

Status: **Recommended with Modifications**

Financial Officer: Jane Hu

**APPLICATION SUMMARY**

<b>Application Summary</b>	Budgeted	Requested	Recommended	Approved	Petitioned	Elected
<b>APPLICATION TOTALS</b>	<b>\$(77,009.00)</b>	<b>\$80,699.00</b>	<b>\$65,269.00</b>	<b>\$65,269.00</b>		
Undergraduate Special Fees		\$80,699.00	\$65,269.00	\$65,269.00		
6090 - Labor Fees/Taxes	\$(2,400.00)	\$2,400.00	\$2,400.00	\$2,400.00		
6110 - Officer Salary	\$(33,150.00)	\$33,150.00	\$28,500.00	\$28,500.00		
7120 - Phone	\$(8,000.00)	\$8,000.00	\$5,790.00	\$5,790.00		
7130 - Postage/Courier	\$(900.00)	\$900.00	\$900.00	\$900.00		
7150 - Office Supplies	\$(800.00)	\$800.00	\$800.00	\$800.00		
7200 - General Marketing Expenses	\$(500.00)	\$500.00	\$120.00	\$120.00		
7220 - Marketing Copies / Print Expenses	\$(800.00)	\$800.00	\$450.00	\$450.00		
7410 - Equipment Purchase (Non-Cap)	\$(29,100.00)	\$29,100.00	\$22,000.00	\$22,000.00		
7710 - Travel Fares	\$(5,700.00)	\$2,000.00	\$2,000.00	\$2,000.00		
7810 - Royalties Expense	\$(1,909.00)	\$1,909.00	\$1,909.00	\$1,909.00		
7820 - Registration Expense	\$(1,140.00)	\$1,140.00	\$400.00	\$400.00		
[All Expense Total]	\$(91,909.00)					
[Revenue GL]1000 - Donations	\$9,650.00					
[Revenue GL]1000 - Product / Service Sales	\$5,250.00					
[All Revenue Total]	\$14,900.00					

## QUESTIONS & ANSWERS

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

yes, we've received undergraduate special fees consistently for the past 3 years. we were denied joint special fees one year due to not enough votes in the graduate community.

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

the increase is within the amount allocated for inflation (2.7%) and is due to inflation of salaries, royalties paid for broadcasting rights, and price increase for marketing materials.

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

running and maintenance of the KZSU-FM radio station, website, and associated activities by students and community members.

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

equipment -- we need equipment to keep the station up and running. salary -- we have 1 senior engineer who is nearly full time at the station, plus an announcer, and stipends for other key leadership positions. phone -- for callers to call in and for broadcasting away sports games.

**What is the average attendance at your events?**

we are not requesting funds for specific events because we have year-round operations of the radio station to fund. the station serves the stanford campus and the surrounding community.

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

we publicize through the radio broadcast, online at kzsus.com, and through print publications (quarterly program guide), as well as through jointly sponsoring special events or providing DJ services to other organizations.

**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.**

NA

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

our assets include the physical station itself and the equipment and music within. we have a small paypal account for selling old equipment online. other than special fees, we raise money through underwriting, the Stanford Fund, and donations solicited on-air.

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

we broadcast Stanford sporting events (home and away), offer 24/7 programming in the areas of music, talk, news, weather, and alerts, have a training program in place for students to become DJs

**Why are you requesting Special Fees?**

because without special fees, the station cannot maintain its current operations.

**BUDGET DETAIL**

	Budgeted	Requested	Recommend	Approved	Petitioned	Elected
<b>General Operating Expenses</b>	<b>\$(80,699.00)</b>	<b>\$80,699.00</b>	<b>\$65,269.00</b>	<b>\$65,269.00</b>		
General operating expenses required to run a college radio station						
<b>Location:</b>	<b>Contact:</b>		<b>Attendance:</b>		(total)	
<b>Url:</b>					UG:	Staff:
					Grad:	Other:
	<b>Budgeted</b>	<b>Requested</b>	<b>Recommend</b>	<b>Approved</b>	<b>Petitioned</b>	<b>Elected</b>
<b>6090</b>	<i>Payroll computer checks and labor fees.</i>	\$(2,400.00)	\$2,400.00	\$2,400.00	\$2,400.00	
Labor Fees/Taxes (Undergraduate Special Fees/Annual)						
<b>6110</b>	<i>Salary for our part time Chief Engineer (\$26,250). Small stipend for General Manager (\$3000) and Business Manager (\$1500). Palo Alto City Council announcer (\$2400/year).</i>	\$(33,150.00)	\$33,150.00	\$28,500.00	\$28,500.00	
Officer Salary (Undergraduate Special Fees/Annual)						
<b>7120</b>	<i>Multiple phone lines in station, infrastructure and fixed services (average of \$700/month). Lines and service charges to do remote broadcasts for away sports games.</i>	\$(8,000.00)	\$8,000.00	\$5,790.00	\$5,790.00	
Phone (Undergraduate Special Fees/Annual)						
<b>7130</b>	<i>Two PO boxes (\$870 annually together); postage and materials for alumni fundraising and thank-yous.</i>	\$(900.00)	\$900.00	\$900.00	\$900.00	
Postage/Courier (Undergraduate Special Fees/Annual)						
<b>7150</b>	<i>Basic office supplies such as paper, printer ink cartridges, staples, pens/pencils. Also supplies more specific to radio/media: CD-R's, labels, &amp;quot;thinpacks&amp;quot; to store enormous CD collection in limited space.</i>	\$(800.00)	\$800.00	\$800.00	\$800.00	
Office Supplies (Undergraduate Special Fees/Annual)						
<b>7200</b>	<i>Promotional giveaways (pins, buttons, etc.) \$400/year. Fliers for events on campus.</i>	\$(500.00)	\$500.00	\$120.00	\$120.00	
General Marketing Expenses (Undergraduate Special Fees/Annual)						
<b>7220</b>	<i>Quarterly program guides (\$200/quarter)</i>	\$(800.00)	\$800.00	\$450.00	\$450.00	
Marketing Copies / Print Expenses (Undergraduate Special Fees/Annual)						
<b>7410</b>	<i>studio equipment \$11510, computers and software \$4200, electric cart \$3000, studio renovations \$5500, misc small equipment \$1280, misc parts and supplies \$3620 - more detail available upon request.</i>	\$(29,100.00)	\$29,100.00	\$22,000.00	\$22,000.00	
Equipment Purchase (Non-Cap) (Undergraduate Special Fees/Annual)						
<b>7710</b>	<i>Travel for broadcasters to Stanford sporting events</i>	\$(2,000.00)	\$2,000.00	\$2,000.00	\$2,000.00	
Travel Fares (Undergraduate Special Fees/Annual)						
<b>7810</b>	<i>ASCAP (\$1591) &amp; SESAC (\$318) fees. Royalties we owe for broadcasting copyrighted music.</i>	\$(1,909.00)	\$1,909.00	\$1,909.00	\$1,909.00	
Royalties Expense (Undergraduate Special Fees/Annual)						
<b>7820</b>	<i>CMJ (\$655), IBS (\$125), NAB (\$360). Groups we register with as part of being a college radio station.</i>	\$(1,140.00)	\$1,140.00	\$400.00	\$400.00	
Registration Expense (Undergraduate Special Fees/Annual)						
<b>APPLICATION TOTALS</b>	<b>\$(80,699.00)</b>	<b>\$80,699.00</b>	<b>\$65,269.00</b>	<b>\$65,269.00</b>		

**ACCOUNT BALANCES**

<b>Account</b>		<b>Balance</b>
2-6080-1-0-2800	KZSU 90.1FM	\$60,896.59
2-6080-1-0-2805	KZSU CREDIT CARD ACCOUNT	\$9,235.73
2-6080-1-0-2830	KZSU 90.1FM STANFORD FUND	-\$797.78
2-6080-1-0-9010	KZSU O/S PURCHASE ORDER	\$0.00
2-6080-2-5-6090	KZSU SPEC FEE LABOR FEES/TAXES	\$327.80
2-6080-2-5-6091	KZSU WORKERS COMP EXPENSE	-\$33.00
2-6080-2-5-6092	KZSU CA SUI	-\$22.80
2-6080-2-5-6110	KZSU SPEC FEE OFFICER SALARY	\$9,491.61
2-6080-2-5-7120	KZSU SPEC FEE PHONE	\$7,298.12
2-6080-2-5-7130	KZSU SPEC FEE POSTAGE/COURIER	\$105.21
2-6080-2-5-7150	KZSU SPEC FEE OFFICE SUPPLIES	\$254.81
2-6080-2-5-7200	KZSU SPEC FEE GEN MKTG EXP	\$400.00
2-6080-2-5-7220	KZSU SPEC FEE MKTG COPIES/PRINT EXP	\$521.41
2-6080-2-5-7410	KZSU SPEC FEE EQUIP (NON-CAP)	\$21,186.63
2-6080-2-5-7810	KZSU SPEC FEE ROYALTIES EXP	\$263.00
2-6080-2-5-7820	KZSU SPEC FEE REGISTRATION EXP	\$572.00
2-6080-9-0-2820	KZSU RESERVE	\$5,793.43