

**Student Activity and Service Fee Submission Form  
for  
Trustee Organizations (all campuses)**

Welcome to the 2024-25 SASFAC process. If you need timeline, process, or resources, please visit the TSOS website [here](#).

Organization Contact Information

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Display Name

NetID

Sharma, Saanya (SUBOG Board Member)

sas19037work

Email

sas19037work@uconn.edu

Your Organization:

SUBOG

Organization Website

[Click to visit](#)

Organization Social Media Information

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subogatuconn

Please provide your Organization's Mission and a brief history

We are the largest student-run programming board at the University of Connecticut, meaning we organize and host some of the biggest events on campus. SUBOG is a student run organization. We are a unique organization because we do not get paid to be apart of SUBOG. All of our student money goes directly back to our events. We do this because we want to maximize student participation and engagement in everything we do. Some of the events that we program include UCONNIC which is the only concert on campus, One Ton Sundae and Food truck festival which has been a traditions for over 10 years and WOW Comedy shows. In order to accomplish these programs, we decided to put all the money that we get back into the organization. Our motto is For students by Students and we truly stick to that. In order to meet the expectation of the student body, we decided to dedicate our time to this organization to help meet the vast needs of the student body with our programming

Please upload a PDF of your current Organizational Chart.

[Artboard 29.png](#)

What are your organization's current goals and how do they align with your mission?

Our organization's current goals focus on enhancing student engagement, well-being, and retention through accessible and innovative events catering to our student body's diverse needs. These goals align with our mission to create a welcoming, inclusive community.

1. Membership Retention: We aim to engage students by offering events that foster long-term involvement and connection with the organization.

2. Inclusive Events: We strive to offer accessible events to students of all backgrounds and statuses, ensuring everyone feels welcome and included.
3. Student Accessibility: We're working to schedule more events throughout the school day, making it easier for students to attend a variety of events (ex, commuter students being able to attend events that happen throughout the day).
4. Balanced Scheduling: By spreading events across the week, we ensure students aren't overwhelmed and can participate without missing out.
5. Innovative Programming: Based on student feedback and turnout, we're improving traditional events and introducing new ones. Crafting events, for example, offer students a chance to relax and connect with others between classes.
6. Wellbeing and Participation: Our events promote student wellbeing and improve participation, creating a positive attitude toward the university and enhancing the overall student experience.

## Activity Participation and Alignment

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1) Briefly describe the programs and services you provide for your constituents that serve as the primary focus of your organization.

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Our organization offers various programs and services designed to engage students and enhance their university experience. We provide free events and travel trips that allow students to explore off-campus activities, often at little to no cost. These trips cater to various interests, including sports events, Broadway shows, botanical gardens, and go-karting, ensuring there's something for everyone. To further meet diverse interests, we operate six committees—Sports, Comedy, Digital Entertainment and Films, Major Weekends, Special Events, and Concerts—organizing an average of 40 events per semester. Additionally, we offer membership training and professional development opportunities, such as conferences, to support our members' growth. These programs collectively foster a vibrant and inclusive campus community.

Who is eligible to participate in your activities?

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Undergraduate students of a specific campus

## Financials

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Please note that items 3-5 should total 100%

2) For what purpose do you spend any portion of your budget on the operations of your organization?

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The purpose that is spent on operations for our organization to function is any of the equipment/supplies that are needed for programmers and executive members. These expenses include subscriptions to help SUBOG run or contractual services that we have with UCONN and other companies to help programmers plan these event. Small operations include the snack cart or merch for board members to help them stand out for large scale events.

3) What percentage of your budget is to support your organization's operations?

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4.5

Does your Organization pay any elected or appointed student leaders?

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No

Does your Organization pay for any non-student staff?

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No

4)What percentage of your budget is for programs and services for students sponsored by your organization (do not include expenses that are for members only)?

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95.5

- a) How do you determine if these programs and services meet your organizational goal/priorities?
  - b) How do you know if the program, and services you provide meet the needs/expectations of your constituents?
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We determine if our programs and services meet our organizational goals and priorities through a combination of event turnout, student feedback, and internal review processes. We track engagement at events to assess interest and participation, and we gather student input annually through the Tier III survey to better understand their needs and expectations. By organizing both large and small events, we aim to cater to diverse interests and ensure inclusivity. Each event proposal undergoes review by our board to evaluate how it aligns with our mission and benefits the student body. When considering recurring events, we analyze past event evaluations and turnout to identify what worked well and what could be improved. Additionally, we ensure all six committees are actively programming, providing a variety of events throughout the semester that address the broad interests of our constituents.

5)For groups that fund Tier II student organizations, what percentage of your budget is allocated to them?

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6)Please explain significant changes in the overall budget (spending plan) for this fiscal year since starting July 1, 2024, when compared to the previous year's budget and this year's original budget.

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The significant changes in our overall budget have been the increase in purchases for refreshments (events and programs) and contractual services. When comparing previous year's budget to this year budgets we have noticed there has been around a \$5,000 increase in this year budget to the original. This increase from last years budget can be due the increase in prices that SUBOG is given from contractual services like food trucks, power posses production (full service live entertainment production company), and UConn space rentals such as Gampel or Jorgensen.

Revenue

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7)What is the current Fee amount per semester/year? [Storrs Undergraduate Fees](#)  
[Regional Undergraduate Fees](#)  
23 [GSS Graduate Fees](#)  
[Law Graduate Fees](#)  
[SSW Graduate Fees](#)

8)Does your organization receive income from any source other than student fees?

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Yes

- a) What are the sources of revenue you currently collect and how much is it that you receive?
  - b) Are these sources consistent or variable from year to year?
  - c) How is this revenue reflected in your organization's projected budget? Please explain.
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The sources of revenue is only through our ticket sales. The events that include tickets sales are travel trips where SUBOG will plan an event and purchase tickets for the location that they are going. In most cases SUBOG pays for half or more of the ticket cost and revenue would include the other half or less. In addition, UCONNIC which is one of our large scale events where we charge tickets for students however, the amount that the event cost does not fully get paid by the ticket/ revenue. In most of SUBOG programs the revenue covers minimal amounts of what the program cost in total. The sources of revenue comes from UCONN undergraduate students that attend our programs and this is consistent throughout the year. The revenue is reflected in our project budgeted because when we calculate our expenses we include the income from each program in our budget line.

## Expenses

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9)What are the top organization operational expenditures?

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The top organization operational include supplies and equipment.

10) How are these expenses similar to or different from the previous year?

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These expenses increased slightly from previous years with an increase of about 2% in our top expenditures.

11)What are the top organization expenditures for programs and services that you fund?

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The top organization expenditures for programs and services include contractual services, refreshments (events/programmers), supplies (events/programs), and rental.

12) How are these expenses similar to or different from the previous year?

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These expenses increased slightly from previous years with an increase around 3% in our top expenditures. This increase can be from the increase in funds needed for events/ different prices from vendors. In addition, we have had an increase of students attending events with the student population increasing and COVID restrictions be lifted.

13)What are the top expenditures for Tier II organizations (if applicable) that you fund?

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14)How are these expenses similar to or different from the previous year?

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## Future Year Spending Plans

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15)What are your Organizational priorities, as reflected in your projected budgets, for the next two fiscal years?

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The organizational priorities for the next two fiscal years is to continue our motto is For the student By Students. We want to be able to continuing programming based on the student bodies interested. This may lead to an increase in speakers attending our events compared to least year. Based on the past years we projected that there will be a higher demand for money when it comes to contractual services and supplies due to recent increase in the study bodies interest as well as increase in prices from other vendors for purchases.

16) Is your Organization seeking a fee increase?

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No

## Fund Balance

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17) If your Organization should carry over funds from one year to the next, what is the ideal (minimum) level of that fund balance and what is the justification for that amount?

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The ideal minimum level of the fund balance is \$250,000. This amount is a buffer for SUBOG incase there are extenuating circumstances where money would be needed. This could include a lack of revenue from high events like UCONNIC or if a good opportunity arises that SUBOG didn't allocate for ahead of time.

18) If your organization is carrying a fund balance above the ideal/minimum level - what planned expenditures are budgeted (in which upcoming fiscal year)with the intention to bring down the fund balance to ideal levels?

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The number for our ideal minimum is used as a buffer for SUBOG in case we need it. The number we use is sufficient for us because we ensure our programmer follow the budget line and do not rely on the reserved account. We plan on keep building a budget based off student fees and not a reserved account

Include what your projected balance will be at the end of this year as well as the next two projected years.

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\$275,895

## Other

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Is there any additional information that the Committee should be aware of when reviewing your Organization's budget documentation?

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## Financials

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Please upload the SASFAC Excel Sheet

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[SUBOG with Updated Budget Numbers - FINAL \(1\).xlsx](#)

## Advisor & FO Review and Commentary

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1. Is the financial document (specifically the columns 'FY24 Actuals' and 'FY25 Updated', including the fund balance), as presented, an accurate record of the organization's financial status?

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No

1.a. If not, for what component(s) of the budget would you like to provide information?

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Edits are needed re: the capital equipment budget line for future years. Also, Saanya and I are meeting on 11/26 to fine tune some of the FY25 actuals so that future year projects are more accurate.

Additional Documentation Upload

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No Response

2. Do you have comments regarding the FY26 Updated or FY27 Projected Budgets?

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No

3. Please provide a narrative on the advising and compliance discussions you have had to date with the Org leadership regarding their finances.

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Saanya, the SUBOG VP Finance and I meet weekly to review SUBOG's internal event/budget planning documents. These internal documents are then compiled to fit into the SASFAC budget categories. Saanya has a strong grasp of the SUBOG budget, so the numbers in the initial budget submission are very close to accurate. Just a few line items need to be adjusted based on what I am seeing on the Student Activities side.

Advisor/FO signature

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Electronically Signed by Bouchard, Eric (eric.bouchard@uconn.edu) - November 25, 2024 at 1:50 PM (America/New\_York)

Organization Review and Vote

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You've got through and made any necessary edits:

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Yes

Date of formal Organization Budget approval

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December 5, 2024

Please upload a copy of your Organization's meeting minutes reflecting an affirmative SASFAC packet vote.

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[SASFAC Meeting Notes.pdf](#)

## Form Submission - Proposer

Submitted for Approval | Proposer

Sharma, Saanya (SUBOG Board Member) - November 16, 2024 at 10:44 AM (America/New\_York)

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Task

Task Completed

Bouchard, Eric - November 25, 2024 at 1:50 PM (America/New\_York)

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Task

Task Completed

Sharma, Saanya (SUBOG Board Member) - December 5, 2024 at 9:08 PM (America/New\_York)

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Notification

Notification Sent

Clokey, David - December 5, 2024 at 9:08 PM (America/New\_York)

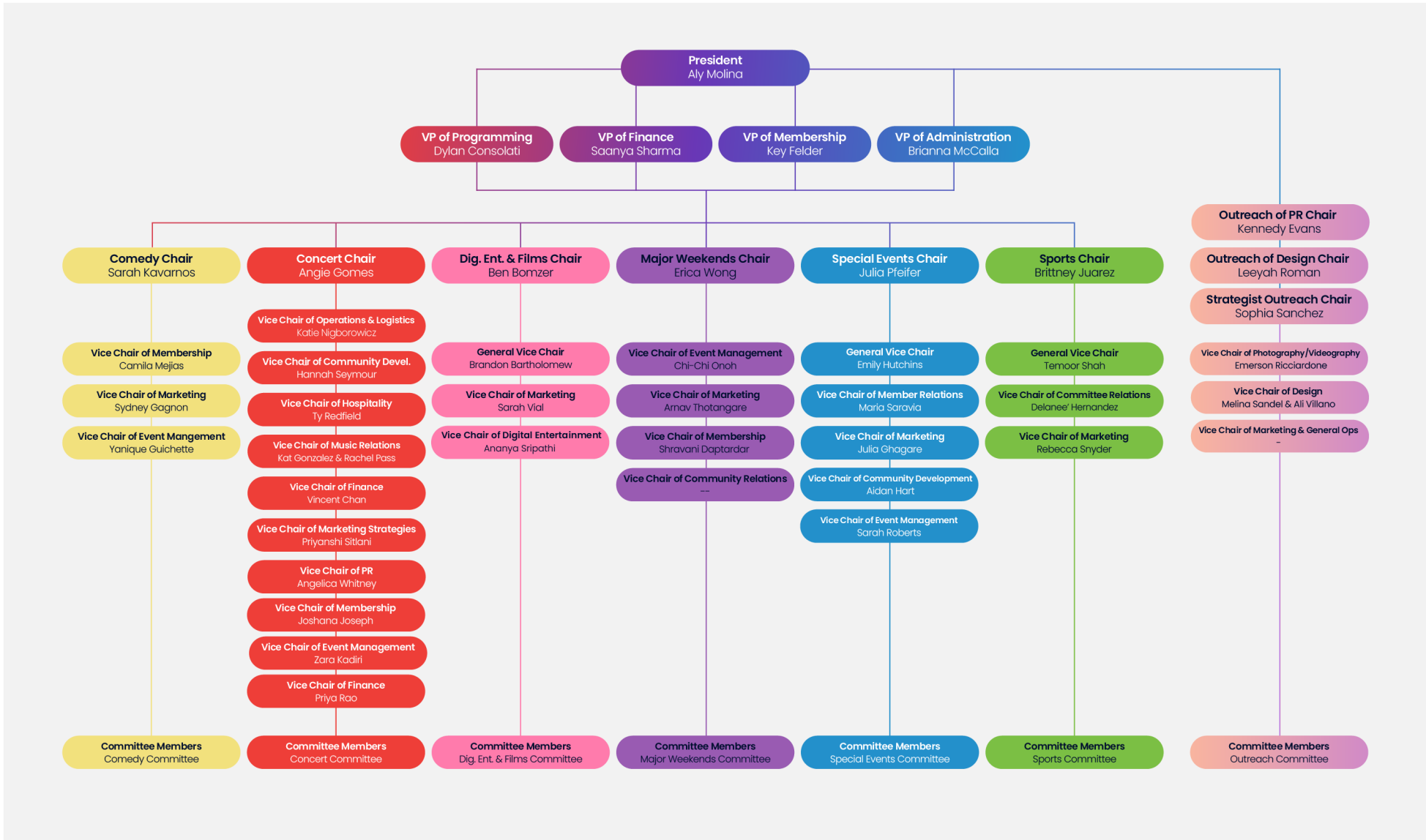
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Notification

Generating PDF

O'Brien, Krista

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Code Description		FY24 Actual Amount	FY25 Original Amount	FY25 Updated Amount	FY26 Original Amount	FY26 Updated Amount	FY27 Projected Amount
R e v e n u e s	501.1 General Donations						
	501.2 Foundation Donations						
	501.3 Benefit Fundraiser Donations						
	502 Dues						
	512 Advertising						
	513 Awards and Prizes						
	514 Vendor Commissions						
	515 Contractual Services						
	516 Co-Sponsorship						
	520.1 Admissions Sales						
	520.2 Food Sales						
	520.3 Merchandise Sales		1,000		1,000		
	520.4 Participation Sales	56,920	185,000	185,000	185,000	185,000	185,000
	520.5 Services Sales						
	522 Registration/Entry Fees						
	523 Rental						
	524 Travel						
	530 Penalties and Fines						
	531 Miscellaneous Revenue						
	533 Change Fund Returns						
540 Business Taxes							
546 Interest							
547 Student Fees		877,640	865,000	865,000	865,000	920,000	966,000
<b>Total Revenues</b>		<b>934,560</b>	<b>1,051,000</b>	<b>1,050,000</b>	<b>1,051,000</b>	<b>1,105,000</b>	<b>1,151,000</b>
E x p e n d i t u r e s	601 Donations						
	602 Dues						
	603 Gifts	5,449	4,000	4,000	4,000	4,000	4,000
	604 Photocopying						
	605 Postage	425	700	600	700	500	500
	606 Printing	5,638	2,000	400	2,000	3,000	3,000
	607 Promotional Items	41,848	30,000	30,000	30,000	35,000	35,000
	608.1 Refreshments - Organization	10,585	12,000	12,000	12,000	12,000	12,000
	608.2 Refreshments - Events/Programs	141,121	115,000	130,000	115,000	130,000	130,000
	609 Subscriptions	480	500	500	500	500	500
	610.1 Supplies - Organization	4,157	2,000	3,000	2,000	4,000	4,000
	610.2 Supplies - Events/Programs	50,501	55,000	55,000	55,000	55,000	55,000
	611 Telephone	500	500	500	500	500	500
	612 Advertising	112					
	613 Awards and Prizes	2,738	4,000	4,000	4,000	4,000	4,000
	615.1 Contractual Services - Organization	1,860	300	300	300	1,000	1,000
	615.2 Contractual Services - Events/Programs	705,377	775,000	775,000	775,000	745,000	746,000
	616 Co-Sponsorships	6,898	4,000	4,000	4,000	5,000	5,000
	617.1 Cost of Food Sold						
	617.2 Cost of Merchandise Sold						
	617.3 Cost of Participation						
	617.4 Cost of Services Sold						
	622.1 Registration Fees						
	622.2 Entry Fees	42,796	50,000	50,000	50,000	50,000	50,000
	623 Rental	68,768	85,000	85,000	85,000	85,000	85,000
	624 Travel	31,854	10,000	10,000	10,000	15,000	15,000
	625 Equipment/Durable Goods	185					
626 Equipment - Capital	23,830						
627 Insurance							
628 Repairs and Maintenance							
629 Utilities							
630 Penalties and Fines							
631 Miscellaneous Expenses	(10,936)	1,000	1,000	1,000	500	500	
633 Change Funds							
640 Business Taxes							
642 Wages - Student							
643 Wages - Non-Student							
645 Wage Taxes - Non-Student							
<b>Total Expenditures</b>		<b>1,134,186</b>	<b>1,151,000</b>	<b>1,165,300</b>	<b>1,151,000</b>	<b>1,150,000</b>	<b>1,151,000</b>
<b>Revenues-Expenditures = Change in Fund Balance</b>		<b>(199,626)</b>	<b>(100,000)</b>	<b>(115,300)</b>	<b>(100,000)</b>	<b>(45,000)</b>	<b>-</b>
<b>Fund Balance at Start of Year</b>		<b>613,521</b>	<b>469,591</b>	<b>413,895</b>	<b>369,591</b>	<b>298,595</b>	<b>253,595</b>
<b>Fund Balance at End of Year</b>		<b>413,895</b>	<b>369,591</b>	<b>298,595</b>	<b>269,591</b>	<b>253,595</b>	<b>253,595</b>

# STUDENT UNION BOARD OF GOVERNORS

## FORMAL MEETING AGENDA

- I. CALL TO ORDER
- II. VP OF FINANCE REPORT ON BUDGET - Saanya Sharma

SUBOG Budget 2024-2025 CURRENT	
Line Item	2024-2025
Comedy	\$10,668.78
Concerts	\$26,687.04
Digital Entertainment & Films	\$545.00
Major Weekends	\$20,850.00
Special Events	\$23,485.95
Sports	\$24,583.00
Outreach/Marketing & Promotions	\$9,900.00
Travel	\$13,054.50
Lecture	\$46,000.00
WOW	\$11,513.75
Homecoming	(\$2,537.00)
Homecoming Carnival	(\$932.17)
Spring Weekend	\$63,000.00
General Operating Expenses	\$11,074.00
Conferences & Workshops	\$15,000.00
Executive Board	\$4,907.00
Unappropriated Funds	\$8,094.00
<b>Total</b>	<b>\$285,893.85</b>

PLEASE PLEASE TEXT ME IF YOU DID EXPENSE LOGS

I'm available during winter break if you want to have questions or talk to want to hang out lol (im literally doing nothing)

Here's an update for SASFAC: [SUBOG with Updated Budget Numbers - FINAL \(1\) \(1\).xlsx](#)

### II. COMMITTEE REPORTS

#### III.

- a. **COMEDY** - Sarah Kavarnos
  - ii.
  - iii.
  - iv.
- b. **CONCERT** - Angie Gomes
  - i.
  - ii.
  - iii.

- c. **DIGITAL ENTERTAINMENT & FILMS** - Ben Bomzer
  - i.
  - ii.
  - iii.
- d. **MAJOR WEEKENDS** - Erica Wong
  - i.
  - ii.
  - iii.
- e. **SPECIAL EVENTS** - Julia Pfeifer
  - i.
  - ii.
  - iii.
- f. **SPORTS** - Brittney Juarez
  - i.
  - ii.
  - iii.
- g. **OUTREACH** - Sophia Sanchez, Kennedy Evans, Leeyah Roman

Sophia (Strategist)

- i.  
Kennedy (PR)

- ii.  
Leeyah (Graphics)

- iii.

### III. EXEC REPORTS

- h. **PRESIDENT** – Aly Molina
  - i. One on ones during break... if you want
  - ii. Do we bring back informals?
  - iii. Form for spring refreshers
- i. **VICE PRESIDENT FOR ADMINISTRATION** – Brianna McCalla
  - i.
  - ii.
- j. **VICE PRESIDENT FOR PROGRAMMING** – Dylan Consolati
  - iii. Preps – reminder to text me before exec meets if you want something passed at formal
  - iv. Book space now!
  - v. Check-ins before break
- k. **VICE PRESIDENT FOR MEMBERSHIP** – Key Felder
  - i.
  - ii.
  - iii.
- l. **ADVISORS** – Sarah Durning, Eric Bouchard, Sara Martin, Erin O’Keefe
  - i.

- ii.
- iii.

## **NEW BUSINESS**

## **OPEN DISCUSSION**

Prep Questions (What are the preps up for a vote/amending/cancelled?)

Passing:

- Pottery Painting
- Tye Dye
- Price is Right
- EDM Night
- Spring Weekend Comedy

## **IV. ADJOURNMENT**