



College of the Holy Cross

Student Government Association

Overall SGA Budget – fiscal year 2019

Please find enclosed the Overall SGA Budget for fiscal year 2019. The Board of Trustees entrusts the Student Government Association with fiduciary responsibility for the Student Activity Fee. For fiscal year 2019, the Student Activity Fee is \$330 per student.

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

- Carefully examining spending patterns for SGA Operational Budget, SGA Services Budget, SGA Campus Organizations Budget, and SGA Vehicle Budget 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 the SGA Operational Budget, 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 revenue 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 maintaining an adequate financial cushion.

In FY 2018, actual total revenues exceeded expected total revenues, mainly due to an increase in Student Activity Fee revenue that resulted from the unexpectedly large size of the Class of 2021. The size of the incoming Class of 2022 is believed to be better predicted for FY 2019, and is, as such, reflected in this report. Therefore, SGA leadership should not rely upon a similar size of unexpected revenue for FY 2019.

The pages that follow show the SGA's projections of revenue and expenses for fiscal year 2019.

Respectfully submitted,

Donald Stephens '18
Co-President
Student Government Association

Margaret Scanlon '18
Co-President
Student Government Association

Dimitri Savidis '18
Treasurer
Student Government Association

John Nolan '18
Chairman of the SBC
Student Government Association

Projected Revenue

1. Student Activity Fee

The main source of revenue for the Student Government Association is the Student Activity Fee. For FY 2019, the Student Activity Fee is \$330. In calculating the total amount of funds 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 is imperative that we do not overestimate projected revenue. This year, our projected Student Activity Fee revenue is based on statistics provided by the Office of Research and Planning. For the 2018-2019 academic year, it is projected that 2,853 students will be enrolled as students on the Worcester campus.

Total projected revenue from the Student Activity Fee in FY 2019 is \$941,490. However, for budget planning purposes, the College recommends we use the more conservative figure of **\$925,000**.¹

2. Budget Model Assumptions – Rollover

Historically, there is a modest rollover from the previous year's SGA and RSO Budgets. These are unused funds from SGA and RSO-held accounts that will be transferred to the subsequent year's budget. Rollover into the budget for FY 2019 is estimated at \$27,500.

Given \$925,000 from projected Student Activity Fee revenue and \$27,500 in rollover, the budget for FY 2019 is to be set with revenue totaling **\$952,500**.

Projected Revenue FY '19		
Projected number of students returning to Worcester campus		2,058
Projected Class of 2022 Enrollment		795
Total Number of Students on Worcester campus		2,853
Student Activity Fee		\$330
Total Revenue from Student Activity Fee (adjusted conservatively)		\$925,000
Estimated Rollover:	Reserve Board	\$0
	All Other SGA Accounts	\$27,500
Total Revenue FY '19		\$952,500

¹ The conservative figure accounts for a 1.5% (\$14,122) Student Activity Fee revenue contingency plan and rounding adjustments.

Projected Expenses:

Budget Overview

	Allocation FY '19
SGA Operational	
Executive Fixed Budget	\$4,370
Executive Discretionary Budget	\$62,900
Executive Staff Budget	\$12,300
SGA Services	
Services Budget	\$110,700
SGA Campus Organizations	
Recognized Student Organizations Budget	\$660,580
Grant Budget	\$89,650
SGA Vehicle	
Vehicle Budget	\$12,000
Total:	\$952,500

SGA Operational Budget

1. Executive Fixed Budget²

This budget funds the day- to-day operations of SGA. This encompasses the maintenance and upkeep of the SGA office as well as funding Summer Internship positions, among others.

2. Executive Discretionary Budget³

This budget funds the operations and initiatives of the Executive Cabinet. These budgets are based on historical allocations and events, but Cabinet members are free to spend within their budget in whichever way they see fit.

3. Executive Staff Budget

This budget was previously a part of the Executive Discretionary Budget. It is now its own budget to be used by the Co-Presidents, Chief of Staff, and Treasurer in areas ranging from new programs & initiatives to co-sponsorship of campus events and Cabinet retreats.

SGA Services Budget

4. Services Budget⁴

This budget funds essential campus services such as the weekend SGA Shuttle Services, the daily SGA shuttles, Safe Ride, and the Readership Program, among others.

SGA Campus Organizations Budget

5. Recognized Student Organizations Budget⁵

The Senate Budget Committee (SBC) designates these funds to the Recognized Student Organizations (RSOs) through the SBC budget process. This also includes the Reserve Board allocation and, as of FY 2018, the SGA Senate allocation. During FY '18, John Nolan, Senate Budget Committee Chair, and Dimitri Savidis, SGA Treasurer, designated \$36,680 to be given to the Reserve Board for the FY '19 to maintain sufficient funding for RSOs.

6. Grant Budget⁶

This budget includes all funds appropriated in the form of grants to Residence Life and Housing, 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 p.8 for more information.

SGA Vehicle Budget

7. Vehicle Budget⁷

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

² See note IV.A

³ See note IV.B

⁴ See note V

⁵ See note VI.A

⁶ See note VI.B

⁷ See note VII

SGA Operational

1. Executive Fixed Budget

Subcategory	Allocation FY'19
Summer Internship	\$3,470
SGA Judicial Council - Elections	\$500
Office Supplies	\$400
Total:	\$4,370

2. Executive Discretionary Budget

Subcategory	Allocation FY'19
Officer of Diversity	\$22,000
Community Relations	\$19,000
Programming (w/ Director of Interns)	\$10,200
Athletics	\$3,700
Environmental Concerns	\$2,000
Spiritual Life	\$1,000
Academic Concerns	-
Campus & SGA Services	\$500
Health & Safety	\$500
Residence Life & Housing	-
Student Outreach	\$1,250
Social Justice	\$2,000
Communications (Press Secretary)	\$750
Total:	\$62,900

3. Executive Staff Budget

Subcategory	Allocation FY'19
Retreats & Training	\$4,000
NJSLC	\$1,800
Sponsorships & Promotions	\$2,000
New Programs & Initiatives	\$4,500
Total:	\$12,300

SGA Services

4. Services Budget

Subcategory	Allocation FY'17	Allocation FY'18	Allocation FY'19
Extra Shuttle Services	\$33,500	\$32,700	\$57,700
Local Daily Shuttle Services	\$21,000	\$21,000	\$21,000
Readership Program	\$8,000	\$8,000	\$11,800
Safe Ride	\$17,000	\$18,200	\$20,000
Game Room Supplies	\$0	\$0	\$200
Total:	\$79,500	\$79,900	\$110,700

SGA Campus Organizations

5. Recognized Student Organizations Budget

RSO	FY '17 Allocation	FY '18 Allocation	FY '19 Allocation
ACT	\$9,000	\$6,000	\$6,000
Anime	-	-	\$1,200
ASIA	\$11,000	\$11,000	\$12,500
Ballroom Dance	\$8,800	\$7,000	\$9,000
Baseball, Club	\$3,600	\$3,600	\$4,000
Best Buddies	\$600	\$600	\$600
BSU	\$27,000	\$31,000	\$31,000
CAB	\$240,000	\$250,000	\$250,000
CASA	\$18,500	\$19,000	\$19,000
Dance Ensemble	-	-	\$750
Dance Marathon, HC	\$5,500	\$6,400	\$6,400
DESI	\$9,000	\$12,000	\$12,000
Eco-Action	\$1,200	\$1,600	\$2,500
Equestrian	\$7,000	\$3,500	\$3,500
Feminist Forum	\$800	\$1,000	\$1,000
Field Hockey, Club	\$900	\$1,200	\$1,200
Fools on the Hill	-	-	\$550
Fusion Hip-Hop	-	\$600	\$1,100
Golf, Club	\$7,000	\$7,000	\$6,000
HC for a Cure	-	\$750	\$750
HCF1RST Scholars	-	\$1,000	\$2,100
Ice Hockey, Men's Club	\$19,000	\$21,000	\$21,000

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Ice Hockey, Women's Club	\$2,500	\$6,000	\$6,000
Lacrosse, Women's Club	\$1,300	\$4,250	\$2,000
LASO	\$14,500	\$20,000	\$21,000
Latinidad Identidad	-	-	\$800
MEChA	\$2,000	\$3,000	\$3,750
Mediation Association	-	-	\$250
MIC	-	\$4,000	\$5,000
Mock Trial	-	-	\$250
Moot Court	-	-	\$5,000
Peace of Mind	-	-	\$200
Pinoys of Worcester (POW)	-	\$400	\$1,500
Pride	\$8,000	\$11,000	\$11,000
Purple Key Society	\$21,500	\$19,500	\$21,000
Purple Patcher	\$20,000	\$20,000	\$20,000
Rhythm Nation Steppaz	\$3,600	\$4,000	\$4,500
Rugby, Men's Club	\$14,500	\$16,425	\$17,000
Rugby, Women's Club	\$10,500	\$12,000	\$10,000
SGA Reserve Board	\$25,000	\$26,500	\$36,680
SGA Senate	\$250	\$3,000	\$2,500
Ski Team, Club	\$18,000	\$18,000	\$18,000
Soccer, Men's Club	\$2,500	\$2,500	\$2,500
Soccer, Women's Club	\$1,500	\$1,500	\$1,800
Society of Saints Peter and Paul	\$2,000	\$3,500	\$4,000
Sons of Pitches	-	\$1,500	\$1,500
SPUD	\$1,500	\$3,000	\$3,500
Spring Break Immersion Program	\$40,000	\$40,000	\$40,000
Swim, Club	\$650	\$650	\$700
The Spire	\$5,400	\$5,000	\$5,500
Ultimate Frisbee	\$2,500	\$3,500	\$5,000
Volleyball, Men's Club	\$2,150	\$2,700	\$3,000
WCHC	\$11,000	\$14,500	\$14,500
Total:	\$579,750	\$630,675	\$660,580

6. Grant Budget

A. Residence Life and Housing

Subcategory	FY '17 Allocation	FY '18 Allocation	FY '19 Allocation
Resident Assistants	\$32,307.19	\$33,276.00	\$37,000
House Councils	\$6,461.44	\$6,655.20	\$6,938
Inter-House Council	4,307.62	\$4,436.80	\$11,562
Total:	\$43,076.25	\$44,368	\$55,500

B. Peer Education Groups

Subcategory	FY '17 Allocation	FY '18 Allocation	FY '19 Allocation
RPE	5,500.00	5,750.00	\$5,900
COPE	6,600.00	6,800.00	\$7,200
MPE	5,000.00	5,250.00	\$5,250
SHAPE	3,800.00	3,800.00	\$3,800
HEAL	3,700.00	-	-
SRC	3,500.00	3,500.00	\$4,000
Total:	28,100.00	25,100.00	\$26,150

C. Class Allocations

Subcategory	FY '17 Allocation	FY '18 Allocation	FY '19 Allocation
Senior (current: '19)	\$3,000	\$3,000	\$5,000
Junior (current: '20)	\$750	\$750	\$1,000
Sophomore (current: '21)	\$750	\$750	\$1,000
First Year (current: '22)	\$1,000	\$1,000	\$1,000
Total:	\$5,500	\$5,500	\$8,000

Total Grant Budget:	\$76,676.25	\$74,968	\$89,650
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SGA Vehicle

7. Vehicle Budget

Subcategory	FY '17 Allocation	FY '18 Allocation	FY '19 Allocation
Transportation	\$10,000	\$12,000	\$12,000
Total:	\$10,000	\$12,000	\$12,000

Notes

I. 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 of the budget 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 budget 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.

II. 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 RSO Lobbying Association. 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.

III. 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 upon which the budget is based. Actual results could differ from these estimates.

IV. Operational Budget

A. Executive Fixed Budget

In FY '18, the salary for the SGA Coordinating Assistant was partially covered by the Executive Fixed Budget. As of FY '19, this portion of the Coordinating Assistant's salary will be covered by the Office of Student Involvement (OSI). That expense is therefore removed from the SGA Budget in this report.

B. Executive Staff Budget

The College will celebrate its 175th anniversary in Fall 2018. We have designated \$500 out of the New Programs & Initiatives allocation of \$4,500 for potential expenses related to this celebration.

V. Services Budget

A. Safe Ride

SGA provides the Safe Ride service on Thursday evenings to ensure that students return back to campus safely. In order to mitigate some of the costs and keep Safe Ride functioning while not taking money away from other SGA programs, Safe Ride will not run the Thursday before Senior Ball, the Thursday before 100 Days Ball, and the first Thursday of the school year.

B. Extra Shuttle Services

The Extra Shuttle Services allocation covers expenses only for Weekend Shuttle Service and Break Shuttle Service. The Weekend Shuttle Service will cost about \$56,200 for the year and the Break Shuttle Service will cost about \$1,500 for the year.

In FY '18, the Office of Student Involvement (OSI) subsidized the Weekend Shuttle Service by \$25,000 so that SGA Budget was responsible for only \$31,200 of the Weekend Shuttle Service Cost. In FY '19, the Office will not subsidize the Weekend Shuttle Service. The SGA Budget will be responsible for the full \$56,200 cost of the Weekend Shuttle Service. The budget for Extra Shuttle Services in this report therefore accounts for this change by allocating \$57,700 to cover both Weekend Shuttle Service and Break Shuttle Service expenses.

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

VI. SGA Campus Organizations Budget

A. RSOs Budget

i. SGA Senate

The SGA Senate's allocation was moved from the Executive Fixed Budget to the RSOs Budget for FY '19.

ii. SGA Reserve Board

The Reserve Board stands to allocate funds to campus organizations (RSOs and Grant recipients) when requested during the year on a per-need basis. The Reserve Board started FY 2018 with \$26,500. By the end of that year, the Reserve Board was nearly depleted as a number of fixed-budget and variable-budget RSOs incurred large unexpected deficits, mainly due to budget mismanagement. In order to avoid another rush on the Reserve Board and prevent frivolous spending by RSOs, we have increased the Reserve Board allocation for FY 2019 to \$36,680 – an increase from 4.2% of the RSOs Budget to 5.5%. By keeping proportionally more RSO funds in the hands of the Reserve Board, the SGA will be better equipped to address the funding needs of RSOs before large deficits can be incurred. It will also be able to continue to fund those RSOs with out a fixed budget and fund any new, unforeseen RSO initiatives.

B. Grant Budget

i. Residence Life & Housing Allocation

According to Article XIV Section A.1.E of the SGA Bylaws, 4% of SGA Student Activity Fee Revenue is to be granted to Resident Assistants, .75% to House Councils, and 1.25% to the Inter-House Council. The "Residence Life and Housing" section of the Grant Budget in this report appropriately shows this breakdown of allocations.

Altogether, these allocations add up to a 6% (of the SGA Student Activity Fee Revenue) total allocation for the Office of Residence Life and Housing. This differs from last year's 5% total allocation to the Office, which was mandated by the aforementioned bylaw before its amendment in

Spring 2018. Therefore, the aforementioned bylaw should now represent the current breakdown of allocations used in this report.

VII. SGA Vehicle Budget

The Vehicle Budget had traditionally funded the SGA paying for Maintenance, Gas, and Insurance on all SGA vehicles for each fiscal year. Due to organizational changes in the College, the Office of Transportation was formed to centralize and manage all College vehicles. The Office of Transportation is now keeping all SGA vehicles under their jurisdiction for the upcoming school year. The SGA will only be required to pay \$0.56/ mile to cover gas, maintenance, etc. The SGA Vehicle Budget will fund any use of the SGA vans by RSOs, SPUD, and SGA groups. The SGA has therefore allocated a set amount for all uses of the vans.

VIII. SGA Capital Account

The SGA Capital Account is used for emergency situations or capital-intensive projects. These can range from insurance claims or shuttle vehicle accidents to capital replacements for equipment. In these circumstances, the SGA Co-Presidents present the needs for accessing the SGA Capital Account to be approved by the SGA Senate.

The SGA Capital Account is not regularly supplemented by the Student Activity Fee. At the start of FY 2018, the balance on the account stood at \$99,032.78. During that year, the SGA Co-Presidents used the account to contribute \$25,000 to new gym equipment in the Fieldhouse. The balance on the account now stands at \$74,032.78.

See the SGA Bylaws for more information on restrictions on and requirements of the SGA Capital Account.