

AS Fiscal Year 2021 Budget

Executive Summary

Overview

This document summarizes the process, numbers, and rationale behind the AS FY21 Budget. The Associated Student of Western Washington University annual budget provides guidelines for the spending of student fees on AS functions for the following year. The AS budget process allows for strategic planning of resources and the opportunity to restructure, add, or remove elements of the AS.

Definitions of Key Terms:

- **Fiscal Year:** a complete budget cycle coinciding with an academic year. Fiscal year 2021 begins on July 1st, 2020 and ends on June 30th, 2021.
- **Deficit:** the difference between planned revenue and planned expenses.
- **Decision package:** a proposal to increase an individual budget by more than \$500.
- **AS reserves:** savings funded from money remaining in the AS budget at the year's end.
- **Operating budget:** the money allocated to be used for programming, wages, etc. within a year

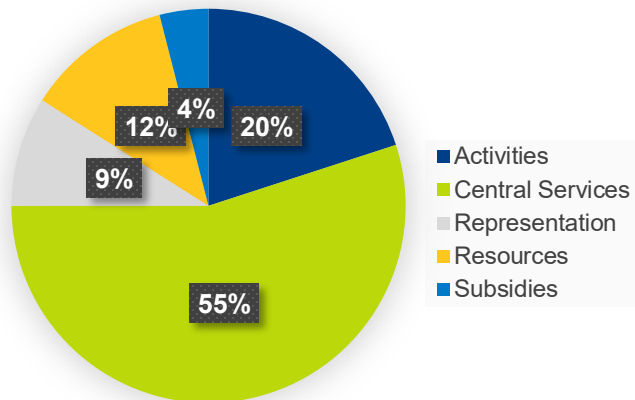
Breakdown

The AS budget can be divided into five areas: activities, resources, representation, central services, and subsidies.

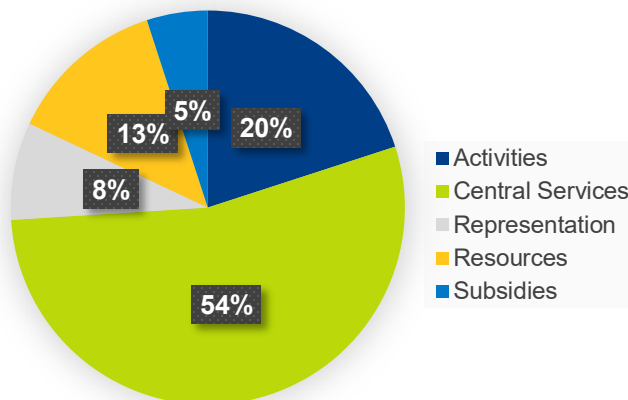
AS Activities \$619,775	AS activities refers to AS programs that provide extracurricular activities to WWU Students. AS activities include Club Activities (the Club Hub), Environmental and Sustainability Programs, KUGS FM, the Outdoor Center, AS Productions, and the summer concert series.
AS Central Services \$1,729,710	AS central services is the area of budget that provides support to other AS programs. AS central services include telephone, computer, and printing budgets as well as the Communications Office, Business Office, Personnel Office, and professional staff salary.
AS Representation \$279,021	AS representation budgets support AS elected officials and civic engagement opportunities. This area includes the Executive Board and Student Senate budgets as well as the Office of Civic Engagement.
AS Resources \$402,626	AS resources support students' identities with programming, spaces, and advocacy. This area includes the Ethnic Student Center budgets and the Student Advocacy and Identity Resource Center budgets.
AS Subsidies \$144,350	The AS provides financial support to the Childhood Development Center as well as the Western Leadership Advantage program. The AS does not manage these programs and subsidizes only a portion of their full cost.

Breakdown by Area

Fiscal Year 2021¹



Fiscal Year 2020

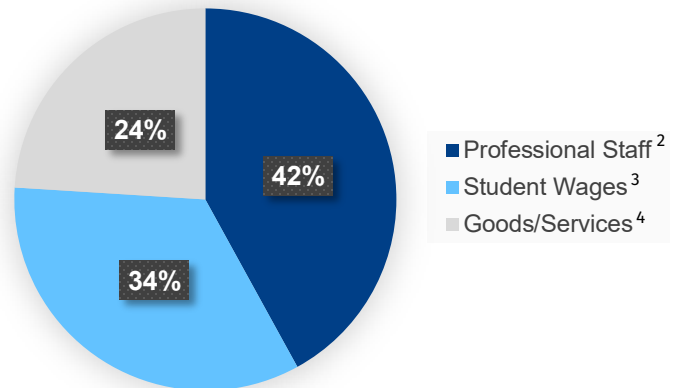


AS Budget Summary:

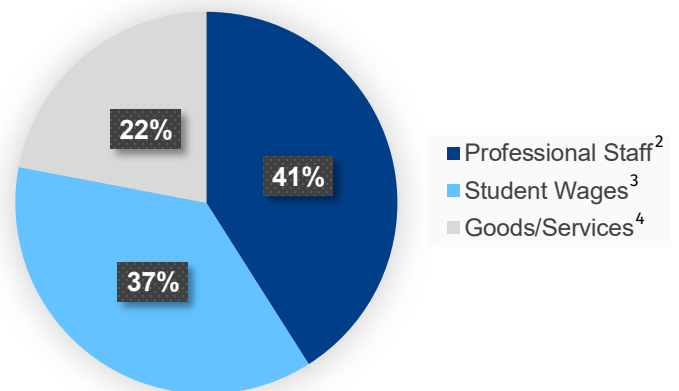
Total projected FY21 expense:	\$3,175,483
Total projected FY21 revenue:	\$3,134,107
FY21 projected deficit:	-\$41,376

Breakdown by Spending Type

Fiscal Year 2021¹



Fiscal Year 2020



AS Budget Notes:

- The total FY21 request is **1.1%** smaller than the total FY20 request.
- The FY20 budget deficit was **-\$57,060**.
- The summer 2020 revenue is budgeted at \$150,000 (FY20 summer revenue was \$170,639) to reduce the summer S&A fee.

¹FY21 percentages include one-time reductions due to covid-19.

²The professional staff spending category includes a portion or all the salary/benefits for 18 professional staff.

³The student wages spending category includes the wages for approximately 180 student employees.

⁴The goods/services spending category includes all other expenses such as office supplies, food, and travel.



The Budget Process

Changes in the FY21 AS Budget Process:

- The AS Finance Council was created to include representatives from the AS Executive Board, Student Senate, areas of the AS and a student at-large. This council replaced Budget Committee and acts as a central decision-making body for AS budgets and fiscal policies.
- A technical review performed by the AS Business Director, VU Business Manager, and DOS Fiscal Specialist replaced the line-by-line review of all budgets typically performed by the Budget Committee.
- Budgets were submitted using Excel files via Microsoft Teams.
- Decision packages were required for proposals to increase budgets by more than \$500 and/or requests for program expansion.
- The official AS Budget for fiscal year 2021 must be approved by the AS Student Senate, AS Executive Board, and AS Finance Council.

AS Finance Council

Charge: The AS Finance Council is charged with responsibly managing the financial affairs of the Associated Students by approving the final AS budget, reviewing grant proposals, and fiscal policies.

Membership: AS Business Director (Chair, non-voting), AS President (Vice Chair), AS Senate Pro Tempore, AS Student Senator, AS Vice President, Student at-Large, 1 AS Employee (representing activities), 1 AS Employee (representing central services), 1 AS employee (representing resources)

How Covid-19 Impacted the process:

Review of the FY21 AS Budget was postponed as the Council came together to attempt to reduce the S&A Fee to students for Spring 2020. Budget Authorities were asked to propose realistic budget requests due to the cancellation of all events for spring quarter and classes being provided remotely. Due to these considerations, the use of unspent funds available from salary savings and other unused funds, the AS was able to reduce the fee by 85% (from \$80 to \$12.50 per quarter) to assist students during this crisis.

Budget Authorities were asked to consider reductions for summer quarter student employees to only those necessary given the cancellation of events and classes being online through the summer. They were also asked to look at how this could impact programming and any possible savings throughout the academic year.

Additionally, Budget Authorities reduced the total FY'21 request by **\$90,310** to accommodate the anticipated decrease in revenue due to covid-19. The savings mostly resulted from reductions in summer hours and cancelled programming during the summer. Most decisions packages were converted to grant proposals or postponed to the FY'22 budget cycle.

In addition to the official request submitted to the Services and Activities Fee Committee, the AS FY21 Budget includes additional scenarios for a potential 5% and 10% reduction of revenue due to covid-19.



FY21 Funding Proposals

Fiscal Year 2021 Decision Packages

Decision packages are funding proposals to enhance existing budgets or operationalize a pilot project. FY21 Decision Packages were mostly postponed due to the financial implications of covid-19.

Title	Yearly Cost	Status
ESC Additional Program Assistant	\$6,331	Cancelled
ESC Conference Additional Night	\$4,180	Moved to grant proposal
ESC Club Programming Expansion	\$8,000	Postponed to FY22 budget cycle
LEADS Sustaining Programming	\$1,466	Postponed to FY22 budget cycle
Executive Board Increase in Travel Budget	\$7,000	Moved to grant proposal
WIRC Advocacy Coordinator (ending grant)	\$8,607	Included in FY21 Request
OC Trip Leader Training (ending grant)	\$36,000	Funded with carry forward
OCE Programming Expansion	\$1,000	Moved to grant proposal
AS Employee Development Fund	\$3,000	Moved to AS reserve policy

Current AS Grants

AS grants provide funds for one-time, large expenses or pilot projects.

Title	Yearly Cost	Status
AS Student Senate (ends FY21)	\$55,000	Passed, active
MCC Programming Funding (ends FY21)	\$18,000	Passed, active
WHOLE Coordinator (ends FY21)	\$9,090	Pending
Additional Board Assistant (ends FY21)	\$7,302	Pending
AS Queer Guild Council (ends FY21)	\$4,000	Passed, active
AS Blue Resource Center (ends FY22)	\$19,950	Passed, active

