



As a summary of the UCSA 2018-19 budget, this document includes the “purpose, limits, and process for utilizing funds” for sections and line items in UCSA’s, as well as the full delineated budget, as approved by the UCSA Board on April 14, 2018 and sent to member associations for review.

Significant Changes for 2018-19

In 2017-18, a majority of member associations representing graduate and professional students withdrew their membership from UCSA in order to invest in a graduate-professional-only statewide association. This caused a drop in revenue for UCSA, leading to travel cuts in all departments to cover the loss. It is UCSA’s practice to plan for a slight surplus each year in case there is decreased revenue, which traditionally is allocated to reserves if unspent.

UCSA also adjusted expenditures to support voter education and registration for the 2018 election cycle, lobbying and organizing efforts for coalition partners and communities of color, and a new permanent campaign and project grant for the PermIGNITE / Racial Justice Now Campaign. UCSA found savings in travel and operational inefficiencies to cover these additional costs.

Income

Campus Dues

Purpose: UCSA’s primary source of income is dues from its member associations, who pay a predetermined amount per student every quarter or semester. The amount varies by campus. This budget assumes each association pay at least \$1.30 minimum per student. This budget assumes that the Board does not allow fee waivers to campuses, though historically, the Board has approved them if an association demonstrates significant need.

Limits: n/a

Process for collecting funds: Associations will be billed per academic term (with one exception: UCSC SUA is billed annually).

Collective Bargaining Program

Purpose: UC Office of the President funds the travel and training of student representatives to be a recognized third party in contract negotiations between UC and its unions.

Limits: Travel is subject to daily caps on travel according to UCOP policy.

Process for collecting funds: After confirmation by UCSA’s systemwide committee, UCSA will pay for representatives’ travel to meetings and seek reimbursement from UCOP.

Conferences

Purpose: UCSA collects registration fees and sponsorships in order to offset the cost of the conference.

Limits: Conference fee will be determined based on attendance and cost of each conference.

Process for collecting funds: Associations and confirmed sponsors will be billed before the conference.

Council of Student Fees

Purpose: UCSA collects fees on behalf of CSF from its member associations and administers funds for use at its discretion.

Limits: Fee amounts are determined by the CSF Board and a Memorandum of Understanding between CSF and UCSA adopted in 2016.

Process for collecting funds: UCSA staff will bill associations for their contributions to UCSA. UCSA's UA Director will staff CSF.

Other Income

Purpose: UCSA may raise funds from external sponsors, including UC Office of the President for specific programs, or collect interest on accounts.

Limits: n/a

Process for collecting funds: UCSA staff will coordinate all sponsorships. UCSA will pay for federal advocacy and seek reimbursement from UCOP.

Expenses

Board Expenses

Purpose: The primary functions of the Board of Directors includes stipends and travel for executives, meeting or call expenses, and the opportunity to partner with external organizations to support their events or programming.

Limits: Travel is limited to the same maximums previously adopted in the UCSA personnel policy, including \$300 round trip flights within California, \$175 nightly hotels, and \$50 per diem. Travel may not be funded if it is otherwise reimbursable through associations or UCOP. Travel should be paid for by a UCSA staff member when possible, or otherwise handled through reimbursement.

Process for utilizing funds: Partnership expenditures must be approved by the Board. The Operations & Development Director oversees expenditures in this section.

Campaigns & Programs

Purpose: UCSA undergoes undergraduate campaigns, a graduate professional student agenda, and standing campaigns (UCweVOTE, Fund The UC, and Racial Justice Now) to actualize tangible change in student wellbeing.

Limits: Campaign expenditures must be approved by a committee or the whole of the Board. Project grants are distributed and monitored by a selection committee.

Process for utilizing funds: Expenditures on campaigns or the agenda should be approved by the appropriate committee, and overseen by the staff member who reports to that committee. When possible, staff should pay for these expenditures up front with UCSA funds. Reimbursement in this section is discouraged.

Conferences

Purpose: UCSA hosts conferences throughout the year to provide a statewide space to mobilize around its campaigns, train students in advocacy and activism, and support students of color.

Limits: Conferences are intended to break even from fees and sponsorships as much as possible, though this has not historically been the case in recent years. For SOCC, the campus host is responsible for the budget outside of the \$2000 provided by UCSA.

Process for utilizing funds: The Operations & Development Director oversees expenditures in this section and is responsible for all conference contracts.

Government Relations Department

Purpose: UCSA maintains a presence through professional staff and a physical office in Sacramento and supports federal advocacy trips to DC. Staff travel in this section includes campus visits to build and support lobby corps, attendance at Regents meetings when the Board of Regents will discuss the state budget, federal advocacy travel, and two discretionary trips for professional staff, usually used for professional development. Other line items include student travel to testify at hearings, information resources that are shared with students, and general office management.

Limits: Travel is limited to the same maximums previously adopted in the UCSA personnel policy, including \$300 round trip flights within California, \$175 nightly hotels, and \$50 per diem.

Process for utilizing funds: The Government Relations Director oversees expenditures in this section. When possible, staff should pay for these expenditures up front with UCSA funds. Reimbursement in this section is discouraged, except for mileage when staff use their personal vehicles.

Statewide Organizing Department

Purpose: UCSA sees grassroots organizing as an essential tool for mobilizing student support for UCSA campaigns, empowering student activism, and making sure students outside of the Board of Directors see UCSA on their campus. This section supports professional staff with a significant travel budget for campus visits and two discretionary trips, usually used for professional development. Other line items include training for student organizers, physical materials, and student travel for grassroots actions, as well as general office management.

Limits: Travel is limited to the same maximums previously adopted in the UCSA personnel policy, including \$300 round trip flights within California, \$175 nightly hotels, and \$50 per diem.

Process for utilizing funds: The Statewide Organizing Director oversees expenditures in this section. When possible, staff should pay for these expenditures up front with UCSA funds. Reimbursement in this section is discouraged, except for mileage when staff use their personal vehicles.

Operations & Development Department

Purpose: Line items in this department are responsible for maintaining fiscal and operational success for the Board of Directors and UCSA as a non-profit organization, fundraising external contributions, and overseeing staff and fellows' payroll, benefits, and personnel files. Staff travel is the least of any department, including only planning visits for UCSA conferences and two discretionary trips, usually used for professional development. Other line items include expenditures on UCSA's online platforms, as well as general office management and rent for both offices.

Limits: Travel is limited to the same maximums previously adopted in the UCSA personnel policy, including \$300 round trip flights within California, \$175 nightly hotels, and \$50 per diem.

Process for utilizing funds: The Operations & Development Director oversees expenditures in this section. When possible, staff should pay for these expenditures up front with UCSA funds. Reimbursement in this section is discouraged, except for mileage when staff use their personal vehicles.

University Affairs Department

Purpose: UCSA maintains a representational relationship with UC Office of the President and the Board of Regents, produces original research on issues affecting students, provides staff support and resources for the Council of Student Fees, and oversees the Collective Bargaining Program. Staff travel in this section includes attendance at Board of Regents meetings, any meetings of UCSA with the Office of the President, and two discretionary trips, usually used for professional development. Other line items cover general office management.

Limits: Travel is limited to the same maximums previously adopted in the UCSA personnel policy, including \$300 round trip flights within California, \$175 nightly hotels, and \$50 per diem. The Council of Student Fees is fully responsible for approval of any changes to its budget.

Process for utilizing funds: The University Affairs Director oversees expenditures in this section. When possible, staff should pay for these expenditures up front with UCSA funds. Reimbursement in this section is discouraged, except for mileage when staff use their personal vehicles.

Personnel

Purpose: UCSA staff members receive equal salaries at a modest rate for their industry and a robust benefits package, including student loan reimbursement, dental, vision, and 100% employer paid medical. A 3% cost of living increase and the opportunity for performance incentives are budgeted for salaries. Other line items in this section include mandatory federal taxes, expenses to recruit and hire new staff, provide four annual work retreats and/or staff appreciation days, and travel to UCSA Board meetings and conferences.

Limits: Travel is limited to the same maximums previously adopted in the UCSA personnel policy, including \$300 round trip flights within California, \$175 nightly hotels, and \$50 per diem. Staff appreciation days are planned by staff and limited to \$250.

Process for utilizing funds: The Operations & Development Director oversees expenditures in this section.

Carry Forward / Reserve Fund

Due to lost dues revenue, UCSA predicts a net deficit for 2017-18. If a deficit exists, it will be covered by the following year's predicted surplus. If a surplus exists, it will move to UCSA's reserve funds.

Budget Line Item	Approved Amount
Income	
Campus Dues	
UC Berkeley AS	\$39,746
UC Davis AS	\$39,086
UC Irvine AS	\$38,099
UC Los Angeles AS	\$84,945
UC Los Angeles GSA	\$16,933
UC Merced AS	\$9,956
UC Riverside AS	\$44,100
UC San Diego AS	\$37,163
UC Santa Barbara AS	\$175,611
UC Santa Barbara GSA	\$3,845
UC Santa Cruz SUA	\$32,000
UC Santa Cruz GSA	\$2,444
Section Total	\$523,929
Collective Bargaining Program	
UCOP Reimbursement	\$25,200
Section Total	\$25,200
Conferences	
SOS Registration Fees	\$55,000
SLC Registration Fees	\$60,000
Conference Sponsorships	\$5,000
Section Total	\$120,000
Council on Student Fees Dues	
UC Berkeley	\$3,511
UC Davis	\$3,275
UC Irvine	\$3,174
UC Los Angeles	\$3,620
UC Merced	\$1,790
UC Riverside	\$2,567
UC San Diego	\$3,201
UC San Francisco	\$1,543
UC Santa Barbara	\$2,657
UC Santa Cruz	\$2,373
Section Total	\$27,711
Other Income	

Budget Line Item	Approved Amount
Miscellaneous Sponsorship, Reimbursement, or Interest Income	\$5,000
Federal Advocacy Grant	\$16,000
UCweVOTE Grant	\$15,000
Section Total	\$36,000
Total Income	\$732,840
Expenses	
Board Expenses	
President Stipend	\$6,000
Board Chair Stipend	\$6,000
Treasurer Stipend	\$3,600
Board Vice Chair Stipend	\$3,600
Committee Chairs Stipends	\$1,800
Committee Vice Chair and Campaign Lead Stipends	\$2,025
Board Meetings and Retreats	\$2,000
Executive Officer Travel	\$7,500
Coalition and Event Partnerships	\$2,500
Conference Call Lines	\$300
Section Total	\$35,325
Campaigns & Programs	
Campaign Committee	\$5,000
Racial Justice Now Project Grant	\$2,000
UCweVOTE	\$15,000
FundTheUC	\$2,000
Section Total	\$24,000
Conferences	
Student Organizing Summit	\$75,000
Student Lobby Conference	\$75,000
Students of Color Conference	\$2,000
Pre-Conference Delegate Training Development	\$1,000
Section Total	\$153,000
Government Relations Department	
Bill Tracking Software	\$2,300
Capitol Morning Report Subscription	\$1,590
Legislative Directory	\$120

Budget Line Item	Approved Amount
Federal Advocacy Program/Travel	\$16,000
Filing Fees	\$350
Postage	\$125
Printing/Ink	\$275
Student Travel	\$2,500
Joint Lobbying with Community Partners	\$2,500
Supplies/Furnishings/Equipment	\$600
GOV Intern	\$5,760
GOV Professional Development/Subscriptions	\$1,000
GOV Travel - Airfare	\$4,100
GOV Travel - Food	\$1,400
GOV Travel - Gas	\$380
GOV Travel - Ground Transportation	\$900
GOV Travel - Lodging	\$3,875
GOV Travel - Mileage	\$420
GOV Travel - Parking	\$288
GOV Travel - Rental Car	\$960
Section Total	\$45,443
Statewide Organizing Department	
Action Materials	\$250
Postage	\$250
Supplies/Furnishings/Equipment	\$600
Student Travel	\$2,500
Statewide Training for Organizing Directors	\$3,500
ORG Intern	\$5,760
ORG Professional Development/Subscriptions	\$1,000
ORG Staff Travel - Airfare	\$4,700
ORG Staff Travel - Food	\$2,650
ORG Staff Travel - Gas	\$660
ORG Staff Travel - Ground Transportation	\$1,020
ORG Staff Travel - Lodging	\$3,150
ORG Staff Travel - Mileage	\$945
ORG Staff Travel - Parking	\$564
ORG Staff Travel - Rental Car	\$2,310
Section Total	\$29,609
Operations & Development Department	
Rent Oakland Office	\$23,350
Rent Sacramento Office	\$9,030
Bookkeeper	\$3,000
Quickbooks Online	\$650

Budget Line Item	Approved Amount
Payroll Software (ADP)	\$2,500
Tax Preparation	\$1,000
Legal Services	\$5,000
Insurance	\$8,000
Copier	\$2,750
Phones	\$3,520
Internet/Networking All Offices	\$1,500
Supplies/Furnishings/Equipment	\$600
Computer Repair	\$1,000
Email Newsletter Service	\$200
Web Development	\$1,500
Web Hosting	\$150
Software	\$800
Design and Photography	\$250
Social Media Promotion	\$200
Live Streaming	\$240
Postage	\$250
Stationary	\$400
Media Intern	\$5,760
OPS Intern	\$5,760
OPS Professional Development/Subscriptions	\$1,000
OPS Staff Travel - Airfare	\$1,700
OPS Staff Travel - Food	\$650
OPS Staff Travel - Gas	\$300
OPS Staff Travel - Ground Transportation	\$400
OPS Staff Travel - Lodging	\$1,575
OPS Staff Travel - Mileage	\$95
OPS Staff Travel - Parking	\$244
OPS Staff Travel - Rental Car	\$720
Section Total	\$51,714
University Affairs Department	
Collective Bargaining Program Materials/Promotion	\$500
Collective Bargaining Program Staff Travel	\$3,000
Collective Bargaining Program Student Travel	\$5,000
CSF Travel for UA Director	\$2,043
CSF Chair/Vice Chair Travel	\$5,000
CSF Chair Stipend	\$4,200
CSF Vice Chair Stipend	\$1,800
CSF Project Funds	\$400
Student Travel	\$1,000
StAR Prep Meeting	\$900

Budget Line Item	Approved Amount
Research and Publications	\$750
Supplies/Furnishings/Equipment	\$600
UA Intern	\$5,760
UA Professional Development/Subscriptions	\$1,000
UA Staff Travel - Airfare	\$1,100
UA Staff Travel - Food	\$1,600
UA Staff Travel - Gas	\$220
UA Staff Travel - Ground Transportation	\$400
UA Staff Travel - Lodging	\$1,750
UA Staff Travel - Mileage	\$275
UA Staff Travel - Parking	\$624
UA Staff Travel - Rental Car	\$540
Section Total	\$38,462
Personnel	
Employee Benefits	\$30,000
Employer Paid Taxes	\$25,000
Salaries with Annual Cost of Living Adjustment (3%) and Student Loan Benefit	\$236,355
Staff Performance Incentive at Discretion of Executive Board	\$4,000
Staff Recruitment & Hiring	\$1,500
Staff Retreats & Events	\$1,000
General Staff Travel - Airfare	\$3,600
General Staff Travel - Food	\$6,600
General Staff Travel - Gas	\$440
General Staff Travel - Ground Transportation	\$1,760
General Staff Travel - Lodging	\$7,700
General Staff Travel - Mileage	\$1,215
General Staff Travel - Parking	\$1,056
General Staff Travel - Rental Car	\$3,300
Section Total	\$323,526
Total Expenses	\$701,079
Projected Net Income or Loss	\$31,761
Other Considerations	
Projected Carry-Forward from 17-18	-\$4,000
Current Discretionary Fund	\$2,000
Current Emergency Reserve Fund	\$125,000