

SASFAC Submission : Entry # 1260

Contact Information

Organization

Waterbury ASG

Campus Address of Office

99 E Main St
Waterbury, Connecticut 06702
United States
[Map It](#)

Campus Phone Number of Office

(203) 236-9801

Organization Website

<https://asgwaterbury.rso.uconn.edu/>

Organization Social Media Information

Instagram: @waterburyuconnasg
Snapchat: @asg.wuconn
Facebook: UConnWtbyASG

Organization History and Mission

History/Mission of the Organization

History Began in 1946 and has existed continuously.

Provide representative student government to the student body, provide an effective means of communication between the student body, the faculty and administration, and to supervise all student activities paid for with student fees and ensure said activities are based on student interest.

Revenue

Is your Organization seeking a fee increase?

No

Does your Organization receive income from any source other than student fees?

Yes

From where does your Organization receive non-student fee income? Explain any current or anticipated changes in those income amounts in the current year or upcoming two years.

We receive \$14,000 per year (\$7,000 a semester) from the Director's Office along with the approximately \$48,000 in student fees. This is handled by Christine Scott-Dougan.

Organization Structure and Payroll

Organizational Chart and Supplemental Excel Sheet

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- [Real-Excel-Supplemental-ASG-converted-1-2.pdf](#)
- [Real-Organizational-Chart.pdf](#)

Please indicate which positions (if any) are currently held by non-students.

N/A

Does your Organization pay any elected or appointed student leaders?

Yes

Elected Student Officers: What is the history and rationale for paying each position?

The President; An elected position, has historically been paid off and on. This position is big enough job that requires the time so that it deserves to be paid. This person is in charge of all social events done by ASG.

Vice President; It was decided this year that the Vice President should get paid due to the VP's role of filling in for other officers when they are not available. The VP takes the minutes when the Secretary is unavailable to do so, and this is a role that the Secretary is conventionally paid for.

Secretary; Has been paid as long as anyone remembers but it is not known when it first started. The rationale as it is understood is because the work is reviewed by auditors and, if there is a complaint, by the Freedom of Information Commission. This position contains more liability than elected positions.

Treasurer; Has been paid as long as anyone remembers but it is not known when it first started. The rationale as it is understood is because the work is reviewed by auditors. This position contains more liability than elected positions.

Appointed (hired) Student positions: What is the history and rationale for paying each position?

N/A

Does your Organization pay any non-student staff?

No

Activity Participation

Who is eligible to participate in your activities?

- Undergraduate students of a specific campus

Please describe how students (number and/or percentage) utilize your services and/or participate in your activities?

The students utilize our programs as a platform to socialize based on the environments that we create. This socializing, we hope, will create a community bond where people will feel comfortable with each other and get to know each other better. There are approximately 700 fee-paying students on the Waterbury Regional Campus. It is hard to estimate how many of the 700 participate but we try to provide a variety of programs to include as many students as possible.

Please upload your Organization's Quickbooks Profit & Loss Report Standard Last Fiscal Year (FY 21)

- [Real-FY21-Profit-and-Loss.pdf](#)

Please upload your Organization's FY 22 Budget

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- [Real-Final-Operating-Budget-FY22-1.xlsx](#)

Please upload your Organization's Quickbooks Profit & Loss Report Standard Last Fiscal Quarter (FY 22 July 1-Sept 30)

- [Real-Profit-and-Loss-FY22-July-Sept.pdf](#)

Expenditures

Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your Organization.

We collaborate with other committees to host cultural events and we send out surveys to ensure everyone gets a chance to express their thoughts about what types of events they would like to see on campus. It seems that about 1/3 of students attend several programs a year and the rest attend occasionally, although there are some that never attend anything. Due to the fact that this is a commuter campus, there may be students that go home after classes and decide to not opt in for the ASG events. As for the faculty/staff and the local community, all events that are priced per student, (i.e. Fall Fair, Stuff-a- Huskies, Finals kits) only the fee paying students get to go. In an event of a performer, faculty/staff are invited to come.

What are the top 3 expenditure categories for your Organization?

- 608.2- Refreshments-Events/Programs
- 615.2- Contractual Services- Events/Programs

As a governance Organization which funds Tier 2 RSOs, what is the approximate ratio of dollars used for your own activities vs funding? Please provide a rationale for this ratio.

Note: 642 is not included under the expense codes above so the Top 3 expenditure categories are really (608.2, 615.2, and 642)

We have not funded Tier II RSOs in about two years due to them not being as active, though we may be funding the Waterbury Business Society and Cryptocurrency and Blockchain Club for some events/supplies soon (though COVID has made our outlook on funding Tier II's unclear).

Since the below field is required I'm going to check the two expenditure categories that are the Top 2 for ASG (608.2 and 615.2). 642 does not apply for Tier II RSOs.

What are the top 3 expenditure categories for your Organization's funding of Tier 2 RSO's?

- 608.2- Refreshments-Events/Programs
- 615.2- Contractual Services- Events/Programs

Please explain significant changes in the operating budget (spending plan) for this fiscal year starting 7/1/21 when compared to the previous years budget. What are the short-term goals for the organization?

Some significant changes in the operating budget from the projections of FY21 to the projections FY22 is that the Director's Office funding changed from 501.1 to 516, 608.2 decreased, 613 increased, 607 and 616 are no longer expense codes, and 642 decreased. I have to base it off of the projections just because last fiscal year was so different compared to any other fiscal year in the past.

The short-term goals of the organization is to make sure we are using student fees to provide the campus with the most amount of events possible within budget and to fund Tier II organizations if they need funding for their events. We had a lot of plans drawn up for the Spring, but due to COVID conditions and the University going into Red COVID status, our ability to host events has been extremely limited. Even though the University is now in Orange, this still set us back with invoices and room request forms due to the uncertainty.

What (if any) are the timing anomalies with regard to the reported income/expenditures?

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We have two bills that should have been paid in FY21 that were paid/are in the process of being paid in FY22. These are the April and May KFS Bills and April is already paid and May is in the process of being paid; May will be paid very soon.

Fund Balance

If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

If our organization should carry over funds from one year to the next, the ideal amount is anywhere between \$2,500 to \$5,000 and the justification for that amount is the lack of activities we can do this Spring because of COVID. Our budget is \$58,050 for FY22.

If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

To start, our projected balance at the end of this fiscal year along with FY23 and FY24 are as followed (assuming we use up the allotted budget). FY22: \$54,345, FY23: \$58,245, FY24: \$62,145.

If our organization ends up carrying a fund balance above its ideal/minimum level, I cannot say for certain what exact planned expenditures are budgeted in, however we do have a very strong relationship to the vendor, Party People, which allows for fun festivals to occur for students, and we can definitely use them among other vendors to bring the fund balance down to ideal levels. That's why 608.2 and 615.2 are so high to allow for those events to happen. I have more about this in the later responses.

Projections and Future

Please upload your Organization's FY 23 and FY 24 Budget Projections

- [Real-UConn-Waterbury-Fee-Projection-Form-2.xlsx](#)

What are your Organizational priorities that are reflected in your projected budgets for the next two fiscal years?

We do have priorities that are reflected in our projected budgets for the next two fiscal years. The reasoning for the focus on 608.2 and 615.2 are that those are the expense codes we use for many vendors that were used, particularly in pre-COVID days such as Party People, Rolling Video Games, Safe Haven, and Everything But the Mime among others. As COVID conditions as settling (now and in Fall 2022), we can host many more of those events with vendors such as those.

Is there any additional information that the Committee should be aware of when reviewing your budget documentation?

N/A

Date the Organization will be holding (or already held) a public budget forum:

01/27/2022

Have you received TSOS comments and had an opportunity to amend or edit your submission?

Yes

Date that TSOS comments were recieved

02/11/2022

Date of formal Organization Budget vote

02/03/2022

Please upload a copy of your meeting minutes reflecting an affirmative SASFAC vote.

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- [Real-ASG-Minutes-2_3_22.pdf](#)

Notes



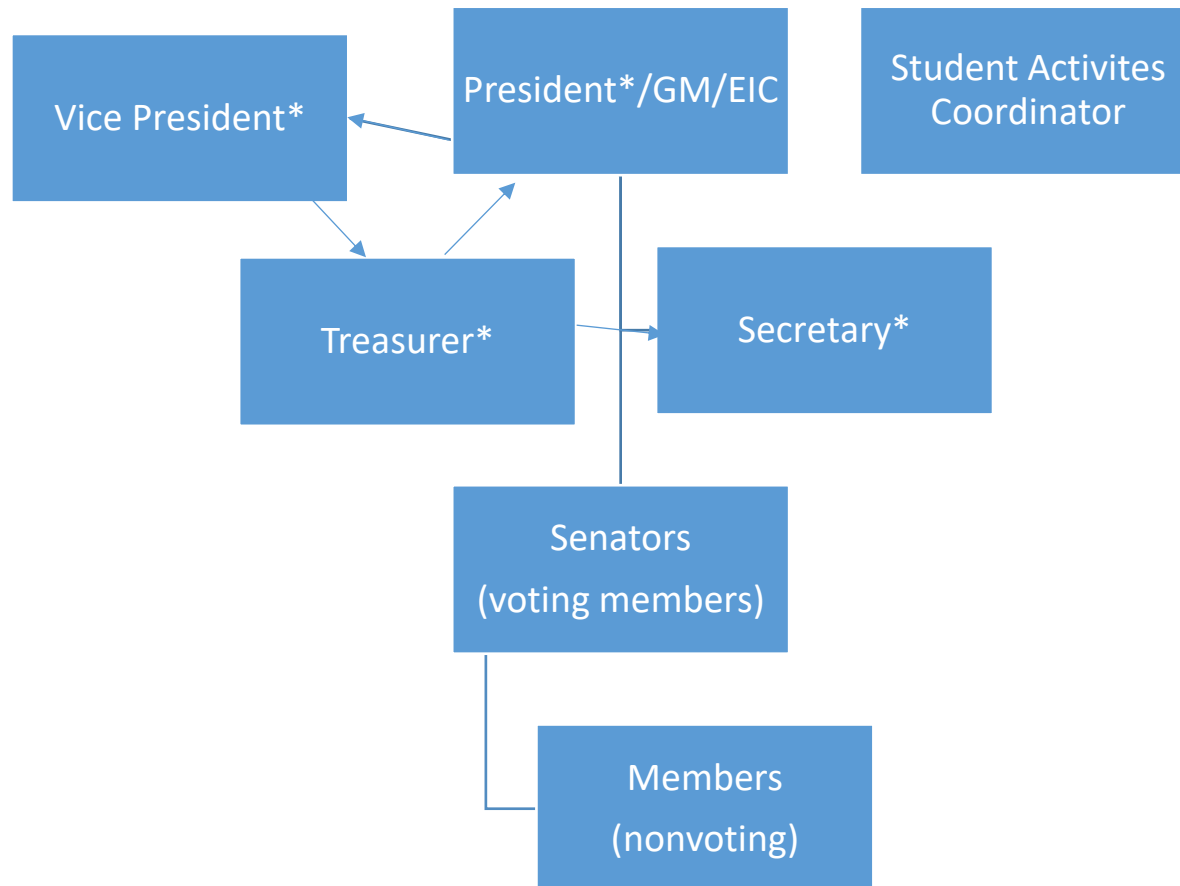
Final Submission (ID: 6192b0dd0caad)

added February 11, 2022 at 11:55 pm

WordPress successfully passed the notification email to the sending server.

Utilize Microsoft's SmartArt graphics, or create a graphic in other format that allows for an outsider's understanding of reporting structure (who supervises who, who is supervised by/reports to who). Add as many pages, groupings or levels as you need to accurately depict the organizational hierarchy. *indicates a SOLID equivalent position (need a President, VP, Treasurer, and Secretary).

Next, for each person, use the **Org Chart Excel Template** to indicate whether they are an approved signer (President and Treasurer are required signers), an authorized Time Approver, whether the position is volunteer or paid, and if so, how many hours/week and if they're authorized to work over breaks.



Position/Title	SOLID Equivalent	Authorized Signer?	Time Approver?	Paid?	\$/hr
President	President	Yes	Yes	Yes	\$13.15
Treasurer	Treasurer	Yes	Yes	Yes	\$13.15
Vice President	Vice President	Yes	Yes	Yes	\$13.15
Secretary	Secretary	Yes	No	Yes	\$13.15

of hours authorized to Work?

Summer Break	Fall Semester	Fall Break	Winter Break	Spring Semester	Spring Break
40/week	40	40	40	40	40
40	40	40	40	40	40
40	40	40	40	40	40
40	40	40	40	40	40

Organization: Waterbury Associated Student Government

Vote Date: SASFAC Vote - February 17th Updated Vote - November 18th

\$ 51,945 Step 1 - Fund Balance to Start the Year (from Step 1 tab)

\$ 1,550 Step 2 - Minimum Desired Fund Balance for Year End (from Step 2 tab)

Code	Description	Operating Budget	Training Steps
Fund Balance Available for Operating Budget		50,395	Step 3
516	Co-Sponsorships	14,000	
546	Interest		
547	Student Fees	\$ 48,000	
Total Revenues		62,000	
Total Anticipated Cash for Budget		112,395	Step 5
E x p e n d i t u r e s	602 Dues	\$ 650	Step 6
	603 Gifts		
	604 Photocopying		
	605 Postage		
	606 Printing		
	607 Promotional Items		
	608.1 Refreshments - Organization		
	608.2 Refreshments - Events/Programs	\$ 10,000	
	609 Subscriptions	\$ 600	
	610.1 Supplies - Organization	\$ 500	
	610.2 Supplies - Events/Programs	\$ 2,500	
	611 Telephone		
	612 Advertising		
	613 Awards and Prizes	\$ 1,000	
	615.1 Contractual Services - Organization		
	615.2 Contractual Services - Events/Programs	\$ 40,000	
	616 Cosponsorships		
	617.1 Cost of Food Sold		
	617.2 Cost of Merchandise Sold		
	617.3 Cost of Participation		
	617.4 Cost of Services Sold		
	622.1 Registration Fees		
	622.2 Entry Fees		
	623 Rental		
	624 Travel		
	625 Equipment/Durable Goods		
	626 Equipment - Capital		
	627 Insurance		
	628 Repairs and Maintenance		
	642 Wages - Student	\$ 2,800	
	643 Wages - Non-Student		
	644 Wage Taxes - Student		
645 Wage Taxes - Non-Student			
Total Expenditures		58,050	
Fund Balance Planned for End of Year		54,345	

Step 7

Budget should be prepared for formal Org Approval
 Org Approval must happen by motion in a public meeting
 Once approved, submit budget and minutes to TSOS
 Reminders:
 Orgs can change their budget at any time
 Budget must be in place prior to any financial activity

7:40 PM

01/20/22

Accrual Basis

Waterbury ASG
Profit & Loss
July through September 2021

	<u>Jul - Sep 21</u>
Income	
547 · Student Fees	17,005.75
Total Income	17,005.75
Expense	
608 · REFRESHMENTS	
608.2 · Events/Programs	1,390.36
Total 608 · REFRESHMENTS	1,390.36
615 · CONTRACTUAL SERVICES	
615.2 · Events/Programs	1,432.00
Total 615 · CONTRACTUAL SERVICES	1,432.00
642 · Wages - Student	184.10
Total Expense	3,006.46
Net Income	<u><u>13,999.29</u></u>

Waterbury ASG
Profit & Loss
 July 2020 through June 2021

	Jul '20 - Jun 21
Income	
501 · DONATIONS	
501.1 · General Donations	14,000.00
Total 501 · DONATIONS	14,000.00
547 · Student Fees	43,723.45
Total Income	57,723.45
Expense	
602 · Dues	1,240.00
605 · Postage/Shipping	815.25
607 · Promotional Items	396.00
608 · REFRESHMENTS	
608.2 · Events/Programs	1,864.96
Total 608 · REFRESHMENTS	1,864.96
609 · Subscriptions	588.00
610 · SUPPLIES	
610.2 · Events/Programs	553.43
Total 610 · SUPPLIES	553.43
613 · Awards and Prizes	435.00
615 · CONTRACTUAL SERVICES	
615.2 · Events/Programs	28,123.50
615 · CONTRACTUAL SERVICES - Other	1,210.00
Total 615 · CONTRACTUAL SERVICES	29,333.50
642 · Wages - Student	854.15
Total Expense	36,080.29
Net Income	21,643.16

Code Description		FY21 Actual Amount	FY22 Original Amount	FY22 Updated Amount	FY23 Original Amount	FY23 Updated Amount	FY24 Projected Amount
R e v e n u e s	501.1 General Donations	14,000	14,000		14,000		
	501.2 Foundation Donations						
	501.3 Benefit Fundraiser Donations						
	502 Dues						
	512 Advertising						
	513 Awards and Prizes						
	514 Vendor Commissions						
	515 Contractual Services						
	516 Co-Sponsorship			14,000		14,000	14,000
	520.1 Admissions Sales						
	520.2 Food Sales						
	520.3 Merchandise Sales						
	520.4 Participation Sales						
	520.5 Services Sales						
	522 Registration/Entry Fees						
	523 Rental						
	524 Travel						
	530 Penalties and Fines						
	531 Miscellaneous Revenue						
	533 Change Fund Returns						
540 Business Taxes							
546 Interest							
547 Student Fees	43,723	48,000	48,000	48,000	48,000	48,000	
Total Revenues		57,723	62,000	62,000	62,000	62,000	62,000
E x p e n d i t u r e s	601 Donations						
	602 Dues	1,240	650	650	700	700	700
	603 Gifts						
	604 Photocopying						
	605 Postage	815					
	606 Printing						
	607 Promotional Items	396	4,000		4,000		
	608.1 Refreshments - Organization						
	608.2 Refreshments - Events/Programs	1,865	15,000	10,000	15,000	10,000	10,000
	609 Subscriptions	588	600	600	600	600	600
	610.1 Supplies - Organization		500	500	500	500	500
	610.2 Supplies - Events/Programs	553	2,500	2,500	2,500	2,500	2,500
	611 Telephone						
	612 Advertising						
	613 Awards and Prizes	435	200	1,000	200	1,000	1,000
	615.1 Contractual Services - Organization						
	615.2 Contractual Services - Events/Programs	29,334	40,000	40,000	40,000	40,000	40,000
	616 Co-Sponsorships		5,000		5,000		
	617.1 Cost of Food Sold						
	617.2 Cost of Merchandise Sold						
	617.3 Cost of Participation						
	617.4 Cost of Services Sold						
	622.1 Registration Fees		1,500		1,500		
	622.2 Entry Fees						
	623 Rental		50		50		
	624 Travel		1,500		1,500		
	625 Equipment/Durable Goods						
626 Equipment - Capital							
627 Insurance							
628 Repairs and Maintenance							
629 Utilities							
630 Penalties and Fines							
631 Miscellaneous Expenses							
633 Change Funds							
640 Business Taxes							
642 Wages - Student	854	4,000	2,800	4,000	2,800	2,800	
643 Wages - Non-Student							
645 Wage Taxes - Non-Student							
Total Expenditures		36,080	75,500	58,050	75,550	58,100	58,100
Revenues-Expenditures = Change in Fund Balance		21,643	(13,500)	3,950	(13,550)	3,900	3,900
Fund Balance at Start of Year		30,302	54,644	50,395	41,144	54,345	58,245
Fund Balance at End of Year		51,945	41,144	54,345	27,594	58,245	62,145

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Approval of the Minutes

Asija motioned to approve the minutes from 1/27/22 Shannon seconded, all in favor, motion passed.

Old Business:

- **Budget Forum: Review and update the FY22 budget and projections for FY23 and FY24**

New Business:

- **Approve last week's minutes**
- **Updated budget review by Robert**
 - Voted on, action written below
- **Stuff-a-Husky and Cinnabon events 2/7 and 2/8**
 - **Volunteer Sign up:** [Volunteer Sign Up Sheet](#)
 - **Need someone to pick up Cinnabon Tuesday morning**
- **Social Media and Bulletin Board Committee - rename?**
 - Social Media Committee GroupMe: https://groupme.com/join_group/71941199/pFQ9AS9Y
 - Bulletin Board needs to be updated
 - Make an ASG LinkedIn
 - Bulletin Board Committee: https://groupme.com/join_group/71941446/lhRdO4ME

- **Discuss initiatives: Food insecurity, Sustainability, and Menstrual Equity**
 - **Sustainability:** https://groupme.com/join_group/84971410/32SY9Z8P
 - Updates on interested faculty members
 - Create a survey to send out to the campus community
 - **Ideas:**
 - implement waste minimization and recycling strategies
 - Promote zero waste by using a listserv
 - Host social media education and awareness campaigns focused on waste reduction
 - **Food insecurity:** meeting with Claudia next week to discuss– who is interested in joining the discussion?
 - https://doodle.com/poll/sgvpqfss2gsyizg5?utm_source=poll&utm_medium=link
 - **Menstrual Equity:** menstrual kits, ideas for Women’s History Month
 - Make a Women’s History Month planning committee
 - Needs help making kits

Actions

1. Asija motioned to approve the updated FY22 budget and the FY23 and FY24 budget projections, Shannon seconded, all in favor, motion passed.

Budget

\$ 28,641.84 Remaining (Total for FY22 \$58,050.00)

Clubs

- N/A

Student Activities

- N/A

Meeting adjourned at 7:49 Shannon seconded, all in favor, motion passed.