

Doc 3 Holmgren 4-14-10

Washington Student Association Budget Proposals 2009-10 & 2010-11			
Expenses	As Adopted	Nov. Draft	Current Dues/Members
	\$0.75 per FTE 2009-10	\$1 per FTE 2010-11	\$0.75 per FTE 2010-11
	2009-10	2010-11	2009-10
Personnel:			
Executive director salary	\$32,000	\$32,000	\$32,000
Organizing Director	\$8,167	\$28,000	
Staff training hosted by USSA	\$100	\$800	\$200
Staff Expenses	\$7,200	\$7,000	\$6,000
Payroll Taxes	\$5,700	\$7,250	\$5,700
Advisor/lobbyist salary	\$9,250	\$9,250	\$9,250
Operations:			
Rent	\$5,400	\$5,400	\$5,400
Democracy in Action	\$1,700	\$3,600	
Telephone and DSL	\$1,375	\$1,375	\$1,375
Office supplies, technology, furniture	\$1,100	\$1,100	\$1,100
Laptop	\$1,109		
Projector	\$672		
Insurance	\$400	\$400	\$400
Advertising & promotion	\$500	\$500	\$500
Win/Win Network Dues	\$250		
Accounting/Legal	\$500	\$500	\$500
Licenses, dues, fees	\$10	\$100	\$10
Programming:			
Internships	-	\$4,500	-
Campus Organizing	-	\$3,000	-
Budget Campaign Materials/Events	\$5,717		
Officer & Board of Directors expenses	\$1,000	\$1,000	\$1,000
Board of Directors retreat	\$679	\$1,000	\$800
General Assembly	-	\$2,000	
Executive Officer Retreat	\$278	\$400	\$400
Legislative liaison training	\$790	\$800	\$800
Logo Contest	\$200		
WSL Lobby Day	\$1,300	\$1,300	\$1,300
Washington Student Foundation	\$1,100	-	
USSA Membership	\$3,834	\$5,772	\$3,834
USSA Congress Travel	\$4,000	\$4,000	\$4,000
Miscellaneous:	\$700		
Total Operations	\$95,031	\$121,047	\$74,569

Revenue	2009-10	2010-11	2010-11
	\$0.75 per FTE	HKW5EEM	\$0.75 per FTE
WSA Membership Dues:			
UW- Seattle	\$24,064.50	\$32,086.00	\$24,064.50
UW- Tacoma	\$1,811.25	\$2,415.00	\$1,811.25
WSU - Pullman	\$11,180.25	\$14,907.00	\$11,180.25
WSU - Tri Cities	\$877.50	\$1,170.00	\$877.50
WSU - Spokane	\$755.25	\$1,007.00	\$755.25
WSU - Vancouver	\$1,470.75	\$1,961.00	\$1,470.75
WSU - DDP	\$1,017.00	\$1,356.00	\$1,017.00
G PSA	\$1,825.50	\$2,434.00	\$1,825.50
BC	\$8,665.50	\$11,554.00	\$8,665.50
CWU	\$6,357.75	\$8,477.00	\$6,357.75
EWU	\$6,351.75	\$8,469.00	\$6,351.75
TESC	\$3,159.25	-	-
WWU	\$8,668.50	\$11,373.00	\$8,668.50
Other Revenue:			
Savings Account Interest	0.12	0.12	0.12
Certified Deposit Account Interest	1689.08	1590.74	1590.74
DIA & GROW Training Reg.	1586.7	-	-
LegCon Registration	250	-	-
WEA Democracy in Action Grant	\$1,700.00	-	-
Total Revenue	\$81,430.65	\$98,799.86	\$74,636.36

Assets	2009-10	2010-11	MUM
	Checking	\$22,856.04	\$22,162.81
Savings	\$2,203.57	\$2,203.72	\$2,203.72
Certified Deposit	\$41,517.08	\$21,553.91	\$43,107.82
Total	\$66,576.69	\$45,920.44	\$68,234.94
Net	(13,600.35)	(22,247.14)	67.36



Column Narrative

Column 1: As Adopted 2009-10 Budget (\$0.75 per FTE)

Expenses: Dollar amounts are shown as line items currently funded in the budget. Three line items went slightly over budget: laptop, projector, and USSA Congress. The Congress line item includes \$250 spent to cover USSA Legislative Conference registration that will be replayed by attending campuses. Line items that have been completed under their allotted amount have been reduced to reflect their final cost. These items include:

Line Item	Amount Under Budget
Accounting/Legal	\$500.00
Licenses, Dues, and Fees	\$90.00
Budget Campaign Materials/Events	\$5,116.82
Board of Directors Retreat	\$145.94
Executive Officers Retreat	\$122.63
Staff Training by USSA	\$100.00
Legislative Liaison Training	\$11.92
Miscellaneous	\$482.54
Total	\$6,569.85

Revenue: WSA membership dues expected for 2009-10 based on \$0.75 per Fulltime Enrollment (FTE). Revenues from interest on current bank accounts, which includes an insignificant interest in the savings account 3.44% interest on Certified Deposit (CD) Accounts. CD's will mature in September of 2010. One time revenues streams include registration for Democracy in Action and GrassRoots Organizing Weekend Training, USSA Legislative Conference attendee portion of registration, and a grant from the Washington Education Association to support temporary expansion of Democracy in Action subscription.

Assets: Current estimates on ending balances for each of our bank accounts. The fields labeled with "(current budget)" reflect ending balances if no further fund requests for 2009-10 are approved. Fields labeled "(amended budget)" refer to the next column.

Column 2: November Draft 2010-11 Budget with \$0.25 dues increase per FTE

Expenses: 2010-11 Budget as passed at the General Assembly meeting in November. "Associate Director" line item has been changed to reflect current "Organizing Director" position. "Payroll Taxes" line item has been reduced to more accurately reflect estimated share of state and federal taxes for WSA.

Revenue: Reflects increases to membership dues based on a \$1.00 per FTE funding model. Removes Evergreen membership dues in light of inability to establish strong lines of communication with the Geoduck Student Union. Does not include one-time revenue items from 2009-10 budget.

Assets: Transfers two Certified Deposit Accounts (\$10,776.95 each) into the checking account upon maturing in September. Reflects net difference between starting and ending balance of all assets; taking into account both 2009-10 budget columns variations with (current budget) and (proposed amendments).

Note: An explanation for each line items purpose can be found in the line item description section below.

Column 3: 2010-11 Budget with no change in membership or dues

Reduces budget to levels near what was passed at the General Assembly last year within sustainable limits at current membership and dues rate.

Line Item Narrative

Personnel

Executive Director salary & taxes: WSA currently employs one fulltime staff to assist students in managing the organization and achieving their goals. The Executive Director manages the day-to-day operations of the organization. Assists in implementing the Strategic Plan passed by the Board in 2008. Acts as the representative of the WSA to legislators, state agencies, staff, and higher education stakeholders. Provides support for Board of Directors, General Assembly, and legislative liaisons. Line item includes employees portion of state and federal taxes.

Organizing Director salary & taxes: The proposed Organizing Director position will assist in developing WSA chapters or their equivalent on campuses that currently do not have them and enhance the programming and campaigns conducted by current chapters. The position will work to increase participation and membership among community and technical colleges and provide trainings to increase grassroots student participation in the legislative process. Line item includes employees portion of state and federal taxes.

Staff training hosted by USSA: USSA provides training for statewide student association staff to enhance their ability to facilitate student efforts at the state and national level. The training provides tracks for specific positions run by professional organizers, many of whom are from SSA and USSA student activists and staff.

Staff Expenses: Covers expenses for WSA staff and contracted lobbyists when performing official WSA business including: campus visits, trainings, or lobbying. Includes Executive Director cell phone.

Payroll taxes: Provides WSA's portion of state and federal employment taxes.

Advisor/Lobbyist Contract: Provides lobbying services for state legislators and agencies. Training for WSA legislative liaisons. Advising on historical WSA practices, legislative tactics, and sources for issue research.

Operations

Rent: Maintains WSA office space and building services at 200 Union Ave SE Olympia, WA 98501. Access to board meeting room and building copying center.

Democracy in Action: Online subscription based constitution relations management tool. Currently funded at tier 1 support for database management of up 3,000 contacts, campaign management (actions, LTEs & petitions), email blasting, sign-up pages and activity reports. 2010-11 proposed budget increase calls for tier 2 support for database of up to 25,000 contacts with additional services of online surveys/questionnaires, donations, and online photo/document storage.

Phone & Cable: Provides high-speed cable internet, unlimited local and long distance calls and fax, and basic cable television.

Office supplies, technology, furniture: Funds for printer toner/drums, paper, stamps, pens, furniture, etc. Currently includes subscription to Democracy in Action.

Laptop: One time expense for an Apple MacBook.

Projector: One time expense for an Epson Business Projector.

Insurance: Mandatory office insurance.

Advertising, promotion & outreach: Promotion of WSA during donation drives, WSA recruitment materials, and WSA events.

Win/Win Dues: Provides membership to statewide vote table. Access to grants on vote work as well as systems for measuring campaign success in the use of Catalyst and VAN systems.

Accounting/Legal: Book keeping audit costs/retaining lawyer for required legal services.

Licenses, dues, and fees: Business license to operate in Washington State.

Programming

Internships: Proposed budget includes one full-time internship position per regular academic year term. Interns will learn day-to-day operations of WSA, provide support for Board & GA meetings, manage one major project related the Strategic Plan, meet with legislators and staff, and attend committee/agency meetings.

Campus Organizing: Request based funding for campus chapters to run recruitment efforts, hold events (debates, forums, trainings), run voter registration and mobilization campaigns, and provides for the purchase of WSA schwag.

Budget Campaign: Funds allocated to fund WSA's campaign against further budget cuts to higher education and financial aid during the 2010 Legislative Session.

Officer & Board expenses: Expenses related to holding monthly board meetings. Also provides for travel reimbursement for board members and officers on official WSA business.

Board of Directors Retreat: WSA holds an annual Board of Directors retreat each summer to orient new leadership on organizational history, mission, vision, governing documents, process and planning.

General Assembly: Proposed budget provides for funding of General Assembly enhancements including workshops/trainings, speakers/trainers, and handouts/other materials.

Executive Officer Retreat: WSA holds an annual retreat for officers to develop an understanding of officer roles within the organization, create work plan for the year, and prepare for the Board of Directors retreat and USSA Congress.

Legislative Liaison Training/Support: Provides materials and meals for the four-day legislative liaison training prior to the legislative session.

Logo Contest: One time expenditure for 2009-10, awarded for designing a new logo for WSA.

WSL Lobby Day: Funds for a statewide day of action in Olympia to further WSA legislative interests.

Washington Student Foundation: One time expenses for 2009-10 related to establishment of a 501(c)3 foundation wing that will be eligible for tax deductible donations and grants from other (c)3 organizations for statewide education, training, and voter registration programs.

USSA Membership Dues: 5% of WSA membership dues, less dues of direct member campuses. Provides support for national issue campaigns, WSA voting rights at USSA Congress, discounts to USSA conferences and trainings, one EAT or GROW training each year, support services and updates from USSA's 11 staff, and WSA students are eligible to be elected to leadership within the regions, caucuses, affiliates, and USSA Board of Directors.

USSA Congress Participation: Registration, travel, and meal expenses for WSA delegates to USSA Congress.

Miscellaneous: Discontinued item after 2009-10. Used for unbudgeted and unforeseen expenses.