# Student Union of Tampere University Budget justification memorandum 2020

## General observations

TREY's first financial year is still underway at the time of the drafting of the 2020 budget. The figures of the 2020 budget are thus based on the 2019 budget.

The membership fee for the academic year 2020–2021 will be 60 euros for degree students and 30 euros for doctoral students. A FSHS fee of 57 euros is added to the degree students' membership fee.

The budget's biggest item of expense are the personnel costs. The student media editor-in-chief will be hired in the beginning of 2020. The new editor-in-chief's duty will be to build a unique student media outlet within the financial framework that the Council of Representatives has decided on in the 8/2019 meeting. The editor-in-chief will be paid a salary in accordance with the collective agreement of the Union of Journalists in Finland.

The chairs of the Committee for Financial Affairs, the Honorary Committee and the Administrative Committee will be paid a meeting remuneration. The salary costs of the Specialist in Tutoring hired for the student union will be paid by Tampere University.

Unverified revenues and expenses for 2020 are

* It is uncertain whether the freshers' guide will be produced in print form. To follow the precautionary principle, the printing expenses of the guide are acknowledged with the "publication series" clause, whereas the decreasing advertising sales are acknowledged with the "revenues from corporate cooperation agreements" clause.
* Student media advertising revenues and printing expenses. According to the student media working group, "the advertising revenues will cover the printing expenses regardless of the publishing pace" (e.g. annual revenue of €49,150 and annual expenses of €48,000 for 9 issues).
* Other editorial expenses of the student media. According to the framework decision made by the Council of Representatives in the 8/2019 meeting, the student media budget is €86,550. This includes the editor-in-chief's salary for 11 months, including indirect costs (approx. €44,000). According to the presentation of the future editor-in-chief, the budget related to the student media concept and other recruitments (altogether a maximum of €42,550) will be brought as an additional budget to the consideration of the council during the spring of 2020.
* Building the student media website approx. €10,000.
* Expenses for premises. The Student Union of Tampere University has negotiated inexpensive premises for itself from Tampere University. At the same time, the student union is still renting the premises at Tampereen Pienteollisuustalo from Karpek Oy, owned by the student union. Annual expenses approx. €60,000–70,000. Planning the corporate governance for Karpek Oy is currently underway. Outside professionals have promised to present the profitability calculations of different options for the student union. Based on this information, the fate of the Pienteollisuustalo premises will be decided during 2020. If the premises are renovated, the Student Union of Tampere University will lend Karpek Oy the money required for the renovation. The renovation expenses will be covered by the student union capital, and the renovation will not influence the membership fee.
* The process to outsource the van rentals is still ongoing.

## The revenues from actual operations

**Calendar €3,000 (previously €6,000)**

An outsourcing service contract is made to produce the calendar. Revenue goes to recent years' outturn.

**Student cards €35,000 (previously €35,000)**

Student cards are sold for €10 per piece. The estimate is based on previous student unions' outturn (3,500 cards).

**Reimbursement for financial management from Karpek €1,000 (previously €1,000)**

Reimbursement from Karpek Oy for accounting.

**Revenue from car rental €10,000 (previously €10,000)**

The estimate is based on current outturns.

**Advocacy €2,000 (previously €2,000)**

A new clause. TTY Foundation's subsidy for participation in the SEFI conference (€2,000), suspense account.

**Event revenues €29,700 (previously €53,570)**

The contraction of the clause is due to the downscaling of annual celebrations, as the revenues from parties decrease accordingly (revenues decrease in total €24,500). As per to the precautionary principle, the potentially increasing revenues from corporate cooperation have not been included in the revenues from annual celebrations.

Corporate cooperation, sponsors, subsidies and entrance fees for events.

* Organisations’ Kick-off (€200, corporate cooperation)
* Wappu (€3,000, corporate cooperation)
* Newcomers' orienteering (€5,000, corporate cooperation)
* Annual celebrations (€16,500, previously €13,500)
	+ Dinner cards for 200 people €12,500. The price of a dinner card has been calculated as €60 for members, €70 for non-members. The assumption is that 75% of participants are members. Corporate cooperation €4,000.
* Big party with Tamko (€3,000, corporate cooperation)
* Social theme day (€2,000, corporate cooperation and subsidies).

**Revenues from corporate cooperation agreements €22,000 (previously €30,000)**

Agreements made with student union's primary partners. Revenues decrease due to the decreasing advertising sales to the freshers' guide. The guides were previously included in paper-based mail sent to new students, but the university will not send these in 2020. Freshers' guide €8,000 Annual agreements €13,000, other sales €1,000.

The corporate cooperation will be emphasised in 2020 but the potential revenues are not acknowledged in a clause due to the precautionary principle.

**Tutoring €64,200 (previously €65,200)**

The slight decrease in the clause is due to the decreasing reimbursement for international tutoring from the university (€1,000 decrease in reimbursements). Tutoring agreement made with the university €47,200.

**FSHS fees €1,026,000 (previously €969,000)**

Suspense account, calculated for 18,000 degree students.

**Hotelli Torni €2,800 (previously €300)**

The student union has at its disposal "Hotelli Torni", located in TOAS Tekniikantornit. Hotelli Torni facilities are used for accommodations, and associations can reserve it. €50 fee is charged for the use of Hotelli Torni. Hotelli Torni is also used for the temporary accommodation in August and September, for which a charge of €10 per night is charged.

The increase in the clause is based on the association rentals and temporary accommodations realised from January 2019 to November 2019.

**Other revenues from actual operations €4,200 (previously €21,000)**

The decrease is explained by the fact the clause previously included the €15,000 suspense account paid to international associations by the university. The university ended up paying the grants directly to the associations. In addition to this, the SEFI conference has been moved from this clause to the advocacy revenues clause.

Internship subsidy tor translators 2 x €1,400. Subsidy for administrative intern €1,400.

## The expenses for actual operations

**Executive Board €5,300 (previously €5,300)**

Board meetings and team building (€2,100), participation in the kick-off and autumn seminars (€2,400). Travel expenses for travel tickets. In addition. the clause includes the main sector's working balance €800 (the management's seminar participation expenses and delegation).

**Council of Representatives €12,200 (previously €5,700)**

Council meetings and evening sessions (14 meetings, €3,500 + spring and Christmas recreations €1,000). For the use of the Committee for Financial Affairs, Administrative Committee and Honorary Committee, in total €1,200.

Simultaneous interpretation for the Council of Representatives if needed, €6,500. As per to the precautionary principle, the price of interpretation has been calculated according to market prices, even if the interpretation could be realised in cooperation with the university. The price of interpretation has been calculated as follows: 9 meetings x 4 hours = 36 hours; 9 evening sessions x 2 hours = 18 hours. The hourly fee of an interpreter is €50 each, one meeting requires two interpreters.

**Advocacy €25,300 (previously €17,650)**

The advocacy clause includes the international affairs sector, the educational affairs sector and the social affairs sector, and their expenses are calculated in more detail in the following sections. Advocacy travel tickets are in the travel clause. The increase in the advocacy budget is due to the transferral of SEFI conference suspense account (€2,000) to a separate clause and the income report (€2,000).

International affairs sector €3,450 (previously €3,050)

Calculated for a three-person sector

* Participations and accommodations: Spring Forum, possibly Opintoasianpäivät ("Study Affairs Days"), SYL kick-off seminar and autumn seminar for the specialist, international meeting for the whole sector €1,250
* Printing material (printing and graphic design) for the exchange students €500
* For the international meeting €600
* Sector operations (e.g. meetings with interest groups) €500
* Other events (e.g. international week, training) €300
* Team building €300

Educational affairs sector €9,100 (previously €5,350)

The increase in the sector's expenses is mainly due to the SEFI conference suspense account, which is now under this sector. SEFI conference revenues are acknowledged in the advocacy revenues clause

Calculated for a four-person sector

* Participations and accommodations: Peda-forum, possibly Opintoasianpäivät ("Study Affairs Days"), SYL kick-off seminar and autumn seminar for the specialists, educational affairs meeting for the whole sector, Dare to Learn €3,400
* Events €2,400
	+ Conference for Educational Affairs €1,100
	+ A cup of kopo €400
	+ Other events and workshops for associations' educational affairs organisers and student representatives €900
* Interest group cooperation €300
* SEFI conference (suspense account) €2,000
* Team building €400
* Establishment of a working group €600

Social affairs sector €8,750 (previously €5,250)

The increase of sector expenses is mainly due to the income report.

Calculated for a four-person sector

* Participations and accommodations: SYL kick-off seminar and autumn seminar for the specialists, social affairs meeting for the whole sector, Finnish Student Sports Federation sector meetings for the sports organiser €1,000
* Group 35 000 €1,000 (Group 35 000 is TREY and Tamko's urban advocacy cooperation organ, which prepares relevant issues during the municipal elections platform and the city council's term of office)
* Establishment of a working group €600
* Sector operations (e.g. meetings with interest groups) €250
* Chosen theme day €3,000 (revenues in the event revenues)
* Wellness Week €500
* Income report €2,000
* Team building €400

Advocacy sectors' common advocacy work €4,000 (previously €4,000)

* SuomiAreena €3,000
* Preparation to unexpected advocacy expenses €1,000

**Associations €7,900 (previously €6,650)**

The previous "association meetings" has been broken down into Syndicate (working group), hobby fairs and association coffees. Syndicate is the working group for subject and advocacy associations' chairs, with the purpose to support the chairs in their work. Syndicate meets monthly during the academic year to exchange good practices, discuss topical issues, give each other peer support and train themselves.

Calculated for a three-person sector

* Participations and accommodations: SYL kick-off seminar and autumn seminar for the specialist €600 (previously €600)
* Training for associations €1,700 (previously €2,500)
	+ Chair days autumn and spring €1,000
	+ Other training (e.g. accounting techniques) €700
* Working group (Syndicate) €2,000 (previously this item included Syndicate, association coffees and hobby fairs €2,000)
* Association coffees €600 (previously €600)
* Hobby fairs €400 (previously €400)
* Graphic material €300
* Evening event for association players (Plörgit) €2,000
* Team building €300

**Communications €3,200 (previously €3,400)**

Calculated for a three-person sector

* Participations and accommodations: SYL kick-off seminar and autumn seminar for the specialists €600
* Social media marketing €200
* Working group (communications forum) €600
* Photography cooperation agreement (TT-kamerat) €1,500
* Team building €300

**Brand sector €2,400 (new clause)**

The communications sector's experience in 2019 indicated that the organisation's basic communications and brand work diverge from each other to the extent that it is more sensible to treat them as separate clauses.

* Brand products €1,640
	+ 100 pcs lanyards €190
	+ 1,500 pcs stickers €360
	+ 500 pcs reflectors €720
	+ 100 pcs notebooks €340
* Implementing the brand €360 (Small snacks and prizes for competitions organised for campus stands.)
* Beach flags €400

**Publication series €4,500 (previously €4,500)**

Printing and graphics for the guide produced for first-year students €4,500.

**Student cards' manufacture €13,000 (previously €9,000)**

Student cards' printing and ordering system expenses Increase in expenses is due to the outturns from 2019.

**Member services €7,700 (previously €5,200)**

Legal counselling for members, repair or renewal of rental items, ordering expenses for products on sale.

* Legal counselling approx. €3,500 per year
* Overall patches €3,500
* Acquisition and repairs related to rental items €700

**Cooperation agreements €12,200 (previously €10,700)**

TUrVoKe and Akateeminen mahti's agreements about organising sports services (in total €11,000). Cooperation agreement with TYY and ÅAS on services offered to FiTech students (€1,200).

**Charity funds €1,000 (previously €1,000)**

1,000 euros will be reserved for charity.

**Events €70,250 (previously €95,520)**

Decrease in clause expenses is due to the downscaling of annual celebrations

Calculated for a two-person sector

* Participations and accommodations: participation in one seminar for the specialist, meetings with interest groups €400
* Working group (Kollektiivi) €600
* Team building €200

Events open for all members organised by the student union:

* Organisations’ Kick-off €6,000
* Wappu €7,000
* Newcomers' orienteering €8,000
* Annual celebrations €35,050 (previously €62,000)
	+ Cocktail reception €1,500
	+ Main celebration €17,350
	+ Bar after party €4,200
	+ Sillis €8,100
	+ Other expenses €3,900 (e.g. transport, volunteer fees etc.)
* Big party with Tamko €9,000
* Torchlight procession €500
* New events (e.g. sitsit) €2,000
* Tampere-appro €1,500

**Corporate cooperation sector €400 (new clause)**

Calculated for a two-person sector

* Interest group operations €200
* Team building €200

**Administrative sector €700 (new clause)**

Calculated for a seven-person sector

* Main sector meetings and team building €300
* Financial and office sector's meetings and team building €400

**Operational grants for associations €80,000 (previously €95,000)**

The decrease in the clause is due to the university's decision to pay the international grants directly to the associations.

Operational grants according to the organisational sector's presentation.

**Domus-club €1,000 (previously €1,000)**

A free space given to the disposal of associations operating within TREY, the cleanliness of which is taken care of with a cleaning tag team.

**Tutoring €64,300 (previously €65,100)**

Organising the tutoring operations according to the budget agreed in the agreement with the university (€47,200). Reimbursements of expenses for international tutors (€17,000, suspense account). In addition, €100 working balance for sector meetings and team building.

**Project grants €5,000 (previously €4,000)**

According to the organisational sector's presentation €5,000.

**Rendering of accounts for FSHS fees €1,026,000 (previously €969,000)**

Suspense account, calculated for 18,000 degree students.

**Hotelli Torni €800 (previously €300)**

Acquisitions to maintain Hotelli Torni.

**Other expenses for actual operations €2,000 (previously €35,000)**

The decrease in clause expenses is explained by the fact that the clause previously included the renovation plans (€30,000).

Preparation for unexpected expenses €2,000.

## Personnel expenses

**Salaries**

**Salaries for permanent employees €381,500 (previously €396,000)**

The decrease in clause expenses (€14,500) is explained by the fact that some long-term employees left in 2019. The salaries for permanent employees have been calculated according to present personnel resources but as the majority of employees are new, the expenses are smaller. To follow the precautionary principle, a possible salary increase according to collective agreements (1.5%) has been acknowledged. The permanent full-time employees are Secretary General, Editor-in-Chief, Financial and Administrative Manager, Financial Secretary, two Specialists in Educational Affairs, two Specialists in Social Affairs, Specialist in International Affairs and Advocacy, two Specialists in Organisational Affairs and Communications and Specialist in Community. Permanent part-time employees are two Office Secretaries.

**Salaries for temporary employees €19,000 (previously €19,720)**

Salary expenses for translator interns and administrative intern, three project secretaries for Wappu and freelancer translations €2,000 for the whole year. Substitutes.

**Sickness and parental allowances**

No budget

**Hourly and piecework pay €4,000 (previously €4,000)**

Paid according to the tax card. Events' personnel expenses. IT support and the possibility to hire peak-period help for the January Welcome Week to receive exchange students' fees.

**Rewards**

**Rewards for the Chair of the Council of Representatives €1,350 (previously €900)**

The annual rewards for the Chair of the Council of Representatives.

**Rewards for the Chair of the Executive Board €16,200 (previously €16,200)**

The rewards for the Chair of the Executive Board are €1,350 per month.

**Rewards for the other members of the Executive Board €97,200 (previously €97,200)**

Budgeted for nine board members, €900 per month.

**Rewards for the committee chairs €600 (previously €600)**

Annual rewards for the chairs of the Committee for Financial Affairs, the Administrative Committee and the Honorary Committee, €200 per committee.

**Rewards for the chair of the Central Election Committee €450**

Rewards for the chair of the Central Election Committee.

**Commission for corporate cooperation €8,000 (previously €4,000)**

According to the employment contract of the Specialist in Community. A person is recruited to do sales, with a commission-based pay.

**Indirect costs for personnel €89,250 (previously €84,100)**

Includes statutory employer contributions.

**Employees' unemployment insurance contributions**

No budget

**Other personnel's insurance premiums €1,200 (previously €1,200)**

Voluntary additional insurance for personnel

## Depreciations and write-offs

**Depreciations according to the plan €35,600 (previously €9,720)**

Depreciations for Hervanta and city centre vans €30,000. Student union flag €1,000. The rest of device depreciations from the Tamy period.

Other expenses

 **Voluntary indirect costs for personnel**

 **Training €7,300 (previously €6,000)**

The increase in clause expenses is explained by the fact that in the previous budget, the training for social affairs sector's employees was recorded in the sector clause. Now these participation fees (€300) have been moved to the training clause. The other item increasing the clause (€1,000) is the decision to provide training for employee representatives.

Joint training for the office (€1,500) and the employees' training participation fees (€2,000). The planning days for the whole office twice a year (in total €2,500).

 **Break and free-time expenses €11,000 (previously €10,000)**

Office coffee and food and drink to internal meetings (€2,000), gifts to employees (€1,000), recreations (€6,500), summer meeting (€1,500).

 **Culture vouchers €3,400 (previously €3,400)**

Three exercise and culture vouchers calculated per working month per employee.

 **Occupational health care €10,000 (previously €10,000)**

According to the occupational health care agreement

  **Received health insurance benefit payments**

No budget

 **Lunch vouchers €13,000 (previously €13,000)**

The lunch voucher benefit consists of one voucher per working day

 **Received meal reimbursements +€9,800 (previously +€9,800)**

Tax value from lunch vouchers paid by employees.

**Expenses for facilities €102,000 (previously €76,000)**

  **Facility rents €100,000 (previously €70,000)**

Pienteollisuustalo (€70,000) and Hervanta campus (€30,000) facilities' rents.

 **Other expenses for facilities €2,500 (previously €6,000)**

Move on Hervanta campus (€1,500), the "brand look" in the new office, e.g. window tapes €1,000.

**Vehicle expenses €5,600 (previously €5,600)**

 **Vehicle fuel expenses €1,100 (previously €1,100)**

Estimated according to 2019 expenses.

 **Maintenance, repairs and washing of vehicles €1,000 (previously €1,000)**

Estimated according to a year's expenses.

 **Vehicle insurances €2,000 (previously €2,000)**

Annual insurance fee.

 **Other vehicle expenses €1,500 (previously €1,500)**

Other possible vehicle expenses

**ICT €69,975 (previously €51,600)**

**Financial administration applications €23,100 (previously €5,250)**

The budget for financial administration applications previously did not acknowledge the fact that a part of the application costs is based on transactions. The impact in euros of the increasing transactions considerably increase the expenses of financial administration applications

* Netvisor €10,300
* Bezala €1,000
* Paytrail €10,600
* CRM €1,200

**Website €3,300 (previously €2,300)**

Student union website management (1,800), development (€500) and meeting the criteria of the Act on the Provision of Digital Services. Cost estimate without competitive tendering €1,000.

**Other software/applications €6,575 (previously €5,550)**

* Tiima working time management €1,500 per year
* Tahlo development €2,000
* Canva for Work €550
* Kuvat.fi €300
* Adobe €1,000
* Jotform €200
* Slack €2,025 per year (calculated for 27 users)

**IT administration €33,000 (previously €33,000)**

Computers for approximately 25 people and printers for the offices leased from a selected service provider.

**Phone subscriptions €3,000 (previously €3,000)**

Phone subscriptions for board members and employees.

**Device acquisitions (for device that will be used for less than 3 years) €1,000 (previously €2,500)**

Preparation for new device acquisitions.

**Fixture expenses €3,000 (previously €3,000)­­­­­­­­­­­­**

**Maintenance and repairs of fixtures €1,000 (previously €1,000)**

A small appropriation for e.g. repairs of phones or office fixtures.

**Fixture acquisitions (that will be used for less than 3 years) €5,000 (previously €2,000)**

Preparation for small-scale acquisitions for the office.

**Travel expenses €8,000 (previously €8,000)**

**Travelling €6,000 (previously €6,000)**

The total sum for all travelling (not by sectors), reloading the office travel cards

**Daily allowances €2,000 (previously €2,000)**

Employees' daily allowances.

**Representation expenses €12,100 (previously €13,600)**­­­­­­­­­­­­

**Promotion of association operations €6,000 (previously €7,500)**

* Representation in annual celebrations €2,000
* Candidates' campaign budgets €1,000
* Interest group event €1,000
* Scholarships for association players €2,000

**National Union of University Students in Finland (SYL) general assembly €5,500 (previously €5,500)**

19 full representatives, 9 deputy delegates and 3 observers, including travel expenses.

 **Finnish Student Sports Federation (OLL) union meeting €600 (previously €600)**

4 delegates including travel expenses.

**Administrative expenses**

**Auditing services €5,000 (previously €5,000)**

According to the calculation of the auditor chosen by the Council of Representatives. In addition to the audit, TREY buys consultation servives from the auditor especially in the first years.

**Specialist fees €2,000 (previously €10,500)**

The decrease in clause expenses is due to the removal of the building consultant's fees. Provision e.g. for legal counselling or specialist consultation e.g. in recruitment or other internal operations of the office €2,000.

**Insurance broker €1,200 (previously €1,200)**

According to the agreement.

 **Books and magazines €1,000 (previously €1,000)**

Helsingin Sanomat, Aamulehti, professional literature.

 **Memberships €2,100 (previously €2,100)**

TREY is a member of Palta ry, Opiskelijan Tampere ry, Seta ry, Basic Income Earth Network BIEN, Tampereen teatterikesä ry, Kultti ry, Tampere Chamber of Commerce and Industry and SEFI.

 **Mailing €1,000 (previously €1,000)**

Mailing expenses.

**Financial transactions €17,000 (previously €17,000)**

The estimate is based on 2018 outturns multiplied by the estimated transaction numbers of the new student union as per to both membership fees and other transactions.

**Corporate insurance €3,000 (previously €3,000)**

Liability insurances for property and administration

 **Office equipment €4,000 (previously €2,500)**

Includes office supplies €1,500. Office clothing €2,000. Business cards €500.

Fundraising

**Revenues**
**Degree students' membership fees €1,044,000 (previously €1,004,200)**

The membership fee for the academic year 2021-2021 is 60 euros.

**Postgraduate students' membership fees €12,000 (previously €11,150)**

The proposed membership fee for the academic year 2021-2021 is 30 euros.

**Expenses**
**SYL membership fees**

Membership fee €5.6 per member per year, calculated for 18,000 members (membership on 1 November 2019).

**OLL membership fees**

Membership fee €0.5 per member per year, calculated for 18,000 members. (membership on 1 November 2019).

Investment and funding operations

**Revenues**

Revenues from participating interests €100,000 (previously €100,000)

**Interest earnings €33,000 (previously €26,000)**

Revenues from investment operations. Calculated 3% revenue.

**Expenses €350 (previously €350)**

Expenses for investment operations

Profit or loss for the financial year

-€1,222 (previously €23,858)