

Status: **Recommended with Modifications**

Financial Officer: Jennie Little

APPLICATION SUMMARY

Application Summary	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
APPLICATION TOTALS	\$(115,900.00)	\$115,900.00	\$105,330.00	\$105,330.00		
Joint Special Fees		\$115,900.00	\$105,330.00	\$105,330.00		
6090 - Labor Fees/Taxes	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00		
7710 - Travel Fares	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
7870 - Legal Fees	\$(65,300.00)	\$65,300.00	\$65,300.00	\$65,300.00		
7900 - Overhead Expenses	\$(9,900.00)	\$9,900.00	\$9,900.00	\$9,900.00		
7150 - Office Supplies	\$(100.00)	\$100.00	\$100.00	\$100.00		
7180 - Educational Literature	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
7200 - General Marketing Expenses	\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00		
7120 - Phone	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
7130 - Postage/Courier	\$(50.00)	\$50.00	\$50.00	\$50.00		
7140 - Copies (Not Marketing)	\$(200.00)	\$200.00	\$200.00	\$200.00		
6110 - Officer Salary	\$(29,200.00)	\$29,200.00	\$18,630.00	\$18,630.00		
6410 - Health Insurance	\$(600.00)	\$600.00	\$600.00	\$600.00		
6510 - Regular Meeting Food	\$(450.00)	\$450.00	\$450.00	\$450.00		
[All Expense Total]	\$(115,900.00)					

QUESTIONS & ANSWERS

Briefly, why are you applying Joint instead of as Undergraduate or Graduate only?

We serve both undergraduate and graduate students.

How do you plan to publicize your events/programs to the greater Stanford community? Have you registered with Events at Stanford?

Freshman Orientation Packets; Student Directory; Unofficial Guide; Grad Events Bulletin; ASSU website; Resident Assistants & Community Assistants; Fall Activities Fair

If you are an umbrella group, please list the groups for which you are applying for Special Fees, their ASSU account numbers, and contact information for their financial officers.

Not applicable.

Please define the services provided by your group with the Special Fee, as per the ASSU Constitution:

The LCO provides legal advice to all registered Stanford students and their spouses and domestic partners. The LCO is staffed by attorneys from McManis Faulkner, a San Jose firm of 20 trial lawyers with a wide range of experience, including business, intellectual property, consumer, personal injury, criminal, and family law cases and matters. The attorneys are in the LCO on Tuesday and Thursday afternoons to meet with students. The office coordinator is in the office on Mondays, Tuesdays and Thursdays to schedule appointments. The service is provided without charge. (Students who request a refund of the current assessment for the LCO are not eligible for the services of the LCO.)

Please provide four contacts for your group (two undergraduate, two graduate).

These individuals should be prepared to be called by the Undergraduate Senate or the GSC during the evaluation of the group. Please list their name, title in organization, school/degree program, e-mail, and phone.

Jonny Dorsey - ASSU President - Policy Board Member - president@assu.stanford.edu; Sephanie K. Chan - ASSU Undergraduate Senate - Policy Board Member - stephkc@stanford.edu; Polina Segalova - Graduate Student Council - Policy Board Member - polina@stanford.edu; Matt McLaughlin - ASSU Financial Manager - Policy Board Member - fm@assu.stanford.edu

What events/programs does your group hold throughout the year for the Stanford Community?

Not applicable.

What percentage of your beneficiaries are (explain basis or how this was determined) graduates and undergraduates?

34% Undergraduates 66% Graduates

Have you applied for Special Fees in the past 3 years? If so, please detail the outcome of each attempt.

Yes, we have been approved as submitted.

If you applied for Special Fees last year, is there an increase in the amount you're seeking this year? If so, why?

No.

List separately your group's plan and budget for reaching each target audience for Graduate Students- 1) On-campus, 2) Off-campus, and Undergraduate Students.

Not applicable.

Please list all: 1) assets, 2) reserves, 3) authorized and unauthorized non-ASSU bank accounts, 4) sources of funding other than Special

Reserve Account 2-5050-9-0-2820 \$64,998.16

What are the three largest line item requests in your budget and why?

7870-Legal Fees 7900-Overhead Expenses 6110-Salaries. Similar to any business, the largest expenses are for staffing and facilities.

What is the average attendance at your events?

Not applicable.

Why are you requesting Special Fees?

The ASSU LCO exists solely because the students have chosen to retain this service by funding us every year for the past 30 years. We believe that we are a valuable resource to the students at a reasonable cost. Everything we do here is meant to benefit Stanford students by helping them to properly address issues that frequently carry significant consequences for them here at Stanford and as they leave Stanford to pursue their life goals.

BUDGET DETAIL

		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
General Operating Expenses		\$(114,200.00)	\$114,200.00	\$103,630.00	\$103,630.00		
salaries, overhead, phone and expenses associated with running the office at Stanford.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
6090	Monies to pay the legally required taxes associated with payroll.	\$(4,000.00)	\$4,000.00	\$4,000.00	\$4,000.00		
Labor Fees/Taxes (Joint Special Fees/Annual)							
6110	Salary for the financial officer and the office coordinator.	\$(29,200.00)	\$29,200.00	\$18,630.00	\$18,630.00		
Officer Salary (Joint Special Fees/Annual)							
10570 funded from reserves							
6410	Monies to cover dental insurance for the office coordinator.	\$(600.00)	\$600.00	\$600.00	\$600.00		
Health Insurance (Joint Special Fees/Annual)							
6510	This covers the food for the Policy Board Meeting three times a year.	\$(450.00)	\$450.00	\$450.00	\$450.00		
Regular Meeting Food (Joint Special Fees/Annual)							
7120	Phone and email service to the office.	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
Phone (Joint Special Fees/Annual)							
7130	Small amount allocated in case we have to mail something.	\$(50.00)	\$50.00	\$50.00	\$50.00		
Postage/Courier (Joint Special Fees/Annual)							
7140	Miscellaneous copying for the attorneys.	\$(200.00)	\$200.00	\$200.00	\$200.00		
Copies (Not Marketing) (Joint Special Fees/Annual)							
7150	Consumables like pens and paper.	\$(100.00)	\$100.00	\$100.00	\$100.00		
Office Supplies (Joint Special Fees/Annual)							
7180	This allows us to keep the California Codes and legal reference books up to date for the students and attorneys to use.	\$(1,200.00)	\$1,200.00	\$1,200.00	\$1,200.00		
Educational Literature (Joint Special Fees/Annual)							
7710	Parking permits for the lawyers.	\$(1,600.00)	\$1,600.00	\$1,600.00	\$1,600.00		
Travel Fares (Joint Special Fees/Annual)							
7870	This is what we are charged by the law firm to have attorneys on site two afternoons a week during the academic year and one afternoon a week during the summer. The attorneys take calls from students during periods the office is closed and for emergencies.	\$(65,300.00)	\$65,300.00	\$65,300.00	\$65,300.00		
Legal Fees (Joint Special Fees/Annual)							
7900	This covers heat, insurance, and all other charges to the ASSU for the office space.	\$(9,900.00)	\$9,900.00	\$9,900.00	\$9,900.00		
Overhead Expenses (Joint Special Fees/Annual)							
Marketing		\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00		
These expenses relate to advertising in the UG and Stanford Directory, printing materials to distribute, and magnets for Freshman Orientation.							
Location:		Contact:		Attendance:			
Url:							
		Budgeted	Requested	Recommend	Approved	Petitioned	Elected
7200	Ads, printing of brochures and magnets.	\$(1,700.00)	\$1,700.00	\$1,700.00	\$1,700.00		
General Marketing Expenses (Joint Special Fees/Annual)							
APPLICATION TOTALS		\$(115,900.00)	\$115,900.00	\$105,330.00	\$105,330.00		

ACCOUNT BALANCES

Account		Balance
2-5050-1-0-2800	LEGAL COUNSELING	\$12.98
2-5050-1-0-9010	LEGAL O/S PURCHASE ORDER	\$0.00
2-5050-2-5-6090	LEGAL SPEC FEE LABOR FEES/TAXES	\$2,528.52
2-5050-2-5-6110	LEGAL SPEC FEE OFFICER SALARY	\$12,166.72
2-5050-2-5-6410	LEGAL SPEC FEE HEALTH INSURANCE	\$166.78
2-5050-2-5-6510	LEGAL SPEC FEE MEETING FOOD	\$326.00
2-5050-2-5-7010	LEGAL SPEC FEE DISC EXP	\$200.00
2-5050-2-5-7090	LEGAL SPEC FEE PRIOR YEAR EXP	-\$1,241.19
2-5050-2-5-7120	LEGAL SPEC FEE PHONE	\$935.75
2-5050-2-5-7130	LEGAL SPEC FEE POSTAGE/COURIER	\$50.00
2-5050-2-5-7140	LEGAL SPEC FEE COPIES (NOT MKTG)	\$159.40
2-5050-2-5-7150	LEGAL SPEC FEE OFFICE SUPPLIES	\$59.00
2-5050-2-5-7180	LEGAL SPEC FEE ED LITERATURE	\$287.66
2-5050-2-5-7200	LEGAL SPEC FEE GEN MKTG EXP	\$723.50
2-5050-2-5-7220	LEGAL SPEC FEE MKTG COPIES/PRINT EXP	\$0.00
2-5050-2-5-7350	LEGAL SPEC FEE COMP/EMAIL ACCOUNTS	-\$96.00
2-5050-2-5-7410	LEGAL SPEC FEE EQUIP (NON-CAP)	\$100.00
2-5050-2-5-7710	LEGAL SPEC FEE TRAVEL FARES	-\$152.00
2-5050-2-5-7870	LEGAL SPEC FEE LEGAL FEES	\$17,450.00
2-5050-2-5-7900	LEGAL SPEC FEE OVERHEAD EXP	\$0.00
2-5050-9-0-2820	LEGAL RESERVE	\$64,998.16