

GSO Budget 9/1/96-8/31/97

Introduction

This year marks a departure from the previous budget procedure. We have made several changes to the format of this budget. We are including in this document a detailed description of how each line item should be spent, and the procedure for disbursing the money. We hope you find this helpful.

Specific Changes

1. GSO Office

We have consolidated all office expenses to a single category to make clear the amount of money spent on the running of the GSO office. Note the reduction of approximately 50% from the 1995-96 budget. Most of this money came from reductions in the categories "Office Manager" and "C&D agent," which are now separate. We have made a drastic reduction to the line item "Payroll Tax" to reflect the facts that our C&D agent is a contractual service and our office manager, as well as the GSO officers are regularly attending graduate students, and are therefore FICA and FUTA exempt.

2. Program Funding

We have consolidated club and organizational funding into the category of "Student Clubs and Organizations Funding" The amount in this line item is less than the total club and organizational allocations in the 1995-96 budget, however, we intend that money from the "Student Clubs and Organizations Funding" category be spent only on the administrative expenses for the club or organization, as was originally intended in the Budget Committee Bylaws. We intend that clubs or organizations which hold events will obtain funding from the "General Cultural and Social Events" category. This represents an increase in the total funding available for clubs and organizations. We feel the GSO will thus be able to fund a larger number of clubs and organizations at no expense to the clubs we currently fund.

3. Public Service

These items are grouped together in the interest of clarity.

4. GSO Publications

We have reorganized the funding for News & Views. We shall no longer search for an Investigative Reporter, and we now have a line item "Submitted Articles" to pay those who submit articles for News & Views.

5. Elections/Meetings

We have broken the category "Senate Meetings/Elections" in the 1995-96 budget in to two separate categories, "Elections" and " Meetings," to reflect the distinction between these expenses.

6. Miscellaneous

The line item "Other" in the 1995-96 budget has been renamed "Miscellaneous," and the amount reduced.

Additions

1. GSO Office

We have added a category "Insurance." This is to cover our corporate insurance policies, as well as fire and theft insurance. Money for this was previously taken from the category "Other."

2. Computer Services

We have added a category "Computer Services" in order to bring the GSO on-line. With this money, we shall create a GSO homepage, which should provide greater visibility and accessibility to graduate students. Among the services we shall provide on-line are information regarding the current benefits we provide to graduate students, as well as the GSO's forms and procedures for obtaining GSO funds. We shall also have space for advertising social events of interest to graduate students. We would also like, at some point in the future, to provide News & Views on-line.

3. Political Advocacy

Over the course of the 1995-96 fiscal year, the GSO Executive Council has authorized the printing and distribution of advertisements, posters, and inserts in order to deal with the adverse fiscal and political climate in the SUNY system. To this end, we have added a category "GSO Sponsored Advertisements."

4. Program Funding

As a result of discussions with the Alternative Cinema over the course of the 1995-96 fiscal year, we have undertaken a part of the responsibility for running this operation. The result of this is the creation of a new line item "Alternative Cinema. We have also added the line items "Speaker Series" and "Conferences. " This is to distinguish these functions from general social events.

5. Spot

During the past 1995-96 fiscal year, the GSO has sponsored the Interdepartmental Graduate Student Bash Series. Because of the overwhelming success of this venture, we have added a line item, "Events," specifically for this purpose. We also allow for Town Meetings to be funded from this category.

6. Public Service

In the interest of providing information on the services the GSO offers, as well as providing information on additional outside services available to graduate students, the category “Advertising of Public Services has been created.

The Budget

1. GSO Office

In order to provide the GSO’s services to the graduate student body, the GSO maintains an office along with the customary resources such as an office needs.

The money in this category is for the running of day-to-day affairs of the GSO office. The money allocated for the GSO office is broken down into the following categories: General Expenses, Travel, Payroll, Insurance, C&D Agent, Accountant, and Legal Expenses.

The first category is General Expenses. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item. This money is for the purchase of general office equipment and supplies, postage, and for the payment of the GSO’s telephone service, office rental equipment, and other service contracts. While this category is subdivided in the GSO budget, money for these categories will be allocated from “General Expenses;” the GSO Executive Council has the authority to reallocate money in the subcategories as is necessary to perform GSO business.

The second category is Travel. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item. This money is for the travel expenses of the members of the Executive Council in the course of performing their duties, or for travel expenses incurred during student advocacy.

The third category is Officer Stipends. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item. Officer Stipends is designed to pay members of the GSO Executive Council a small stipend for their services and time.

The fourth category is Office Manager. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item. This is to pay the GSO administrative personnel. The \$10000 in this category is estimated by assuming a graduate assistant line, without a tuition waiver.

The fifth category is Office Staff. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item. This money is for hiring temporary office staff, as is necessary for the GSO office.

The last category under Payroll is Payroll Tax. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item. This is designed to pay FICA and Disability for any GSO office personnel.

The category Insurance is for payment of all necessary corporate liability insurance, as well as fire and theft insurance for the GSO office. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item.

The category C&D Agent is for payment of the C&D agent for services rendered. The allocation is based on the assumption the FSA will be retained as the contractual provider of C&D services. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item.

The category Accountant is for payment of the GSO's accountant for services rendered. This money is solely for the purpose of the year-end audit and preparation of tax forms. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item.

The category Legal Expenses is for payment of the GSO's lawyer for services rendered. This money serves as a retainer for legal council. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item.

Money in these categories is disbursed by check after allocation by the Executive Council, and completion of a GSO Financial Voucher, signed by the Treasurer and at least one other member of the Executive Council. The C&D agent shall cut a check, as detailed in the C&D agent's contract, upon receipt of the completed GSO financial voucher and supporting documents.

II Computer Services

The category Computer Services was designed to allow the GSO to provide on-line services, such as a World Wide Web home page. This includes on-line information regarding the current benefits we provide to graduate students, as well as the GSO's forms and procedures for obtaining GSO funds. We shall also have space for advertising social events of interest to graduate students. We would also like, at some point in the future, to provide News & Views on-line. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item. Money in these categories is disbursed by check after allocation by the Executive Council, and completion of a GSO Financial Voucher, signed by the Treasurer and at least one other member of the Executive Council. The C&D agent shall cut a check, as detailed in the C&D agent's contract, upon receipt of the completed GSO financial voucher and supporting documents.

2. Political Advocacy

The GSO provides money and resources for the political advocacy on the behalf of graduate students. We provide these services in order to increase the graduate students' visibility and to increase the graduate students' awareness of current political issues of interest. To this end, we provide funding under the following categories.

The GSO provides funding for the New York Public Interest Research Group (NYPIRG). This money is allocated by referendum at present. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item.

The GSO also, from time to time, produces informational mailings, poster campaigns, and newspaper inserts, as well as supporting letter-writing campaigns to advance the political interests of graduate students. While this category is subdivided in the GSO budget, money for these categories will be allocated from "GSO Sponsored Advertisements;" the GSO Executive Council has the authority to reallocate money in the subcategories as is necessary to perform GSO business

Money in these categories is disbursed by check after allocation by the Executive Council, and completion of a GSO Financial Voucher, signed by the Treasurer and at least one other member of the Executive Council. The C&D agent shall cut a check, as detailed in the C&D agent's contract, upon receipt of the completed GSO financial voucher and supporting documents. Program Funding

The GSO provides money and support for a wide variety of social organizations and events for the purpose of enhancing graduate students' social interaction and development. In particular, the GSO provides for Student Clubs and Organizations, General Cultural and Social Events, Speaker Series, and Conferences. In addition, the GSO, in conjunction with the Alternative Cinema group will provide a movie series for the 1996-97 fiscal year.

Administrative and meeting expenses for student clubs and organizations are provided from the category Student Clubs and Organizations Funding. Funding will be provided as follows:

1. Money from this category is available only to graduate student clubs and organizations recognized by the USB Student Union and Activities Department.
2. Money will not be allocated for the following:
 - a) Request for funding after the activity
 - b) Off-campus oriented political activities
 - c) Department-oriented events, unless clearly interdisciplinary and of wide interest to graduate students
 - d) Transportation for small groups of people
 - e) Events not widely advertised (in American English).
3. Requests for funding provided under this category are reviewed by the Treasurer after receipt of a properly completed Funding Request Proposal. A Funding Request Proposal shall consist of:
 - a) A signed memo from the club's or organization's president to the GSO Treasurer expressing a brief description of the activity and purpose of the club and a statement of its benefits to the graduate student community. Included in this memo must be the names of all the officers of the club or the organization as well as a means of contacting these officers
 - b) An itemized budget for the current fiscal year
 - c) A current club roster
 - d) The club's constitution, with a meaningful equal opportunity clause.
4. The Treasurer shall report all such requests to the Budget Committee.
5. The Budget Committee will invite a representative of the club or organization to attend a meeting of the Budget Committee, at which time the Budget Committee will decide to approve or disapprove of the proposal by a simple majority.

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