

ASUM Fee Structure, Collection, and Budget and Services Summary 2019

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Current Fee Structure:

The ASUM Activity Fee is currently set at \$73/semester for Fall-Spring 2019-20, and is assessed at the full amount in fall and spring for all University of Montana students taking 7 or more credits (lower and upper division undergraduates, Missoula College students, Masters students, Doctoral students, *Law students*, and post-baccalaureate students). Students taking less than 7 credits at a University of Montana institution also have the ability to opt-in to paying the ASUM Student Activity Fee.

<http://www.umt.edu/business-services/Students/Tuition%20and%20Fees/student-tuition-fees-20/fy20-tuition-fees-master.pdf>

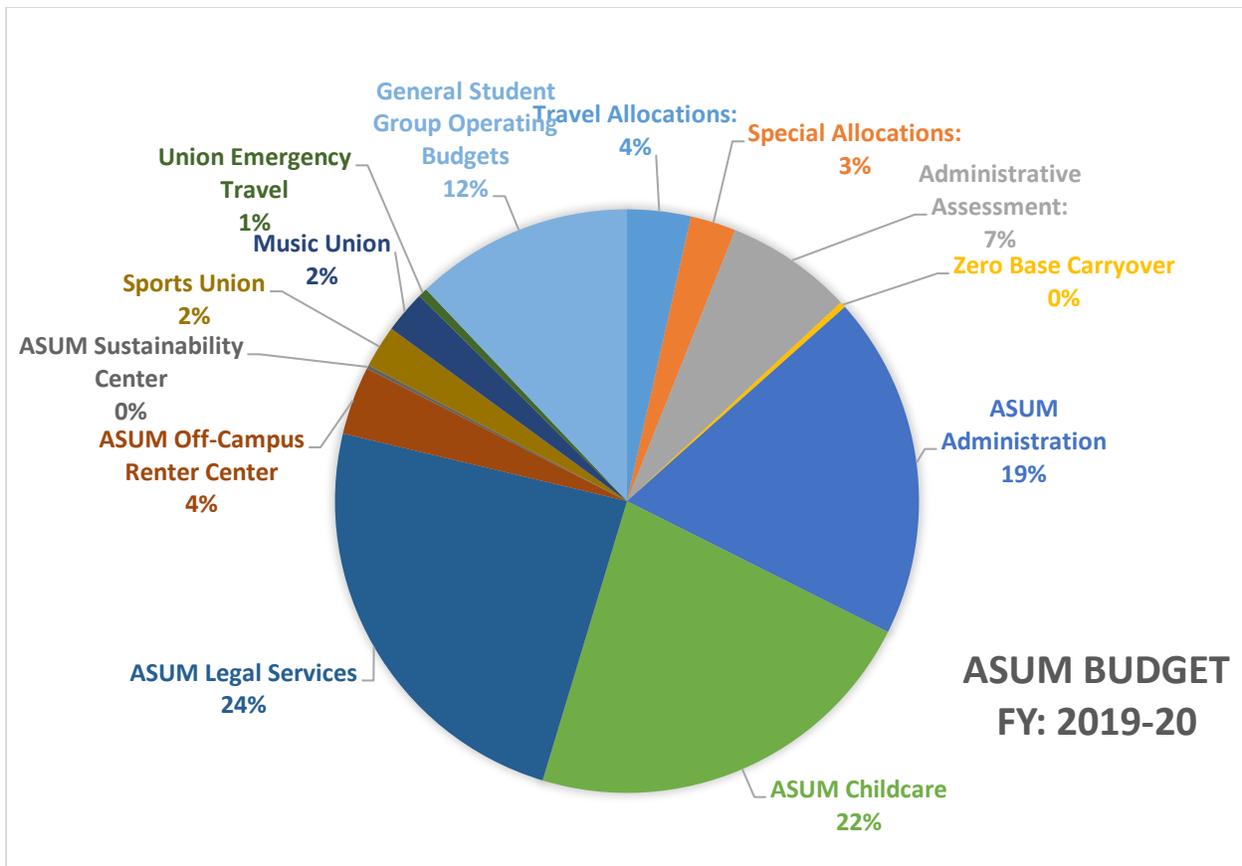
Of this \$73 ASUM Activity Fee, \$28 is designated for specific purposes:

KBGA Radio (\$7), Kaimin (\$6), Recycling (\$6), ASUM Student Groups (\$6), Infant Care (\$2), and the Research & Creative Scholarship Fund (\$1).

Additionally, although ASUM oversees its own Office of Transportation, this agency is funded by a fee separate from the ASUM Activity Fee. This Transportation Fee is currently set at \$42/semester for UM students taking 7 or more credits, and \$23/semester for students taking 6 or less credits.

Spring 2019 Budget Allocations:

Travel Allocations:	\$30,000
Special Allocations:	\$21,480
Administrative Assessment:	\$60,000
Zero Base Carryover	\$2786
ASUM Administration	\$161,875
ASUM Childcare	\$189,760
ASUM Legal Services	\$204,973
ASUM Off-Campus Renter Center	\$32,215
ASUM Sustainability Center	\$1775
Sports Union	\$20,000
Music Union	\$20,000
Union Emergency Travel	\$4381
General Student Group Operating Budgets	\$102,955
Total Budget:	\$852,200



Of the accounts listed above, including General Student Group Operating Budgets, Travel Allocations, Special Allocations, Sports Union, Music Union, and Union Emergency Travel, all accounts directly benefit student groups. Additionally, students may apply to the State Term Investment Pool (S.T.I.P.) for equipment purchases.

The total funds allocated for the operational budgets of student groups was \$110,122, which is 12.9% of all the funds allocated by ASUM in the 2019-2020 Fiscal Year. Per fiscal policy, ASUM had to reserve at least \$51,755 for the operational budgets of student groups during final budgeting. This means that the previous ASUM Senate allocated over twice as much funding to student groups than what was required.

ASUM also provides benefits through mutual agreements with different sectors of campus, such as reduced room rentals and services in the University Center, reduced costs for catering through UM Dining, access to banking services in our office, as well as MST accounts and Pro-Card purchases. The ASUM Office Manager also has a University-issued credit card for making online purchases/payments, business invoices, and larger travel expenses.

Student Group General Operating Budgets are awarded in the spring semester for the upcoming fiscal year. Student groups recognized by ASUM must, attend all mandatory information sessions and formal lobbying, as well as submitting budgets to the ASUM Business Manager to be eligible for a funding for the upcoming year. The ASUM Senate has discretion to amend the amount allotted to each student group, and this body determines the final allocation permitted for groups for the upcoming year.

Account/Service Summary:

Travel Allocations:

The ASUM Travel Allocation is 4% of the total budget for FY 19-20.

Travel Allocation requests may be submitted by recognized groups and are due by the third week of classes for the fall semester, as well as the first week of classes for the spring semester per fiscal policy. The minimum account balance for the Travel Allocation fund is \$20,000, and this figure is allocated evenly between the fall and spring semester (50/50).

Standard criteria for requesting travel funding shall be group events and/or training or leadership events that directly benefit the organization.

- Private Vehicle Rate: \$.15/mile
- Lodging: \$20/person/night (up to 5 nights)

As was previously stated, there are two application periods, and awards are made each semester. The ASUM Board on Budget & Finance reviews all travel requests and forwards their recommendations onto the ASUM Senate. The Senate can then amend and subsequently approve travel allocations for groups.

Special Allocations:

The ASUM Special Allocation fund is 3% of the total budget for FY 19-20.

Special Allocation requests can be made by recognized student groups anytime during the semester, but any funds that are awarded must be spent within the same semester that the group applied.

When a Special Allocation is awarded, the funds are not transferred to the group's account. Instead, the expense is paid from an ASUM administrative account. ASUM operates in this manner so that special allocation funds are not confused with other student group funds and ensures that the special allocation is properly spent per the request.

Requests for a special allocation request shall be submitted on a form supplied to the ASUM Business Manager. This form may include an account of all itemized expenditures made during the reporting period and a statement of all funds received as income or held as assets to supplement ASUM funds for the group's activities.

General operating budgets for new student groups that did not participate in the budgeting process the prior year shall be funded through the Special Allocation account or the S.T.I.P. account per the designation of fiscal policy.

This account can be applied for at any point and time throughout the school year, primarily for unforeseen events or unexpected event costs.

Administrative Assessment:

The Administrative Assessment fee constitutes 7% of the total budget for FY 19-20.

The Administrative Assessment is charged annually to designated, auxiliary, non-University of Montana Foundation gift accounts, agency accounts.

By assessing this charge, the University avoids inadvertent subsidies of non-educational & general entities through the provision of administrative support (such as accounting services, insurance, human resources, and other functions). The percentage charged is based on a calculation of proportional spending in these fund groups.

There are two general categories of Institutional Support expenditures used in the calculation. The first is the General Administration and Oversight, such as the President's Office, the Provost's Office, the Offices for the Vice President of Operations & Finance, Student Success, and Institutional Memberships. The other category is the Business Operations, such as Business Services, Human Resources, Campus Safety Administration, General Insurance, Internal Audit, Legal Counsel, and OPBA to name a few.

Zero Base Carryover:

The Zero Base Carryover is less than 1% of the total budget for FY 19-20. This is not always an annual budget item, but with some of the surplus last year, the senate voted to return funds to this account due to previous administrative withdrawals throughout the year.

At the end of each fiscal year (end of June), any unexpected amounts remaining in organizational accounts not specified in Fiscal Policy 10.5 will revert to the Zero Base Carryover Account.

During Final Budgeting, the Senate may transfer funds from the Zero Base Carryover Account to the General Fund with a 4/5 vote. However, the Senate may only transfer these funds if the Zero Base Carryover Account exceeds \$100,000 because this account cannot be reduced below this base amount.

In case the 8% reserve in the Special Allocations and Travel Allocation accounts are not sufficient to cover an unforeseen emergency travel request after scheduled lobbying, the Board on Budget and Finance may approve a new allocation to be withdrawn from the Zero Base Carryover, which will then be voted on by the senate.

The Zero Base Carryover Account can also be used for unforeseen need by agencies and the ASUM administration; this account also pays for the student lobbyist position and housing, though the Montana State Legislature will not be convening this year (unless a special session is called).

ASUM Administration:

The ASUM Administration composes 19% of the total budget for FY 19-20.

The Associated Students of the University of Montana (ASUM) provides services to enhance the student experience, advocates for the rights of all UM students as a unified body, and builds a system of trust and transparency among students, faculty, and staff. ASUM also works to benefit the diverse UM student population and address their concerns. ASUM informs and connects the student body and the greater community at the local, state, and national level through its agency services, student group support, and community outreach.

This portion of the budget includes payment for the ASUM Accountant, Office Manager, and Student Executives. Additionally, this Payroll and Benefits constitutes a majority of the Administrative Budget (approximately 90% of FY 19-20). It also contains the administrative costs associated with the general operation of the Senate, office supplies, computers & tech, and the cost of this retreat.

ASUM Child Care:

ASUM Child Care is 22% of the total budget for FY 19-20.

The Associated Students of the University of Montana Child Care, Preschool, and Family Resources offers affordable quality care for your child while you attend The University of Montana. Serving UM students since 1970, ASUM Child Care works towards providing and promoting quality early childhood care and education. Current services provided by ASUM Child Care include Five Child Care and Preschool Centers (for newborns – 6 years), School Age Summer Programs (for Kindergarteners – 7 year olds), and a Referral Program to help parents find a suitable alternate child care. Additionally, UM students don't pay during school breaks to hold their spot at ASUM Child Care.

ASUM Child Care serves our activity fee-paying students. Additionally, UM staff and faculty may also use the program. This program is funded by student activity fees, parent fees, the University of Montana, and USDA federal funds. This program is overseen by its Program Director and the ASUM Child Care Committee.

Over the summer, ASUM Child Care needed additional funds to help preserve their mission and continue their services. Due to incidents stemming from asbestos and the moving of children, ASUM Child Care requested additional funds from the Zero Base Carryover Account. They were awarded an additional \$55,000 to help purchase new equipment for their facilities in McGill Hall.

ASUM Legal Services:

ASUM Legal Services is 24% of the total budget for FY 19-20.

ASUM Legal Services has provided low cost legal assistance to eligible students of the University of Montana since 1975. We are comprised of two attorneys (Lou Villemez and Jesse Lundberg), one legal secretary (Samantha Seidensticker), as well as law school student interns working under the supervision of licensed attorneys.

Unfortunately, we are not able to provide full attorney representation on every case. There is a fee of \$25 for your initial advice appointment, and additional fees for additional services. We provide legal advice, assistance and sometimes attorney representation on a variety of legal matters, including:

- Landlord & Tenant and Housing Issues: The ASUM Renter Center does the intake and screens all landlord/tenant issues and questions. They will refer your case to us if you need legal advice or assistance. Please contact ASUM Renter Center directly. For other housing issues (such as foreclosure or discrimination) please contact us.
- Document Drafting: Wills, Powers of Attorney, informal Guardianships, Living Wills, Deeds, Contracts, etc.
- Family Law: Divorce, custody, child support and adoptions.
- Consumer Matters: Debt problems, car sales and repair problems, fraud and identity theft.
- Criminal Cases: Misdemeanors only, no felonies.
- Civil Rights
- Property Damage

ASUM Renter Center:

The ASUM Renter Center is 4% of the total budget for FY 19-20. Part of this agency's budget is supplemented by other entities on campus.

The ASUM Renter Center is a student advocacy organization dedicated to enhancing renters' rights, promoting policy change, and conducting education and neighborhood outreach.

This agency provide personalized support to student renters as they navigate living off-campus. Through our one-on-one counseling, they help students understand their rights under the Montana Residential Landlord-Tenant Act, draft grievance and protest letters, and connect students with other community resources that can meet their individual needs. The Renter Center works in conjunction with ASUM Legal Services to offer expert legal advice and representation on housing issues. Some of the services provided by this agency are as follows:

- Offer FREE student renter counseling with a highly trained staff member and assistance from Legal Services
- Manage the Neighborhood Ambassador Program with student ambassadors that serve as liaisons between student renters and homeowners in the neighborhoods bordering our campus
- Create renter education campaigns on campus, in the community, and in the residence halls
- Write new legislation to protect renters
- Manage the UM Housing Finder to provide a safer housing search engine for UM students
- Manage the Landlord Review Website to provide students with a venue to post and search student reviews of their experiences with local landlords and property management companies
- Recruit and work with the Student Housing Board to give students opportunities to build leadership and political experience while guiding the ASUM Renter Center in its mission
- Maintain & build professional relationships with local nonprofits advocating for housing right
- Coordinate the annual Housing & Community Resources Fair every spring to provide a one-stop shop for students to meet all of their off-campus needs

ASUM Sustainability Center:

The ASUM Sustainability Center is less than 1% of the total budget for FY 19-20. Much of this agency is also funded by other entities at the University of Montana.

The ASUM Sustainability Center serves as a resource for students to help promote, develop, and implement sustainability efforts and activities at the University of Montana. The center's main projects currently involve working to implement the university's Climate Action Plan, working with the Sustainable Campus Committee to ensure UM activities meet the American University and College President Climate Commitment, and educating students across campus about sustainability and climate change.

The Kless Revolving Energy Loan Fund (KRELF) is a campaign aimed at starting a campus-wide fund to help pay for energy saving and waste reduction projects. With a loan fund like KRELF, the University sets aside money to implement projects, and then pay off the loan with the energy savings. From renewable energy generators to solar water heating systems to new lights, there are tons of ways that campuses can make money and be more sustainable at the same time.

Sports Union, Music Union, Union Emergency Travel Fund, and General Student Group Operating Budgets:

All of these accounts fill out the remainder of the budget for FY 19-20. Together, they constitute approximately 15% of the budget.

All of these accounts directly benefit student group functions. Some examples on budget requests include funding for activities, events, and travel for the Sports & Music Unions. With the inclusion of the Special Allocation and Travel Allocation accounts, nearly 22% of the total budget for FY 19-20 goes directly towards student groups.