

GRADUATE AND PROFESSIONAL STUDENTS ASSOCIATION

Annual Budget: 2018-2019

**Margot E. Vore
4/11/2018**

Applicable for Financial Year 2018 – 2019 (July 1st 2018 to June 30th 2019)

University of Idaho

REVENUE BUDGET 2018-2019

Revenue Receipts

i. Graduate Student Fees

The strength of the graduate student body at the University of Idaho during the academic year 2018-2019 is estimated at 1750 (875 per semester) with the graduate student fee of \$80. Of the \$80 graduate fee, only \$66 is usable in GPSA's operational budget thus the operational budget of GPSA will be approximately \$115,500 ($1750 \times 66 = \$115,500$).

ii. Roll-over from previous financial years

The GPSA will have a reserve fund of \$87,000 (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	\$115,500
Withdrawal from GPSA reserves	\$10,250
Total	\$125,750

Reminders:

1. Every and all expenditures (budgeted and unbudgeted) must be approved by the GPSA Finance Director.
2. All unbudgeted expenditures must be approved by the GPSA Finance Director, the GPSA President, and must be ratified in the GPSA Senate.
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 Finance Director at least once a semester, or as when requested (in a written format) by the GPSA Finance Director and/or the GPSA President, and/or the GPSA Senate.

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 Senate. All approval requests to the Senate must be presented with a complete (expected) itemized list of expenditures and travel program details.

EXPENDITURE BUDGET 2018-2019

PARTICULARS			AMOUNT (in USD)
Travel and Publishing Awards Committee			62.2%
	Travel	Publication	\$78,250
July 2017	\$11,000	\$2,000	
September 2017	\$11,000	\$2,000	
November 2017	\$11,000	\$2,000	
January 2018	\$11,000	\$2,000	
March 2018	\$11,000	\$2,000	
May 2018	\$11,000	\$2,000	
Promotional & Orientation Expenses	\$250		
Programming Committee			5.7%
Events (Coffee Hours, Socials, etc.,)	\$7,000		\$7,200
Emergency back-up funds:	\$200		
TEGA Committee			7.2%
Workshop Awards	\$4,000		\$9,000
<i>Thesis/Dissertation Binding Awards</i>			
Fall 2017	\$500		
Spring and Summer 2018	\$1,500		
<i>GPSA Outstanding Graduate Student Awards</i>			
Monetary Award to Winners (3 Masters' and 3 Doctoral - \$500 each)	\$3,000		
Communications Committee			0.2%
Promotional & Orientation Expenses	\$250		\$250
Diversity Committee			0.2%
Committee chair's operational expenditure	\$250		\$250
Sustainability Committee			0.2%
Committee chair's operational expenditure	\$250		\$250
Executive Leadership			1.2%
<i>Operational expenditure (certificate frames, contingency, etc.,) for:</i>			\$1,500
Director of Relations	\$250		
Director of Finance	\$250		
President	\$500		
Vice-President	\$500		
Leadership Awards*			23.2%
Total Expenditure for 2018 – 2019			100%
			\$125,750

*Total Expense on leadership awards not to exceed 30% of annual budget. In the case if leadership awards exceed 30% of total annual budget in any year, the awards shall be pro-rated from the available 30% of that years' annual budget.

LEADERSHIP PAY SCALE, 2018-19

Position	# People	Award/person	Total
President	1	\$2,400	\$2,400
Vice President	1	\$1,600	\$1,600
Treasurer	1	\$1,000	\$1,000
Director of Relations/ Communications Chair	1	\$1,000	\$1,000
Speaker of Senate	1	\$1,000	\$1,000
Secretary	1	\$750	\$750
Programming Chair	1	\$750	\$750
Diversity Chair	1	\$750	\$750
Env. & Social Sustainability Chair	1	\$750	\$750
Travel Awards Chair	1	\$750	\$750
TEGA Chair	1	\$750	\$750
Chief Justice	1	\$750	\$750
Senator	32	\$420	\$13,440
Senator at Large	8	\$420	\$3,360
*	53	TOTAL *	\$29,050

*** 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):

S. No	Detailed Particulars of Expenditure	Amount (in dollars)
	Total	

Signature of the Proposer:

Approved / Not Approved

Approved / Not Approved

Ratified / Not Ratified

Signature of GPSA Financial Director:

Signature of GPSA President:

Votes for YES:

Votes for NO:

Abstaining:

Comments: