

**Student Activity and Service Fee Submission Form  
for  
Trustee Organizations (all campuses)**

Welcome to the 2022-23 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

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Display Name

NetID

Schmus, Ellie

egs17004

Email

ellie.schmus@uconn.edu

Your Organization:

ASG Waterbury

Organization Website

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Organization Social Media Information

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

History/Mission of the Organization

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The organization began in 1946 and has continued to exist.

The mission of Waterbury ASG is to provide a student government that represents the student body. In addition it is to provide an effective means of communication between the study body, faculty, and administration. Waterbury ASG is to supervise all student activities paid for with student fees and ensure said activities are based on student interest. To bring together the UConn Waterbury community through fun activities and events.

Revenue

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Current Fee Amount per Semester

35

Storrs Undergraduate [Fees](#)  
Regional Undergraduate [Fees](#)  
GSS Graduate [Fees](#)  
Law Graduate [Fees](#)  
SSW Graduate [Fees](#)

Is your Organization seeking a fee increase?

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No

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

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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.

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We receive \$14,000 per year (\$7,000 a semester) from the Director's Office. We recently hired a new campus director, currently plans have not changed but the conversation may be revisited at the end of the year after they have been in place for a semester. This is handled by Christine Scott-Dougan.

## Organizational Structure

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Please upload a PDF of your current Organizational Chart.

[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

Does your Organization pay for any non-student staff?

No

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

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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?

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N/A

## Activity Participation

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Who is eligible to participate in your activities?

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Undergraduate students of a specific campus

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

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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. Spin the Wheel Prize Event, Inspiration Grids, Stuff-a- Husky) only the fee paying students get to go. In an event of a performer, faculty/staff are invited to come. If staff were to attend it could be about 1/3 of the population . Staff typically come to events that are interactive, but not to the ones where they can receive an item such as Inspiration Grids as they are purchased

using the student activity fee. We have not seen members of the local community attend many events due to the Husky One Card scan system that was implemented during the pandemic.

## Financials

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Please upload the SASFAC Excel Sheet that shows FY22 Actuals, FY23 Originals and Updated/Operating Budget, FY24 Original and Updated and FY25 projections (BLUE TAB)

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[ASG Waterbury Operating and SASFAC Budget.pdf](#)

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

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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 650 fee-paying students on the Waterbury Regional Campus. It is hard to estimate how many of the 650 participate but we try to provide a variety of programs to include as many students as possible. Programs like Gingerbread House Escape Room, Hot Chocolate&Cookies Events, Stuff-A-Husky, Ping-Pong Tournaments, and coordinating with other RSO's for cultural events are all programs that bring our student body together.

Please explain significant changes in the operating budget (spending plan) for this fiscal year starting 7/1/22 when compared to the previous years budget. What are the short-term goals for the organization?

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Our student activity fee revenue projection will decrease from \$48,000 to \$45,500. This is closer to last year's actual student activity fee revenue and conservatively trends with enrollment patterns. We are increasing the amount that we spend in the categories of both food and other services as these tend to be what the student body enjoys the most. Other services include bringing in more entertainment companies.

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

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None

What are the top 3 expenditure categories for your Organization?

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608.2- Refreshments-Events/Programs  
610.2- Supplies/Materials- Events/Programs  
615.2- Contractual Services- Events/Programs

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

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608.1- Refreshments-Org Member Only  
610.2- Supplies/Materials- 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.

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10% of funding goes to RSO's and 90% goes to ASG programming and collaboration. We provide funding as needed throughout the year to petitioning RSO's.

## Fund Balance and Future Projections

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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?

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The fund balance will continue to decrease in the attempt to get closer to \$0 by FY25. This year we are aiming to decrease the fund balance by \$18,300 to get from \$53,424 to \$35,124. We are trying to spend more money

on students who have paid into the current fund balance in attempt to provide services using their collected fees.

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?

We are increasing the amount that we spend in the categories of both food and other services as these tend to be what the student body enjoys the most. Other services include bringing in more entertainment companies. We will additionally encourage other RSO's to put on more events and ASG will co-sponsor events, and programs with departments and offices to create school spirit and cultural activity on campus.

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

Our priority is to decrease the fund balance by hosting more events, programs, and distributing funds to other RSO's.

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

As fiscal responsibilities have shifted from the Storrs campus to the regionals, we have been using the KFS Chart of Accounts instead of the Storrs Chart of Accounts. Our budget projection form reflects the KFS Chart of Accounts as discussed with the Assistant Vice President of Student Affairs, David Clokey.

Advisor & FO Review and Commentary

Suggestions for Review and Editing

No additional comments. Reviewed submission with students beforehand.

Advisor/FO signature

Electronically Signed by Emery, Nathan (nathan.emery@uconn.edu) - January 9, 2023 at 9:08 AM (America/New\_York)

Organization Review and Vote

You've got through and made any necessary edits:

Date of formal Organization Budget approval

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

Yes

December 12, 2022

[ASG Minutes 12\\_12\\_22 \(2\).pdf](#)

## Form Submission - Proposer

Submitted for Approval | Proposer

Schmus, Ellie - December 14, 2022 at 10:46 AM (America/New\_York)

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### Task

Task Completed

Emery, Nathan - January 9, 2023 at 9:09 AM (America/New\_York)

No additional comments. Reviewed submission with students beforehand.

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### Task

Task Completed

Schmus, Ellie - January 9, 2023 at 12:06 PM (America/New\_York)

Uploaded the minutes that voted on the SASFAC packet

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### Notification

Notification Sent

O'Brien, Krista - January 9, 2023 at 12:06 PM (America/New\_York)

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### Notification

Notification Sent

Clokey, David - January 9, 2023 at 12:06 PM (America/New\_York)

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Organization: **Associated Student Government**

Vote Date: **12/12/2022**

\$ 53,424 Step 1 - Fund Balance to Start the Year (from Step 1 tab)

\$ 35,124 Step 2 - Minimum Desired Fund Balance for Year End (from Step 2 tab)

Code	Description	Operating Budget	Training Steps
<b>Fund Balance Available for Operating Budget</b>		<b>18,300</b>	<b>Step 3</b>
4780	Miscellaneous Revenue (Director's Office Co-sponsorship)	\$ 14,000	
4210	General University Fee - Undergrad (Student Activity Fee)	\$ 45,500	
<b>Total Revenues</b>		<b>59,500</b>	
<b>Total Anticipated Cash for Budget</b>		<b>77,800</b>	<b>Step 5</b>
E	5240 Payroll - Student Labor	\$ 4,000	<b>Step 6</b>
x	6000 Budget Pool - Other Expenses		
p	6120 Dues and Memberships	\$ 700	
e	6130 Subscriptions	\$ 600	
n	6235 Postage		
d	6260 Co-Sponsorship		
i	6305 Registration Fees - Student	\$ 1,000	
t	6320 Tickets/ Admission Fees		
u	6420 Insurance - Casualty and Liability		
r	6500 Equipment/ Other Rental		
e	6600 Equipment Repair Labor		
s	6601 General Repairs Labor		
	6614 Catering		
	6618 Advertising Services	\$ 15,000	
	6634 Photocopying		
	6636 Printing and Binding		
	6638 Other Services	\$ 25,000	
	6710 Food	\$ 25,000	
	6725 Public Safety Supplies		
	6742 Decorative Supplies		
	6745 Promotional Supplies	\$ 2,000	
	6772 Paper Goods/ Supplies		
	6775 Office Supplies	\$ 500	
	6825 Recreational Supplies		
	6847 General Supplies	\$ 2,500	
	6910 Transportation of Persons		
	6935 Miscellaneous Expenses		
	7100 Awards - Cash	\$ 500	
	7105 Awards - Non-Cash	\$ 1,000	
	7635 Out-of-State Travel		
	7640 In-State Travel		
	8215 General Equipment >\$5K		
	8325 Attached Non-Capital Equipment Buildings/Non-Structural <\$100K		
<b>Total Expenditures</b>		<b>77,800</b>	
<b>Fund Balance Planned for End of Year</b>		<b>-</b>	

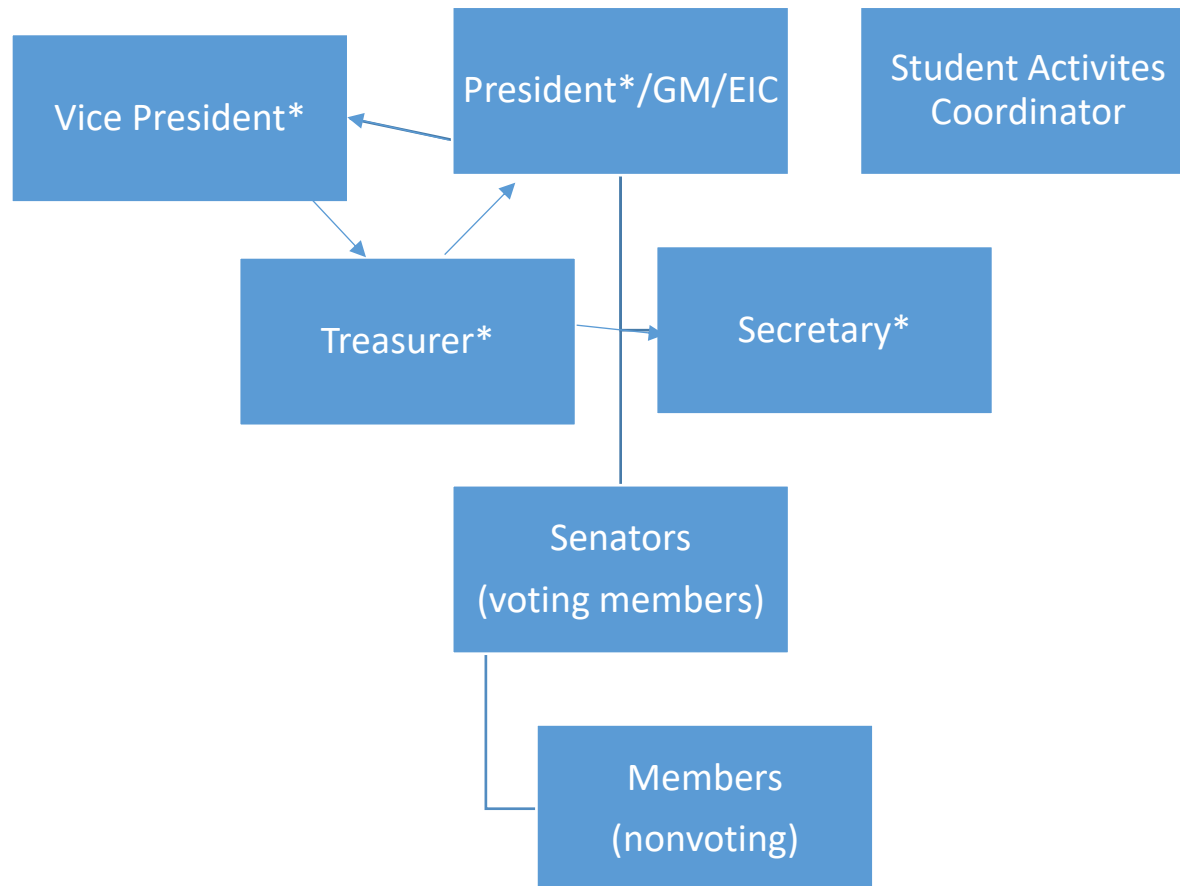
**Step 7**

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

Code Description		FY22 Actual Amount	FY23 Original Amount	FY23 Updated Amount	FY24 Original Amount	FY24 Updated Amount	FY25 Projected Amount
R e v e n u e s							
	4780 Miscellaneous Revenue (Director's Office Co-sponsorship)	14,000	14,000	14,000	14,000	14,000	14,000
	4210 General University Fee - Undergrad (Student Activity Fee)	44,698	48,000	45,500	48,000	45,500	45,500
	<b>Total Revenues</b>	<b>58,698</b>	<b>62,000</b>	<b>59,500</b>	<b>62,000</b>	<b>59,500</b>	<b>59,500</b>
E x p e n s e s	5240 Payroll - Student Labor	3,438	4,000	4,000	2,800	4,000	4,000
	6000 Budget Pool - Other Expenses						
	6120 Dues and Memberships	660	650	700	700	700	700
	6130 Subscriptions		600	600	600	600	600
	6235 Postage						
	6260 Co-Sponsorship		5,000				
	6305 Registration Fees - Student		1,500	1,000		1,000	1,000
	6320 Tickets/ Admission Fees						
	6420 Insurance - Casualty and Liability						
	6500 Equipment/ Other Rental	380	50				
	6600 Equipment Repair Labor						
	6601 General Repairs Labor						
	6614 Catering	1,450	15,000	15,000	10,000	15,000	15,000
	6618 Advertising Services						
	6634 Photocopying						
	6636 Printing and Binding						
	6638 Other Services	22,981	20,000	25,000	20,000	25,000	25,000
	6710 Food	19,269	20,000	25,000	20,000	25,000	20,000
	6725 Public Safety Supplies	270					
	6742 Decorative Supplies	809					
	6745 Promotional Supplies	288	4,000	2,000		2,000	2,000
	6772 Paper Goods/ Supplies	39					
	6775 Office Supplies	31	500	500	500	500	500
	6825 Recreational Supplies	9,387					
	6847 General Supplies	349	2,500	2,500	2,500	2,500	2,500
	6910 Transportation of Persons						
	6935 Miscellaneous Expenses						
	7100 Awards - Cash		200	500	500	500	500
	7105 Awards - Non-Cash	565		1,000	500	1,000	1,000
	7635 Out-of-State Travel						
	7640 In-State Travel		1,500				
	8215 General Equipment >\$5K						
	8325 Attached Non-Capital Equipment Buildings/Non-Structural <\$100K						
<b>Total Expenditures</b>	<b>59,917</b>	<b>75,500</b>	<b>77,800</b>	<b>58,100</b>	<b>77,800</b>	<b>72,800</b>	
<b>Revenues-Expenditures = Change in Fund Balance</b>	<b>(1,220)</b>	<b>(13,500)</b>	<b>(18,300)</b>	<b>3,900</b>	<b>(18,300)</b>	<b>(13,300)</b>	
<b>Fund Balance at Start of Year</b>	<b>54,644</b>	<b>53,424</b>	<b>53,424</b>	<b>39,924</b>	<b>35,124</b>	<b>16,824</b>	
<b>Fund Balance at End of Year</b>	<b>53,424</b>	<b>39,924</b>	<b>35,124</b>	<b>43,824</b>	<b>16,824</b>	<b>3,524</b>	

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.







## Approval of the Minutes

Ellie: Motion to approve the minutes from the last meeting (12/05/22). (Seconded: Kadi)

## Agenda

### Social Media:

- Follow the ASG Instagram [@waterburyconnasg](#)
- [Join ASG GroupMe](#)

### Old Business:

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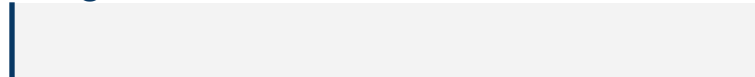
### New Business:

- Approve minutes from 12/05/22, seconded by Kadidatou
- Approve updated FY23 budget
- Approve SASFAC budget projection

## Action Items

- Ellie motioned to approve an update to the FY23 budget increasing from \$77,500 to \$77,800, updating the estimated student activity fee revenue seconded by Kadi, motion passed.
- Ellie motioned to approve the updated SASFAC budget projection for the next three years seconded by Kadi, motion passed.

## Budget



## Clubs

- N/A

## Student Activities

- N/A

**Meeting adjourned at 4:26 pm seconded by Raynia**