

# ASSU Special Fees

## 5051 Stanford Band

Cycle: Special Fees 2005-2006

Type: Undergraduate

Financial Officer: Allison Brincat

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### Line Item Summary:

GL Code:	Budgeted:	Requested:	Recommended:	Approved:
7740 <i>Accomodations</i>	\$0.00	\$0.00	\$0.00	\$0.00
7730 <i>Car / Van Rental</i>	\$5,000.00	\$5,000.00	\$4,000.00	\$5,000.00
6240 <i>Casual Labor</i>	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
7140 <i>Copies (not marketing)</i>	\$6,210.00	\$6,210.00	\$4,035.00	\$4,035.00
7410 <i>Equipment</i>	\$24,200.00	\$24,200.00	\$22,000.00	\$22,000.00
7430 <i>Equipment Maintenance</i>	\$12,700.00	\$12,700.00	\$11,000.00	\$11,000.00
7520 <i>Facilities Janitorial</i>	\$250.00	\$250.00	\$250.00	\$250.00
7510 <i>Facilities Rental</i>	\$800.00	\$800.00	\$0.00	\$0.00
7720 <i>Gas</i>	\$0.00	\$0.00	\$0.00	\$0.00
7220 <i>Marketing Copies / Print Expense</i>	\$200.00	\$200.00	\$150.00	\$150.00
7150 <i>Office Supplies</i>	\$400.00	\$400.00	\$400.00	\$400.00
6110 <i>Officer Salary</i>	\$8,300.00	\$8,300.00	\$5,533.00	\$5,533.00
7120 <i>Phone</i>	\$900.00	\$900.00	\$900.00	\$900.00
7130 <i>Postage / Courier</i>	\$900.00	\$900.00	\$350.00	\$350.00
6510 <i>Refreshments / Meeting Food</i>	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00
<b>Totals:</b>	<b>\$76,360.00</b>	<b>\$76,360.00</b>	<b>\$62,618.00</b>	<b>\$63,618.00</b>

# Event Breakdown:

## Event: The Stanford Band

Unfortunately, our budget is not broken down by event, so I the itemizations I have included are a comprehensive budget for the group.

GL Code:	Explanation/Itemization:	Budgeted:	Requested:	Recommended:	Approved:
6110 Officer Salary	<p>This line item compensates the Manager and the Assistant Manager for the administrative services they render on behalf of the band as a whole. Both positions require a massive time commitment throughout the academic year that make it difficult for these individuals to maintain other employment, therefore making their compensation by the band not only necessary, but logical as well. The proposed compensation structure is as follows:</p> <p>Manager: Fall - \$1500, Winter: \$1400, Spring: \$1400. Assistant Manager: Fall - \$1400, Winter - \$1300, Spring - \$1300</p> <p>Average hours for each during fall quarter are 50 hours per week for 10 weeks with the rates of \$3.00/hour for the Manager and \$2.80/hour for the Assistant Manager. Average hours for winter and spring quarters are 40 hours per week for the rate of \$3.50/hour for the Manager and \$3.25/hour for the Assistant Manager. Summer work of approximately 10 hours per week is uncompensated.</p> <p>-- This line item was cut to \$5,533 last year, so in order to adequately compensate the Manager and Assistant Manager for their time we had to transfer \$2,767 out of reserves, bringing the total amount spent on officer salaries to \$8,300.</p> <p>--We therefore request that this item be increased to \$8,300 for the 2005-2006 school year, which is the same amount that was proposed for the 2004-2005 budget.</p>	\$8,300.00	\$8,300.00	\$5,533.00	\$5,533.00
		The Committee recommended that this line item remain at the same rate as last year. The Senate further approved the use of reserve funds to cover the difference in the requested and approved amounts.			

<p><b>6510</b></p> <p>Refreshments / Meeting Food</p>	<p>Meeting Food: This item is essential to the operation of this organization. Many of the Band's rehearsals and performances run through normal meal times, thus the Band must provide for its 175+ members. For instance, a typical football game day will begin with rehearsal at 7 am and run through until the game, not finishing until the game is over, which is usually after closing time for most of the dining halls on campus. In addition, water is necessary to prevent dehydration when playing for extended periods of time or spending an entire day at a football game in the sun. -- Expenditures for the fall quarter alone were \$867.33, and a similar amount is anticipated for each of the next two quarters. -- This line item must remain at \$2500. -- Further expenses will have to be absorbed on an individual basis.</p> <p>Staph Dinner: Staff meetings take place before our evening rehearsal, and conflict with meal times, creating the need to provide dinner for hungry staff members. Long staff meetings occur primarily in the fall when the band has more issues to deal with because of football season and working with a larger Band. These meetings include important discussions of performance schedules, recruiting techniques, event planning, new University policies, leadership, and other similar issues. This line item is vital to the way our organization runs; without the band staff, the Band could not function properly because we are an entirely student-run group. Unfortunately, the only time when all of the staff members can convene is during meal times, so providing a modest meal to those who donate their time so generously is very important to the way the Band operates. The Stanford community benefits greatly from the presence of the Band, and a strong band staff is necessary for that presence to continue into the future. I would like to stress the fact that Band staff meetings are not a social events, but rather they provide the time necessary for the staff to work together to make sure that the Band is able to function efficiently and appropriately in accordance with university regulations. -- With approximately twenty five people on staff, each meal costs about \$200. -- Expenditures to date are \$1559.56, and we are expecting to have a couple of meetings to discuss special issues this spring. However, we had to take money out of reserves to cover this expense because this line item was cut from our budget. -- We ask that this item be reinstated at \$2000 for the expected ten fall 2005 staff meetings, which is the same amount that was proposed on the 2004-2005 budget.</p>	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00	
<p>The Committee recommends that you use reserves to cover the difference in what they funded for meeting food and your actual expense. The Committee further felt that the weekly staff dinner was not an efficient use of student funds.</p>						

<p><b>7120</b> Phone</p>	<p>Cellular Phones: The band manager and assistant manager rely heavily on cell phones for band related purposes. Often a representative from the athletic department or a community event will need to reach one of them immediately, and when not in the Shak, (as when traveling on Stanford athletic related trips) the cell phone is the most convenient means. Currently, both the manager and assistant manager have half of their cell phone bills paid for (a conservative amount, as the actual proportion of band-related calls is above half) for nine months out of the year, not including the summer. -- To date, neither Manager nor the assistant manager have chosen to take advantage of cellular phones, therefore this line item may be dropped from the budget.</p> <p>Shak telephone/PAC code: This item covers monthly phone bills and maintenance of the telephone and answering machine in the Shak. Much of the phone bills come from organizing and coordinating Band road trips around the country. Calls have to be made during business hours so prime rates are in effect. -- Expenses to date have been approximately between \$120.00-\$125.00/month -- Costs are expected to approach \$900.00; therefore this item should remain at this amount.</p>	\$900.00	\$900.00	\$900.00	\$900.00	
<p><b>7130</b> Postage / Courier</p>	<p>This covers postage for regular correspondence and coordination of special Band events. This also should cover the cost of sending out our annual alumni newsletter. Alumni relations are fundamental to the success of our organization, and the newsletter is a very important tool to help strengthen this relationship (see line item 7140 ? General Copies for a more detailed description). The tradition of sending out this mailing was created unexpectedly during the school year, which is why it was not included in the 04-05 budget. However, we are definitely planning to send another newsletter next year, and we would like this cost to be reflected in the postage line item. -- General expenses to date are \$207.00 -- Newsletter costs were \$1184, but we could reduce that to \$550 by using a postage meter or other bulk rate rather than individual stamps. -- Expected costs for the rest of the year should total about \$150 -- We therefore request that this line item be increased to \$900 for the coming year to reflect the added expense of our newsletter.</p>	\$900.00	\$900.00	\$350.00	\$350.00	<p>The Committee did not feel the Alumni newsletter was an efficient use of current students' funds.</p>

<p><b>7140</b></p> <p>Copies (not marketing)</p>	<p>This item covers the cost of printing sets of music for the band twice a year (\$800-\$1000/each) and the costs of renting and maintaining the copier used to copy handouts. It also includes the band archives, holiday cards, newsletter, and handbook.</p> <p>Photocopier Maintenance:  This subcategory covers the costs of rental and maintenance of the Xerox copy machine in the shak. Monthly costs are approximately \$95.31.  -- This allocation should remain at \$1150.00</p> <p>Music Copying:  This subcategory reflects the amount spent in copying the Band's 70+-song folder for each musician. Folders are made in the spring and fall, with additional replacements as required (often in the winter). Included in this cost are the binder rings and envelopes for the folders.  --So far \$1058.83 has been spent on fall folders alone, which is more expensive than it has been in the past because of increases in printing costs.  -- We also made winter folders that cost \$279.74  -- We expect to spend about \$800 to copy folders again in the spring.  -- The budget for this item should be increased to \$2000.</p> <p>Archives:  Archives are maintained to collect articles and letters about the Stanford Band to preserve its history for future members. Members pay for personal copies of the archives and the Band only pays for several copies kept in its library. As copies for archives are generally made on the Band copier throughout the year, this cost is reflected in the purchase of paper for general purposes (i.e. not song folders).  -- Nothing has been spent so far on archives, as they have not been made for the past year yet. In the past, expenses the band has incurred for archives has been around \$150.  -- The budget for this item should remain at \$150.</p> <p>Handbook:  This item is used for the production of a handbook each fall, which provides information about the Band to new members and visitors. The cost includes photo processing and printing of the handbook.  -- This year, the cost of printing the handbook was \$729.83  -- The budget for this item should be increased to \$700.00</p> <p>Newsletter:  This item is used for the printing and mailing of a twice-yearly newsletter sent to alumni and patrons, as well as alumni correspondence. This is an effort on the part of the band to keep in better touch with Alumni, fundraise more effectively, and coordinate reunions in the future with more ease. This item is especially important his year as we are trying to raise money to build our new Shak.  -- Expenses so far this year have been around \$1000. There will also be another newsletter put out in the spring that will raise the cost by another \$1000.  -- This item can be reduced to \$2000.</p> <p>Holiday Cards:  Holiday cards are sent to thank patrons</p>	<p>\$6,210.00</p>	<p>\$6,210.00</p>	<p>\$4,035.00</p>	<p>\$4,035.00</p>	<p>The Committee did not feel that the newsletter was an appropriate use of funds.</p>
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	<p>of the band and maintain positive ties with the Stanford community as well as people and organizations that are friendly to the band.</p> <p>-- Expenses this year were around \$200. -- Anticipated expenses for next year remain at \$200.</p> <p>General Copying: This item is for copying performed at the ASSU, primarily by the financial officer, for form and receipt copies throughout the year. Copies are \$0.10/page. Estimating perhaps 10 pages/mo. * \$0.10/page * 9 months = \$9.00. -- Expenses for the current treasurer are expected to reach about \$10.00. -- This item should remain at \$10.00 for next year.</p>					
<b>7150</b> Office Supplies	<p>This will cover miscellaneous office expenses, from pens and letterhead to videotape for recording Band performances.</p> <p>-- Present expenditures are \$329.45. -- Purchases next quarter should bring the total to about \$400. -- The budget for this item should remain at \$400 for the next year.</p>	\$400.00	\$400.00	\$400.00	\$400.00	
<b>7220</b> Marketing Copies / Print Expense	<p>This covers flyers to recruit Dollies, Tree, announcer/writers and new members in the spring and fall.</p> <p>--Expenses to date are \$69.95 for the fall recruiting campaign with receipts being waited on for Dollie and Tree recruiting. -- Flyers cost about \$50 per event and we will print flyers for three more events (announcer/writer applications, spring recruitment and special fee voting). -- Anticipated costs for the coming fiscal year are \$200. -- This item should remain at \$200.</p>	\$200.00	\$200.00	\$150.00	\$150.00	
		The Committee did not fund the production of flyers for Special Fee campaigning.				

<p><b>7410</b> Equipment</p>	<p>This item covers most of the expenses of the Band, from acquisition of new instruments to consumable music supplies to uniforms for Dollies and Tree, as well as tools and props for our field shows.</p> <p>Acquisitions: The Band has a commitment to teaching any willing student to play an instrument, regardless of prior experience; however, a lack of decent instruments has forced us to turn away interested students over the past couple of years. Increasing enrollment in the Band over the past few years makes the purchase of new instruments necessary. In addition, natural wear and tear renders many of our older instruments too damaged to be worth repairing. We have a number of these old instruments that we anticipate needing to replace. During the spring the Band will evaluate what additional instruments are needed to accommodate the interests of new members. -- Expenses for this year have been \$4024.98. Our main purchasing season is shortly before, and during Spring quarter (when we can best evaluate what needs to be purchased for the fall), so the bulk of our expenditures have yet to occur. -- Expenditures for the rest of the year are expected to total about \$6,000. -- We would like to see this item remain at \$6,000.00</p> <p>Computer Hardware: This item is used to purchase of computer hardware in support of the Band's operations. -- We are anticipating the purchase next year of additional music related hardware for the new computer we purchased last year. -- This item should therefore remain at \$900.</p> <p>Computer Software: This item is used for the purchase of computer software and program manuals in support of the Band's operation. -- Expenses to date are \$0, but we expect to purchase a graphic design program for use in the designing the cover of the album that was recorded last fall. -- This item should be maintained at \$200.</p> <p>Computer Supplies: This item is used to purchase disks, paper, cleaning supplies, computer filing supplies and mouse pads, as well as other computer accessories as they become necessary. -- 02-03 expenses have been \$110.04. -- We request this item remain at \$100.</p> <p>Game Props: This item is used to purchase materials and supplies required for the construction of the field props used in field shows during football season. These supplies consist primarily of wood, nails, paint, brushes and foam. -- Expenses to date are \$997.68 -- Expenses for next year are expected to be about the same. -- We ask that this item remain at \$1000 for next year.</p> <p>Hardware: These funds are used for all materials needed that are unrelated to field shows for football games. -- Expenses for 04-05 have been \$1514.18, with still more purchases expected in the spring. -- Careful spending will hopefully help</p>	<p>\$24,200.00</p>	<p>\$24,200.00</p>	<p>\$22,000.00</p>	<p>\$22,000.00</p>	<p>The Committee recommended \$22,000 in funding because this line item is rarely completely used. Further, they did not recommend funding for the software and suggest that you use software that Stanford has access to.</p>
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reduce our costs in the coming year.  
-- This item must remain at \$1200.

Uniforms:

a) Dollies:

This item is used to cover the purchase of Dollie uniforms and seamstress' work on those uniforms. Dollies have one dress per quarter, which is worn to every single Band performance and is often highly stressed by the exertion of dancing. We estimate the total expenses of the dollies to be around \$7000. The Athletic Department provides some support for the Dollies (~2700), but because of a significant number of Band events that are student events but not athletic events, it is inappropriate to expect the Athletic Department to provide full funding for the Dollies.

-- Expenses to date are approximately \$865.04. I am still expecting receipts for fall costumes (not dresses) and other expenses. The Athletic Department has paid for fall and winter dresses and pom poms, but the new dollies in the spring will incur a full quarter of expenses, all of which are not covered by the Athletic Department. Dresses alone are about \$1000 for the five dollies. After pom poms, sneakers, socks, dance spankies, etc., we estimate expenses to reach \$2500 by the end of the year.

-- We expect costs to remain the same for 05-06.

b) Drum Major:

This item is used to cover the cost of Drum Major costumes and batons primarily during football season. Costumes are also used during Spring Quarter. The appearance and image of the Drum Major is very important in maintaining the attitude and energy level of the band, especially at football games, All-Campus rallies, and other big events.

-- Expenses to date have approximately been \$2000 for the fall and winter quarters.

-- Spring costs will bring this total to roughly \$2200, but by more careful spending we hope to reduce this number in the future.

-- We therefore request that this item be increased to \$2000

c) Hats:

This item is used for the annual purchase of new Band hats, which are provided to new members.

-- Expenses to date are \$0, but future expenses for this year are expected to be about \$1400, as the current properties managers has already ordered new hats for Spring Quarter.

-- We request that this item remain at \$1400 for the 05-06 year.

d) Uniforms:

This item is used for the purchase of new jackets, vests and pants, which require periodic replacement due to wear and tear. The cost of a jacket is approximately \$250, while the cost of a vest is approximately \$100. The influx of new members in the past couple of years, as well as the gradual deterioration of old uniforms, has made it obvious that many new vests and jackets are going to have to be bought this year and next.

-- Current expenses to date are \$6,725.64

-- This item should remain at \$7,000.

Rain Ponchos:

This item is to provide inexpensive plastic ponchos. These provide a uniform appearance when the Band performs field



shows in the rain. Furthermore, these are necessary to protecting vulnerable woodwind equipment from the rain.  
--Expenses for 04-05 so far have been \$0 as it did not rain during any of the football games.  
-- This item should remain at \$400, in case Mother Nature is not as kind to us next football season.

Tree:  
This item funds the construction and repair of each year's distinctive tree costume.  
-- Expenses thus far have been \$2115.89, exceeding the amount budgeted for due to the theft of the tree costume, and the need to replace it.  
-- Based on spending trends from the past few years, it appears that the cost of maintaining the tree has increased since this line item was formed. While we hope that the tree will not be stolen next year and that no unforeseen expenses will be incurred, it is still requested that this item be increased to \$1500.

<p><b>7430</b> Equipment Maintenance</p>	<p><b>Cushman:</b> This item covers repairs, fuel and DMV registration for the Band's Cushman, which is used to transport heavy equipment such as drums and props from the Band Shack to the Stadium and practice fields. -- Expenses for 04-05 so far are \$0. With registration and repairs expected to bring the total up to \$100. -- Expenses for 05-06 should be the same, for gas and routine maintenance and repairs.</p> <p><b>Uniform Cleaning:</b> This item covers the cost of dry-cleaning the Stanford Band's jackets, vests and pants after each athletic season. -- Costs for cleaning the jackets so far have been \$863.00. -- Costs for next year are expected to meet the \$900 budgeted.</p> <p><b>Instrument Repairs:</b> a) Brass: This item is used for the repair of trumpets, trombones and mellophones as well as the purchase of valve oil, lyres, and mouthpieces. Repairs, especially for the slides and valves, are required for these instruments annually if not more often. -- Expenses so far in 04-05 have been \$1451. -- Winter and spring repairs are expected to bring this total to \$2300. -- No change is anticipated in this item, so the budgeted amount of \$2300 will remain constant.</p> <p>b) Cases &amp; Straps: This item is used for the repair and purchase of musical instrument cases. As the Band travels a good deal with sports teams, cases undergo wear and tear and must be either repaired or replaced intermittently. -- Expenses for 04-05 have been \$0, but purchases are expected to be made before the NCAA basketball tournaments. -- Since new cases continually need to be bought, it is requested that the budget for this item remain at \$1000 for the coming year.</p> <p>c) Drums: This item is used for the repair and purchase of all drum equipment including heads, sticks, gloves, etc. for bass drums, snare drums, high tenor drums, low tenor drums, and the drum set used at Maples during basketball season. -- Expenses to date are \$122.00 for repairs to field drums, but there are currently some that have not yet returned from the shop. -- Field drums are not used in the winter, since a set drum is used when playing indoors, but field drums will be used again in the spring, and new sticks, heads, etc?will need to be bought bringing the total to about \$2000 -- We request that the budgeted amount for this item remain at \$2000.</p> <p>d) Tubas: This item is used for the repair and purchase of tubas, and tuba bits and mouthpieces. Repairs generally involve the valves or dents in the tubing. --Expenses so far in 04-05 have been \$293, with expected bills for more tubas that are currently being repaired. -- This item should remain at the \$1400 budgeted.</p> <p>e) Woodwinds: This item is used for the repair of alto saxophones, tenor saxophones, clarinets,</p>	<p>\$12,700.00</p>	<p>\$12,700.00</p>	<p>\$11,000.00</p>	<p>\$11,000.00</p>	<p>The Committee recommended \$11,000 in funding because this line item is rarely completely used.</p>
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	flutes and piccolos, as well as the purchase of accessories such as neck straps, lyres, and mouthpieces. Generally, these are the most expensive instruments to maintain as they are more delicate than the others. -- 04-05 expenses to date are \$1032 spent on repairs alone. This item is expected to reach \$5000 as reeds are bought and more instruments are repaired after the March tournament games. -- Expected costs for next year should be about \$5000, the same as this year.					
<b>7510</b> Facilities Rental	This line item, which is currently a part of our budget, covers the cost of renting room in university buildings such as Bandquet and Dollie Try-outs -- So far this year, \$0 has been spent from this line item, but I am still expecting charges from Dollie Day, which will occur in the next couple of weeks.	\$800.00	\$800.00	\$0.00	\$0.00	
		The Committee did not recommend funding for this line item due to its vagueness.				
<b>7520</b> Facilities Janitorial	This item is used to supply the Band Shak with necessary cleaning and janitorial supplies, such as toilet paper, paper towels and garbage bags. This also includes cleaning equipment such as brooms, mops, and cleaning agents. -- So far, \$0 has been spent on cleaning supplies, but expenses for next quarter expected to be the total to about \$250. -- This item can remain at \$250.	\$250.00	\$250.00	\$250.00	\$250.00	
<b>7720</b> Gas	This item is used to reimburse members for transportation in private vehicles. This is especially important when the Band performs at football games occurring before the school year opens when most of the travel costs are absorbed by the members. -- Expenses to date are \$17.82. -- However, this line item is being used less frequently each year, so we are requesting that it be dropped from our budget.	\$0.00	\$0.00	\$0.00	\$0.00	
<b>7730</b> Car / Van Rental	This item is used for bus transportation to various locations for performances throughout the year. --Thus far, \$678 has been spent on buses, plus we spent an additional \$1006.20 that has not yet been reimbursed. -- Additionally, we will require two to three buses in April for Davis Day (one of the biggest events of the quarter), which will be at least \$2000. -- This item can remain at \$5000.	\$5,000.00	\$5,000.00	\$4,000.00	\$5,000.00	
		The Committee funded this as specified in the itemization. The Senate upped the amount funded to \$5000.				
<b>7740</b> Accommodations	This item is used to pay for hotel room for the quarterly staff retreats. These retreats are important because they allow the staff to spend one day each quarter getting to know each other and planning what needs to be accomplished over the next quarter to make sure that the Band remains a well running organization. -- Expenses this year have been \$0 because this line item was cut from our budget last year. We understand that it is ASSU policy not to fund this line item, so we are willing to drop it from our budget.	\$0.00	\$0.00	\$0.00	\$0.00	
<b>6240</b> Casual Labor	The purpose of this line item is to fund security for both our fall (during Orientation week) and spring all campus rallies. Both rallies are an integral part of band tradition in addition to the fall all campus being a fond orientation week memory for many students. Over the past couple of years the university has newly required that we hire extensive police, as well as take other precautionary measures to ensure the safety of the student body during these campus wide events. -- To date, \$7,183.00 has been spent, with Spring all campus yet to take place. -- It is asked that this line item remain at \$12000.	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	

<b>Totals:</b>	<b>\$76,360.00</b>	<b>\$76,360.00</b>	<b>\$62,618.00</b>	<b>\$63,618.00</b>
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<b>Event: The Stanford Band</b>					
Our budget is not organized by individual events, so the following is a comprehensive itemization of our entire budget.					
<b>GL Code:</b>	<b>Explanation/Itemization:</b>	<b>Budgeted:</b>	<b>Requested:</b>	<b>Recommended:</b>	<b>Approved:</b>
<b>Totals:</b>					

<b>Totals:</b>	<b>Budgeted:</b>	<b>Requested:</b>	<b>Recommended:</b>	<b>Approved:</b>
	<b>\$76,360.00</b>	<b>\$76,360.00</b>	<b>\$62,618.00</b>	<b>\$63,618.00</b>

**Revenue not from Student fees:**