



MEMORANDUM

To: GPSS Senate
From: Tim Hulet, GPSS Treasurer
Date: May 24, 2010
RE: 2009-10 GPSS Treasurer Final Report

Budget Report

One of the first things to note when talking about the budget at this time is that there is still much incomplete information. Comparing my tracking to what has been processed by SAUF accounting shows that accounting has yet to complete transfers that have been initiated in 2010. The university's budget cycle ends on June 30th and therefore, we will not be sure of the budget's final standing until sometime in July. With that being said, here is a summary of how the 2009-2010 budget is looking like.

Administration

The administrative budget looks to be on target through the end of April. GPSS has spent approximately \$1800 giving a remainder of \$450. Most of the remainder is in officer materials and office supplies. There are still plans to purchase a water heater replacement out of the supply budget before the end of the year and that will exhaust the office supply fund.

Grant Fund

See Finance and Budget Committee section below.

President's Fund

The President's Fund has a deficit of \$497.90. Most of the spending has been spent on the Higher Education Summit and SAGE. Nearly \$1,000 was spent beyond what was budgeted for those three events.

Vice-President's Fund

The VP's Fund has a remaining balance of just over \$4,000. Expenses related to state lobbying efforts account for \$5,795 of the \$7,400 of spending.

Treasurer's Fund

With transactions from the Spring Social yet to be completed and due to healthy support from Student Life and the President's Office, the Treasurer's Fund remains at 50% used. This will change shortly as we are scheduled to contribute \$10,000 from the Arts and Entertainment budget to support the UW Spring Show. If we

include the remainder of recurring charges for the rest of the year, the Treasurer's Fund projects to have about a \$4,700 surplus at the end of the year.

Secretary's Fund

The Secretary's Fund currently has a balance of \$9,171. Other than printing costs for the NFT, the fund has been spent primarily on Diversity Programming. There has been nearly \$4,000 spent on Diversity Programming and \$25,000 on NFT printing. The total spending from this fund is currently \$30,298.

Personnel

The Personnel budget is still on target for the remainder of the year. Its current balance is \$64,027. The budget still needs to be spent on the remainder of the years work hours and cover tuition from spring quarter.

General Fund

There is currently a deficit of nearly \$20,000 for the year, creating a projected General Fund balance of \$175,000. This amount will be reduced with the continued use of the Personnel Fund and end the year at around \$155,000.

Changes in Next Year's Budget

There were numerous structural changes in the line items in next year's budget. They are as follows:

Administration

No structural changes.

Grant Fund

No structural changes. There are a few procedural changes that have happened this year. To take advantage of budget numbers that are assigned to us, but not used, and to simplify fund distribution for SAO, there are now two assigned budget numbers that awarded funds get sent to. Special allocation transfers are now made to 16-9577 and travel grants are sent to 16-9578. The process for departmental allocations remains unchanged.

President's Fund

No structural changes.

Vice President's Fund

No structural changes.

Treasurer's Fund

There have been two changes in the Treasurer's Fund. The first is the combining of the Socials line item and the Arts and Entertainment line item into a single Programming line item. Both line items have been used interchangeably in the past, so combining them helps to simplify the budget.

The second change is the elimination of the Oracle Calendaring Service line item. The service has become outdated and comparable services can be found on-line for free.

Secretary's Fund

The Secretary's Fund had a couple of changes. The first of which is the absorption of the ASUW Commission's Total line item into the Diversity Fund. This will allow for the Secretary to have more oversight on the Commission's use of GPSS funds.

The next change is the reallocation of funds from the Senator Handbook Totals and the Orientation Materials line items to the Special Projects Copies line item.

Personnel

No structural changes.

The GPSS Budgeting Process Recommendations

After serving as Treasurer for the past two years, I have a pretty good understanding of the GPSS budgeting process and how it can be improved. According to the by-laws, during Winter Quarter, the Treasurer works with the other officers to develop an officer's proposed budget. At this point in the year, much of the officer's spending has not occurred so I recommend using the previous year's actual expenditures as the benchmark to work with.

The by-laws also require a draft of the budget be presented to the Finance and Budget Committee and Executive Committee by the sixth week of winter quarter. By the tenth week of the quarter, each committee should approve a version of the budget. I suggest that every step should be taken to ensure that a single version of the budget be approved by both committees. To make this happen, there may be a need to have a joint Finance and Budget/Executive Committee meeting to work out any differences.

The final step of the budgeting process, making an allocation request to the Services and Activities Fee Committee can be somewhat tricky. Because of the turn-over on the committee, it may be difficult the committee member's philosophy for deciding on allocations. We often get selected to go near the beginning of the SAF meetings. If most of the members of the committee are new it takes them time to know what they are doing. To combat this, it is recommended that some cushion be built into the budget request. The past two years, none of the units' allocation requests were granted in full.

Finance and Budget Committee

Special Allocations

The Finance and Budget Committee started the fiscal year off with \$11,000 allocated for Special Allocations requests. This year followed the same trend that we have seen in previous years of growing demand and ended up spending \$15,310 in total. The extra \$4,000 was funded through two transfers from the Departmental Allocation

fund. Because of this trend, the Senate approved budget for 2010-2011 increased the amount of funds available for Special Allocations.

Special Allocations were awarded to 22 different RSOs with the average award of \$695. The following is a list of RSOs that received awards with the amount of the award and the event it helped fund:

FIUTS	CultureFest 09	950.00
CDO for Physicists and Astronomers	Networking Day	789.00
FOSEP	Engaging Science Lecture Series	750.00
Student Animal Legal Defense Fund	Crisis at Crossroads	900.00
Chinese Student and Scholars Association	Chinese New Year Party	500.00
Outlaws	Immigration and LGBTQ Communities	254.00
LTA Latin Sorority, Inc	Comedy Jam	1,000.00
Graduate Environmental Policy Forum	Environmental Justice Panel	700.00
Partnership for Community and Diversity	Social Justice/Anti-racism	500.00
ASIS&T	iEdge 2010	800.00
Native American Students in Advanced Academia	Symposium of Native Scholarship	800.00
Students for Justice in Palestine	MidEastLA	750.00
First Nations @UW	Spring Powwow	800.00
Campus Animal Rights Educators	Spoken Word	350.00
Theodor Jacobsen Observatory Society	Spring Grand Re-opening	800.00
Students for Justice in Palestine	MidEastLA	250.00
Women Who Rock Collective	Speaker Series	500.00
Daniel J Evans School of Public Affairs		
Student Organization	Research Symposium	767.00
	Panel: The Racial Geography of the Death Penalty	300.00
Innocence Project Northwest		
Women of Color Collective	Dialogue Difference Conference	500.00
Campus Coalition for Sexual Literacy	Tranny Roadshow	1,000.00
	Turkish and Ottoman Studies Graduate	
Turkish Studies Student Association	Conference	350.00
MEChA	National MEChA Conference	1,000.00

NOTE: The award for the MidEastLA event was a single award handled in two transactions.

A special issue to be aware of in the future is whether or not RSOs are repaying GPSS the appropriate amount when an event produces a profit. This year we found two instances where RSOs, according to there applications, should have earned a profit on a previous event and returned some money to GPSS but had not know of the requirement. As a result, the committee felt it appropriate that RSOs be required to submit actual revenues and expenses from a previous year's event if it was funded by GPSS. If they made a profit and had failed to repay GPSS, they become ineligible to apply for funding for **3 years** and the money is paid in full.

Departmental Allocations

The demand for Departmental Allocations has followed an opposing trend to Special Allocations. This year's budget made \$10,000 available for the program, but only \$4,105 has been awarded. This has led to a decline in available funding for the 2010-2011 allocation.

The following is a list of departments that received funding and the items/events they applied for:

Physiology & Biophysics	Mini-refrigerator, coffee maker, alarm clock, blankets for lounge	515.00
Oceanography	Graduate student retreat	350.00
Biology	Housing for graduate student retreat	500.00
Psychology	Printer for student lounge	350.00
Quantitative Ecology & Resource Management	Breadmaker, rice cooker, bocce ball set	250.00
Linguistics	Guest speaker	350.00
Philosophy	Dishes, silverware for kitchen	260.00
Forest Resources	Lighting and airpots for coffee	350.00
Educational Leadership and Policy Studies	New furniture for lounge	450.00
Earth and Space Sciences	Espresso grinder, 2 bocce ball sets, croquet set	350.00
Comparative Literature	Replace sofa in lounge	380.00

One area of concern has surrounded this year's Finance and Budget Committee and it has also been a problem in previous years. The problem stems from the Departmental Allocation guideline under the prohibited use of funds section that reads, "Direct support of the instructional mission of the University; this includes the purchase of materials for program operations." Because of the vagueness of this restriction, it has been left up to each year's committee to interpret where to draw the line. This year's committee had trouble determining whether a printer would cross the line and therefore funded a printer for one department and not another. As can be guessed, the rejected department was not happy with the committee. To try and avoid this situation in the future, the committee has decided to add another item to the prohibited use of funds that states that Departmental Allocations cannot be used for items that can be supplied by the Student Technology Fee.

Travel Grants Committee

This year's travel grant program received a record number of applicants. The most recent application period saw more than double the amount of applications than all the previous years combined.

To better facilitate the program, some mid-year changes were made in regards to the timing of application periods. With the start of the new calendar year, the committee decided to set the application periods from a full quarter to two months.

This change was made because many people complained that they did not find out about their conferences until after the deadlines had passed because they took place at the end of the travel period. This has eliminated the complaints.

Currently, there is \$980 left to be allocated in our final travel grant period from June 15 to August 14. The committee will be meeting the first week in June.

Fall Social – 80's night

The fall social was held on Thursday November 5th at the HUB ballroom, and was attended by between 600-800 students. The event lasted from 6:30pm until 10:00pm, and involved 80's themed music from Rainy Dawg radio DJs, a costume contest for people with the best 80's dress, dancing, and free food and drink for all attendees. Help from HUB event services (and in particular HUB associate director Paul Zuchowski) meant that we were able to store the food and drink in the HUB basement coolers, and use ice to keep the drinks cold while we were serving them at the social. Paul's help in making sure that the food and drinks were held back and put out incrementally helped to keep the flow of the party as smooth as possible.

A banquet permit was needed to serve alcoholic drinks, which were dispensed to students that had presented their ID at the door and received their two free drinks tickets. GPSS exec members judged the costume contest, and the prizes presented by the president. There were no major problems reported with the execution of the social and overall student feedback was very positive, but things to keep in mind for next year are as follows: 1) This is the largest social of the year, and as such planning should allow for that fact. 2) Decorations are something that continues to be difficult due to restrictions on placing things on walls. Inflatables were used at this social and while they looked nice, they were labor intensive to deploy, bulky to store and because of the specific nature of the event theme, unlikely to be used again. It would be recommended to have decorations in the future that are easy to put out, affordable, and easy to reuse in order to make the most of our budget. Balloons were nice, but they got to be a hassle when it came to the cleanup stage because many of them had been popped. 3) Volunteers – the large amount of people at the event means that extra care should be taken to recruit enough volunteers for the 2 bars that were setup, as the pace of serving drinks to so many people can get overwhelming after a while.

Other than securing the food, drink, entertainment and decorations in a timely manner, the fall social is a relatively simple event to make successful.

Winter Social – Speed Dating

The winter social was held on Tuesday February 9th at the HUB ballroom, and was attended by approximately 200 students. Although in terms of numbers this was the smallest event, it was also the most labor intensive due to the fact that all participants had to be pre-registered using a catalyst survey, and the numbers of

participants needed to be equally balanced to ensure the event concept would work. More women applied than men, so next year in order to expand the event more promotional considerations should be given to male students. The HUB ballroom was vastly oversized and impersonal for an event like this, and the overhead lighting made it difficult to foster any kind of intimate atmosphere.

We refrained from having alcoholic drinks available at this social because of worries over potential liability issues, but this does not mean that limited quantities could not be solved in future years if we can ensure a responsible system is put in place that regulates drinks in a stricter fashion than either the spring or fall socials. Instead of wall décor, table decorations were used (red tablecloths, fake tealights, table ornaments), and this worked well. Next year the event will be held at the UW club, and this should serve our purposes much better.

Apart from making sure participant numbers are right for the event (around 200-300 evenly balanced) the only other issue is ensuring that all participants have their numbers, and write down the numbers of the people they like. This way, we can use the numbers to match people with other participants who put down their number and inform them of the contact details by email – no person information should be given out before or during the event.

Overall the event was successful and the administration (i.e. pairing up matches) went off without any problems. This event should continue to grow as word about it becoming a regular establishment spreads.

Spring Social – HUB Throwback

The winter social was held on Friday May 14th at the HUB ballroom, and was attended by approximately 400 students. Out of the three events, this was the least labor intensive as many of the preparations that were undertaken for the fall social were duplicated here. The event celebrated the closing of the HUB by looking back over the history of the building and celebrating the decades that it had been open. Old photos from the HUB in the 50's were blown up and mounted as a display for people to see what the building looked like when it had just been built, and the music for the night started with songs from the 50's, and then gradually shifted through the decades as the night wore on to end up in the present day. Rainy Dawg radio again provided the entertainment, and in addition to the dancing, food, and drink, there was also a team trivia game and a costume contest with prizes of classic movies on DVD/ giftbags for the winners.

Help from HUB event services (and in particular HUB associate director Paul Zuchowski) was again very important, as it meant that we were able to store the food and drink in the HUB basement coolers, as well as use ice in large containers to keep the drinks cold while we were serving them at the social. Paul's help in making sure that the food and drinks were held back and put out incrementally helped to keep the flow of the party as smooth as possible. Less volunteer staff and

cleanup was required because the number of people attending was smaller than the fall social, and there may have been several reasons for this. It was on a Friday evening, so many may have had other social plans outside of school. The weather was nice so many may have elected to stay outside and enjoy the weather rather than go to the HUB ballroom, and some departments were also having exams during that week, so some students may have been studying as well.

Despite this, the number of students attending was roughly average for this event, and (as is the case with the fall and winter socials) as long as the event is well publicized through email, meeting announcements and posters, many students should be able to come along and make it a success. One thing that was an issue with the costume contest is that the 50's was a difficult theme for people to create impromptu costumes for, so the participants in the costume contest were a little thin on the ground. For next year, a decent set of themes (perhaps something other than "decades") would add more to the GPSS social programs.

The HUB will not be available next year as a venue, so the number of campus venues that are going to be available for events will decrease, but finding a venue other than the HUB ballroom may be good for a little variety in the program anyway. A DJ was much more successful than live bands, and starting the music soft and finishing strong was a popular tactic. Conducting a catalyst survey after the event would help to get student feedback that would allow us to improve our programs even further.

Treasurer's Office Staff

The following is a quick report of the responsibilities of the Treasurer's staff for the past year.

Resource Assistant (John Charlton)

The main responsibility I gave to John this year was planning the GPSS Socials. With the help of Liz Williams, the GPSS Chief of Staff, he did an exceptional job as is evident from the record attendance at the fall social and the positive feedback from students that attended the other events. His other responsibilities included the preparations and minutes for Finance and Budget Committee meetings and Travel Grant Committee meetings. He also helped in notifying travel grant recipients of the status of their applications after the committee meetings.

Office Manager (Mara Hall and Deviny Mo)

Deviny and Mara's primary responsibility has been to maintain a clean and professional office for GPSS. They have also been responsible for the preparation of Senate and Executive Committee materials, keeping the office open during business hours when other office staff is unavailable, taking monthly office supply orders, and generally helping officers and other staff members.