

# ASSU Special Fees

## 5050 ASSU - Legal Counseling

Cycle: Special Fees 2005-2006

Type: Joint

Financial Officer: Jacqueline Faulkner

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### Line Item Summary:

GL Code:	Budgeted:	Requested:	Recommended:	Approved:
7140 <i>Copies (not marketing)</i>	\$200.00	\$200.00	\$200.00	\$200.00
7180 <i>Educational Literature</i>	\$800.00	\$800.00	\$800.00	\$800.00
6090 <i>Employer Taxes/Benefits</i>	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00
7410 <i>Equipment</i>	\$100.00	\$100.00	\$100.00	\$100.00
7200 <i>General Marketing</i>	\$2,400.00	\$2,400.00	\$1,500.00	\$1,500.00
6410 <i>Health Insurance</i>	\$600.00	\$600.00	\$600.00	\$600.00
7870 <i>Law Firm/Legal Fees</i>	\$58,350.00	\$58,350.00	\$56,650.00	\$56,650.00
7220 <i>Marketing Copies / Print Expense</i>	\$100.00	\$100.00	\$100.00	\$100.00
7150 <i>Office Supplies</i>	\$100.00	\$100.00	\$100.00	\$100.00
6110 <i>Officer Salary</i>	\$27,000.00	\$27,000.00	\$26,220.00	\$26,220.00
7900 <i>Overhead Expenses</i>	\$11,340.00	\$11,340.00	\$10,800.00	\$10,800.00
7120 <i>Phone</i>	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00
7130 <i>Postage / Courier</i>	\$50.00	\$50.00	\$50.00	\$50.00
6510 <i>Refreshments / Meeting Food</i>	\$450.00	\$450.00	\$450.00	\$450.00
7710 <i>Travel Fares</i>	\$1,100.00	\$1,100.00	\$0.00	\$0.00
<b>Totals:</b>	<b>\$108,390.00</b>	<b>\$108,390.00</b>	<b>\$103,370.00</b>	<b>\$103,370.00</b>

## Event Breakdown:

### Event: General Operating Expenses

Salaries, overhead, phone and expenses associated with running the office at Stanford.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6090 Employer Taxes/Benefits	Monies to pay the legally required taxes associated with payroll.	\$4,400.00	\$4,400.00	\$4,400.00	\$4,400.00
6110 Officer Salary	Salary for the financial officer and office coordinator.	\$27,000.00	\$27,000.00	\$26,220.00	\$26,220.00
	The Joint Committee recommends that you use funds from your reserve to cover the increase in this line item from last year.				
6410 Health Insurance	Monies to cover health insurance benefit for the office coordinator.	\$600.00	\$600.00	\$600.00	\$600.00
7120 Phone	it cost about \$100+ a month for telephone service to the office.	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00
7130 Postage / Courier	Small amount allocated to cover the small amount of mailing we have to do.	\$50.00	\$50.00	\$50.00	\$50.00
7140 Copies (not marketing)	These monies are what we need to cover copying documents for the attorneys to give to the students and other miscellaneous copy needs.	\$200.00	\$200.00	\$200.00	\$200.00
7150 Office Supplies	This covers consumables, like pens, paper and file folders.	\$100.00	\$100.00	\$100.00	\$100.00
7410 Equipment	This covers any repairs or supplies needed for a copy machine in the office for confidential material and any service we might need on the computer.	\$100.00	\$100.00	\$100.00	\$100.00
7710 Travel Fares	This covers two transferrable parking stickers for the attorneys and staff to use. There is an increase of \$100 here to cover an anticipated 5-8% increase in parking permit costs per the Transportation department personnel for 2005.	\$1,100.00	\$1,100.00	\$0.00	\$0.00
	The Joint Committee recommends that you use funds from your reserves to cover this line item.				
7870 Law Firm/Legal Fees	This is the what we are charged by the law firm to have attorneys on site two afternoons a week during the school year and one afternoon a week during summer session.	\$58,350.00	\$58,350.00	\$56,650.00	\$56,650.00
	The Joint Committee recommends that you use funds from your reserve to cover the increase in this line item from last year.				

<b>7900</b> Overhead Expenses	This covers the cost of the office, heating, insurance and everything else related to the facility.	\$11,340.00	\$11,340.00	\$10,800.00	\$10,800.00	
		The Joint Committee recommends that you use funds from your reserve to cover the increase in this line item from last year.				
<b>7180</b> Educational Literature	We equip the office with the most current California Codes and with an up to date Nolo reference library for the attorneys and students to use on site.	\$800.00	\$800.00	\$800.00	\$800.00	
<b>6510</b> Refreshments / Meeting Food	We budget and use \$150 per meeting for three Policy Board meetings per year. The Policy Board oversees the LCO and is comprised of officers of both the graduate and undergrad communities we serve, the office of Student Affairs, an independent local attorney, and representatives from the law school. Meeting services does not charge us for the room and Stanford Catering provides food at a cost to fit within our budget. The meetings are held over the lunch hour.	\$450.00	\$450.00	\$450.00	\$450.00	
<b>Totals:</b>		<b>\$105,890.00</b>	<b>\$105,890.00</b>	<b>\$101,770.00</b>	<b>\$101,770.00</b>	

<b>Event: Marketing</b>						
These expenses relate to the printing of brochures to be included in new student packets and distributed to the students by staff. It also includes monies to copy fliers if we decide that is necessary or desired.						
<b>GL Code:</b>	<b>Explanation/Itemization:</b>	<b>Budgeted:</b>	<b>Requested:</b>	<b>Recommended:</b>	<b>Approved:</b>	
<b>7220</b> Marketing Copies / Print Expense	This will cover any photocopying of fliers to be distributed and a banner if we decide to have one made.	\$100.00	\$100.00	\$100.00	\$100.00	
<b>7200</b> General Marketing	It costs us about this much to print new brochures for the new student packets.	\$2,400.00	\$2,400.00	\$1,500.00	\$1,500.00	
		The Joint Committee cut this line item to reflect your actual expenses.				
<b>Totals:</b>		<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>	

<b>Totals:</b>	<b>Budgeted:</b>	<b>Requested:</b>	<b>Recommended:</b>	<b>Approved:</b>
	<b>\$108,390.00</b>	<b>\$108,390.00</b>	<b>\$103,370.00</b>	<b>\$103,370.00</b>

**Revenue not from Student fees:**

**Source:**

**Amount:**

No sources of revenue except special fees.	\$0.00
<b>Total:</b>	<b>\$0.00</b>