AMS strives to improve the Queen's experience for the 19,000+ students we represent. Our vision is to enhance student life by providing meaningful volunteer, part-time, and salaried job opportunities that are tailored to the diverse interests and needs of the student body. AMS services are run entirely by students, for students.

The AMS administers a wide array of resources that fulfill students' day-to-day needs, but it must also engage in long-term projects that extend beyond a single year. We are privileged to build on the work of generations of dedicated student leaders who came before us. We will build on these past achievements and work toward a brighter future for all Queen's students.

This report is intended to describe the Society's operations and finances during the 2019-2020 year, while also identifying the emerging challenges, trends, and strategic objectives that will define the coming year. We are happy to share this report with you and are excited for all that we will accomplish together going forward.



### 2020-2021 AMS Executive:

*Jared den Otter (President), Alexia Henriques (VPUIA) and Alexandra Samoyloff (VPOPS)*



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## Annual Report Editorial Board

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# AMS by the Numbers

**19,000+**  
**students**

**9 Faculty  
Societies**

**60+ salaried  
student staff**

**13 student-run  
services**

**700+ paid  
student staff**

**6,000+ job  
applications**

**1,500+ student  
volunteers**

**4 Commissions  
& 6 Offices**

**\$280,000+ in  
bursaries**

**162 years of  
excellence**

**Affordable  
Health & Dental**

**Student Transit  
Options**

Year ended April 30:

2020

2019

**Consolidated Statement of Operations:**

Revenue	\$15,460,182	\$17,534,973
Expenses	\$14,562,577	\$15,524,518
Excess of revenues over expenses	\$897,605	\$2,010,455
Operating fund	\$229,512	\$(139,837)
Restricted funds	\$668,093	\$2,150,292

**Consolidated Statement of Financial Position:**

Assets	\$12,053,529	\$11,044,160
Liabilities	\$2,391,010	\$2,279,246
Net Assets	\$9,662,519	\$8,764,914

**Net Assets Comprise:**

Invested in Capital Assets	\$208,783	\$253,899
Other Reserves - Internally Restricted	\$250,000	\$250,000
Internally Restricted Funds	\$7,201,008	\$6,602,231
Externally Restricted Funds	\$201,428	\$132,112
Operating Fund - Unrestricted	\$1,801,300	\$1,526,672





# ***AMS Mission Statement:***

To serve and represent the diversity of students at Queen's University.

# ***AMS Mandate:***

- To represent Queen's University students within the university and externally by working to further the best interests of the members of the AMS, giving particular concern to representation on issues related to education.
- To provide services and activities to students, as well as to act in a facilitating role for services and activities where appropriate.
- To cultivate a sense of social awareness and responsibility in its membership.
- To serve as a liaison between the various affiliated student societies.

The oldest student association in Canada, the Alma Mater Society (AMS) of Queen's University was founded in 1858 and incorporated in 1969 as a non-profit organization without share capital.

The Society's highest legislative body is AMS Assembly, which consists of representatives from all AMS member societies. The voting members of Assembly also comprise the voting members of the Corporation, and in this capacity, they annually elect a Board of Directors. The Board of Directors is responsible for overseeing the management of the Alma Mater Society's corporate services, offices and associated financial affairs, and more broadly, for ensuring the financial viability of the Society.

Membership in the AMS is automatically extended to all students of the University who are enrolled in at least one course in one of the member faculties/programs listed on the next page, and who have paid the AMS Membership Fee. Each student normally belongs to a member society as well as the AMS and enjoys the rights and privileges of both societies.

AMS members enjoy the right:

- to vote in all Society elections and referenda;
- to hold offices or positions within the Society, subject to the restrictions of the office or position, as outlined by Assembly and/or Board Policy;
- to attend meetings of the Society subject to the rules of procedure as prescribed by the AMS Constitution;
- to move or second motions at such meetings;
- to speak for or against any motion;
- to vote at Society Annual Meetings or Society Special General Meetings, and;
- to gain admission to and/or actively participate in any Society sponsored event and/or program subject to any restrictions of the particular event and/or program.

# AMS Assembly



The Assembly is the highest governing body of the Alma Mater Society. It is comprised of roughly 55 representatives from Faculty Societies, 36 of whom are voting members. Assembly fulfills its mandate by debating motions, asking questions of elected student leaders, and reviewing recommendations submitted by the Executive, AMS Senior Management, and Faculty Society Executives. The Assembly is constitutionally empowered to direct the Executive, Commissioners, Judicial Affairs Manager and Secretary to conduct their responsibilities in the best interest of the student body.

All AMS members are encouraged to attend the monthly Assembly meetings. This year, Assembly was held predominantly in Macdonald Hall (building name subject to change) 001, however, two Assembly meetings were also held in Wallace Hall.

*The 2019-2020 AMS Assembly was comprised of the following members from the constituent Faculty Societies and those directly elected by students. Ex officio members without voting privileges are marked by an asterisk.*

**Alma Mater Society**

President  
 Vice-President (Operations)  
 Vice-President (University Affairs)  
 Commissioner of Campus Affairs\*  
 Commissioner of External Affairs\*  
 Commissioner of Social Issues\*  
 Director of Clubs\*

**Nursing Science Society**

President  
 Vice-President

**Engineering Society**

President  
 Vice-President (Student Affairs)  
 4 Elected Representatives

**Commerce Society**

President  
 Vice-President (Operations)  
 Vice-President (Student Affairs)  
 2 Elected Representatives

**Arts & Science Undergraduate Society**

President  
 Vice-President  
 5 Elected Representatives

**Computing Students' Association**

President  
 Vice-President (Operations)  
 Vice-President (University Affairs)

**Concurrent Education Students' Association**

President  
 2 Elected Representatives

**Physical & Health Education & Kinesiology Students' Association**

President  
 Vice-President (University Affairs)  
 Equity and Wellness Officer

**MBA Student Executive Council**

President  
 Vice-President

**Other Ex-Officios  
 (Non-Voting)**

Undergraduate Student Trustee\*  
 Queen's University Rector\*  
 Student Senate Caucus Chair\*  
 AMS Board of Directors Chair\*  
 SGPS President\*  
 AMS Secretary\*  
 Residence Society President\*







# Executive Overview

## TEAM AJW

The three-member AMS Executive is composed of the President, the Vice-President (Operations), and the Vice-President (University Affairs). Together, they are responsible for representing the interests of all undergraduate and MBA students and for the day-to-day management of the AMS. The Executive is elected annually during the winter term.

The President is responsible for the external representation of the Society and is ultimately accountable for ensuring the fulfilment of the Society's mandate and mission. They directly oversee the Advancement, Marketing & Communications, Human Resources,

and Information Technology Offices, as well as the Secretariat. They also preside over Presidents' Caucus, which consists of the member society presidents.

The Vice-President (Operations) is responsible for all day-to-day operational and financial matters of the Society. They oversee the AMS corporate services, administer the student activity fees, the AMS Health & Dental Plan, the Bus-It Program, and the consolidated budget for the AMS.

The Vice-President (University Affairs) is responsible for all political and educational matters within the Society, research and policy development, and academic issues at Queen's. They oversee the various Commissions and advocate to the university administration, the City of Kingston, and the Province

of Ontario. They also oversee the Clubs Office.

The 2019-2020 executive consisted of Auston Pierce, President; Jessica Dahanayake, Vice-President (Operations), and; William Greene, Vice-President (University Affairs).

Some key matters in team AJW's year have to do with Sustainability, Project Period, Mental Health for Students and the Student Choice Initiative.

## **Sustainability**

As a main pillar point in the team's platform, a lot of work was done to further sustainability efforts made by the AMS.

Some main achievements the team made were introducing product sustainability ratings at the P&CC, introducing a Green Office initiative within the AMS offices, the Uniform Sustainability initiatives and education through Sustainability Week.

As well, Common Ground was heavily involved in sustainable initiatives. Common Ground has an incentive program encouraging reusables, compostable packaging, and a reusable cup program.

The AMS also divested from fossil fuels because of advocacy done by team AJW's relationship with QBACC.

## **Project Period**

Jessica Dahanayake, VPOPS, took on Project Period project and completed it in her term. The AMS partnered with Queen's Period, a ratified Queen's club founded in 2014, to start the initiative. The initiative was first started by the AMS promoting Queen's period. Dahanayake and the Queen's Period

team conducted a survey on campus to start the conversation on menstruation, period stigma and accessibility on campus.

Further, the initiative was extended to bathrooms on campus with the inauguration of take one, leave one bins in the Four Directions Indigenous Student Centre, the Ban Righ Centre, the JDUC and the Queen's Centre.

Fast forward to more recently, and the University, has installed free menstrual product dispensers in different bathrooms across campus.

## **Mental Health Coverage in Student Insurance and EmpowerMe**

Starting in September 2019, the AMS introduced EmpowerMe, an online platform accessible year-round at any time of day providing free access to counseling for university students. This program can be delivered through a hotline, in person, or through video counselling.

As well, the AMS launched PSC x CARED (Committee Against Racial and Ethnic Discrimination) to provide specific support for Black, Indigenous and/or Persons of Colour on campus.

At the end of the term, AJW was able to increase mental health benefits in student insurance plans at no extra cost, for the 2020-2021 school year.

Effective September 1, 2020, the new plan guarantees students are insured 100 percent per visit to a psychologist, social worker or psychotherapist up to \$1000, up from the previous \$750 per policy year.

## Student Choice Initiative

The Student Choice Initiative (SCI) posed a large threat to the AMS. It is a policy that allowed students to opt out of fees deemed non-essential by The Ministry of Training, Colleges and Universities (MTCU). This initiative was brought forward by the Ontario Government. Before the beginning of the term, AJW started to plan, restructure and consider student government under the SCI.

For the AMS, this meant a lot of planning and restructuring, as many services rely on student fees as their main source of funding. Jessica Dahanayake planned for scenarios based on 30, 50 and 90 percent opt-out rates.

Due to the opt-out period at Queen's, team AJW did not have access to the final opt-out numbers until after October 11, 2018. Nearly 16% of students opted

out of the AMS membership fee, which was lower than expected. Other services such as the AMS Foodbank, the Queen's Journal and the Tricolour Yearbook were hit harder with opt-out numbers of 25 per cent or greater.

Team AJW raised concerns to the Division of Student Affairs (DSA) in collaboration with the SGPS to outline concerns about how the University had worked with student leaders to implement the SCI. A lack of transparency, collaboration and support were main points in said document.

Team AJW advocated to the provincial government and was able to still run a successful year despite this. The SCI has since been overturned by the courts and many fees are back to being mandatory for the 2020-21 school year.

## 2019-2020 AMS Executive:



**Jessica Dahanayake**  
VP Operations

**Auston Pierce**  
President

**William Greene**  
VP University Affairs

# Board of Directors



The Board of Directors of the Alma Mater Society of Queen's University Incorporated (AMS Inc.) provides oversight to the management of the affairs of the Corporation. The Board exists to serve three key roles: financial, human capital, and strategic oversight.

The Board of Directors is composed of six Student Directors and three Non-Student (Community) Directors elected by AMS Assembly, the AMS Executive, and the General Manager. The Board meets monthly to review committee recommendations and to discuss business pertaining to AMS Inc. Consistent with years previous, the Board approved several capital expenditures throughout the year. Over and above the regular business, the Board undertook various internal projects through its committees.

The Board had five standing committees: Finance & Risk, Investment, Audit, Personnel, and Governance.

This year, the Finance and Risk Committee built upon previous years' work and completed the creation of a risk register for the organization. The register will continue to be updated several times each year to ensure risks are appropriately tracked and mitigated. The Committee transitioned two entities off probationary status, The Queen's Journal and Queen's Model Parliament. Additionally, due to the significant financial challenges at the service, a review of The AMS Pub Services was undertaken and completed. Lastly, the Committee approved a new Investment Policy Statement, reaffirming the Society's divestment goals, and established a stand-alone Investment Committee. The Investment Committee will meet for the first time in Fall 2020.

The Personnel Committee was occupied this year reviewing and approving changes to improve the efficiency of services. This included reflecting and revisiting decisions made in response to the Student Choice Initiative. The Committee added assistant managers at several

services and approved the creation of three separate offices: Marketing, Communications and Research. Moreover, a wage grid was created to account for all waged positions accurately. Lastly, the Committee undertook a review of the salary and honoraria grids, as well as the Hiring and Appointment Policy.

The Governance Committee completed an extensive review of the AMS Inc. by-laws and the AMS Board Policy Manual. This work was critical in ensuring policies and procedures reflected the current environment accurately. Furthermore, the Committee undertook a strategic project which overhauled the Board's annual planning and budgetary process, as well as developed enhanced knowledge management tools. CREO Solutions, a student-run consultancy, completed the project. Lastly, the Committee conducted the Board's bi-annual self-evaluation and updated the History of the AMS Board of Directors document to include the COVID-19 pandemic response.

As expressed by the AMS' auditors, KPMG, the audited financial statements within this report are an accurate reflection of the financial position of the AMS. The Board continually collaborates with Management to ensure the organization is financially viable for current and future generations of students.

To conclude the year, the Board emphasized the importance of strategic planning, risk management and fiscal prudence. The Student Choice Initiative (SCI) required the AMS to drastically alter operations and be resilient in the face of significant adversity. Likewise, the COVID-19 pandemic requires the AMS to be prepared for significant uncertainty in the short and medium-term. As with SCI, the Board is confident in the organization's ability to overcome any challenges while continuing to deliver on its important mission. The Board will continue to enthusiastically offer strategic advice, human capital support and financial oversight to support Management.



# Commissions, Offices, and Services

# AMS Commissions

*Representing three different facets of student life at Queen's, the Commissions of the Alma Mater Society strive to advocate on behalf of Queen's students to the University, the City of Kingston, and to the provincial government on student issues.*

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**The Campus Activities Commissions (CAC)** strives for the betterment of student life through social, inclusive, and entertaining extracurricular activities. They run events and conferences that enrich the Queen's experience for undergraduates in unique and memorable ways.



## **The External Affairs Commission (CEA)**

The Commission of External Affairs advocates for the interests of students within the University and to external bodies like the municipal and provincial governments. They seek to uphold the quality and financial accessibility of a Queen's education. They also administer committees that assist students in navigating academic life and create links with the broader community.

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**The Social Issues Commission (SIC)** aims to speak to issues of equity while challenging oppression at Queen's. They seek to provide students with resources and education as well as offer an open, safe space for those who face oppression and their allies. By fostering close ties with various groups and the Queen's administration as well as facilitating student learning about oppression, they aim to eliminate marginalization on campus and increase inclusivity.

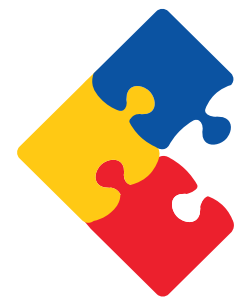


# AMS Offices

*The four AMS offices support the activities of all students presently involved with the AMS as well as those looking to get involved. Directors work closely with the Executive, Commissioners, and Service Managers to ensure that the day-to-day operations of the Society run smoothly and are accessible to all students. They also work toward strengthening the organizational and reputational standing of student leadership.*

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The **Alumni and Sponsorship Office** is responsible for ensuring that the AMS has a cohesive strategy for fundraising, sponsorship, and meaningful engagement with alumni. This Office works to build and maintain relationships with donors, sponsors, and the alumni community, and works closely with the Queen's office of Advancement on these goals. The DAS supports the functions of the AMS and its ratified clubs by securing financial contributions and mentorship opportunities that will enhance the programming and services provided by the Society.



The **Human Resources Office** ensures that working for the AMS is rewarding, productive, and welcoming. Whether volunteering on a committee, serving as an AMS intern, or working for one of the many AMS services, the HR Office is a key resource for student employees. This office also conducts recruitment on behalf of the AMS and works to develop policies and procedures that make the AMS a fair, safe, and equitable workplace.

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The **Information Technology Office** works to provide and maintain the IT infrastructure on which the AMS depends. The IT Office operates internally on both the government and corporate sides of the AMS to ensure the continued support and maintenance of all IT equipment and services. The IT Office works to develop applications, databases, and websites for the various AMS Services. The AMS IT Office employs part-time student staff members, helping to develop students' passion for information technology.



The **Marketing & Communications Office** serves as the public relations channel for the AMS and facilitates the two-way flow of information between the AMS and students. They accomplish this by conducting marketing research to gauge the opinions of the Queen's student body while monitoring the AMS's media relations with both local and national media. The MarComm Office is also responsible for the supervision and creation of AMS publications, web content, and interacting with students through social media.

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**The Clubs Office** supports over 280 unique organizations, ranging from cultural groups to health outreach initiatives and everything in between. For many students, participating in clubs is one of their most important out-of-classroom experiences. The Clubs Office supports AMS-ratified groups by providing financial resources (grants, bursaries, fundraising, etc.), managing club space, insurance, and resources for event planning and marketing. They also hold various workshops throughout the year, along with the annual Tricolour Open House which gives clubs the opportunity to showcase their organization to the entire student body. The Director of Clubs is responsible for the day-to-day operations of the Office which includes connecting with club members, students, and stakeholders (on and off campus) as well as overseeing the Assistant Director of Clubs. Additionally, they act as the main liaison between the AMS and the clubs community. A complete list of clubs and organizations can be found on the AMS website along with other useful club information.



## **Student Life Centre**

Space • Information • Resources

**The Student Life Centre (SLC)** is a collection of facilities, services, and resources dedicated to enhancing the quality of student life at Queen's. Encompassing the John Deutsch University Centre (JDUC), the non-athletics portion of the Queen's Centre (QC), the Mackintosh-Corry Student Street (MC), and the Grey House, the SLC provides space for Societies and clubs, bookable spaces for meetings and performances, and public spaces for a wide range of student and community uses. In the near future, the JDUC Redevelopment Project will create transformative new opportunities for student life and engagement. Excellent student life requires exceptional spaces, and the SLC works toward providing them.



# AMS Services

*All AMS services are entirely student-run and dedicated to providing affordable products and services in a safe, student-friendly environment. Thousands of student employees and volunteers work hard to bring on-campus resources to those who need them, whether that's a cup of coffee at Common Ground, online campus news from the Queen's Journal, or academic support from the Academic Grievance Centre.*

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**The Common Ground Coffeehouse (CoGro)** is a student run coffeehouse found at the heart of the campus in the Queen's Centre. They offer a large variety of espresso-based drinks, iced drinks, bagels, delicious sandwiches, and local baked goods. The CoGro lounge space is used for studying, hanging out with friends, grabbing lunch, and can be booked for events. Common Ground operates The Brew, a second location in the Upper JDUC (near Tricolour Outlet).

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Located in the heart of the JDUC, the **Printing & Copy Centre (P&CC)** offers a wide variety of products and services including: black & white and colour printing; scanning; faxing; business cards, booklet, brochure, and program printing; rave cards; binding; poster printing and more. The staff at the P&CC work hard to help students complete their publishing projects efficiently, effectively, and affordably—all while in a fun, welcoming environment.



**Walkhome** is a student-run service that provides members of the Queen's community with a safe and comfortable way to travel Kingston at night. It is an anonymous and confidential service, so our staff members do not wear clothes identifying them as a Walkhome team. In 2017, Walkhome partnered with a local software company to create an online mobile application. Whether students feel unsafe or just want company they can call (613) 533-WALK, visit the kiosk in the lower ceiling of the JDUC, or use the mobile app to request a walk.

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**The Housing Resource Centre (HRC)** is a confidential space where students can talk freely about their concerns with any current or potential housing situation. The HRC also offers tips on house hunting and finding housemates.

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The **Peer Support Centre (PSC)** is comprised of a dedicated group of trained volunteers for empathetic listening via peer-to-peer support to students at Queen's. The PSC provides a safe, non-judgmental, and strictly confidential environment for students to speak with our compassionate volunteers, receive referrals and resources, and access other support groups.



### TRICOLOUR OUTLET

**Tricolour Outlet** is a one-stop shop that serves students, alumni, and the Queen's community. They provide high-quality options for Queen's clothing and merchandise, a means for students to save money on used textbooks, inexpensive school supplies, event tickets, and a safe and convenient bus service. They are located on the first floor of the JDUC. They have a website, which can be found at: [www.tricolouroutlet.ca](http://www.tricolouroutlet.ca)

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**Studio Q** is a student-run creative agency, providing professional design, photography, video, and broadcasting services. As well, they produce the Tricolour Yearbook & Agenda.



The **AMS Food Bank** provides confidential and non-judgmental food options to members of the Queen's community. The Food Bank helps to ensure that Queen's students can be healthy and productive as they pursue academic achievement and works to alleviate poverty amongst Queen's community members. Learn more at [www.AMSfoodbank.com](http://www.AMSfoodbank.com).

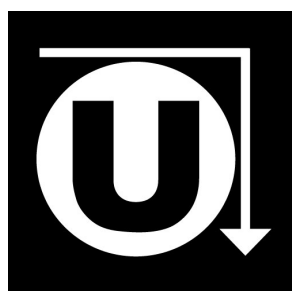
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The **Queen's Student Constables (StuCons)** are a peer-to-peer security service that embodies the unique idea of students being responsible for students. StuCons work to keep everyone safe by upholding AMS and University rules and regulations at sanctioned events and venues.



The **Academic Grievance Centre (AGC)** is the place to go with questions or concerns about academic grievances, discipline, or regulations. The volunteers that work in the centre are very knowledgeable about the academic policies of the University and can be a resource and support when students simply need someone to listen to their academic concerns.

Since 1977, the **Queen's Pub (QP)** has been a tradition at Queen's University. The relaxed atmosphere and great tunes keep students coming back. The menu has vegetarian options, a multitude of beers, fine wines, and cocktails, as well as a variety of non-alcoholic drinks. Whether using the Pub to meet a study group or watch sports on the HD flat screen TVs, QP staff will always make visits the best they can be. The **AMS Pub Services (TAPS)** is composed of Queen's Pub (QP) and The Underground Nightclub.



Since opening its doors in 1976, the **Underground** has served generations of students and alumni. Administered along with the QP by **The AMS Pub Services (TAPS)**, the Underground is the only student-operated nightclub in the country and offers a level of acceptance and warmth that is unparalleled in the Kingston community. It doesn't matter what faculty you are from, The Underground welcomes all students who are invested in making each night special. The Underground is available for booking to all students for club events, team socials, or even birthday parties.

With a staff of almost 30 students, the **Queen's Journal (QJ)** puts out print issues every Friday and releases online content throughout each week at [www.queensjournal.ca](http://www.queensjournal.ca). They welcome all students as writers and photographers as well as letters or opinion pieces from all members of the Queen's community. The Journal House is located at 190 University Ave.





# Awards and Bursaries

(Established by AMS;  
Administered by Queen's University)

## **The Agnes Benidickson Bursary**

An endowed fund established in 1998 by the AMS in honour of the Chancellor Emerita, Agnes Benidickson. Funds have been donated through student activity fees and raised through Project Millennium. Awarded to an undergraduate student in financial need in any year of any faculty or school at Queen's. Twenty-five (25) recipients shared in the \$55,800 awarded leaving a balance of \$1 in the account. The capital account market value of the fund as of April 30, 2020 was \$913,857.

## **The AMS Accessibility Queen's Bursary**

An endowed fund established by the AMS in 2007, and revised in 2015, awarded on the basis of the financial need of students with disabilities who are registered with Queen's Disability Services and who are not eligible for funding through the OSAP Bursary for Students with Disabilities. The bursary will help with the costs associated with adaptive technology, transportation costs, etc. Eight (8) recipients shared in the \$18,600 awarded, leaving a balance of \$61 in the income account. The capital account market value of the fund as of April 30, 2020 was \$492,750.

## **The AMS Membership Bursary**

Established in 2014, this bursary is awarded on the basis of the demonstrated financial need to Alma Mater Society members challenged in paying the cost of the AMS Mandatory Student Activity Fees. Eight (8) recipients shared in a total award of \$12,435. The income account balance as of April 30, 2020 was \$2,381.

## **The AMS Indigenous Student Awards**

An endowed fund established in 1990 by the AMS and awarded to native students entering first year in any faculty or school at Queen's with preference given to undergraduate students. Selection is based on academic standing and/or financial need. One (1) recipient received an award of \$3,550, leaving a balance of \$59 in the income account. The capital account market value of the fund as of April 30, 2020 was \$93,862.

## **AMS Sesquicentennial Bursaries**

An endowed fund established by the AMS in 1990. Bursaries are awarded to students in any

faculty or school with preference to single parents with day-care expenses. In 2019-2020, awards between \$1,855 and \$11,440 were divided among three (3) recipients with a total disbursement of \$15,200. The capital market value of the fund as of April 30, 2020 was \$404,020 and the income account balance of the fund was \$3.

## **Disabled Students' Bursaries**

An endowed fund established by the AMS and Arts and Science '82, to assist disabled students attending Queen's. Bursaries are awarded on the basis of need. One (1) recipient was awarded \$1,300. The capital market value of the fund as of April 30, 2020 was \$37,649, with an income account balance of \$3.

## **The Ida Mmari Scholarship for Refugee Students**

An expendable fund established by students of Queen's University in memory of Ida Mmari of Tanzania, M. PI. '83. Funded from a mandatory AMS student activity fee and donations, scholarships are awarded to refugee students and the scholarship is renewable for up to four years. Eight (8) recipients shared awards of \$70,718. The income account balance of the fund as of April 30, 2020 was \$126,088.

## **Queen's International Students' Society Bursary**

Established in 1993 by the Queen's International Students' Society, this bursary is awarded on the basis of financial need with preference given to an international student. The bursary is funded through a student activity fee. One (1) recipient shared total awards of \$4,400. The income account balance as of April 30th, 2020 was \$2,438.

## **Queen's Work Study**

The Work Study program is jointly funded through student activity fees and Queen's Administration. The objective of the program is to provide an opportunity for students in financial need to receive priority for certain part-time jobs (generally on campus) during their academic studies. Each year approximately 500 students participate in the program across campus. In 2019-2020 the AMS received \$16,948 to be allocated to students in the program employed at our services.

### **Student Loans Program**

An expendable fund established by resolution of the AMS Board of Directors in 1976 for the purpose of providing short-term loans to Queen's Students. Funding derives from interest on capital held by the AMS and from interest earned on the loans to students. As of April 30, 2019, the student loan fund amounted to \$43,390.

### **The AMS/SGPS Out-of-City Healthcare Travel Bursary**

Established in March 2016 by the AMS and the Society of Graduate and Professional Students, and awarded on the basis of self-identified need on the part of the applicant who requires financial support to attend healthcare appointments outside of the City of Kingston, generally with a Specialist. Two (2) recipients received awards totaling \$900. The fund balance as of April 30, 2020 was \$17,600.



### **Accessibility Queen's Fund**

The Accessibility Queen's Fund was created by referendum in 1983 to support the capital needs of Queen's community members with disabilities on campus. The Accessibility Queen's Committee recommended payments totalling \$4,211 continue to fund accessibility needs from capital projects and annual \$9500 ongoing accessibility programs and services. The balance of this fund as of April 30, 2020 was \$143,732.

### **Advantage Fund**

The Advantage Fund was created by the Board of Directors in 1997. It was designed to take advantage of the annual income growth made on the AMS's pooled investment assets. Transfers from the fund to the operating fund are made annually to fund the operations of the Board and are recorded as interfund transfers. The fund balance as of April 30, 2020 was \$1,464,300.

### **AMS Membership Bursary Fund**

The AMS Membership Bursary fund was created by the AMS Board of Directors in 2014 to assist students facing financial challenges in paying the cost of the AMS mandatory activity fees. A minimum annual contribution of \$5000 was required for each of the five years ending in April 2019. Actual contributions for the five year period is \$129,000 with an additional \$13,991 contributed for the year ended April 30, 2020.

### **The AMS Emergency Taxi Fund**

Established in 2000 by the AMS and created for students with temporary mobility impairments, who require taxi assistance to and from campus and classes. Twenty-three (23) recipients received awards totalling \$4,505. The balance in the fund as of April 30, 2020 was \$995.08.

### **The Reflection Award**

Established in 2018 by the AMS, the Arts and Science Undergraduate Society (ASUS), and the Faculty of Arts and Science. Awarded to an undergraduate student on the basis of advocacy, leadership, and contributions to the Indigenous community at Queen's, with preference given to Indigenous students. One (1) recipient received an award of \$1,750. The balance in the fund as of April 30, 2020 was \$0.

### **Health and Dental Plans Fund**

The Health and Dental Plans Fund was created by the AMS Board of Directors in 2001 to provide accountability and visibility of accumulated surpluses and deficits arising from the Plan's activity. The AMS operates these plans under what is known as "self-insured" meaning that all administrative and financial risk is the responsibility of the AMS. The balance of the fund as of April 30, 2020 was \$3,863,766.

### **AMS Student Centre Fund**

The AMS Student Centre Fund was established in 1991 and its purpose is to provide the AMS with control over the surpluses and deficits of its facility operations. The fund is to be used by the AMS to fund major renewal and renovation projects for the JDUC. The balance in the fund as of April 30, 2020 was \$1,692,106.

### **Student Life Centre Facilities Fund**

The AMS entered into an agreement in 2011, and renewed in 2015, with Queen's University and The Society of Graduate and Professional Students which provides for the sharing of costs associated with the operation and maintenance of certain facilities known as the Student Life Centre. The agreement provides for the provision of two reserves; Long Term Operating and Capital, in support of these facility costs. The balance in the fund as of April 30, 2020 was \$201,428.



# Financial Statement Guide

The Alma Mater Society of Queen’s University Incorporated (“AMS”) prepares financial statements on an annual basis which are audited by an independent public accounting firm approved annually by the Assembly and AMS Board of Directors. The current auditors of the AMS are KPMG LLP. The financial statements are comprised of the statement of financial position as of April 30th, which is the AMS’ fiscal year end, the statements of operations, changes in net assets, cash flows for the year ended April 30th and notes to financial statements. Schedules of revenue, expenses and interfund transfers by major activity are included for further detail. Copies of the audited financial statements including the Independent Auditors’ Report may be obtained from the AMS office or [www.myams.org](http://www.myams.org).

Selected financial information is included to highlight the financial position and results of operations of the AMS. In addition, a brief synopsis of terms and definitions follow to assist in the understanding of the financial information and serve as a guide to the inexperienced reader.

## **INDEPENDENT AUDITOR’S REPORT**

An Auditor’s Report is a formal opinion issued by an independent public accounting firm to the stakeholders of an entity on completion of an audit. The report describes both management and auditor responsibilities for the financial statements, a description of what an audit involves, and an opinion on the fair presentation of the financial statements in accordance with accounting standards. An opinion is given based on “reasonable assurance” that “material misstatement” does not exist. There may be errors but none significant to impact decisions made by users of the financial statements. A clean or unreserved opinion means that the auditors were able to satisfy themselves that the above conditions were met.



## **STATEMENT OF FINANCIAL POSITION**

The statement of financial position, also known as the balance sheet, is a snapshot of the financial position of an entity on the last day of its year-end. The balance sheet is divided into three main sections; assets, liabilities and net assets. Net assets represent the financial health of the entity.

*Assets:* An asset is an expenditure which is expected to provide benefit to the entity now and into the future. Assets are listed on a balance sheet in order of liquidity (i.e. ease with which the asset can be converted into cash). Capital assets are recorded at historical cost and are amortized (a charge to operations) over a period of time determined by the Board of Directors.

*Liabilities:* A liability is an obligation. Liabilities are segregated between those due in one year and less (current liabilities) and those which will come due in greater than one year. The majority of liabilities of the AMS consist of short-term obligations due to suppliers, government agencies and amounts held by the AMS on behalf of other non-AMS groups.

*Net assets:* Net assets or equity is the residual after deducting liabilities from assets. In essence, it represents the “net worth” of the company. The equity section is typically divided into several key components; the operating fund, reserves and restricted funds. The operating fund is the accumulated surpluses and deficits from operations from inception of the entity. The operating fund includes all activities except for those managed by a fund or reserve. Reserves are established and approved by the Board of Directors. Lastly, an entity establishes restricted funds to separately account for certain activities outside normal operations. These restricted funds are designated either internal or external dependent upon the entity’s control over the fund and the involvement by external persons.

## **STATEMENT OF OPERATIONS**

The statement of operations reports revenues less expenses for an entity for a reporting period which is usually one year. The AMS reported a net surplus from the operating fund of \$229,512 for the 12 months ended April 30th, 2020. The breakdown for this number is provided on the following schedules; Schedules of Service, Other Corporate, and Government Revenue, Expenses and Interfund Transfers. Also reported for the year are the results for the restricted funds, which is a surplus of \$668,093. The composition of this number is provided on the schedule of Restricted Funds Revenue, Expenses and Interfund Transfers.

## **STATEMENT OF CHANGES IN NET ASSETS**

The statement of changes in net assets provides a continuity of the opening balance, activity during the year, and ending balance for each component of net assets for the 12 months ended April 30th.

## **STATEMENT OF CASH FLOWS**

The statement of cash flows shows how changes in balance sheet accounts and results from operations affect cash and cash equivalents, and breaks the analysis down between operating, investing and financing activities. The cash flow statement is concerned with the flow of cash in and out of the entity, identifying an increase or decrease in cash and cash equivalents during the year.

## **NOTES TO FINANCIAL STATEMENTS**

Notes to financial statements are additional information found at the end of the financial statements. Notes to financial statements help explain specific accounting policies used by the entity and additional details required for the assessment of the entity’s financial condition.

# Financial Statements

## ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

### Statement of Financial Position

April 30, 2020, with comparative information for 2019

	2020	2019
<b>Assets</b>		
Current assets:		
Cash	\$806,344	\$1,875,612
Marketable securities	9,907,932	7,344,080
Accrued interest	16,937	16,612
Accounts receivable	842,670	1,270,694
Inventories	210,359	234,315
Prepaid expenses	16,874	5,558
	<u>11,801,116</u>	<u>10,746,871</u>
Capital assets	208,783	253,899
Other Assets:		
Student loans program	43,630	43,390
	<u>\$12,053,529</u>	<u>\$11,044,160</u>
<b>Liabilities and Net Assets</b>		
Current Liabilities:		
Accounts payable and accrued liabilities	\$2,127,936	\$2,022,666
Funds held for Queen's Bands	234,844	210,457
Funds held for Union Gallery	28,230	25,111
Current portion of loan payable	-	21,012
	<u>2,391,010</u>	<u>2,279,246</u>
Net assets:		
Net assets invested in capital assets	208,783	253,899
Other reserves – internally restricted	250,000	250,000
Internally restricted funds	7,201,008	6,602,231
Externally restricted funds	201,428	132,112
Operating fund- unrestricted	1,801,300	1,526,672
	<u>9,662,519</u>	<u>8,764,914</u>
	<u>\$12,053,529</u>	<u>\$11,044,160</u>

# Financial Statements

## ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

### Statement of Operations

Year ended April 30, 2020, with comparative information for 2019

	2020			2019		
	Operating Fund	Restricted Funds	Total	Operating Fund	Restricted Funds	Total
<b>Revenue:</b>						
Services revenue	\$ 4,804,133	\$ –	\$ 4,804,133	\$ 5,385,295	\$ –	\$ 5,385,295
Other corporate revenue	3,645,990	–	3,645,990	3,883,368	–	3,883,368
Government revenue	1,064,938	–	1,064,938	1,584,388	–	1,584,388
Restricted fund revenue	–	5,945,121	5,945,121	–	6,681,922	6,681,922
	9,515,061	5,945,121	15,460,182	10,853,051	6,681,922	17,534,973
<b>Operating expenses:</b>						
Services expenses	4,538,718	–	4,538,718	5,438,606	–	5,438,606
Other corporate expenses	3,972,599	–	3,972,599	4,237,750	–	4,237,750
Government expenses	995,291	–	995,291	1,487,383	–	1,487,383
Restricted fund expenses	–	5,055,969	5,055,969	–	4,360,779	4,360,779
	9,506,608	5,055,969	14,562,577	11,163,739	4,360,779	15,524,518
Excess of revenue over expenses (expenses over revenue)	8,453	889,152	897,605	(310,688)	2,321,143	2,010,455
Interfund transfers - general	221,059	(221,059)	–	170,851	(170,851)	–
Excess of revenue over expenses, net of interfund transfers - general	\$ 229,512	\$ 668,093	\$ 897,605	\$ (139,837)	\$ 2,150,292	\$ 2,010,455

## THE ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Year ended April 30, 2020, with comparative figures for 2019

Schedule of Government Revenues, Expenses and Interfund Transfers

	2020				2019			
	Revenue	Expenses	Interfund transfers	Net contribution	Revenue	Expenses	Interfund transfers	Net contribution
Assembly	29,450	- 101	-	29,551	114,227	651	-	113,576
Campus Activities Commission	193,385	212,165	-	18,780	233,688	267,042	-	33,354
Clubs	105,871	98,748	-	7,123	112,445	89,287	-	23,158
External Advocacy	80,598	60,809	1,700	18,089	158,493	149,017	-	9,476
Orientation	422,896	424,434	-	1,538	440,677	472,164	-	31,487
O.U.S.A.	56,493	50,420	-	6,073	75,101	73,464	-	1,637
Reunion Street	-	-	-	-	286,175	295,963	-	9,788
Secretariat	58,031	46,809	-	11,222	62,358	58,629	-	3,729
Social Issues Commission	63,114	56,916	-	6,198	84,524	70,731	-	13,793
Vice-President University Affairs	55,100	45,091	-	10,009	16,700	10,435	-	6,265
	1,064,938	995,291	1,700	67,947	1,584,388	1,487,383	-	97,005
Schedule of Internally Restricted Fund Revenues, Expenses and Interfund Transfers								
	2020				2019			
	Revenue	Expenses	Interfund transfers	Net contribution	Revenue	Expenses	Interfund transfers	Net contribution
<b>Internally restricted:</b>								
Accessibility Queen's	7,225	13,782	5,000	11,557	55,275	13,631	5,000	36,644
Advantage	5,848	37,192	67,749	99,093	504,498	59,467	60,930	384,101
AMS Membership Bursary	11,657	13,991	-	2,334	10,234	47,952	-	37,718
AMS Student Centre	672,452	81,596	329,290	261,566	607,662	37,941	328,740	240,981
Health & Dental Plans	4,313,055	3,771,501	116,808	424,746	4,572,845	3,023,696	90,000	1,459,149
Queen's Journal	25,449	-	-	25,449				
	<b>5,035,686</b>	<b>3,918,062</b>	<b>518,847</b>	<b>598,777</b>	<b>5,750,514</b>	<b>3,182,687</b>	<b>484,670</b>	<b>2,083,157</b>
<b>Externally restricted:</b>				598,777				2,083,157
Queens Centre	-	-	-	-	-	-	-	-
Student Life Centre Facilities	909,435	1,137,907	297,788	69,316	931,408	1,178,092	313,819	67,135
	5,945,121	5,055,969	221,059	668,093	# 6,681,922	4,360,779	170,851	2,150,292

## THE ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Year ended April 30, 2020, with comparative figures for 2019

**2020**

**2019**

### Schedule of Service Revenues, Expenses and Interfund Transfers

	2020				2019				
	Revenue	Expenses	Interfund transfers	Net contribution	Revenue	Expenses	Interfund transfers	Net contribution	
AMS Food Centre	37,149	29,432	2,400	5,317	38,012	31,873	710	5,429	
Common Ground Coffeeshouse	966,707	996,257	40,000 -	69,549	1,163,683	1,276,525	66,468 -	179,310	
Publishing and Copy Centre	325,666	368,454	18,750 -	61,538	464,972	436,623	23,877	4,472	
Queen's Journal	179,622	163,905	26,400 -	10,682	216,211	262,770	26,400 -	72,959	
Queen's Student Constables	373,088	349,077	1,000	23,010	388,098	308,911	1,092	78,095	
Peer Support Centre	212,612	164,188	2,900	45,524	147,972	131,435	-	16,537	
Studio Q	483,607	301,344	5,500	176,764	472,358	335,648	10,629	126,081	
The AMS Pub Services	582,074	794,339	83,200 -	295,466	811,659	1,047,253	66,072 -	301,666	
Tricolour Outlet	1,107,628	966,888	84,500	56,239	1,298,377	1,191,573	76,956	29,848	
Walkhome	535,980	404,834	2,301	128,845	383,953	415,995	4,699 -	36,741	
	4,804,133	4,538,718	266,951 -	1,536	5,385,295	5,438,606	276,903 -	330,214	
<b>Schedule of Other Corporate Revenues, Expenses and Interfund Transfers</b>				<b>2020</b>					<b>2019</b>
	Revenue	Expenses	Interfund transfers	Net contribution	Revenue	Expenses	Interfund transfers	Net contribution	
A.M.S. General Office	3,239,427	3,342,893 -	193,714	90,248	3,465,339	3,541,072 -	140,000	64,267	
Advancement	24,999	21,013		3,986	34,347	33,598		749	
Board of Directors	0	42,749 -	42,749 -	0	0	55,930 -	55,930	-	
Marketing and Communications	125,500	96,570	-	28,930	117,353	107,377	-	9,976	
Human Resources	64,999	60,777	-	4,221	76,809	72,903	-	3,906	
Information Technology	93,999	95,348	- -	1,349	113,532	103,957	-	9,575	
Student Life Centre	97,066	313,249 -	253,247	37,064	75,988	322,913 -	251,824	4,899	
	3,645,990	3,972,599 -	489,710	163,101	3,883,368	4,237,750 -	447,754	93,372	

# Alma Mater Society 2019-2020

<b>Executive</b>		
<b>Vice President (Operations)</b> Jessica Dahanayake	<b>President</b> Auston Pierce	<b>Vice President (University Affairs)</b> William Greene
<b>Permanent Staff</b>		
<b>General Manager</b> Lyn Parry  <b>Controller</b> Lyn MacFarlane  <b>Accounting Assistant</b> Darlene Perry	<b>Facilities Officer</b> Troy Buchanan  <b>Operations Officer</b> Dom Conacher  <b>Information Officer</b> Wayne Pender	<b>Special Projects Officer</b> Chloe Draeger  <b>Administrative and Payroll Assistant</b> Maria Barzowski
<b>Government Managers</b>		
<b>External Affairs Commission</b> David Bath – Commissioner Amanda Kivlichan – Housing Resource Centre Manager Anja Kohlman Sawa – Academic Grievance Centre Manager  <b>Alumni and Sponsorship Office</b> Chauntae De Gannes – Director  <b>Human Resources Office</b> Bronwyn Greenhalgh – Director Olivia Stanton – Talent Acquisition Manager	<b>Campus Activities Commission</b> Alexia Henriques – Commissioner Mitchell Sanders – Orientation Roundtable Coordinator  <b>Marketing &amp; Communications Office</b> Ananya Chakraborty – Director Sarah Obansawin – Brand Manager Ewan Harris – Marketing Research Manager  <b>Information Technology Office</b> Zachary Slater – Director	<b>Social Issues Commission</b> Bunisha Samuels – Commissioner Max Moloney – Foodbank Manager  <b>Clubs Office</b> Scott Schrempf – Director Emma Solecki – Deputy Director  <b>Secretariat</b> Lucas Borchenko – Secretary Emma Ilyaz – Judicial Affairs
<b>Service Managers and Board of Directors</b>		
<b>Common Ground</b> Gretha Conrads – Head Manager  <b>Printing and Copy Centre</b> Jordan Greene – Head Manager  <b>Queen’s Student Constables</b> Parker Quast – Head Manager  <b>Queen’s Journal</b> Meredith Wilson-Smith – Editor-in-Chief  <b>Student Life Centre</b> Andry Asoh – Managing Director	<b>Peer Support Centre</b> Andie Rexdiemer – Head Manager  <b>Walkhome</b> Bilal Shaikh – Head Manager  <b>The AMS Pub Services (TAPS)</b> Evan Gage – Head Manager  <b>StudioQ</b> Keshan Surendran - Head Manager  <b>Tricolour Outlet</b> Nicole Langfield - Head Manager	<b>AMS Board of Directors</b>  <b>Student Directors</b> Liam Tharp – Chair Leah Bourque – Vice Chair Jordan Nensi Nicolas Ouellette Alexia Tesca Zoey Aliasgari  <b>Non-Student Directors</b> John Neretlis Patrick Kennedy
<b>Contact:</b> Phone: 613-533-3001 Fax: 613-533-3002 communications@ams.queensu.ca		<b>Address:</b> John Deutsch University Centre 99 University Ave. Kingston ON, K7L 3N6