

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

***Approved by the GSO Senate
on May 3rd, 2012***

***For approval by the
Designee from the Office of the President,
Interim Dean of Graduate School,
Charles Taber***

FISCAL YEAR: JULY 1st, 2011 - JUNE 30th, 2012

CONTENTS.....

1. Introduction..... 2

2. Disbursement of the GSO Funds 2

3. Specific Changes.....2

4. Income..... 4

5. Expenses 5

6. Budget Outline.....Attached

1. Introduction

According to the Internal Control Program (previously referred to as the GSO Financial Bylaws; hereafter referred to as the ICP) 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.

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.

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.

2. Disbursement of the GSO Funds

As mandated by Chancellor’s guidelines, 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 2011-2012. Procedural details are codified in the ICP. Expenses shall only be paid/reimbursed if incurred during the same fiscal year (July 1, 2011 - June 30, 2012). Any exceptions will be deliberated and determined as per the ICP.

3. Specific Changes

All specific changes were recorded in the GSO Senate meetings and published on the GSO website.

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 2012-13 is \$30.00 per semester for full-time students and \$10.00 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 that applies to FY 11/12 was held in April 2009 during which time the student activity fee was voted mandatory. A referendum held in April 2009 resulted in an increase in the student activity fee. The amount projected to be collected in FY 11-12 is \$262,000. 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 11-12 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. As well as additional \$10,000 towards Distinguished Travel Award (DTA) program. To supplement these grants, the GSO contributes \$82,000 from its activity fees toward RAP and \$10,000 towards DTA. Miscellaneous Income is typically generated through publication advertisements but can also be obtained through other grants, charitable contributions/donations, etc.

5. 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. Complete rules to disburse all GSO funding are reported in the ICP. Provided herein is a brief description of each line, and the relevant caps in place for FY12-13:

5.1 GSO Office

Office equipment and supplies:

This line covers the cost of office supplies required for GSO operations, and the upkeep and replacement of equipment therein. Purchases of capital equipment require the approval of the EC.

Telephone:

This line covers the monthly service charge for telephone usage in the GSO office, and any additional charges incurred.

Insurance:

This line covers the cost of insurance for the GSO, as well as fringe costs of GSO employees and any payroll taxes.

5.2 Payroll

Officer Stipends:

The GSO will pay its officers (President, Vice President, Secretary, Treasurer, and Speaker of the Senate) stipends for their services. For the fiscal year 2010-2011 the officer stipends will be:

President - **\$5550** per fiscal year
Treasurer - **\$5000** per fiscal year
Vice President and Secretary - **\$4500** per fiscal year (each)
Speaker of the Senate - **\$4000** per fiscal year

Office Manager:

This line pays the GSO administrative personnel. The **\$7,500** in this category is intended to cover the costs of the office manager's base salary of **\$16.00** per hour for **10** hours of work per week during the academic year, and 5 hours per week during the summer (12 weeks), during intercessions and vocation.

Web Master:

This line pays for maintaining the GSO and GSO's publication websites. The total of the line is 2,000\$.

PR-specialist:

This employee will be responsible to maintain office hours in the GSO office while tending his/her work-load. The line is calculated based on a predicted workload of 7 hours per week and a pay rate of **\$12/h** totaling **\$3500**. Other details of the responsibilities of the Media Relations

Specialist will be stipulated in the Memorandum of Understanding between the individual holding the position and GSO EC.

This line also pays an individual hired by the executive council to disseminate and publicize the GSO-sponsored events and programs on campus to the graduate student constituency.

Production Director:

This line pays an individual hired by the executive council to manage GSO Sound Equipment rentals, chair the GSO Presents Committee, and organize the “GSO Presents: Stony Brooklyn” concert series and “Graduate Student Nights” in Fall and Spring Semesters. The **\$4500** in this category is intended to cover the cost of the Production Director’s stipend for the entire fiscal year. In addition to the stipend, Production Director is paid a commission **25%** of all revenue generated by renting GSO Sound Equipment. Other details of the responsibilities of the Production Director will be stipulated in the Memorandum of Understanding between the individual holding the position and GSO EC.

5.3 Accounting

FSA Administrative Fee:

This line covers the fee paid to FSA to provide C&D services for GSO financial operations.

External Auditor:

This line covers the cost of annual external audit of GSO finances, and the cost of the preparation and filing of the tax return. This service is put out for a competitive bid periodically.

Electronic Voucher System:

This line covers the cost of purchasing the software and technical support.

5.4 Internal GSO Functions

Meetings:

This line covers the cost of catering monthly GSO Senate meetings.

Miscellaneous Expenses:

This line is to cover any unexpected expenses that cannot be paid for from an existing line. Payments from this line require explicit EC approval.

Graduate Student Nights:

This line covers the cost of the Fall and Spring GSO parties, and can be used for other GSO-programmed events to foster graduate student community.

Travel:

This line pays for travel by EC members or designees in order to represent the GSO in the greater graduate student community. Destinations include NAGPS conferences and SUNY Student Assemblies.

Committee Expenses:

This line covers the cost of any expenses incurred by committee chairs in the process of running GSO committee meetings. Up to half of this line may be used by the chair of the Elections Committee to pay for advertisements during annual elections.

NAGPS Membership:

This line covers the cost of membership dues for the National Association of Graduate and Professional Students at both the national and regional level.

5.5 GSO Publications

Survival Guide – Printing, Editor and Ad Solicitor:

These lines cover the cost of preparing the annual Graduate Student Survival Guide, published each summer and distributed at graduate student orientation. An editor is hired to prepare the guide and obtain competitive pricing to print a sufficient quantity of guides. An ad solicitor is retained to sell advertisements in the Survival Guide, and is paid purely on commission at a rate of **25%**.

Publication Grant:

This line may cover the cost to fund a new graduate student publication, at Senate discretion.

5.6 Contributions and Public Service

Residential Support:

This line provides a set allocation to the Chapin Apartments Residents Association and the Schomburg Apartments Residents Association to provide programming for graduate students who reside in those dormitories. Each of these groups may receive **\$1000**, and is eligible to apply for event funding under other lines.

Campus Life Awards:

This line covers the costs incurred by the GSO in obtaining physical awards for GSO Service Award recipients, to be presented at the annual Spring Festival.

Legal Clinic:

This line covers the costs incurred by the GSO to retain a lawyer who will hold open office hours on campus at no cost to graduate students. The Executive Council shall solicit bids and negotiate a contract for this service. The current rate of payment is **\$190/hr**.

Tax Clinic

This line covers the costs incurred by the GSO to retain an accountant/accounting firm to provide one-on-one tax and financial counseling to graduate students during tax season (February - April).

Freewheel Bicycle Collective:

This line provides a fixed allocation for Freewheel, a program that offers free assistance in the repair of bicycles; repairs old bicycles and donates them to students; and provides free bicycle safety equipment (in the form of helmets and front lights) for graduate students.

WUSB 90.1 FM:

This line provides a fixed allocation to WUSB, Stony Brook University's radio station, in support of Free Speech Radio.

Stony Brook Volunteer Ambulance Corps:

This line provides a fixed allocation to SBVAC, which provides 24-hour EMS to the University community.

Stony Brook Child Care:

This line provides a fixed allocation to Stony Brook Child Care, which offers low-cost child care services to the University community on a sliding cost scale. This allocation in part reflects the usage of Child Care services by graduate students.

New York Public Interest Research Group:

This line provides a fixed allocation to NYPIRG, which runs a large number of programs on campus relating to a large number of social concerns. Specifically, this allocation is intended to offset the cost of running several graduate student internship positions on campus.

5.4 Program Funding

Student Clubs and Organizations:

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:

4 – 50 Graduate Students = \$200 Funding
51 – 199 Graduate Students = \$400 Funding
200+ Graduate Students = \$600 Funding

General Cultural and Social Events:

This payment will be provided to support events aimed at enhancing the graduate student experience at Stony Brook University. Funding for food purchases in any given event must not exceed **\$300.00**

Speaker Series/ Conferences:

This payment will be provided to support the scholarly activities offered to the graduate student population of Stony Brook University. Funding for food purchases in any given event must not exceed **\$350.00** plus 100 for each additional day.

Departmental Allocation:

This line is allocated to departments in order to enhance a sense of community within each department. Each department shall be allocated a maximum of **\$1000**. The line is first come first serve basis. In order to be considered for funding, the group has to present a budget proposal and

signatures of the required number of department student body to the GSO Treasurer. The disbursement of funds is at the discretion of the GSO Treasurer.

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 **\$350.00** each fiscal year. Reimbursement for lodging costs at conferences in the 5 boroughs of New York City or on Long Island will not be given. The full requirements for this program are detailed in ICP.

Distinguished Travel Award:

This new line is to support graduate students who present their work at prestigious conferences, performances and professional meetings that will contribute to and build the national and international reputation of their department and the University. This is a competitive award co-sponsored by the Graduate School and the Graduate Student Organization.

IUDC Travel:

Graduate students enrolled in courses at IUDC universities can qualify for a reimbursement of some expenses incurred in travelling to class. Commuters to Cold Spring Harbor Laboratory will be reimbursed for 50% of the total costs incurred for their travel using public transportation (such as LIRR or bus services).. The maximum amount for reimbursement is to be decided by the Budget Committee based on the number of applications, and **may not exceed 50% of the total cost incurred.**

Cold Spring Harbor and Brookhaven National Lab Travel:

Commuters to Cold Spring Harbor Laboratory and Brookhaven National Laboratory will be reimbursed for 50% of the total costs incurred for their travel using public transportation (such as LIRR or bus services).

Seminar/Workshop Travel:

Graduate students attending an academic workshop or seminar in New York City can qualify for a reimbursement of travel costs. Reimbursement is limited to **4** times per semester, with the maximum amount equal to the cost of a pre-board round-trip peak ticket from Stony Brook to Penn Station (currently **\$32.50**).

Recreation:

Each active graduate student will be eligible for the reimbursement of mandatory intramural sports fees, Staller Center events or museum in the NYC Museum Consortium and a fitness class punch card or other fitness class purchase (including but not limited to any athletic facility on campus) once each semester, as outlined in the ICP. The amount given to a single student shall not exceed **\$150** in a fiscal year. No more than \$80 can go towards fitness class reimbursement.

Educational Programming in International Culture (EPIC):

This line is specifically to cover large-scale cultural events on campus whose purpose is to educate or demonstrate facets of culture.

Social Concerns Committee Social Event Distribution (SCCSED):

This line is to fund social events proposed and executed by the GSO Social Concerns Committee that are open to the graduate student community. Expenses require BC recommendation and EC approval.

GSO Productions: Consolidates the following lines:

1. *University Café Programming:*

This new line provides funding towards the cost of trivia, karaoke and summer drink specials at the University Café, per the standing Memorandum of Understanding with FSA. The GSO shares the costs of trivia and karaoke with FSA, and subsidizes the cost of drink specials for graduate students during particular events over the summer. The exact nature of these expenses can be found in the MoU.

2. *GSO Concert Series:*

This new line funds a series of concerts at the University Café. Funds from this line cover the cost of the bands; a Memorandum of Understanding between the GSO, FSA and Campus Dining elucidates the complete cost sharing of the event on-campus.

3. *GSO Sound Equipment Maintenance*

Graduate Student Organization Budget (FY11-12)

	FY 11-12	FY 10-11	Variance
INCOME			
Activity Fee	\$262 000,00	\$251 000,00	\$11 000,00
Interest	\$1 000,00	\$1 000,00	\$0,00
Distinguished Travel Award (Graduate School)	\$10 000,00	\$0,00	\$10 000,00
RAP: Graduate School	\$10 000,00	\$10 000,00	\$0,00
RAP: Research Foundation	\$10 000,00	\$10 000,00	\$0,00
RAP: Office of the President	\$10 000,00	\$10 000,00	\$0,00
RAP: CEAS	\$5 000,00	\$5 000,00	\$0,00
RAP: CAS	\$3 000,00	\$3 000,00	\$0,00
Miscellaneous Income	\$6 570,00	\$6 570,00	\$0,00
Sound Equipment Rental	\$4 000,00	\$0,00	\$4 000,00
Total	\$321 570,00	\$296 570,00	\$25 000,00

EXPENSES				
Operational Expenses				
GSO Office				
	Office Equipment and Supplies	\$2 500,00	\$2 500,00	\$0,00
	Telephone	\$800,00	\$800,00	\$0,00
	Insurance	\$2 500,00	\$2 500,00	\$0,00
NEW	Card Reader Installation	\$2 800,00	\$0,00	\$2 800,00
Payroll				
	Officer Stipends	\$23 700,00	\$22 000,00	\$1 700,00
	Office Manager	\$7 500,00	\$7 500,00	\$0,00
	Webmaster	\$2 400,00	\$2 400,00	\$4 500,00
	Public Relations	\$3 500,00	\$3 500,00	\$0,00
	Production Director	\$4 000,00	\$0,00	\$4 000,00
Accounting				
	FSA Administrative Fee	\$29 000,00	\$26 000,00	\$3 000,00
	External Auditor	\$5 000,00	\$5 000,00	\$0,00

Electronic voucher system	\$3 000,00
---------------------------	------------

Internal GSO Functions

Meetings	\$5 200,00	\$4 800,00	\$400,00
Miscellaneous Expenses	\$2 000,00	\$1 000,00	\$0,00
Graduate Student Nights	\$8 000,00	\$7 000,00	\$1 000,00
Travel	\$2 000,00	\$2 500,00	\$500,00
Committee Expenses	\$500,00	\$500,00	\$8 400,00
NAGPS Membership	\$520,00	\$520,00	\$0,00
Sound Equipment & Maintenance	\$1 000,00	\$16 100,00	\$15 100,00
Total Operational Expenses	\$104 920,00	\$104 620,00	\$300,00

GSO Publications

Survival Guide Printing	\$1 500,00	\$1 500,00	\$0,00
Survival Guide Editor	\$1 000,00	\$1 000,00	\$0,00
Survival Guide Ad Solicitor	\$1 700,00	\$1 677,00	\$23,00
Periodic Publication Grant	\$2 000,00	\$2 000,00	\$0,00
Total Publication Expenses	\$6 200,00	\$6 177,00	\$23,00

Contributions and Public Service

Orientation	\$1 500,00	\$1 500,00	\$0,00
Residential suport	\$2 000,00	\$2 000,00	\$0,00
Campus Life Awards	\$1 000,00	\$1 000,00	\$0,00
Legal Clinic	\$6 500,00	\$10 000,00	\$3 500,00
Tax Clinic	\$6 000,00	\$6 000,00	\$0,00
Freewheel Bicycle Collective	\$1 500,00	\$1 500,00	\$0,00
University Café Support	\$0,00	\$1 000,00	\$1 000,00
WUSB 90.1 FM	\$1 500,00	\$1 500,00	\$0,00
Stony Brook Volunterr Ambulance Corps	\$2 000,00	\$4 600,00	\$2 600,00
Stony Brook Child Care	\$17 000,00	\$16 000,00	\$1 000,00
New York Public Interest Research Group	\$6 000,00	\$6 000,00	\$0,00
Total Contributions & Public Service Expenses	\$45 000,00	\$51 100,00	\$6 100,00

Program Funding

Student Clubs & Organizations	\$4 500,00	\$7 000,00	\$2 000,00
General Cultural & Social Events	\$10 750,00	\$10 000,00	\$750,00
Speaker Series and Conferences	\$25 000,00	\$25 000,00	\$1 000,00
Miscellaneous Grants	\$7 000,00	\$6 000,00	\$1 000,00

Department Allocations	\$8 000,00	\$7 500,00	\$500,00
Resource Access Project	\$120 000,00	\$90 000,00	\$30 000,00
Distinguished Travel Award	\$24 000,00	\$0,00	\$24 000,00
Inter-University Doctoral Consortium	\$4 200,00	\$5 000,00	\$800,00
NYC Seminar/Workshop Travel	\$1 500,00	\$2 000,00	\$500,00
Recreation	\$3 000,00	\$3 000,00	\$0,00
Educational Programming in International culture	\$8 250,00	\$9 000,00	\$0,00
SCC Social Events	\$5 000,00	\$5 000,00	\$0,00
University Café Programming	\$3 500,00	\$3 500,00	\$0,00
GSO Concert Series	\$10 000,00	\$9 000,00	\$1 000,00
Total Program Funding Expenses	\$235 700,00	\$182 000,00	\$53 700,00
Publications + Contributions/Service + Program Funding	\$286 900,00	\$239 277,00	\$47 623,00
Total Expenses	\$391 820,00	\$343 897,00	\$47 923,00
Total Income	\$321 570,00	\$296 570,00	\$25 000,00
Surplus/Deficit	\$70 250,00	\$47 327,00	\$22 923,00