

**Advisory Committee for the Student Services Fee Meeting  
Agenda #140**

**Thursday 8 August 11-12pm**

**Chair: Kirsty McClure, Director, Te Pūreni Student Experience and Wellbeing**

Committee Members	Kirsty McClure, Stephanie Hunter, Meegan Hall, Marcail Parkinson, Liban Ali, Sterling Maxwell, Te Waikamihī Lambert, Simon Johnson
Invited Attendees	Christine Moore, Matt Tucker, Clinton Jenkins, Alicia Print (Minute Taker)
Apologies	
Papers	HFEG 2024 Trimester 2 – Summary 2024 SSF Financial Report – Quarter 2

1. Welcome
2. Minutes of the previous meeting
3. **OPEN ACTION POINTS**

#	Actions	Responsible	Open/Close
329	A draft of the infographic will be circulated.	Kirsty	Open
341	Clinton to update ACSSF by email on the next steps for final recommendations for VC for 2025	Clinton	Closed

4. 2024 Q2 Financial Report Christine
5. Update on 2025 student service fee recommendation paper Stephanie
6. Update on student service fee video Kirsty
7. AOB

For Noting: HFEG 2024 Trimester 2 – Summary

**Next Meeting Date**

12 September 10:00am

2024 FINANCIAL YEAR

**FINANCIAL REPORT FOR  
STUDENT SERVICES FEE - QUARTER 2**



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

Q2 2024	YTD Actual					YTD Budget				YTD Variance Fav / (Unfav)				Comments
Direct Costs	Cost Centre	SSF Income	Other Income	Costs	Net Surplus/ (Cost)	SSF Income	Other Income	Costs	Net Surplus/ (Cost)	SSF Income	Other Income	Costs	Net Surplus/ (Cost)	
Student Engagement	1438	690,498	-	(745,184)	(54,686)	690,498	-	(751,478)	(60,980)	-	-	6,294	6,294	\$6k lower spend on sundry expenses.
Student Interest and Conflict Resolution team	1437	309,000	-	(265,410)	43,590	309,000	-	(315,908)	(6,908)	-	-	50,498	50,498	Lower costs of \$50k is due to \$33k lower people costs and \$18k lower operating costs.
Mauri Ora: Student Counselling	1413	870,338	472,860	(1,347,822)	(4,625)	870,338	529,078	(1,362,045)	37,371	0	(56,219)	14,223	(41,996)	\$56k lower other income is made up of: \$41k lower PHO health funding and \$17k lower student medical fee revenue.
Mauri Ora: Student Health	1414	1,420,500	951,585	(2,456,846)	(84,760)	1,420,500	851,020	(2,307,874)	(36,353)	-	100,565	(148,972)	(48,407)	\$101k higher other income is made up of: \$159k higher PHO health funding, but \$63k lower student medical fee revenue. \$149k higher costs is mainly: \$118k higher people costs (annual leave taken, annual leave in final pay, less salary recoveries).
Disability Services	1419	425,355	272,298	(688,643)	9,010	425,355	260,000	(668,035)	17,319	(0)	12,298	(20,607)	(8,309)	Other income is higher from Government Grants. People costs are higher (i.e. salaries), and this is slightly offset by lower software license costs.
Te Ratonga Rapu Mahi: Careers and Employment	1412	626,804	32,743	(628,340)	31,207	626,804	20,000	(638,035)	8,769	-	12,743	9,695	22,439	Other income is Contract revenue. People costs are lower (i.e. salaries), and this is slightly offset by higher software license costs.
Manawa Ora: Student Wellbeing	1444	294,000	-	(209,831)	84,169	294,000	-	(285,704)	8,296	-	-	75,873	75,873	\$76k lower costs overall, relate to lower people costs.
Union Building	1140	433,500	-	(534,257)	(100,757)	433,500	-	(534,258)	(100,758)	-	-	0	0	The Union Building receives SSF Income and Occupancy Recharge and they are equal to Budget.
Rec Centre	1150	1,043,502	280,898	(1,686,257)	(361,857)	1,043,502	305,462	(1,636,644)	(287,680)	-	(24,564)	(49,613)	(74,177)	\$25k lower other income is mainly due to lower gym membership income. \$50k higher costs is mainly due to: higher sponsorships/donations made, higher temp salaries and higher membership of organisation costs.
Student Finance	1443	97,500	-	(125,116)	(27,616)	97,500	-	(102,676)	(5,176)	-	-	(22,440)	(22,440)	\$22k higher costs is due to higher salaries expense and a higher annual leave cost.
<b>Subtotal</b>		<b>6,210,996</b>	<b>2,010,385</b>	<b>- 8,687,705</b>	<b>- 466,325</b>	<b>6,210,996</b>	<b>1,965,561</b>	<b>- 8,602,657</b>	<b>- 426,101</b>	<b>0</b>	<b>44,824</b>	<b>- 85,048</b>	<b>- 40,224</b>	
<b>"Fixed SSL Contribution" cost centres</b>														
Early Childhood Services	EARL	108,000	-	(108,000)	-	108,000	-	(108,000)	-	-	-	-	-	-
Āwhina	1246	193,500	-	(193,500)	-	193,500	-	(193,500)	-	-	-	-	-	-
Pasifika Student Support	1114	132,000	-	(132,000)	-	132,000	-	(132,000)	-	-	-	-	-	-
<b>Subtotal</b>		<b>433,500</b>	<b>-</b>	<b>- 433,500</b>	<b>-</b>	<b>433,500</b>	<b>-</b>	<b>- 433,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Indirect Costs</b>														
IT and HR overheads	2244	465,000	-	(476,876)	(11,876)	465,000	-	(531,219)	(66,219)	-	-	54,343	54,343	Lower actual costs (compared to budget) in Digital Solutions and Human Resources and therefore, lower costs allocated to the Student Services Fee cost centres.
<b>TOTAL</b>		<b>7,109,496</b>	<b>2,010,385</b>	<b>- 9,598,082</b>	<b>- 478,201</b>	<b>7,109,496</b>	<b>1,965,561</b>	<b>- 9,567,376</b>	<b>- 492,320</b>	<b>0</b>	<b>44,824</b>	<b>- 30,705</b>	<b>14,119</b>	

Full Year 2024	Cost Centre	Full Year Q2 Forecast				Full Year Budget				Full Year Variance Fav / (Unfav)				Comments
		SSF Income	Other Income	Costs	Net Surplus/ (Cost)	SSF Income	Other Income	Costs	Net Surplus/ (Cost)	SSF Income	Other Income	Costs	Net Surplus/ (Cost)	
Student Engagement	1438	1,381,000	-	(1,502,956)	(121,956)	1,381,000	-	(1,502,956)	(121,956)	-	-	-	-	-
Student Interest and Conflict Resolution team	1437	618,000	-	(616,711)	1,289	618,000	-	(641,242)	(23,242)	-	-	24,530	24,530	\$25k lower forecast costs is lower expected people costs.
Mauri Ora: Student Counselling	1413	1,740,679	1,031,221	(2,779,991)	(8,090)	1,740,679	1,018,831	(2,759,510)	0	0	12,390	(20,481)	(8,091)	\$12k higher forecast other income is higher PHO health funding. \$20k higher forecast costs is \$9k of people costs and remaining is on various items.
Mauri Ora: Student Health	1414	2,841,000	1,845,600	(5,079,678)	(393,078)	2,841,000	1,847,000	(4,708,395)	(20,395)	-	(1,400)	(371,283)	(372,683)	\$334k of the higher costs relates to people costs (mainly salaries, partly movement in annual leave provision, lower salary recoveries, contractor costs, annual leave in final pay. \$39k of the higher cost relates to advertising and recruitment costs.
Disability Services	1419	850,714	532,298	(1,414,226)	(31,214)	850,714	520,000	(1,377,698)	(6,984)	(0)	12,298	(36,528)	(24,230)	\$12k higher other income is government grants. The Forecast has \$40k higher people costs (offset by slightly lower operating costs).
Te Ratonga Rapu Mahi: Careers and Employment	1412	1,253,607	40,000	(1,269,833)	23,774	1,253,607	40,000	(1,293,607)	(0)	-	-	23,774	23,774	Most of the cost savings in the forecast, relates to people costs.
Manawa Ora: Student Wellbeing	1444	588,000	-	(463,045)	124,955	588,000	-	(583,939)	4,061	-	-	120,894	120,894	The \$121k lower forecast costs, relates to people costs.
Union Building	1140	867,000	-	(1,068,515)	(201,515)	867,000	-	(1,068,516)	(201,516)	-	-	0	0	-
Rec Centre	1150	2,087,000	490,532	(3,293,789)	(716,257)	2,087,000	519,000	(3,283,918)	(677,918)	-	(28,468)	(9,871)	(38,339)	The forecast has \$22k lower gym membership revenue. The main reason behind the higher costs forecast, is higher people costs of \$25k.
Student Finance	1443	195,000	-	(243,218)	(48,218)	195,000	-	(217,496)	(22,496)	-	-	(25,722)	(25,722)	\$26k higher costs is in people costs (mainly salaries and movement in annual leave provision).
<b>Subtotal</b>		<b>12,422,000</b>	<b>3,939,652</b>	<b>(17,731,961)</b>	<b>- 1,370,309</b>	<b>12,422,000</b>	<b>3,944,831</b>	<b>(17,437,275)</b>	<b>- 1,070,444</b>	<b>0</b>	<b>- 5,180</b>	<b>- 294,686</b>	<b>- 299,865</b>	
<b>"Fixed SSL Contribution" cost centres</b>														
Early Childhood Services	EARL	215,996	-	(215,996)	-	216,000	-	(216,000)	-	(4)	-	4	-	-
Āwhina	1246	387,000	-	(387,000)	-	387,000	-	(387,000)	-	-	-	-	-	-
Pasifika Student Support	1114	264,000	-	(264,000)	-	264,000	-	(264,000)	-	-	-	-	-	-
<b>Subtotal</b>		<b>866,996</b>	<b>-</b>	<b>(866,996)</b>	<b>-</b>	<b>867,000</b>	<b>-</b>	<b>(867,000)</b>	<b>-</b>	<b>- 4</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>-</b>
<b>Indirect Costs</b>														
IT and HR overheads	2244	930,000	-	(1,041,157)	(111,157)	930,000	-	(1,063,296)	(133,296)	-	-	22,138	22,138	Lower overheads are due to lower IT and HR University costs allocated to SSF.
<b>TOTAL</b>		<b>14,218,996</b>	<b>3,939,652</b>	<b>(19,640,114)</b>	<b>- 1,481,467</b>	<b>14,219,000</b>	<b>3,944,831</b>	<b>(19,367,571)</b>	<b>- 1,203,740</b>	<b>- 4</b>	<b>- 5,180</b>	<b>- 272,544</b>	<b>- 277,727</b>	

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