

# **GRADUATE AND PROFESSIONAL STUDENTS ASSOCIATION**

Annual Budget: 2019-2020

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**Martyna Lukaszewicz**  
**4/9/2019**

Applicable for Financial Year 2019 – 2020 (July 1<sup>st</sup> 2019 to June 30<sup>th</sup> 2020)

**University of Idaho**

# REVENUE BUDGET 2019-2020

## Revenue Receipts

### i. Graduate Student Fees

The strength of the graduate student body at the University of Idaho during the academic year 2019-2020 is estimated at 1,650 (825 per semester). \$64.91 of full-time graduate student fee is usable in GPSA's operational budget. The operational budget of GPSA will be approximately \$107,101.50 from full-time students' fees plus \$9,800 part-time graduate students' fees, thus \$116,901.50 ( $\$1,650 \times 64.91 + \$9,800 = \$116,901.50$ ).

### ii. Roll-over from previous financial years

The GPSA will have a reserve fund of \$99,000 (approximately) from the previous financial years which can be utilized only if there is a revenue deficit in the current financial year. Any utilization of such fund requires an authorization from the GPSA senate, should each time such a need arise.

Particulars	Amount (in USD)
Graduate Student Fees	\$116,901.50
Withdrawal from GPSA reserves	\$0
<b>Total</b>	<b>\$116,901.50</b>

## Reminders:

1. Every and all expenditures (budgeted and unbudgeted) must be approved by the GPSA Secretary of Finance.
2. All unbudgeted expenditures must be approved by the GPSA Secretary of Finance, the GPSA President, and must be ratified in the GPSA Council.
3. Whenever an unbudgeted expenditure arises, an expenditure approval form (see Annexure-I) must be filled out and sent for approval and ratification, as specified in item "2" above.
4. Each committee is required to adhere to their budgetary allocation.
5. Each committee chair and members of executive leadership shall present expenditure reports to the GPSA Secretary of Finance at least once a semester, or as when requested (in a written format) by the GPSA Secretary of Finance and/or the GPSA President, and/or the GPSA Council.

## NOTE:

**Amounts required to travel to any Graduate Student National/Regional Conferences and/or Leadership Development Conferences requires notification to Finance Director and subsequently, the approval of GPSA Council. All approval requests to the Senate must be presented with a complete (expected) itemized list of expenditures and travel program details.**

## EXPENDITURE BUDGET 2019-2020

PARTICULARS			AMOUNT (in USD)
<b>Awards Committees</b>			<b>77.20%</b>
			<b>\$90,250</b>
<b>Travel and Publishing Awards Committee</b>			
	<b>Travel</b>	<b>Publication</b>	
July 2019	\$12,000	\$1,500	
September 2019	\$12,000	\$1,500	
November 2019	\$12,000	\$1,500	
January 2020	\$12,000	\$1,500	
March 2020	\$12,000	\$1,500	
May 2020	\$12,000	\$1,500	
Promotional & Orientation Expenses	\$250		
<b>TEGA Committee</b>			
Workshop Awards	\$4,000		
<i>Thesis/Dissertation Binding Awards</i>			
Fall 2019	\$500		
Spring and Summer 2020	\$1,500		
<i>GPSA Outstanding Graduate Student Awards</i>			
Monetary Award to Winners	\$3,000		
(3 Masters' and 3 Doctoral - \$500 each)			
<b>Programming Committee</b>			<b>4.11%</b>
Events (Coffee Hours, Socials, etc.,)	\$4,600		
Emergency back-up funds:	\$200		
<b>Graduate Student Organizations (GSO)</b>			<b>1.28%</b>
			<b>\$1,500</b>
<b>Executive Leadership</b>			<b>0.94%</b>
<i>Operational expenditure (certificate frames, contingency, etc.,) for:</i>			
Secretary of Finance	\$150		
Secretary of Affairs	\$150		
President	\$400		
Vice-President	\$400		
<b>Leadership Awards*</b>			<b>11.34%</b>
			<b>\$13,200</b>
<b>Contribution to Reserve Fund</b>			<b>5.13%</b>
			<b>\$6,001.60</b>
<b>Total Expenditure for 2019 – 2020</b>			<b>100%</b>
			<b>\$116,901.50</b>

\*Total Expense on leadership awards not to exceed 20% of annual budget. In the case if leadership awards exceed 20% of total annual budget in any year, the awards shall be pro-rated from the available 20% of that year's annual budget.

## LEADERSHIP PAY SCALE, 2019-2020

Position	# People	Award/person	Total
President	1	\$2,500	\$2,500
Vice President	1	\$1,650	\$1,650
Secretary of Finance	1	\$983.30	\$983.30
Secretary of Awards	1	\$1,350	\$1,350
Secretary of Affairs (communications committee)	1	\$983.30	\$983.30
Secretary of Programming	1	\$983.30	\$983.30
Council Member	8	\$600	\$4,800
*	14	TOTAL *	<b>\$13,249.90</b>

**\* Pro-active involvement and motivated performance; in addition to fulfilling responsibilities will result in a bonus, in addition to the regular Leadership Award amount. Lack of fulfilling responsibilities will result in no award. Partial fulfillment of responsibilities will result in partial award.**

## ANNEXURE - I

**Graduate and Professional Students Association (GPSA), University of Idaho**

## EXPENDITURE APPROVAL FORM

Proposed by (First Name, Last Name):

Department/Committee:

Date of Proposal:

Date of Approval (if approved):

[illegible]

Signature of the Proposer:

Approved / Not Approved

Approved / Not Approved

Ratified / Not Ratified

Signature of GPSA Secretary of Finance:

Signature of GPSA President:

Votes for YES:

Votes for NO:

Abstaining:

Comments: