



College of the Holy Cross Student Government Association

Overall SGA Budget – fiscal year 2017

Enclosed please find the Overall SGA Budget for fiscal year 2017. The Board of Trustees entrusts the Student Government Association with fiduciary responsibility for the Student Activity Fee. For fiscal year 2017, the Student Activity Fee is \$315 per student.

In preparing this budget we determined a number of key priorities:

- Carefully examining spending patterns for SGA Operational Budget, SGA Services Budget, Senate Budget Committee Budget, and SGA Vehicle Fund to determine the most efficient and practical allocations rather than simply increasing funding proportionally. This process ensures that the overall budget is balanced between SGA operating funds and Recognized Student Organization (RSO) funds for programming.
- Reducing the funding allocated to SGA Operational, to allow for larger budgets for RSOs to continue to imagine and develop strong programming.
- Examining the surplus funding from the rollover process between fiscal years. Each year SGA recoups Student Activity Fee funds from Recognized Student Organizations (per SGA bylaws) and funds left in SGA accounts. We utilize this surplus rollover to accommodate the maximum amount of on-campus programming efforts of RSOs while still maintaining an adequate financial cushion.
- Utilizing the student activity fee's revenue within a fiscal year instead of assuming rollover into the following years will remain a priority so that viable programming can occur on campus.

This year in preparation of the budget, the expected expenses exceed the expected revenues for the Student Activity Fee. Much of the excess funding needs come from the SBC Budget and this reflects the continually growing funding needs of the Recognized Student Organizations. We expect that this exceedingly tight budget will need to become a priority concern for the Senate and the Student Union as they consider the recognition of new student organizations in the coming years.

The pages that follow show the SGA's projections of revenue and expenses for fiscal year 2017.

Respectfully Submitted,

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Projected Revenue

1. Student Activity Fee

The main source of revenue for the Student Government Association is the Student Activity Fee. For FY 2017, the Student Activity Fee is \$315. In calculating the total money available through the Student Activity Fee, we follow the College's model of conservative estimates. Because our projected revenue is almost entirely based upon the Student Activity Fee, it becomes even more important to make sure we do not overestimate the available revenue. This year, our projected revenue is based on statistics provided by the Office of Research and Planning, however, due to the time frame of this year's budget approval process being earlier in the academic year, the number of students was estimated to the best of the ability of this office. For the 2016-2017 academic year, it is projected that 2,735 students will be enrolled as students on the Worcester campus. The total calculation of projected revenues for FY 2017 is \$861,525.

2. SGA Services Revenue

Included in the SGA Services budget is modest revenue for commissions on vendors that SGA Services promotes on campus for student use. This includes Knights Airport Limousine Service for transportation to the airport. This revenue helps offset the operational costs for SGA Services.

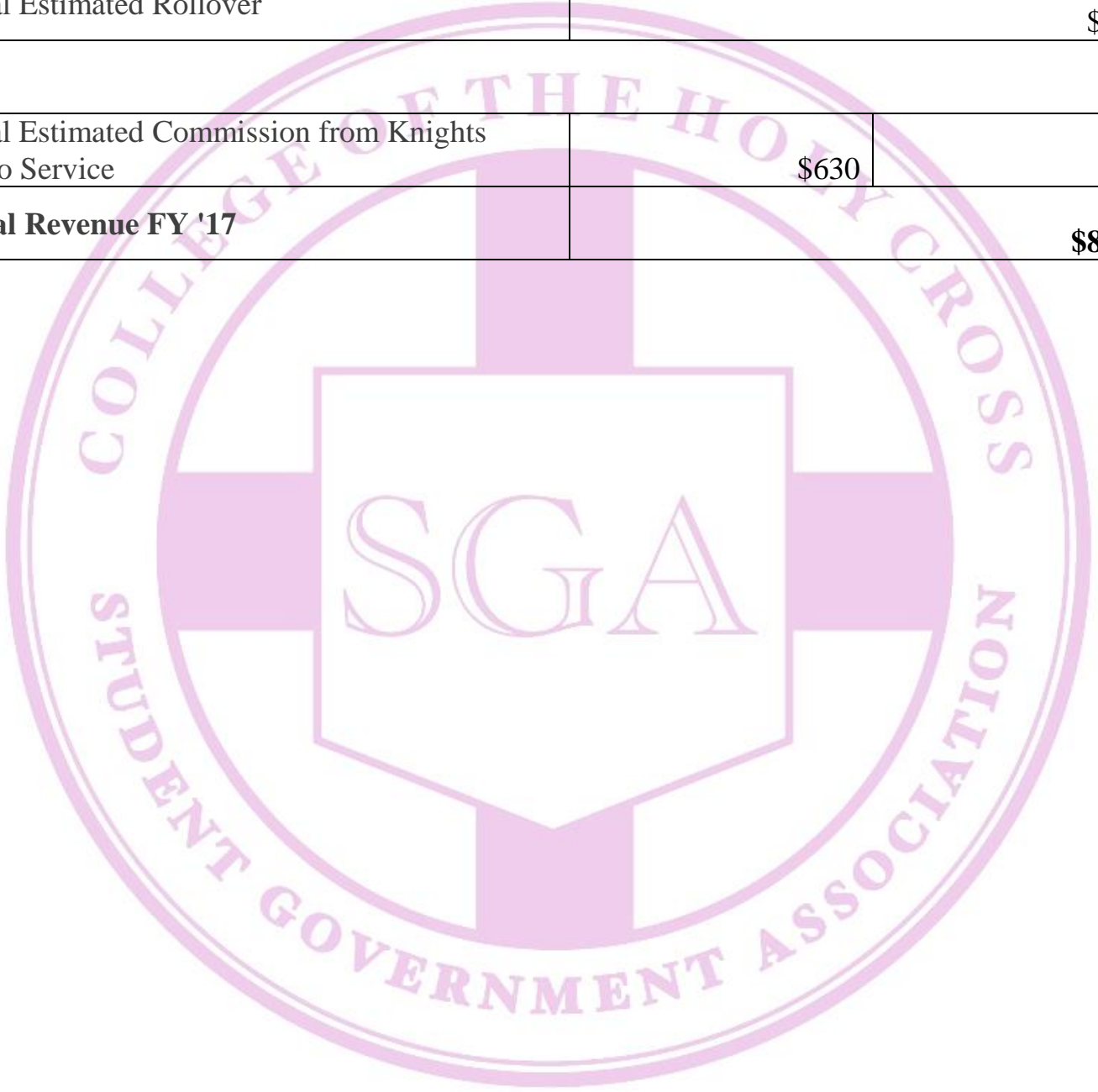
3. Budget Model Assumptions – Rollover

Historically there is a modest rollover that accumulates each year. The past two administrations opted to include this estimated rollover in the projected revenue and we will continue with that approach for the budget FY '17. This year the budget includes an estimation of the rollover in order for proper planning for FY2017.

Projected Revenue FY '17	
Projected number of students returning to Worcester campus	1,995
Projected Class of 2020 Enrollment	740
Total Number of Students on Worcester campus	2,735
Student Activity Fee	\$315
Total Revenue from Student Activity Fee	\$861,525

Projected Rollover & Revenue FY '17

Estimated Rollover Reserve Board	\$17,000	
Estimated Rollover SGA Operational	\$15,070	
Total Estimated Rollover		\$32,070
Total Estimated Commission from Knights Limo Service	\$630	
Total Revenue FY '17		\$894,225



Projected Expenses

Breakdown by Subcategory of the Budget

Subcategory	Allocation FY '17
RSO Budgets	\$607,737
Executive Discretionary	\$81,850
Services Budget	\$84,800
Grant Budget	\$76,676
Executive Fixed Budget	\$33,162
Vehicle Budget	\$10,000
Total	\$894,225

1. Executive Fixed Budget

This budget funds the day- to-day operations of SGA. This encompasses the maintenance and upkeep of the SGA office as well as funding for the Coordinating Assistant and the Summer Internship positions.

2. Executive Discretionary Budget

This budget funds the operations and initiatives of the Executive Cabinet. These budgets are based on historical allocations and events, but Cabinet members are not required to spend the money the same way it was in the past. These budgets were cut in almost all subcategories this year in order to ensure that RSO's and other SGA services would receive adequate funding.

3. Services Budget

This budget funds the weekend SGA Shuttle Services, the daily SGA shuttles, Safe Ride as well as the Readership Program.

4. Recognized Student Organizations Budget

The Senate Budget Committee (SBC) designates this money to the Recognized Student Organizations (RSOs) through the SBC budget process. This also includes the Reserve Board Budget. The past two years the Reserve Board has been much lower than in years past, due to a variety of factors but primarily the growing number of RSO's. During FY '15-'16, Edward Deluca, Speaker of the Senate as well as MaryKatherine Silk designated \$15,000 to be given to the Reserve Board to maintain sufficient funding. This money is included in the Rollover SBC Main FY '17.

5. Grant Budget

This budget includes all money appropriated in the form of grants to fund Residence Hall programs, Peer Education Groups, and Class Programming. This year we looked into to each of these areas thoroughly to ensure that funds were best meeting the needs of all students. See pg. 8 for more information

6. Vehicle Budget

The Vehicle Budget funds all SGA vehicles used by the RSO's and SPUD programs and includes the gas, insurance, and maintenance.

1. Executive Fixed Budget

Subcategory	Allocation
Coordinating Assistant	\$27,562
Summer Internship	\$3,850
SGA Elections	\$500
Office Supplies	\$400
Office Telephones	\$600
SGA Senate	\$250
Total:	\$33,162

2. Executive Discretionary Budget

Subcategory	Allocation
Officer of Diversity	\$22,000
Community Relations	\$20,000
Executive Staff	\$16,500
Programming	\$12,000
Athletics	\$4,500
Environmental Concerns	\$1,000
Spiritual Life	\$1,200
Academic Concerns	\$ 0
Campus & SGA Services	\$900
Health & Safety	\$750
Residence Life	\$ 0
Student Outreach	\$2,000
Communications	\$ 0
Internship Coordinator	\$ 0
Social Justice	\$1,000
Total:	\$81,850

Executive Staff Budget

Subcategory	Allocation 2017
Retreats & Training	\$2,500
NJSLC	\$2,000
Sponsorships & Promotions	\$2,000
New Programs & Initiatives	\$10,000
Total:	\$16,500

3. Services Budget*

Subcategory	Allocation FY'16	Allocation FY'17
Weekend Shuttle Services	\$47,500	\$33,500
Local Daily Shuttle Services	\$20,500	\$22,000
Readership Program	\$16,000	\$12,000
SafeRide	\$10,000	\$17,000
Game Room Supplies	\$1,200	\$300
Total:	\$95,200	\$84,800

*See Appendix A for more information on Services Budget

4. Recognized Student Organizations Budget

RSO	FY '16 Allocation	2016-17 Request	FY '17 Allocation
ACT	\$7,300	\$10,000	\$9,000
A.S.I.A	\$10,500	\$14,410	\$11,000
BSU	\$30,000	\$30,000	\$27,000
Ballroom Dance	\$8,000	\$11,000	\$8,800
Baseball	\$3,600	\$4,000	\$3,600
Best Buddies	\$600	\$600	\$600
CAB	\$234,000	\$260,000	\$245,000
CASA	\$18,000	\$19,000	\$18,500
Crusader, The		\$6,000	\$5,400
Cures for Kids	\$1,500	\$1,500	\$1,000
D.E.S.I	\$11,000	\$11,000	\$11,000
Eco-Action	\$1,200	\$1,200	\$1,200
Equestrian	\$7,000	\$7,500	\$7,000
Field Hockey	\$700	\$1,200	\$900
Golf, Holy Cross Club	\$7,000	\$10,038	\$7,800
HC Dance Marathon	\$4,500	\$6,000	\$5,500
Hockey, Men's Club	\$19,000	\$23,500	\$19,000
Hockey, Women's Club		\$5,000	\$2,500
Lacrosse, Women's Club	\$1,300	\$1,300	\$1,300
LASO	\$14,000	\$16,000	\$14,500
MEChA	\$1,000	\$3,330	\$2,000
PKS	\$22,000	\$22,000	\$21,500
Pride	\$7,500	\$10,500	\$8,000
Purple Patcher	\$20,000	\$25,000	\$20,000

RNS	\$3,200	\$6,200	\$3,600
Reserve Board	\$25,000		\$29,487
Rugby, Men's Club	\$13,500	\$22,398	\$14,500
Rugby, Women's Club	\$10,500	\$12,000	\$10,500
Saint Thomas Moore Pre-Law	\$10,000	\$15,000	\$10,000
SBIP	\$40,000	\$40,000	\$40,000
Ski Team	\$17,000	\$19,000	\$18,000
Soccer, Men's Club	\$1,700	\$3,250	\$2,500
Soccer, Women's Club	\$1,500	\$2,000	\$1,500
Society of Saints Peter & Paul	\$1,200	\$3,000	\$2,000
Sole Movers		\$3,700	\$2,350
Songwriter's Guild		\$1,000	\$1,000
SPUD	\$3,000	\$3,000	\$1,500
Swim, Club	\$500	\$750	\$650
Tennis, Club		\$300	\$300
Ultimate Frisbee	\$3,000	\$3,000	\$2,500
Volleyball, Men's Club	\$3,500	\$4,000	\$2,150
Volleyball, Women's Club	\$1,025	\$2,000	\$1,500
WCHC	\$13,500	\$13,500	\$11,000
Women's Forum	\$1,016	\$600	\$600
Total RSO Allocation:	\$578,841	\$649,976	\$607,737

5. Grant Budget

A. Residence Life and Housing Allocation

Subcategory	Allocation 2016	Allocation 2017
House Council Budgets	\$19,377.45	\$6,461.44
RA Programming Budget	\$19,377.45	\$32,307.19
Interhouse Council Budget	\$7,750.98	\$4,307.62
Total:	\$46,505.88	\$43,076.25

B. Peer Education Groups Allocation

Subcategory	Allocation 2016	Allocation 2017
RPE	\$5,760.00	\$5,500.00
COPE	\$5,550.00	\$6,600.00
MPE	\$4,995.00	\$5,000.00
SHAPE	\$3,800.00	\$3,800.00
HEAL	\$3,700.00	\$3,700.00
SRC	\$3,000.00	\$3,500.00
Total:	\$26,805.00	\$28,100.00

C. Class Allocations

Subcategory	Allocation 2016	Allocation 2017
Class of 2017	\$3,000.00	\$3,000.00
Class of 2018	\$750.00	\$750.00
Class of 2019	\$750.00	\$750.00
Class of 2020	\$1,000.00	\$1,000.00
Total:	\$5,500.00	\$5,500.00

Total Grant Budget

Subcategory	Allocation 2016	Allocation 2017
Residence Life and Housing Allocations	\$46,505.88	\$43,076.25
Peer Educator Groups	\$26,805.00	\$28,100.00
Class Allocations	\$ 5,500.00	\$5,500.00
Total Grant Budget:	\$78,810.88	\$76,676.25

6. Vehicle Budget

Subcategory	Allocation 2016	Allocation 2017
Insurance	\$16,500	N/A
Gas & Maintenance	\$10,000	N/A
Transportation	N/A	\$10,000
Total:	\$26,500	\$10,000

Notes

1. General Guiding Principles

The allocation of our resources and revenue will reflect our mission and purpose as an organization. Decisions regarding the allocation of funds between the different areas will be carefully weighed to reflect our priorities from year to year. A broad set of budgetary goals allows for flexibility in developing our overall budgets and plans. It is recognized that not all goals will be achievable each year and short-term sacrifices may be required. It is also important to note that, as an organization, when we commit to developing and executing initiatives, we must also take the necessary budgetary actions to ensure their success and continuation from year to year.

2. SGA Constitution

The ultimate authority of the overall budget is vested in a number of offices within the SGA through the Constitution. It is the responsibility of the Co-Presidents and Treasurer to propose the overall budget each year, which must subsequently receive the approval of the Senate and Student Union. This process ensures that a wide number of individuals are involved in the overall budget process. For more information, please refer to the SGA bylaws Article XIV, Section A.1.B & 1.C.

3. Use of Estimates in the Budget Model

The preparation of the overall budget in conformity with the accepted accounting and budgetary planning principles of the College requires the SGA to make estimates and assumptions that affect the amounts of revenue and expenses in which the budget is based upon. The Overall SGA budget is based on the traditional budgetary projections commonly used and accepted by the College. Actual results could differ from these estimates.

4. Residence Life & Housing Allocation

During the thorough budgeting process for FY '17, the SGA Treasurer noticed that a significant amount of money was being allocated to Residence Life year to year. According to the SGA bylaws in Article XIV Section A.1.E, 5% of SGA Student Activity Fee Revenue will be given to Residence Life. In FY '16, this allocation was factored incorrectly and Residence Life actually received 5.5% of SGA Student Activity Fee Revenue. Due to this discrepancy, the allocation to Residence Life for FY '17 has gone down in order to correct this error.

Additionally, the Residence Life Allocation breakdown i.e. the proportion given to Interhouse Council, RA Programming, and House Council Programming is not specified in the SGA bylaws. It appears that historically, the budget just followed suit with what was allocated during the previous year. Furthermore, after looking at historical expense and revenue breakdowns of house councils, it was clear that much of the funding given to the house councils was not being spent year to year. In order to better meet the needs of all students and to provide RA's with more funds for programs they are required to do, FY '17 Budget includes the following breakdown: 0.75% House Council, 3.75% Residence Assistants, & 0.5% Interhouse Council. These figures are based on the percentage allocated per program from the Student Activity Fee Revenue. The SGA Treasurer met with Dean Coolbaugh and both parties agreed that these allocations would better serve the needs of the students.

5. Permanent Rollover Fund

The Permanent Rollover Fund was created in FY2009. This fund was an interest generating account that is set aside for emergency uses. This account had a ceiling of \$100,000, a soft minimum of \$70,000, and a hard floor of

\$50,000. The intention was that all end of year rollover would be placed in this account and any amount over \$100,000 must be re-allocated by the SGA during the fiscal year. However this account neared its hard ceiling during the beginning of this FY'16.

This year's administration took it upon themselves to rewrite the bylaws in order to better utilize these funds. The Capital Purchase Fund and the Permanent Rollover Fund, which historically were thought to have been two separate accounts, were merged overtime. In order to better serve the needs of the SGA, Edward DeLuca, Speaker of the Senate and MaryKatherine Silk, SGA Treasurer initiated a movement to rewrite the bylaws. In doing so, they created the SGA Capital Account to be used in for purchases to maintain or improve the infrastructure of SGA and in emergency situations. This account must maintain a starting balance of \$50,000 at the beginning of each academic year. That is to say, if the fund is used in order to make a purchase, there must be a plan in place to return the fund to its continual level of \$50,000.

The remaining portion of the capital account has been divided up in a few different ways. First, \$15,000 was allocated to Reserve Board due to the fact that the account fell from \$65,000 to \$25,000 during FY '16. Budget for FY'17 also looks to increase the Reserve Board, which should be central to every budget created by SGA. The remaining \$34,317 has yet to be allocated. The SGA Co-Presidents of 2016 tried to push a variety of initiatives using these funds, but due to a variety of circumstances, most notably adequate funding from other departments, the money was not needed to pay for any large initiatives. This money will therefore be entrusted to the incoming SGA Co-Presidents for large, permanent initiatives that will improve an aspect of campus for all students.

6. Vehicle Budget

The Vehicle budget had traditionally involved the SGA paying for Maintenance, Gas, and Insurance on all SGA vehicles for each fiscal year. Due to structural changes, the office of Transportation is now keeping all SGA vehicles under their jurisdiction for the upcoming school year. SGA will only be required to pay \$0.56/ mile to cover gas and other maintenance. SGA Vehicle budget will fund any use of the SGA vans by RSO's, SPUD, and other school run organizations. SGA has therefore allocated a set amount for all uses of the vans in the Vehicle Chart on page 9.

7. Services Budget

SGA provides the SafeRide service on Thursday evenings to ensure that students return back to campus safely. Because of the popularity of the program, SafeRide expanded to two buses each Thursday in order to meet the needs of the number of students using SafeRide. Now that SafeRide requires two buses instead of one each week, SafeRide costs have increased tremendously. In order to mitigate some of the costs and keep SafeRide functioning while not taking money away from other SGA programs, SafeRide has adequate funding for most Thursdays of the 2016-2017 school year. SafeRide will not run the Thursday before Senior Ball, the Thursday before 100 Days Ball, and the first Thursday of the school year.

Appendix A: Services Budget Details

The Office of Student Affairs subsidizes the Weekend Shuttle services with \$25,000 annually.

Break shuttles include 2 shuttles to Boston for Fall Break, Thanksgiving Break, Spring Break, and Easter break.

Extra Shuttle Services

Subcategory	Cost	Subsidy	Total
Weekend Shuttles	\$56,200	\$25,000	\$31,200
Break Shuttles	\$2,300		\$2,300
Total Weekend Shuttle Budget			\$33,500

