

**Student Activity and Service Fee Advisory Committee**  
**Fact Sheet**

**ORGANIZATION:**

**A. Organization Contact Information**

1. **Address:** Undergraduate Student Government  
Unit 3008SG – Room 219  
2110 Hillside Rd.  
Storrs, CT 06269-3008
2. **Phone number:** (860) 486-3708
3. **Fax number:** (860) 486-5533
4. **Web address:** [usg.uconn.edu](http://usg.uconn.edu)

**B. History/Mission of Organization**

1. **History**

The Undergraduate Student Government was established in 1979 and acts as the main advocate of undergraduate students at the Storrs campus. USG voices student opinion to the administration, community and state legislature. Leaders are democratically chosen by the student body and work to improve the undergraduate experience. The structure of USG promotes maximum reach to students and facilitates communication of ideas and issues. USG funds student initiatives and also puts on programs for students.

2. **Mission Statement**

USG exists to represent and advocate for undergraduate students, oversee student fee revenue, and enhance the general University of Connecticut Community.

**C. Student Fees – dollar amount students pay per year**

\$90 per academic school year. \$45 per semester.

**D. Eligible Participants – what students may participate in your activities?**

Any fee-paying undergraduate student at the University of Connecticut, Storrs Campus, is eligible to participate in a USG committee or to run for an elected position, participate and attend our events and programs, and benefit from the resources and services we provide.

**E. Governance (please identify the governance structure of your organization and identify those who are students and those who are not students)**

**1. Executive Officers**

President (COO) – elected at large

Vice President – elected at large

Comptroller (CFO) – elected at large

Speaker of the Senate – elected by the senate

Funding Board Chairperson – appointed by the President, approved by the Senate

External affairs Chairperson – appointed by the President, approved by the Senate

Student Services Chairperson – appointed by the President, approved by the Senate

Student Development Chairperson – appointed by the President, approved by the Senate

Academic Affairs Chairperson- appointed by the President, approved by the Senate

Programs Oversight Committee Director- appointed by the President, approved by the  
Senate

Chief Justice – elected by the senate

All positions are held by students

**2. Board of Directors**

No Board of Directors

3. Paid Positions

Currently no paid positions.

**Student Officers (elected positions) paid (please list the titles): N/A**

- Method of payment (hourly wages, semester stipend, etc) for each position
- Rate of payment for each position
- History and Rationale for payment for each position

**Appointed student positions paid (please list): N/A**

- Method of payment (hourly wages, semester stipend, etc) for each position
- Rate of payment for each position
- History and Rationale for payment for each position

**Board of Director Positions paid (please list): N/A**

- Method of payment (hourly wages, semester stipend, etc) for each position
- Rate of payment for each position
- History and Rationale for payment for each position

## Storrs Student Activity Fund Budget Narrative Questions

Please answer the following questions in support of your budget proposal:

1. How are you **spending your funds** now? Briefly describe the programs and services provided.

Currently, the Undergraduate Student Government spends a predominant portion of its fees to finance initiatives and events organized by Tier II student organizations. These expenditures range from on-campus open events to closed competitions and conferences across the nation. USG runs several outreach and advocacy programs to increase transparency while gathering more students input for current issues on campus. We have made tremendous effort to provide resources and exposure to the Student Body through our six standing committees and advocate students' wants, needs, desires, and concerns through our Senate operations.

V USG has two different programs that currently benefit the student body or are in the process of doing so. We run a readership program that will be distributing both New York Times and Wall Street Journal newspapers and online access. Our Student Organization Center operates to benefit Tier II's for printing, advertising, storage, and meeting space. There is prospective Inventory Program to be reflected in FY18.

2. Please explain any **significant changes in your budget/spending plan** for the FY17 (July 1, 2016-June 30, 2017) and for FY18 (July 1, 2017-June 30, 2018) fiscal years.

The most significant change in our budget is the reallocation of the line item called "co-sponsorships." This line item was traditionally meant for the money we spend on Funding Board. When reflecting on the FY17 YTD numbers, it was evident that the numbers being fed into our accounting system, Quickbooks, for expenditures by funding board were being given more specific expense codes. In order for our budget to be match what the actuals were reflecting from FY16 and from FY17 YTD, we reallocated that "co-sponsorship" to line items such as Contractuals, participation fees, or refreshments for events and programs held by Tier IIs.

Another increase was in the amount of supplies and refreshments USG is spending on. After the renovation of the Student Organization Center, there has been a great influx of students and student groups using the facility. They are also more aware of the "free copies" resource that USG provides where a Tier II is eligible for 100 free copies from USG with a stamp that indicates we have provided that service. During this holiday time, we have created a more welcoming and stress-less atmosphere for studying. We are hoping to create a rental system moving forward where students and organizations can rent out frequently used equipment, such as Go-Pros and speakers. Our organization as a

whole has grown in the number of senators and members in committees who also participate and attend our events.

Additionally, one of our bookkeepers was granted a significant raise in salary and we have taken on more bookkeeping staff. We felt the need to increase the bookkeeping staff because of the huge increase in student organization funding. We need more manpower to process requests, create purchase orders and communicate with vendors.

3. Do you anticipate any changes in income from other sources (non-student fee) during the FY17, FY18 and FY19 fiscal years? If so, briefly explain.

No we do not expect to receive income from any other sources.

4. What are the current and projected levels of your reserves/fund balances? If you have a fund balance, please describe the use/purpose of these resources.

Our fiscal balance at the beginning of the year was \$827,064.97. Our biggest struggle with reducing this balance is the funds used by Tier II organizations. While all organizations do not use all the funds that they are allocated, we as the Student Government must still make those funds readily available to these student groups if they feel the necessity for these funds. Students are budgeting at high levels in anticipation of busy semesters, but nearing the end of each semester have funds that are rescinded back to USG. This is something we struggle with every year, however with the creation of a more efficient and user friendly funding system has significantly reduced the gap between the amounts budgeted and the amount spent. This is a significant decrease from FY16, when our fiscal balance at the beginning of the year was \$1,095,055.00. The reduction was due to the expansion of our organization and the increased contributions to Tier II funding.

5. Please describe the organizational priorities you address in your proposed FY19 budget. Are there any concerns or issues the Committee should be aware of when reviewing your budget?

We do not have any issues or concerns with our budget. We continue to make funds readily available to student organizations. We hope to push towards greater collaborations with Student Activities and the Business office to understand and meet the needs of students. Executive compensation still remains a conversation to have for which funds are still allocated towards non-student wages.

6. Relative to your fund balance (if you have one), what do you anticipate your accounts payable (items to pay for) and accounts receivable (money to collect) will be over the last two months of the fiscal year (May and June)?

Our accounts receivable will be generally low because by the end of the semester all revenue from the student activity fee will have been collected. The only reason for having an AR balance at all is for student groups to pay off their obligations to receive total funds for events through USG. Our Accounts Payable will be considerably higher ranging between \$100,000 and \$200,000 as we continue to close out all payments to vendors and service providers, relative to student organizations. These numbers will consistently go down near the end of the semester. Student orgs have events throughout the course of the semester but sometimes payments are not completed until after the semester itself, leading to a higher number of AP.

7. Please describe how students (number and/or percentage of total student population) utilize your services and/or participate in your programs? Do faculty/staff (number/percentage) benefit? Do members of the local community (number/percentage) benefit?

All undergraduates' students benefit from our programs as they are offered to them all. The New York Times and Wall Street Journal will be available to all students. Student funding is available to all Tier II's for which students are members of. Relatively low numbers of faculty and staff, as well as the local community benefit from our events because they are predominantly driven towards the undergraduate student campus.

8. When was an audit last performed by the University's Office of Audit, Compliance and Ethics? Please list the date the final Audit report was submitted to you, the list of any financially related Recommendations, and a status report on the actions taken to comply with the Recommendation(s).

USG has not had an audit in at least the past three years.

9. When reviewing the results from the Tier III Awareness, Familiarity and Use survey from last spring, what is your organization's focus on regarding areas for improvement? What actions have you taken so far this year to improve? What results are you proud of and are working to maintain?

After viewing the last Tier III Awareness, Familiarity and Use survey we need to continue branding and PR. Additionally, we need to inform students about not only what we do, but more specifically how they can get involved. Since a majority of students believed that USG's primary function is to give money to organizations, we conducted a survey over the past week and a half about how they feel USG is spending our fees. We received over 600 responses from students out of which close to 70% of survey responders believe that we use student fees to benefit the students. Less than 4% of the responders answered "no."

While conducting this survey, we incentivized students to come bring their completed survey screen to the USG office (the location was noted in the survey itself) to receive a free USG tank. Through promotions and incentives like these, we increase the amount of

students that know where USG is located in the Student Union; another problem indicated by the Awareness, Familiarity and Use survey.

Lastly, a big step USG took this past year was to create a special Public Relations position in the Cabinet. We plan utilized our resources, and the representative in this position, to mitigate the problems concerning when student government elections are. Thus far, every committee and many members have utilized this person to advertise events and encourage participation and attendance.

10. Is there any **additional information** that the committee should be aware of in reviewing your budget proposal?

USG has always been grateful at the success and part of that is attributed to the student fees we receive. We will continue to work with the student body and administration to benefit the UConn community at large.

**University of Connecticut  
Student Activity and Service Fee Advisory Committee  
Activity Fee Budget Update & Projection Form - Fiscal Year 2016-2019**

Organization: Undergraduate Student Government  
 Contact Person: Habitat Jost  
 Phone: 860-266-3768

	FY16 Actual	FY17 Original	FY17 UPDATED	FY18 Original	FY18 UPDATED	FY19 PROJECTED
Sub code Description	Amount	Amount	Amount	Amount	Amount	Amount
<b>Revenues:</b>						
501 Donations	\$ 64.49					
502 Dues	\$ 87.50		\$ 600.00		\$ 600.00	\$ 600.00
512 Advertising						
513 Awards and Prizes	\$ 250.00		\$ 250.00		\$ 250.00	\$ 250.00
515 Contractual Services	\$ 4,224		\$ 4,000		\$ 4,000	\$ 4,000
516 Co-Sponsorships	\$ 2,801		\$ 3,000		\$ 3,000	\$ 3,000
517 Food Sales						
518 Merchandise Sales	\$ 332					
519 Participation Fees	\$ 2,899		\$ 3,000		\$ 3,000	\$ 3,000
522 Registration Fees	\$ 3,776		\$ 24,000		\$ 20,000	\$ 20,000
523 Rental	\$ 3,410		\$ 4,500		\$ 4,500	\$ 4,500
524 Travel	\$ 15,044		\$ 15,000		\$ 15,000	\$ 15,000
530 Penalties and Fees						
531 Miscellaneous	\$ 11,357					
532 Prior Year Income						
533 Change Fund Returns						
540 Business Taxes (Tier III/Univ.)						
546 Interest (Univ.)	\$ 3,398	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
947 Student Fees (Tier III/Univ.)	\$ 1,624,623	\$ 1,530,000	\$ 1,530,000	\$ 1,530,000	\$ 1,530,000	\$ 1,530,000
<b>Total Revenues:</b>	<b>\$ 1,672,266</b>	<b>\$ 1,532,000</b>	<b>\$ 1,586,350</b>	<b>\$ 1,532,000</b>	<b>\$ 1,582,350</b>	<b>\$ 1,582,350</b>
<b>Expenditures:</b>						
601 Donations	\$	\$	\$	\$	\$	\$
602 Dues	\$ 350					
603 Gifts	\$ 34,776	\$ 47,000	\$ 35,000	\$ 47,000	\$ 35,000	\$ 35,000
604 Photocopying						
605 Postage	\$ 381	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
606 Printing	\$ 14,893	\$ 1,500	\$ 15,000	\$ 1,500	\$ 15,000	\$ 15,000
607 Promotional Items	\$ 87,349	\$ 35,000	\$ 110,000	\$ 35,000	\$ 90,000	\$ 90,000
608 Refreshments - Organization	\$ 6,680	\$ 6,000	\$ 9,000	\$ 6,000	\$ 9,000	\$ 9,000
609 Subscriptions	\$ 228					
610 Supplies - Organization	\$ 62,830	\$ 9,000	\$ 14,000	\$ 10,000	\$ 14,000	\$ 14,000
611 Telephone	\$ 8,842	\$ 3,500	\$ 2,500	\$ 3,500	\$ 3,000	\$ 3,000
612 Advertising	\$ 2,103	\$ 10,000	\$ 3,000	\$ 10,000	\$ 3,000	\$ 3,000
613 Awards and Prizes	\$ 644	\$ 1,500	\$ 1,000	\$ 1,500	\$ 1,000	\$ 1,000
615 Contractual Services	\$ 597,540	\$ 80,000	\$ 380,000	\$ 80,000	\$ 333,600	\$ 333,600
616 Co-Sponsorships	\$ -	\$ 1,200,000		\$ 1,200,000		
617 Cost of Goods Sold - Food Sales						
618 Cost of Goods Sold - Merchandise Sales						
619 Participation Fees	\$ 28,270	\$ 25	\$ 5,000	\$ 25	\$ 5,000	\$ 5,000
620 Refreshments - Events/Programs	\$ 150,363	\$ 15,000	\$ 130,000	\$ 15,000	\$ 100,000	\$ 100,000
621 Supplies - Events/Programs	\$ 81,253	\$ 800	\$ 80,000	\$ 800	\$ 80,000	\$ 80,000
622 Registration Fees	\$ 108,808	\$ 2,500	\$ 120,000	\$ 2,500	\$ 120,000	\$ 120,000
623 Rental	\$ 101,751	\$ 13,000	\$ 102,000	\$ 13,000	\$ 102,000	\$ 102,000
624 Travel	\$ 338,622	\$ 70,000	\$ 300,000	\$ 70,000	\$ 250,000	\$ 250,000
625 Equipment	\$ 133,318	\$ 5,000	\$ 140,000	\$ 5,000	\$ 140,000	\$ 140,000
626 Equipment - Capital	\$ 61,694	\$ 12,000	\$ 50,000	\$ 12,000	\$ 50,000	\$ 50,000
627 Insurance	\$ 912		\$ 4,000		\$ 4,000	\$ 4,000
628 Repairs and Maintenance	\$ 2,287		\$ 3,000			
629 Utilities						
630 Penalties and Fees						
631 Miscellaneous	\$ (11)					
632 Prior Year Expenses						
633 Change Funds						
640 Business Taxes (Tier III/Univ.)						
641 Employee Benefits (Tier III)						
642 Wages - Student (Tier III)	\$ 53,771	\$ 90,000	\$ 65,000	\$ 90,000	\$ 65,000	\$ 65,000
643 Wages - Non-Student (Tier III)	\$ 130,899	\$ 130,000	\$ 170,000	\$ 135,000	\$ 170,000	\$ 170,000
644 Wage Taxes - Student (Tier III)	\$ 618	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
645 Wage Taxes - Non-Student (Tier III)	\$ 75,180	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
<b>Total Expenditures:</b>	<b>\$ 2,084,352</b>	<b>\$ 1,813,225</b>	<b>\$ 1,819,900</b>	<b>\$ 1,819,225</b>	<b>\$ 1,671,000</b>	<b>\$ 1,671,000</b>
<b>Revenues Less Expenditures:</b>	<b>\$ (412,087)</b>	<b>\$ (281,225)</b>	<b>\$ (233,550)</b>	<b>\$ (287,225)</b>	<b>\$ (88,650)</b>	<b>\$ (88,650)</b>
<b>Use of Surplus:</b>	<b>\$ -</b>	<b>\$ 281,225</b>	<b>\$ 233,550</b>	<b>\$ 287,225</b>	<b>\$ 88,650</b>	<b>\$ 88,650</b>
<b>Total (Must be equal to or greater than zero.):</b>	<b>\$ (412,087)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance At Beginning Of Year:</b>	<b>\$ 827,065</b>	<b>\$ 977,154</b>	<b>\$ 414,978</b>	<b>\$ 695,929</b>	<b>\$ 181,428</b>	<b>\$ 92,778</b>
<b>Fund Balance At Year End:</b>	<b>\$ 414,978</b>	<b>\$ 695,929</b>	<b>\$ 181,428</b>	<b>\$ 408,704</b>	<b>\$ 92,778</b>	<b>\$ 4,128</b>