



# ASUH

Associated Students of the University of Hawai'i  
**YOUR STUDENT GOVERNMENT**

## MEMORANDUM

TO: *Lori Ideta*  
Dr. Lori Ideta  
Vice Provost for Student Success, UHM

VIA: *Bonnyjean Manini*  
Bonnyjean Manini  
Director, SLD & ASUH Advisor

VIA: *Wing C Kwok*  
Wing Kwok, *Wing C Kwok*  
Acting Administrative Officer, SLD

FROM: *Rudy Ramirez*  
Rudy Ramirez  
President, Associated Students of the University of Hawai'i (ASUH)

*Melvin Dizon*  
Melvin Joseph Dizon  
Treasurer, Associated Students of the University of Hawai'i (ASUH)

SUBJECT: ASUH FY23 Operating Budget

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Attached is Senate Act 01-23, establishing the ASUH's Fiscal Year Operating Budget. The act was unanimously approved August 10, 2022 by the 110th ASUH Senate. The following are key highlights:

Total projected revenue is \$509,959.25 serving as a conservative comparison to FY22's 692,811.00 factoring current external audit guidance related to student fee revenue, revised BOR guidelines regarding ceiling payout, and ASUH's Stadium Stock Fund market value.

Meanwhile, in terms of projected expenses there's increase spending for administrative (A) account (3325212) regarding renegotiated bargaining agreement and anticipating student wage increase set forth by amended UH procedures allocating an additional \$8,196.00 between accounts (2001) and (2201). Senate (B) account (3325222) has reduced expenditures noticeable in senate traveling and advertisements when measured to previous years to ensure controlled spending in areas allocated for the student body and supporting university programs such as RIOs and scholarships.

Account (3325232) relating to University Programs, Services and Support (C) reflects noticeable revenue shortfalls that were aforementioned in this memorandum. Unlike the previous 8 years, the account (6500), relating to scholarships and awards was budgeted for \$112,500, and is now amended to \$115,000 to address trends in projected post-Covid economic activity and Hawai'i cost of living. Surplus funds accrued especially due to senate vacancies will be periodically evaluated to lapse into Senate Account (3325232), including a review date ascribed in the budget.

Additionally Registered Independent Organization (RIO) funding indicated in account (3325242) has undergone a revised \$30,000 less to prioritize scarce appropriations for account (3325232). In the case funds become critical in account (3325242), terms in the budget may be enforced to award additional monies from account (3325232) for RIO purposes.

Lastly, account (3325252) Student Court & Campus Delegates' Fund (E) endured a \$500 reduction to still provide non-ASUH full-time undergraduate unclassified students leadership and civic engagement opportunities with smaller awards for service for maintaining accessibility of student participation.

Overall, the ASUH FY23 Operating Budget has been evaluated to be responsive in all categories, considering the developmental needs of learners in a Native Hawaiian Serving Institution (NHSI), whereas previous year-to-year efforts have managed line items to remain unchanged. Points of contact regarding the budget are President Ramirez or Acting-Treasurer Dizon, so please contact via email or through the office at (808)-956-4822 for any correspondence. Mahalo for your continued support empowering ASUH to be student-focus and student-led.

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAI'I AT MĀNOA**  
**2465 Campus Road, Campus Center 211A**  
**Honolulu, HI 96822**

**In the Senate**  
**July 27, 2022**

**Senate Bill No. 01-23**  
**For Special Order**

**A BILL FOR AN ACT**

**ESTABLISHING THE ASUH BUDGET FOR FISCAL YEAR 2023**

BE IT ENACTED BY THE UNDERGRADUATE STUDENT SENATE:

**PART I                    GENERAL PROVISIONS**

**SECTION 1            PURPOSE**

THE PURPOSE OF THIS BUDGET IS TO ENSURE THAT FUNDS RECEIVED FROM THE UNDERGRADUATE STUDENT BODY ARE USED IN A MANNER WHICH FULFILLS THE MISSION OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAI'I AT MĀNOA (ASUH) IN PROVIDING FOR OUR CONSTITUENTS, AND ESPECIALLY THE FINANCIAL OBJECTIVES OF THE 110th UNDERGRADUATE SENATE.

**SECTION 2            DEFINITIONS**

UNLESS OTHERWISE CLEAR FROM THE CONTEXT AS USED IN ACT:

- (a) AN "ACCOUNT" SHALL BE THE PARTICULAR DIVISION OF THE APPROPRIATIONS INTO CATEGORIES WHICH REFLECT THEIR RELATIONSHIP TO THE OPERATIONS OF THE ASUH. FOR THE PURPOSES OF THIS ACT, THERE SHALL BE FIVE (5) SPECIFIC ACCOUNTS: **ADMINISTRATIVE (3325212); SENATE (3325222); UNIVERSITY PROGRAMS AND SERVICES AND SUPPORT (3325232); REGISTERED INDEPENDENT ORGANIZATION (RIO) FUNDING (3325242); AND STUDENT COURT (3325252).**
- (b) A "LINE ITEM" SHALL BE ONE (1) OF THE PARTICULAR PROGRAMS OR FUNCTIONS CONTAINED IN EACH ACCOUNT; AN "APPROPRIATION" SHALL BE THE SPECIFIC AMOUNTS OF MONEY APPROPRIATED TO THE PARTICULAR LINE ITEM.

**PART II                    PROJECTED REVENUE AND PROVISIONS**

THE FOLLOWING CATEGORIES, AS DEFINED HEREIN, SHALL CONSTITUTE THE ANTICIPATED SOURCES OF REVENUE FOR THE ASUH IN FISCAL YEAR 2023 UPON WHICH THIS ACT IS BASED. THE FOLLOWING REVENUES BY SOURCE CATEGORY ARE PROJECTED FOR FISCAL YEAR 2023:

<b>TOTAL REVENUES</b>	<b>\$509,959.25</b>
<b>A.            ASUH Fees</b>	<b>\$100,000.00</b>

There shall be an ASUH fee of \$5.00 per semester that shall be paid by each full-time, classified undergraduate student. The fee shall be collected by the University for the ASUH under the authority of the University of Hawai'i Board of Regents (BOR).

**B. Stadium Stock Dividends (0523) \$409,959.25**

The payout derived from investment of the Stadium Stock principal shall be considered revenue for the purpose of this Act. The payout for fiscal year 2023 shall be a maximum of 4.25% of the market value of the Stadium Stock Fund. However, the funds will be transferred on an as needed basis. The actual payout ceiling determined by the ASUH Finance and Investments committee, under BOR guidelines, is 4.25%

Note: The ASUH receives additional revenue from interest income based on our fund balance. The amount is nominal.

**PART III PROJECTED EXPENDITURES AND PROVISIONS**

**TOTAL EXPENDITURES \$509,959.25**

**A. Administrative (3325212) \$148,500.25**

**A1. ASUH Operations Manager/Advisor (2001) \$ 89,000.00**

Provided that the Operations Manager/Advisor shall be a full-time position; provided further that the salary shall be determined by the State; provided further that the sum appropriated for the position of Operations Manager/Advisor shall include the employer's contributions for wages, payroll taxes, and fringe benefits.

**A2. Office Personnel (2201) \$ 44,000.00**

Provided that the Office Staff shall consist of part-time student employees such as Graphic Artists and Office Assistants. The Office Staff shall assist the Senate President and the Operations Manager/Advisor with the daily operations of the ASUH office in accordance with the Senate's policies and directives. These employees will be paid on an hourly basis. *This fund may also be used to fund the SLD Graduate Student to assist with the advising of the ASUH committees.*

**A3. Office Supplies and Expenses \$10,500.25**

Provided that funds appropriated for Office Supplies and Expenses shall be used exclusively for the purchase of office supplies and payment of expenses as needed by the Senate. Provided further that all supplies, equipment, and services shall be in accordance with Senate policies and directives. Office Expenses shall include phone bills, photocopying charges, postage, office machine maintenance, printing, computer center expenses and services, and other expenses relating to the on-going operations of the ASUH office. The specific breakdowns within line item (A3) are as follows:

Photocopying (7220)	\$2,500.00
Office Supplies (3200)	\$3,000.00
Telephone/Long (3800/3810)	\$1,525.00
Distance	
Postage (3700)	\$175.25
Subscriptions (3500)	\$3,300.00

**A4. Office Equipment and Maintenance \$ 5,000.00**

Provided that funds appropriated for Office Equipment and Maintenance shall be used exclusively for the purchase or upgrade of office equipment as required by the Senate, in consultation with the Operations Manager/Advisor.

Other Current Expenses (7200)	\$4,500.00
Repair & Maintenance (5800)	\$500.00

**B. Senate (3325222) \$108,700.00**

**B1. Travel and Workshops \$ 18,500.00**

These expenses include conference registrations and ground transportation. The ASUH Senate shall approve all expenditures for travel. The funds provide appropriations for Senate Workshops, such as the Chartered Student Organization leadership conference, and other workshops for the planning and evaluation of Senate activities. These funds also include out-of-state travel to conferences, such as the Association of College Unions International and Regional conference. Priority consideration shall be given to students who have not previously attended an out-of-state conference. No student shall attend more than one out-of-state conference in the same academic year. Provided further that participants in a conference shall be approved by the Senate and shall submit a written report on the conference within ten (10) school days of the completion of the event or shall be required to reimburse the ASUH for all conference-related expenses.

Expenditure for Travel and Workshops shall be utilized as follows:

STUDENT LEADERSHIP CONFERENCE/DEVELOPMENT    \$7,500.00  
AND INTER-ISLAND TRAVEL FUND

Monies will be used for Registration and Airline Tickets for conferences and inter-island travel that have been selected and approved by the Senate (i.e. U.S.S.A). Selections of attendees shall consist of members of the ASUH Senate and/or Advisors and will follow the ASUH Travel and Workshops rules and procedures. Any person who wishes to participate at the conference shall submit the required application forms to the members of an ad-hoc screening committee who are appointed, then approved by the ASUH Executive Committee. The ASUH Operations Manager/Advisor shall coordinate with said committee to the extent of their abilities.

Registration (7230)	\$1,000.00
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Airfare, Lodging, (4400) etc.	\$6,500.00
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LEADERSHIP AND DEVELOPMENT	(1529)	\$4,000.00
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This money is to pay the costs associated with the ASUH participation in Chartered Student Organization (CSO) Orientation or workshop sessions where there are training or material costs that must be covered by the Office of Student Life and Development. This sum is to be transferred to and administered by Student Life and Development (SLD).

SENATE WORKSHOPS AND RECOGNITION EVENTS		\$7,000.00
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Provided that all events shall be for explicit purpose of fulfilling their respective duties, this appropriation is for funding Senate workshops and recognition events (ie. Senate Retreat, Senate Banquet). Funds shall be appropriated for food and other expenditures at Senate workshops and recognition events.

Food and Other Related Expenses	(3300/7200)	\$7,000.00
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<b>B2. Elections</b>	<b>(2201)</b>	<b>\$ 5,000.00</b>
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Provided that the appropriation for Elections shall cover all costs relating to the ASUH elections, including advertising and publicity, provided further that all expenditures for elections be approved by the Executive Committee. Expenses include computer expenses for tabulation of votes.

Other Current Expenditures	(7200)	\$5,000.00
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<b>B3. ASUH Senate Recognition Awards for Service</b>	<b>(7245)</b>	<b>\$85,200.00</b>
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ASUH awards are granted to recognize the volunteer service students provide to the University. Awards do not represent compensation for work performed nor a replacement of lost employment earning opportunities. Awards shall be awarded based on a systematic format of criteria established in the Rules of the Senate, and shall be approved by the Senate before the granting of awards.

Additionally, unexpended funds due to vacancies in the ASUH 110<sup>th</sup> Senate or other miscellaneous circumstances shall lapse into Senate Account 3325232 (University Programs, Services, and Support).

In the summer months when there is a lack of Senate members on-island, Senate members can be appointed to multiple committee leadership positions and be compensated for their additional service. Surplus funds will be revisited and reallocated to C2 account by January 31st 2023.

Senate President	\$450.00	x	1 x 12 months	\$5,400.00
Senate Vice-President	\$400.00	x	1 x 12 months	\$4,800.00
Senate Secretary	\$325.00	x	1 x 12 months	\$3,900.00

Associated Students of the University of Hawai'i at Mānoa  
Undergraduate Student Government

Senate Treasurer	\$325.00	x	1 x 12 months	\$3,900.00
Committee Chair	\$150.00	x	8 x 12 months	\$14,400.00
Committee Vice Chair	\$100.00	x	8 x 12 months	\$9,600.00
Senator-at-Large	\$150.00	x	4 x 12 months	\$7,200.00
Senator	\$125.00	x	12 x 12 months	\$18,000.00
Senator	\$125.00	x	18 x 8 months	\$18,000.00

<b>C. University Programs, Services, and Support</b>	<b>(3325232)</b>	<b>\$210,584.00</b>
<b>C1. ASUH Scholarships, Graduate Test Prep &amp; Research Awards</b>	<b>(6500)</b>	<b>\$115,000.00</b>

Provided that all ASUH Scholarships, Study Abroad Scholarships, Graduate Test Prep and Research Awards, be administered by the Undergraduate Academic Affairs (UAA) standing meeting with the assistance of a UH-Mānoa faculty or staff when deemed appropriate by UAA. The distribution of the total amount over the various ASUH scholarships and awards is up to the discretion of the Undergraduate Academic Affairs committee and will be determined during an official meeting. The ASUH hereby endows this fund to assist full-time, undergraduate students at the University of Hawai'i at Mānoa.

All scholarship and award applicants shall be required to submit financial documents and current transcripts. Any unused Fall 2022 scholarship funds may be used to provide additional Spring 2023 scholarships. Research award applicants shall submit a formal proposal with a recommendation from the research advisor and a current transcript. An ASUH award may also be designated to support research by undergraduates in specific programs (e.g. The Undergraduate Honors Program).

Past and present ASUH Senators, Executive Officers and ASUH student employees are not eligible to receive these awards. Members who have previously served and are not currently serving in the aforementioned roles may be granted an exception by the Undergraduate Academic Affairs Committee.

ASUH Scholarships, Study Abroad Scholarships, Graduate Test Prep, and Research Awards	\$115,000.00
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<b>C2. ASUH General Fund for Student Services</b>	<b>\$93,084.00</b>
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Provided General Fund appropriations be expended for the purpose of providing services that will be particularly beneficial to ASUH constituents. Provided further that all expenditures from this fund shall be in accordance with the policies and procedures of the ASUH Senate and the University of Hawai'i. Programs may include academic advising, fairs, issues awareness forums, legal services, web services, and other such student-oriented activities, which are sponsored or co-sponsored by the ASUH. Acts of the Senate shall appropriate funds. If funds in the RIO Funding (3325242) account are expended in its entirety, the Senate, upon the discretion of its Senators through a 2/3 vote, may appropriate additional funds to RIOs that have gone through the RIO Funding process. Exceptions may be granted to RIOs who have received approval from the Finance Committee through a 2/3 vote and then the General Senate through a 2/3 vote.

Food Supplies (3300)		\$ 8,500.00
Rentals (5700)		\$ 4,000.00
Advertisement/Promotions (4000)		\$10,000.00
Guest Speakers/ (7100)		\$ 10,000.00
Entertainment		
Leis/Awards (7200)		\$ 484.00
Other Current Expenditures (7200)		\$ 60,100.00

**C3. Executive Immediacy Fund (7200) \$2,500.00**

The purpose of this fund is to allow flexibility of expenditures that come up and require immediate appropriation within 48 hours. The President or Vice-President, and the Treasurer shall give written consent for these expenditures.

**D. RIO Funding (3325242) \$ 40,000.00**

Provided that funding shall be used to assist RIOs in their programs and activities in accordance with funding procedures and policies of the Senate. Funds shall be appropriated by acts of the Senate. Funding need not be appropriated at one time, and furthermore, funding per semester is encouraged to be in equal amounts. RIO Funding shall be awarded during established semester RIO Funding periods. Any awards outside of these periods shall only be passed by a 2/3 vote of the General Senate.

**E. Student Court & Campus Delegates' Fund (3325252) \$ 2,175.00**

The purpose of the fund is to award non-ASUH senate members who serve on campus-wide committees and have fulfilled their responsibilities as outlined by the Internal Affairs committee. Eligibility for awards shall be under the purview of the Internal Affairs Committee.

**E1. Student Court Stipends (6531) \$375.00**

The student court fund budget reflects a \$75 stipend for Chief Justice and a \$50 stipend x 6 for Associate Justices per case. Additional funding will be appropriated as needed from account 3325232.

**E2. Campus Delegate Awards (7200) \$1800.00**

The Campus Delegates fund amount reflects a monetary value equivalent to a \$30 award given to eligible delegates per month that will be distributed after completed duties outlined by the Internal Affairs Committee. A delegate shall be awarded no more than \$30 a month, and \$360 per school year. Additional funding will be appropriated as needed from account 3325232.



**PART IV SPECIAL PROVISIONS**

**SECTION 1** Provided that for the purpose of this act, the treasurer and the finance committee shall have the authority to interpret the intent of the senate as contained herein; however, the senate may clarify its intent by adopting a resolution for that purpose, or may amend any provisions of the act through special legislation.

**SECTION 2** Unless otherwise provided in this act, the treasurer shall have the authority to transfer funds between line items and established accounts provided that prior to effecting any transfer, that it is confirmed by the treasurer and operations manager/advisor that the funds to be transferred do not exceed the total expenditure ceiling. Upon this confirmation, the treasurer shall then obtain approval of the senate.

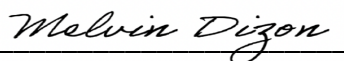
**SECTION 3** Provided that all positions created herein shall be for the fiscal year 2023, except for the permanent full-time position authorized by the university or the legislature.

**SECTION 4** Provided that if any portion of this act or its applications to any person or circumstance is held to be invalid for any reason, then the senate hereby declares that the remainder of the act and each and every other provision thereof shall not be affected hereby. If any portion of a specific appropriation is held to be invalid by any reason, the remaining portion shall be expended to fulfill the objective of such appropriation to the extent possible.

**SECTION 5** Upon approval of the senate and the Vice Provost for Student Success of the University of Hawai'i at Mānoa, final copies of the budget act of 2022-2023 shall be distributed to all members of the senate, SLD Director, SLD Fiscal Officer, and ASUH program advisors.

**SECTION 6** This act shall take effect upon approval of both the senate and the Vice Provost for Student Success of the University of Hawai'i at Mānoa.

INTRODUCED BY



Melvin Dizon  
Introducing Member  
Acting-Treasurer

**TWO-THIRDS ROLL CALL VOTE TO APPROVE SENATE ACT 01-23: ESTABLISHING THE ASUH BUDGET FOR FISCAL YEAR 2023.**

**Aye(s):** Vice President Kasal-Barsky, Treasurer Dizon, Interim-Secretary Crowell, SAL Chen, SAL Dai, SAL Hermoso, SAL Stephens, Senator Goo, Senator Kim, Senator Kirwan, Senator Lum, Senator Morimoto, Senator Okamura [13]

**Naye(s):** [0]

**Abstention(s):** [0]

BS900  
ASUH BUDGET  
FY 2023

	FY 23 BUDGET	FY 22 ACTUAL	FY 21 ACTUAL	FY 20 ACTUAL	FY 19 ACTUAL
<b>REVENUES</b>					
Student Fees (0034)	100,000	107,569	103,509	99,392.41	100,405.24
Stock Dividends (0523)	409,959	250,000	150,000	200,000.00	300,000.00
Interest Income (0521)		347	572	976.31	1,671.46
Program Revenue (1209/11)					
Other (0750)					
Telephone Commissions (0632)	0	0	0	0.00	0.00
Shuttle Service (1211)					
Other (0830)					
<b>TOTAL REVENUES</b>	<b>509,959.25</b>	<b>357,916.23</b>	<b>254,080.88</b>	<b>300,368.72</b>	<b>402,076.70</b>
<b>EXPENDITURES</b>					
<b>A. PERSONNEL COSTS</b>					
Regular Employees (2001)	89,000	86,993	87,619	86,842.68	86,049.28
Casual Hire (2101)					
Student Help (2201)	44,000	36,223	42,045	30,454.35	40,140.00
<b>TOTAL PERSONNEL COSTS</b>	<b>133,000.00</b>	<b>123,216.47</b>	<b>129,663.60</b>	<b>117,297.03</b>	<b>126,189.28</b>
<b>B. CURRENT EXPENDITURES</b>					
Svc on Fee Basis (7100/2900)	10,000	0	100	150	500
Operating Supplies (3000)		3,365	922	1,544	304
R&M Supplies (3100)		0	0	0	0
Office Supplies (3200)	3,000	2,333	835	1,650	999
Food Supplies (3300)	15,500	11,511	6,398	41,466	48,463
Other Supplies (3400)	40,000	1,841	387	9,558	12,776
Dues & Subscriptions (3500)	3,300	1,255	2,842	2,685	1,697
ID Badges & Business Cards(3500,4001)		0		0	0
Freight & Delivery (3600)		0			0
Postage (3700)	175	94	755	5	209
Telephone & Telegraph (3800)	1,525	2,100	2,075	2,100	2,100
Printing & Binding (3900)			175	194	37
Advertising (4000)	10,000	1,167	4,134	24,302	27,092
Travel (41/42/43/44/45/4600)	6,500	0		3,671	5,521
Rentals (47/55/56/5700)	4,000	3,045	2,555	9,127	6,127
Repairs & Maint. (5800)	500	0			300
Interest (6201)		0			
Stipends/Grants (6500/31/33))	115,375	102,558	107,532	96,711	68,383
Other Curr. Exp. (7200/7245)	74,384	1,222	5,309	977	4,854
Photocopy Charges (7220)	2,500	368	311	996	951
Registration Fees (7230/7225)	1,000	1,578		598	1,464
Fees/Prizes (7245)	85,200	42,826	39,361	30,527	29,437
<b>TOTAL CURRENT EXP.</b>	<b>372,959.25</b>	<b>175,264.04</b>	<b>173,689.69</b>	<b>226,262.52</b>	<b>211,213.43</b>
<b>C. EQUIPMENT (7700)</b>					
					0.00
<b>TOTAL EXPENDITURES</b>	<b>505,959.25</b>	<b>298,480.51</b>	<b>303,353.29</b>	<b>343,559.55</b>	<b>337,402.71</b>
Transfers (9998)	(4,000.00)	(1,000.00)	(3,000.00)		(3,000.00)
<b>NET REVENUE</b>	<b>0.00</b>	<b>58,435.72</b>	<b>(52,272.41)</b>	<b>(43,190.83)</b>	<b>61,673.99</b>
<b>BEGINNING FUND BALANCE</b>	<b>124,938.51</b>	<b>65,755.00</b>	<b>118,089.71</b>	<b>161,736.10</b>	<b>100,562.99</b>
<b>ENDING FUND BALANCE</b>		<b>124,938.51</b>	<b>65,755.00</b>	<b>118,089.71</b>	<b>161,736.10</b>