



*The Annual Operating Budget of
The Graduate Student Organization,
Stony Brook University*

*For Approval of Dr. Lawrence Martin,
Dean of the Graduate School,
May 2, 2007*

(Passed by the G.S.O. Senate, May 1, 2007)

FISCAL YEAR: JULY 1st, 2007 - JUNE 30th, 2008

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1. Introduction

The Graduate Student Organization’s Operating Budget is prepared each spring by the Budget Committee of the GSO in conjunction with the Faculty-Student Association, which serves as the Custodial and Disbursing (fiscal) Agent of the GSO. The budget is then submitted to the Executive Council for review. The Executive Council votes on whether to recommend presenting the proposal, as prepared, to the Senate in April. If it is approved by a majority vote of the Executive Council, the budget is then discharged and presented to the Senate for review in April and, subsequently, for a vote in May. The budget requires a two-thirds vote of the Senate to be passed and subsequently, must be submitted to Dr. Lawrence Martin, Dean of the Graduate School and the President’s Designee, for final approval.

After final approval is issued, any changes in the budget greater than \$1,000 require additional approval from the President’s Designee. Changes to this budget must follow the procedures as outlined in the GSO Internal Control Program (previously referred to as the GSO Financial Bylaws; hereafter referred to as the ICP). The Senate can override any line item or guideline in this budget by a two-thirds vote. Line items that are not defined as Executive Council items require Senate approval.

The Budget Committee has reviewed each area of the previous year’s operating budget and made adjustments as warranted based upon a review of the previous year's actual expenditures. This year’s budget follows the same general format from the last fiscal year; however, there have been several specific changes. This document gives a brief description of the purpose and intent of each line item, while the GSO ICP outlines fund disbursement procedures. In this budget the operational expenses have been minimized, thus allowing a majority of the GSO’s resources to be returned directly to its members.

2. Disbursement of the GSO Funds

As mandated in the GSO Constitution, the GSO employs a C&D agent to manage the GSO bank accounts, disburse funds for payment in accordance with the GSO Constitution, ICP and the current, approved budget, and maintain financial records for and in conjunction with the GSO. The Faculty-Student Association (FSA) will provide this service for the GSO in FY 2007-08. Procedural details are codified in the ICP, as originally approved and passed into law at the April 2006 GSO Senate meeting (as the GSO Financial Bylaws). Expenses shall only be paid/reimbursed if incurred during the same fiscal year (July 1, 2007 - June 30, 2008). Any exceptions will be deliberated and determined by the Budget Committee in conjunction with the Executive Council. Rejected applications can be petitioned to the Board of Appeals for recommendation to the Senate.

3. Specific Changes

There are several changes to the budget since FY 06-07. Most notably, we have expanded our range our services significantly. The nature and the purpose of these changes are summarized herein:

Changes in Income:

1. Activity Fee: This line has been increased based upon an estimate of enrollment in the coming fiscal year.
2. Interest: This line has been increased based upon competitive interest rates and the principal amount of the GSO's Certificate of Deposit (CD). It is presumed that this CD will be reinvested in FY 07-08.
3. College of Engineering and Applied Sciences RAP Grant: The amount budgeted in this line has been decreased due to a statistical analysis of RAP recipients from the CEAS in FY 2006-07 and 2007-08.
4. College of Arts and Sciences RAP Grant: The amount budgeted in this line has been increased due to a statistical analysis of RAP recipients from the CEAS in FY 2006-07 and 2007-08

Changes in Operational Expenses:

5. Telephone: This line has been decreased due to a reduction in the number of phone lines purchased.
6. Insurance: This line has been decreased based upon the actual expenses that were incurred during the previous fiscal year and the quote provided by the insurance carrier.
7. Public Relations: This is a new line established for publicizing GSO-sponsored events and programs offered to graduate students via a paid position, to fall under the Payroll category.
8. FSA Administrative Fee: This line has been decreased based upon the C&D Agent's time and effort analysis of the previous fiscal year.
9. Meetings: This line has been increased based upon the actual expenses that were incurred during the previous year in providing food for the monthly Senate meetings.
10. Meet & Greet: This line has been increased by twofold such that a Meet & Greet gathering can be held at the beginning of each semester in order to accommodate students entering their respective program(s) in the spring.

11. GSO Travel: This is a new line aimed to enable GSO members to represent Stony Brook University and the GSO in conducting official GSO business off campus.
12. Elections Expense: This line has been dropped from the FY 07-08 budget and merged with Committee Expenses, below.
13. Committee Expenses: This is a new line established to provide the GSO committees with the resources necessary to promote their meetings, programs, policies, and activities.

Changes in Program Funding:

14. Survival Guide - Printing: This line has been increased based upon the actual expenses that were incurred during the previous year.
15. Graduate Student Magazine - Editor-in-Chief: This is a new line intended specifically for the Editor-in-Chief of the graduate magazine, "SBGradMag."
16. Graduate Student Magazine - Staff: This is a new line aimed to provide the Editor-in-Chief with the additional personnel necessary to facilitate the publication of the graduate magazine "SBGradMag."
17. Graduate Student Magazine - Printing: This is a new line intended to provide the resources with which the Editor-in-Chief and Staff can print the "SBGradMag" in hard copy format for distribution.
18. Child Care: This line has been increased for FY 07-08 to provide more support for the graduate student childcare.
19. Bicycle Safety: This is a new line intended to subsidize and offset the administrative costs of the Freewheel Bicycle Group, which provides invaluable bicycle safety services to our constituency. This club will no longer be eligible for club funding.
20. Residential Support: This is a new line intended to provide funds to on-campus graduate apartment resident associations. These associations will no longer be eligible for club funding.
21. Campus Life Awards: This is a new line created for GSO contribution to the annual Campus Life Awards ceremony, held by the Division of Student Affairs and the Office of Dean on Students, which recognizes outstanding students, faculty/staff and campus organizations.
22. General Cultural and Social Events: This line has been increased based upon the actual expenses that were incurred during the previous year.
23. Speakers Series and Conferences: This line has been increased based upon the actual expenses that were incurred during the previous year.
24. Tax Clinic: This is a new line aimed to provide graduate students with free, on-campus tax counseling.
25. Inter-University Doctoral Consortium (IUDC): This is a new line intended to subsidize the cost of graduate student travel to/from the Stony Brook and Stony Brook, Manhattan campuses in cases where approved courses are only offered at the Stony Brook, Manhattan campus.
26. Recreation: This is a new line intended to subsidize the costs to active graduate students of participation in on-campus recreational activities.
27. Misc. Grants: This is a new line intended to provide funds for activities that promote the GSO that do not traditionally fit into any other line of the GSO's operating budget.
28. Graduate Lounge: This line item has been dropped from the FY 07-08 operating budget.

4. Income

Although the GSO receives funding from several sources, the primary source is the student activity fee. It is voted on every two years by referendum and, thereafter, assessed on students if voted mandatory. The fee for FY 2007-08 is \$22.00 per semester for full-time students and \$7.00 per semester for part-time students. As stipulated in the SUNY Regulations, codified in the NYS Compilation of Codes, Rules and Regulations (8 NYCRR 302.14):

“The student body shall determine by referendum whether student activity fee programs shall be supported by either voluntary or mandatory student fees. Such referendum shall be held on the same day as the annual elections for officers of the representative student organization. The determination resulting from each referendum shall remain in force for a period of two academic years, except that at any time and from time to time within such two-year period a subsequent referendum held in accordance with the constitution and by-laws of the student government may effect a change in the determination with respect to the following academic year.”

The last referendum was held in April 2006 during which time the student activity fee was voted mandatory. The next scheduled referendum is April 2008. The amount projected to be collected in FY 07-08 is \$210,000. Each year interest is accumulated against the GSO savings held by the C&D Agent and will be based upon this amount. In addition, the GSO expects to receive \$38,000 in Resource Access Project (hereafter referred to as RAP) grants in FY 07-08 from the following entities: the President’s office, the Graduate School, the Research Foundation, the College of Arts and Sciences and the College of Engineering and Applied Sciences. To supplement these grants, the GSO contributes \$52,000 from its activity fees toward this program.

Miscellaneous Income is typically generated through publication advertisements but can also be obtained through other grants, charitable contributions/donations, etc.

5. Operational Expenses

The money allocated for GSO operations is broken down into the following four categories: GSO Office, Payroll, Accounting, and Internal GSO Functions. Each line item falling under these subcategories are Executive Council items and do not require Senate approval. However, Senate approval is still necessary for reallocation of funds unless noted.

5.1 GSO Office

This category is for the purchase of general office equipment and supplies, postage, office rental equipment, telephone service, hosting of the GSO web sites, and insurance policies including employee liability and dishonesty insurance, in addition to fire and theft insurance for the GSO office. The GSO Executive Council has the authority to reallocate money amongst the subcategories as it becomes necessary in performing GSO business, up to the sum of its parts specified under the heading “GSO Office.”

5.2 Payroll

The GSO will pay its officers (President, Vice President, Secretary, Treasurer, and Speaker of the Senate) stipends for their services. For the fiscal year 2007-2008 the officer stipends will be:

President and Treasurer - \$4000 per fiscal year (each)
Vice President and Secretary - \$3000 per fiscal year (each)
Speaker of the Senate - \$2000 per fiscal year

The category Officer Stipends is designed for the purpose of paying the officers stipends. No other category should be used for this purpose.

The Office Manager category is designed to pay the GSO administrative personnel. The \$6,700 in this category is intended to cover the costs of the office manager's base salary of \$14.00 per hour for 10 hours of work per week during the academic year, intercession and vacations (40 weeks), 5 hours per week during the summer (12 weeks), and for helping to set up the Senate Meetings.

The Web Master line is to pay the web master for maintaining two websites: the GSO website 'sbgso.org' and the Graduate Student Magazine website 'sgradmag.org'. The \$2,400 in this category is intended to cover the cost of the web master's stipend for the entire fiscal year at a rate of \$200/month, including the winter and summer sessions.

The category Payroll Tax/Insurance is designed to pay Social Security, Disability, Workers Compensation and Unemployment for members of the GSO office.

The final line under this heading, Public Relations, is to pay an individual hired by the executive council to disseminate and publicize the GSO-sponsored events and programs on campus to the graduate student constituency.

5.3 Accounting

The FSA Administrative Fee line covers all fees related to the GSO account management provided by the C&D Agent, FSA. The allocation is based on the annual contract between the GSO and FSA. As mandated by the Chancellor's Guidelines, New York Corporate law and both Federal and State tax law, the GSO will contract an Accountant to provide a year-end audit. The Accountant will also prepare the GSO tax return(s). Lambrides, Lamos, Moulthrop LLP will provide the GSO's accounting services in this capacity for FY 2007-08. The External Auditor line is estimated based on the quotes provided by the Lambrides.

5.4 Internal GSO Functions

Expenses from this line are guided by the ICP. The Meetings expenses pay for food and beverages at the Senate meetings. Miscellaneous Expense covers any unanticipated internal expense not covered elsewhere in the budget. Meet & Greet is to pay for a bi-annual campus-wide gathering of graduate students at the University Café aimed at fostering social development and networking. GSO Travel shall be utilized to pay for the

travel expenses of individuals appointed and charged with conducting official GSO business outside the campus community for the purpose of fostering communication and networking. Committee Expenses is to cover expenses incurred for the promotion of meetings, programs, policies, and activities of the requesting committee of the GSO.

6. Program Expenses

The remaining expenses are defined as Program Expenses. These are the expenses that support the graduate student population, campus community and general welfare of graduate students.

6.1 GSO Publications

This category is to be used for paying the editors and staff members of, and for the publishing of, the annual Survival Guide, which is distributed to new graduate students at both the August and January orientations, and the Graduate Magazine, “SBGradMag.”

Survival Guide

The GSO Survival Guide provides incoming graduate students with information about the services available on campus and within the surrounding area. The line is divided into two subcategories: Printing and Editor. The editor operates under a contract negotiated each year by the Executive Council.

The Graduate Student Magazine

SBGradMag aims to create a sense of community among graduate students, keeping them informed as to the news and events pertinent to the graduate student body at Stony Brook. This line has been divided into three subcategories: Editor-in-Chief, Staff and Printing. The editor and staff operate under contracts negotiated each year by the Executive Council.

6.2 Contributions and Public Service

The GSO provides monetary grants to a number of public service organizations that benefit graduate students at Stony Brook University. Grants and monies are only disbursed for expenses incurred during the current fiscal year (July 1, 2007 - June 30, 2008). The GSO’s ICP governs the terms of the agreement between the GSO and the public service organizations specified below.

Orientation

The GSO contributes to the Graduate School’s new graduate student orientation and reception at the beginning of each academic year.

NYPIRG

The GSO provides funding for the New York Public Interest Research Group (NYPIRG). This money will be allocated by an advisory referendum every three years, and is voted on at the time of the general GSO elections.

Child Care

The Stony Brook Child Care Services, Inc. provides child-care services for graduate students. Without the subsidy, this service could not be offered on a sliding scale to lower income graduate students. This GSO line contributes to the Stony Brook Child Care Services' general fund as outlined in the ICP.

Volunteer Ambulance Corps

The Stony Brook Volunteer Ambulance Corps, Inc. provides free ambulance service to all persons needing medical transport for locations on campus, throughout the University and in residence halls. The GSO shall provide a direct subsidy to the Ambulance Corps to help defray the cost of insurance and equipment.

WUSB 90.1 FM

The Stony Brook radio station, WUSB 90.1 FM, provides an important means of communicating information to graduate students pertaining to GSO events, news, programs, and elections. This subsidy is intended to support the radio station on a consistent and ongoing basis.

Bicycle Safety

The Freewheel Bicycle Group provides invaluable bicycle safety services to the graduate student constituency. This grant will help defray their administrative expenses and enable them to purchase safety equipment for distribution to graduate students.

Residential Support

This line is intended to provide funds to on-campus graduate apartment resident associations. These associations will no longer be eligible for club funding. **Not more than one-half of this line item can be allocated each semester.**

Campus Life Awards

Campus Life Awards are given every year to outstanding students, faculty/staff and organizations on campus in recognition of their accomplishments and services to the campus community. The GSO contributes to the annual Campus Life Award ceremony held by the Division of Student Affairs and the Office of Dean on Students. The support of Campus Life Awards from this category gives the GSO a right to present annual awards in various categories.

6.3 Program Funding

The following disbursements are governed by the GSO's ICP:

Student Clubs and Organizations funding:

This payment will be provided to graduate student clubs and organizations recognized by the SBU Student Union and the GSO, based upon the number of graduate students in the club or organization. The guidelines for the amount of allocation are as follows:

Number of Graduate Students in Club/Organization	Maximum Amount Allocated
4-50	\$200
51-200	\$350
201 & up	\$500

General Cultural and Social Events

This payment will be provided to support events aimed at enhancing the graduate student experience at Stony Brook University. **Not more than one-half of this line item can be allocated each semester.** Funding for food purchases in any given event must not exceed **\$200.00**.

Speaker Series/ Conferences

This payment will be provided to support the scholarly activities offered to the graduate student population of Stony Brook University. **Not more than one-half of this line item can be allocated each semester.** Funding for food purchases in any given event must not exceed **\$200.00**.

Departmental Allocation

This line is allocated to departments in order to enhance a sense of community within each department. Each department shall be allocated \$4.00 per full-time student and \$1.00 per part-time student, up to a **maximum of \$1,000 for any particular department.** **Not more than the total line item amount can be allocated each fiscal year.**

RAP (Resource Access Project)

The GSO RAP program is one of the most significant programs the GSO offers its members. The RAP provides travel grants to graduate students attending scholarly conferences and/or workshops, thus advancing their respective careers. Each graduate student may receive up to a maximum of **\$250.00** each fiscal year.

Legal Clinic

The GSO will provide graduate students with free legal counsel throughout the year. The Executive Council shall solicit bids and negotiate a contract for this service. Based on the lawyer's fee of \$125.00 per hour in FY 2006-07, we anticipate an expenditure of \$6,500 in FY 2007-08.

Tax Clinic

Similar in format to the Legal Clinic, the GSO will also retain an accountant/accounting firm to provide one-on-one tax and financial counseling to graduate students during tax season (January - April). GSO retained H&R Block in FY 2006-07 to provide this service. The current contract with H&R Block provides for ten hours of consultation time per week at a rate of \$25 per hour, up to twelve weeks per year during the tax season. Based on these fees, we anticipate an expenditure of \$5,000 in FY 2007-08.

Inter-University Doctoral Consortium (IUDC)

Often times graduate student courses are only offered at Stony Brook's campus in Manhattan. The purpose of this line item is to subsidize the roundtrip cost of travel on the Long Island Railroad (LIRR) between Stony Brook and Penn Station, Manhattan. Tickets will be offered for purchase at a discount of 50% as outlined in the ICP. **Not more than one-half of this line item can be allocated each semester.**

Recreation

The purpose of this line item is to subsidize the cost of graduate student membership in a variety of physical fitness programs. Each active graduate student will be eligible for the reimbursement of mandatory intramural sports fees and 50% of a fitness class punch card once each semester, as outlined in the ICP. **Not more than one-half of this line item can be allocated each semester.**

Misc. Grants

This line is intended to provide funds for initiatives promoting the mission of GSO that do not fit into any other line item in the GSO's Annual Operating Budget. The terms of this line item are guided by the ICP. **Not more than one-half of this line item can be allocated each semester.**

**GRADUATE STUDENT ORGANIZATION
FISCAL YEAR 2007-08
Operational Budget Outline**

		Variance from 06-07	Totals	Variance from 06-07
Income				
Activity Fee	\$210,000	5,000		
Interest	2,625	625		
Graduate School RAP Grant	10,000	0		
Research Foundation RAP Grant	10,000	0		
President's Office RAP Grant	10,000	0		
College of Engineering and Applied Sciences RAP Grant	3,000	-2,000		
College of Arts and Sciences RAP Grant	5,000	2,000		
Miscellaneous Income	3,000	0		
Total Income			253,625	5,625
Expenses				
Operational Expenses				
GSO Office				
Office Equipment & Supplies	2,500	0	5,800	-1,900
Telephone	800	-400		
Insurance	2,500	-1,500		
Payroll			27,400	1,000
Officer Stipends	16,000	0		
Office Manager and Assistant	6,700	0		
Web Master	2,400	0		
Payroll Tax/Insurance	1,300	0		
Public Relations	1,000	1,000		
Accounting			24,000	-7,000
FSA Administrative Fee	20,000	-7,000		
External Auditor	4,000	0		
Internal GSO Functions			10,400	6,400
Meetings	2,400	400		
Miscellaneous Expense	1,000	0		
Meet & Greet	2,000	1,000		
GSO Travel	4,000	4,000		
Committee Expenses	1,000	1,000		
Total Operational Expenses			\$ 67,600	\$ (1,500)
Program Expenses				
GSO Publications				
Survival Guide	3,200	500	9,800	5,500
Printing	2,500			
Editor	700			
Graduate Magazine	6,600	5,000		
Editor-in-Chief	1,800			
Staff	2,400			
Printing	2,400			
Contributions and Public Service			31,200	5,200
Orientation	1,500	0		
NYPIRG	12,000	0		
Child Care	12,000	2,000		
Volunteer Ambulance Corps	1,500	0		
WUSB 90.1 FM	1,000	0		
Bicycle Safety	1,000	1,000		
Residential Support	1,200	1,200		
Campus Life Awards	1,000	1,000		
Program Funding			149,500	25,000
Student Clubs and Organizations	4,000	0		
General Cultural and Social Events	15,000	3,000		
Speaker Series and Conferences	15,000	7,000		
Departmental Allocations	4,000	0		
Resource Access Project (RAP)	90,000	0		
Legal Clinic	6,500	0		
Tax Clinic	5,000	5,000		
Inter-University Doctoral Consortium	3,000	3,000		
Recreation	2,000	2,000		
Misc. Grants	5,000	5,000		
Total Program Expenses			190,500	35,700
Total Operational Expenses			67,600	-1,500
Total Expenses		Variance from 06-07	\$ 258,100	34,200
Total Income	\$ 253,625	5,625		
Total Expenses	\$ 258,100	34,200		
Projected Surplus/Deficit	-\$4,475	-\$28,575		