



University of Toronto Graduate Students' Union 2023-2024 Course Union Head Grant Application Form - Financial Statement

The UTGSU distributes Head Grants annually to UTGSU recognized course unions. These are distributed in two installments – a fall installment and a winter installment. Fall installment cheques (provided that a Course Union Head Grant Form has been submitted by October 16) will be available starting at the end of October. Winter installment cheques will be available at the end of March. The Head Grant application form must be complete and have an accurate financial statement of the previous year to receive your course union head grant cheques.

COMPLETING THE HEAD GRANT APPLICATION

Part 1: Course Union Information, Bank Information, Signing Authority - on Google Form

This is basic information we need about your course union. It is imperative to provide an updated list of the course union executive, along with recent contact information. Please ensure the email addresses given are checked regularly, as this is our main method of contact.

Please ensure that you provide the correct banking information for our files. Head Grant cheques will be made payable to the course union's name on the course union's bank account and not to any individual officer.

Part 2: Financial Statement - fill out below & email

The financial statement is extremely important. Please take your time to fill this out accurately. Discrepancies will result in a delay of your Head Grant cheque. Before you begin to complete the financial portion, consult your bank statements, financial records, and last year's Head Grant application. Your 2022-2023 Starting Balance' should match last year's form.

Important to note about this financial statement:

Year-End: The year-end date is chosen by your course union and should be noted in your constitution. Your year-end should be consistent, and changing it will result in requiring more financial information from you. The financial statement should be a statement of exactly one year, and is directly based on your year-end. If your year-end is August, then the financial statement should be for revenue gained and expenses incurred between the period of September 1, 2022 and August 31, 2023.

How to Complete the Financial Statement:

Box A: Starting balance of the previous year. This should correspond to your year-end and should be what your bank statement says. This amount must correspond to line E from last year's Head Grant statement.

Box B: Subtotal of income for the year, including the two Head Grant cheques. If the Head Grant cheques were not cashed within the fiscal year, DO NOT include them. Attach a note explaining that they were cashed after your year-end.

Box C: Add line A (2022-2023 Starting Balance) and line B (2022-2023 Subtotal Income).

Box D: Add up and enter your Total Expenses for 2022-2023. Attach an additional sheet if necessary.

Box E: Line C (Income) minus Line D (Total Expenses). This is now the 2023-2024 starting balance. This should also match your bank statement's starting balance for the year.



HEAD GRANT FUNDING POLICIES AND IMPORTANT DATES

Receiving the fall installment of the Head Grant requires course unions to submit their Head Grant application on time and completion of a course union orientation. Receiving the winter installment is based on course union attendance at UTGSU Assembly meetings during the academic year. Please note that it is against UTGSU policy to use head grants to pay for honoraria for course union executives or anyone else who holds official office within your course union.

Fall Head Grant Installment: Amount received is based on the submission of a head grant application form and completion by two representatives of a UTGSU course union orientation (video & quiz). The two members must consist of one Course Union Representative, and one Course Union president, co-president, treasurer, or equivalent. Your Head Grant application form should be submitted to the UTGSU as soon as possible:

- a) Applications submitted on or prior to January 1st will get 100% of fall installment
- b) Applications submitted between January 1st and April 15th will get 50% of fall installment
- c) Applications submitted after April 15th will get 0% of fall installment

Winter Head Grant Installment: Amount received is based on submitting a Head Grant application form and course union attendance at UTGSU Assembly meetings:

- a) Course unions who attend all UTGSU Assembly meetings receive 100% of winter installment
- b) Course unions who attend 50% of UTGSU Assembly meetings receive 50% of winter installment
- c) Course unions who attend less than 50% of UTGSU Assembly meetings receive 0% of winter installment

You must keep a copy of your completed head grant form in your course union's files for next year's executives. If you have any questions, please contact the UTGSU Membership & Advocacy Coordinator at membership@utgsu.ca.

Note: Any replacement cheques issued (lost or stale-dated) will be subject to a \$20 bank fee.

Financial Statement for 2022-2023 for:

** Attach additional sheet if needed **

2022 Starting Balance

(DD/MM/YY)	2022-2023 INCOME SOURCES	INCOME
	1st Head Grant from UTGSU	\$
	2nd Head Grant from UTGSU	\$
	<i>List Other Income (i.e. bank interest, department funding, fees, etc.):</i>	
		\$
		\$
		\$
		\$
		\$
		\$

A

Subtotal Income

\$

B

Total Income A + B

\$

C

(DD/MM/YY)	2022-2023 EXPENSE DETAILS	EXPENSE AMOUNT
	<i>List all expenses (i.e. bank fees, social/academic events, supplies, etc.):</i>	
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Total Expenses

\$

D

Total Income C

\$

Minus Expenses - D

\$

equals

2023 Starting Balance

\$

E

Please sign below to confirm the contents of this form are accurate:

PRESIDENT:

NAME

SIGNATURE

DATE (DD/MM/YY)

TREASURER:

NAME

SIGNATURE

DATE (DD/MM/YY)

Please check here to confirm that Part 1 of the Head Grant application form (Google Form) has been completed

**PLEASE EMAIL THIS COMPLETED FORM TO
grants@utgsu.ca
WITH THE SUBJECT
" *Your Course Union Name* - Financial Statement"**