

UNIVERSITY *of* WASHINGTON

# Year-to-date Spending

2011 - 2012 Academic Year



**GRADUATE & PROFESSIONAL STUDENT SENATE**

UNIVERSITY *of* WASHINGTON



November 30<sup>th</sup>, 2011

Senators of the University of Washington Graduate and Professional Student Senate

**Re: Year-to-date spending**

Graduate and Professional Student Senate

Condon Hall, Suite 401

1100 Campus Parkway, Box 352238

Seattle, WA, 98195

Dear Senators:

Please find attached a summary of GPSS spending for the period beginning June 15<sup>th</sup>, 2011 and ending November 10<sup>th</sup>, 2011. Our Resources Assistant, Kristen Hosey (also a Senator for Nursing), and I have endeavored to provide you with relevant and reliable data to be able to guide your decision-making throughout the year. I would like to highlight a few aspects of the attached financial statement.

**Relevance and Reliability**

The following document was produced to give Senators relevant financial information on a more regular basis and to be used as a tool to support decision-making. While the information you see is reliable, you should be aware that there is a margin of error. The GPSS regularly produces more rigorous financial statements during its audit, however, I want to provide the Senate with a picture of our financial standing for the year-to-date. The margin of error in this statement exists because there are often long delays between when an expense is incurred and when the transaction is posted to our online tracking system. Thus, we have adopted a paper-based system to track our spending in real time. There is an undeniable possibility that a small number of transactions escaped our notice and are not reflected in this document. Rest assured that such transactions will be found when they are posted to our online tracking system and again when the GPSS is audited.

**Revenue**

The GPSS received a small increase in its SAF allocation this year. You will note that not all of the allocation has been transferred to the GPSS. That is because the allocation is transferred incrementally throughout the year. We have also successfully obtained \$18,000 in revenue from fundraising over the summer. That number falls short of the target set in the budget because we have not yet begun fundraising for the Science and Policy Summit and because we received a little less funding for our social programming this year due to budget cuts around campus.

**Events**

The GPSS has already completed two of its largest events: the Fall Social and the Higher Education Summit. Both events were very successful and well attended. In addition, each events was approximately \$1000 under budget.

**Personnel**

The GPSS is on target to meet its various programming objectives for the year, yet we have managed to stay under budget for personnel expenditures for the year.

**General Fund Balance**

The General Fund Balance has yet to be confirmed. The numbers you see are based on estimates from the previous year's spending and will need to be confirmed when the audit of the last biennium is concluded.

Please don't hesitate to contact me at [gpsstres@uw.edu](mailto:gpsstres@uw.edu) if you have any questions.

Sincerely,

Colin Goldfinch  
GPSS Treasurer

**Graduate and Professional Student Senate**  
**Year-to-Date Spending**  
**For the period ending November 10th, 2011**

| Revenues  | FY11 Allocated      | FY12 Allocated      | YTD Spending       |
|---|---------------------|---------------------|--------------------|
| SAF Allocation Request <sup>1</sup>                             | \$299,000.00        | \$319,000.00        | \$77,104.60        |
| Interest  | 5,180.00            | 3,340.00            | 0.00               |
| Graduate School Support for Pres Special Assistant              | 2,000.00            | 2,000.00            | 0.00               |
| Not for Tourists (funds will be deposited into 16-3222-99-1020) | 12,500.00           | 2,500.00            | 1,122.00           |
| Events Fund Raising <sup>2</sup>                                | 32,000.00           | 38,000.00           | 18,000.00          |
| <b>Total Revenue</b>  | <b>\$350,680.00</b> | <b>\$364,840.00</b> | <b>\$96,226.60</b> |

Notes:

1. Based on most recent update to internal accounts.
2. Funds raised from the Office of the President, Provost, Vice-Provost for Student Life, and The Graduate School

**Administration**

|   |                    |                    |                   |
|---|--------------------|--------------------|-------------------|
| Office Supplies Total                         | \$900.00           | \$900.00           | \$154.31          |
| Postage Total                                 | 100.00             | 100.00             | 0.00              |
| Incidental Services Total <sup>1</sup>        | 100.00             | 100.00             | 0.00              |
| Officer Materials <sup>2</sup>                | 250.00             | 250.00             | 110.00            |
| Copy Duplicating <sup>3</sup>                 | 1,000.00           | 1,000.00           | 342.27            |
| <b>Events Agenda:</b>                         |                    |                    |                   |
| Fall Social - 8002                            | 6,000.00           | 6,000.00           | 4,991.89          |
| Speed Dating (8004) and Small Events (8003)   | 2,500.00           | 3,000.00           | 846.72            |
| Winter Social - 8005                          | -                  | -                  | 0.00              |
| Spring Social - 8009                          | 6,000.00           | 6,000.00           | 0.00              |
| Fall (8001)Spring Student Parent Mixer (8010) | 2,500.00           | 4,000.00           | 386.17            |
| <b>Total Allocation</b>                       | <b>\$19,350.00</b> | <b>\$21,350.00</b> | <b>\$6,831.36</b> |

Notes:

1. Copy Center, Cleaning Fees, Equipment Repair
2. Includes business cards, name tags, officer plaque;
3. 44,444 imprints @ \$0.0225 (Secretary's fund has a special projects printing budget)

**Grant Fund**

|                           |                    |                    |                   |
|---------------------------|--------------------|--------------------|-------------------|
| Travel Allocations - 4512 | \$17,000.00        | \$21,000.00        | \$8,400.00        |
| <b>Total Allocation</b>   | <b>\$17,000.00</b> | <b>\$21,000.00</b> | <b>\$8,400.00</b> |

**President's Fund**

|                                       |                    |                    |                   |
|---------------------------------------|--------------------|--------------------|-------------------|
| General Programing Total <sup>1</sup> | \$350.00           | \$350.00           | \$0.00            |
| Conference Travel Total <sup>2</sup>  | 2,500.00           | 2,500.00           | 0.00              |
| NAGPS Dues                            | 500.00             | 0.00               | 0.00              |
| Discretionary Funds Total             | 200.00             | 200.00             | 0.00              |
| Cell Phone Costs <sup>3</sup>         | 600.00             | 600.00             | 0.00              |
| Higher Education Summit - 8000        | 5,000.00           | 5,000.00           | 4,109.18          |
| Science and Policy Summit - 8008      | 10,000.00          | 14,000.00          | 0.00              |
| <b>Total Allocation</b>               | <b>\$19,150.00</b> | <b>\$22,650.00</b> | <b>\$4,109.18</b> |

Notes:

1. Includes such programs as President's Council, GPSS Cares, Graduate Convocations (facilities, supplies, flyers)
2. For travel by the GPSS President or designee of the President's choice to conferences such as USSA or Sage DC conference
3. \$50 Monthly reimbursement for GPSS use of Personal cell phone

**Vice President's Fund**

|  |                    |                    |               |
|--|--------------------|--------------------|---------------|
| <b>Legislative Affairs:</b>            |                    |                    |               |
| Travel Expenses <sup>1</sup>           | \$4,410.00         | \$4,410.00         | \$0.00        |
| Olympia Parking Permit Total           | 100.00             | 100.00             | 0.00          |
| Washington Student Lobby Dues          | 4,500.00           | 0.00               | 0.00          |
| Legislator Correspondence <sup>2</sup> | 200.00             | 200.00             | 0.00          |
| Cell Phone Costs <sup>3</sup>          | 1,440.00           | 1,440.00           | 0.00          |
| Lobby Day Advertising                  | 750.00             | 750.00             | 0.00          |
| Conference Travel <sup>4</sup>         | 1,000.00           | 4,500.00           | 0.00          |
| Discretionary Funds Total              | 100.00             | 100.00             | 0.00          |
| <b>Total Allocation</b>                | <b>\$12,500.00</b> | <b>\$11,500.00</b> | <b>\$0.00</b> |

Notes:

1. Covers either 3 trips to Olympia per week (12 week session); or three months rent (\$650/mo) = 1.5 trips weekly (\$77.40/trip)
2. Stationary, envelopes, postage for letters to legislators (use VP bar codes in Office Manager drawer)
3. New line item for Blackberry use and support (T-Mobile + C&C)
4. For travel by the VP and designees of the VP's choice to conferences: Sage or USSA

**Treasurer's Fund**

|  |  |                    |                    |                   |
|--|--|--------------------|--------------------|-------------------|
| <b>Programming:</b>                                |  |                    |                    |                   |
| Fall and Spring Social <sup>1</sup>                |  | \$1,500.00         | \$1,500.00         | \$284.57          |
| Arts and Entertainment                             |  | 15,000.00          | 15,000.00          | 0.00              |
| <b>Office Management:</b>                          |  |                    |                    |                   |
| Audit Fees   |  | 1,600.00           | 1,600.00           | 415.69            |
| Personnel Recruitment Total                        |  | 50.00              | 50.00              | 0.00              |
| Insurance Total                                    |  | 150.00             | 150.00             | 0.00              |
| <b>Equipment:</b>                                  |  |                    |                    |                   |
| Telephone Lease Total - 50301                      |  | 2,346.80           | 7,920.00           | 305.20            |
| Copy Machine Lease - 50344 <sup>2</sup>            |  | 3,012.25           | 3,012.25           | 0.00              |
| Computer Equipment & Software - 50810 <sup>3</sup> |  | 1,000.00           | 2,400.00           | 2,400.00          |
| Equipment Replacement - 50810                      |  | 400.00             | 400.00             | 0.00              |
| Discretionary Funds                                |  | 100.00             | 100.00             | 0.00              |
| Senate Meetings                                    |  | -                  | 0.00               | 181.82            |
| Departmental Allocations - 4511                    |  | 7,000.00           | 7,000.00           | 0.00              |
| <b>Total Allocation</b>                            |  | <b>\$32,159.05</b> | <b>\$39,132.25</b> | <b>\$3,587.28</b> |

Notes:

1. Funds for non-food costs
2. 10,000 copies @ \$.0225
3. Spent on Website Updates

**Secretary's Fund**

|                                       |  |                   |                   |                 |
|---------------------------------------|--|-------------------|-------------------|-----------------|
| <b>Programming:</b>                   |  |                   |                   |                 |
| Diversity Fair/Speaker <sup>1</sup>   |  | \$4,000.00        | \$4,000.00        | \$0.00          |
| Grad/Prof Week                        |  | 3,000.00          | 0.00              | 0.00            |
| <b>Publications:</b>                  |  |                   |                   |                 |
| Marketing <sup>2</sup>                |  | 300.00            | 300.00            | 0.00            |
| Special Projects Copies <sup>3</sup>  |  | 400.00            | 400.00            | 419.68          |
| <b>Website:</b>                       |  |                   |                   |                 |
| Web Services from UW C&C <sup>4</sup> |  | 250.00            | 250.00            | 0.00            |
| Web Hosting from ASUW Total           |  | 1,000.00          | 200.00            | 0.00            |
| Discretionary Funds Total             |  | 100.00            | 100.00            | 0.00            |
| Meeting Room Reservation              |  | 500.00            | 500.00            | 0.00            |
| <b>Total Allocation</b>               |  | <b>\$9,550.00</b> | <b>\$5,750.00</b> | <b>\$419.68</b> |

Notes:

1. To fund events that promote diversity or to implement diversity-related programming
2. To purchase marketing material such as pens, banner, logo revisions, survey, etc.
3. 22,222 copies @ .0225 for large special projects such as flyers for an event, brochures, informational books, etc.
4. To include URL forwarding costs and SSL protection costs

**Personnel**

|                                      |  |                     |                     |                    |
|--------------------------------------|--|---------------------|---------------------|--------------------|
| <b>Officers:</b>                     |  |                     |                     |                    |
| President's Salary <sup>1</sup>      |  | \$14,886.00         | \$15,250.00         | \$2,458.50         |
| Vice President's Salary <sup>1</sup> |  | 14,886.00           | 15,250.00           | 2,287.50           |
| Treasurer's Salary <sup>1</sup>      |  | 14,886.00           | 15,250.00           | 2,287.50           |
| Secretary's Salary <sup>1</sup>      |  | 14,886.00           | 15,250.00           | 2,287.50           |
| Tuition Waivers <sup>2</sup>         |  | 71,945.00           | 72,307.00           | 28,502.00          |
| <b>Sub Total</b>                     |  | <b>\$131,489.00</b> | <b>\$133,307.00</b> | <b>\$37,823.00</b> |

| <b>Summer Hourly Staff</b> | <b>Wage</b> | <b>Hours</b> |                    |                    |                    |
|----------------------------|-------------|--------------|--------------------|--------------------|--------------------|
| President (Summer)         | \$20.58     | 13.50        | \$4,321.80         | \$3,900.00         | \$3,087.00         |
| Vice President (Summer)    | \$20.58     | 13.50        | 4,321.80           | 3,900.00           | 4,321.80           |
| Treasurer (Summer)         | \$20.58     | 13.50        | 3,457.44           | 3,900.00           | 2,567.36           |
| Secretary (Summer)         | \$20.58     | 13.50        | 3,457.44           | 3,900.00           | 2,984.10           |
| Summer Office Manager      | \$13.00     | 13.50        | 2,016.00           | 2,470.00           | 1,764.75           |
| Summer Webmaster           | \$14.00     | TBD          | 952.00             | 840.00             | 0.00               |
| Summer Chief-of-Staff      | \$19.00     | 19.00        | 5,264.14           | 5,264.14           | 3,234.75           |
| <b>Sub Total</b>           |             |              | <b>\$23,790.62</b> | <b>\$24,174.14</b> | <b>\$17,959.76</b> |

| <b>Regular Hourly Staff</b>     | <b>Wages FY11</b> | <b>Hours FY11</b> |                    |                    |                    |
|---------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------|
| Office Manager                  | \$13.00           | 19.50             | \$6,840.00         | \$7,605.00         | \$988.00           |
| President's Executive Assistant | \$13.00           | 15.00             | 4,860.00           | 5,850.00           | 327.75             |
| Chief-of-Staff                  | \$19.79           | 19.50             | 11,577.00          | 11,577.00          | 2,299.00           |
| Legislative Assistant           | \$13.00           | 15.00             | 3,600.00           | 5,850.00           | 195.00             |
| Publications Assistant          | \$13.00           | 12.00             | 2,750.00           | 4,680.00           | 578.50             |
| Resources Assistant             | \$13.00           | 10.00             | 3,300.00           | 3,900.00           | 390.00             |
| Web Developer                   | \$17.00           | 10.00             | 5,100.00           | 5,100.00           | 0.00               |
| Policy Analyst                  | \$19.79           | 19.50             | 9,400.00           | 11,577.00          | 148.43             |
| Events Planner                  | \$11.00           | 10.00             | 0.00               | 3,300.00           | 519.75             |
| <b>Sub Total</b>                |                   |                   | <b>\$47,427.00</b> | <b>\$59,439.00</b> | <b>\$23,406.19</b> |

|  |  |                     |                     |                    |
|--|--|---------------------|---------------------|--------------------|
| <b>Benefits:</b>                         |  |                     |                     |                    |
| Employment Benefits Loading <sup>4</sup> |  | \$9,258.29          | \$10,565.00         | \$4,988.20         |
| Stipend Benefits Loading <sup>5</sup>    |  | 6,133.03            | 8,967.00            |                    |
| <b>Total Allocation</b>                  |  | <b>\$15,391.32</b>  | <b>\$19,532.00</b>  | <b>\$4,988.20</b>  |
| <b>Total Allocation</b>                  |  | <b>\$218,097.94</b> | <b>\$236,452.14</b> | <b>\$84,177.15</b> |

Notes:

1. GSA payrate for officers
2. Tuition waiver allocation based on estimates made during the 10/11 academic year. Actual expenditures may exceed estimated costs.
3. Covers 14 weeks 6/27/11-9/26/11
4. 2010-2011 Employment Loading Rate: 13.9%
5. Stipend Loading Rate:14.7%

**Special Allocations Fund**

|                         |                    |                    |                |
|-------------------------|--------------------|--------------------|----------------|
| Special Allocations     | \$19,000.00        | \$15,000.00        | \$90.00        |
| <b>Total Allocation</b> | <b>\$19,000.00</b> | <b>\$15,000.00</b> | <b>\$90.00</b> |

**General Fund**

|                                     |                     |                    |                    |
|-------------------------------------|---------------------|--------------------|--------------------|
| Beginning Balance <sup>1</sup>      | \$159,500.00        | \$112,373.01       | \$75,628.62        |
| Office IT Network Refresh           |                     |                    | 15,417.01          |
| Allocated Insurance                 | -25,000.00          | -25,000.00         |                    |
| Programming: Arts & Entertainment   | -10,000.00          | 0.00               |                    |
| OCHA Support                        | -3,000.00           | -3,750.00          |                    |
| SAF Allocation Differential         | -13,000.00          |                    |                    |
| Deficit(Surplus) Spending (other)   | 3,873.01            | -7,994.39          | -11,388.05         |
| <b>End Fund Balance<sup>1</sup></b> | <b>\$112,373.01</b> | <b>\$75,628.62</b> | <b>\$48,823.56</b> |

1. No general fund figures have been audited and may be subject to change upon receipt of the audit.