

**GSGA34-A04**

**The FY 2016 Graduate Legal Aid Office Spending and Budgetary Act**

**Summary:** An act establishing an FY 2016 budget for the Graduate Legal Aid Office (GLAO).

**FOR THE PURPOSE OF** establishing a budget for GLAO for FY 2016 that reflects their salary and office needs; and

Allocating additional monies from a mandatory fund balance spend-down; and

**BY** adopting the budget for the Graduate Legal Aid Office for the GSG’s 35<sup>th</sup> Legislative Session and FY 2016 as outlined below; and

mandating that the GLAO present an update at the September 2015 GSG Assembly that accounts for all funds and any changes from the proposed budget below.

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**Author(s):** Harsh Pandya, Vice President for Financial Affairs (INFM)

**Sponsor(s):** Deborah Hemingway, President (BIPH),  
Dirk Parham, Vice President for Legislative Affairs (ANTH)

**Date and Time of Submission:** 26 May, 2015

**Date of Presentation:** 5 June, 2015

**Action(s) Taken:**

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Decision of GSG President

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Signature of GSG President

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Date

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**GRADUATE STUDENT LEGAL AID OFFICE**  
**FY 2016 PROPOSED BUDGET**  
**July 1, 2015-June 30, 2016**  
(Based on projected student fees of \$157,595)

**PROJECTED YEARLY BUDGET \$157,595**  
**Salaries, Securities, and Benefits \$128,724**

**Salaries 107,394**  
Director/Attorney 58,242  
Coordinator of Programs & Services 29,952  
Graduate Student 7,200  
Law Clerk 12,000

**Mandatory Contributions/Contractual Benefits 21,330**  
FICA 7,800  
Unemployment 300  
Tuition Remission 0  
Health Insurance Stipend 6,615  
Retirement 6,615

**Operating Expenses \$10,168**  
Phone/Computer Lines 2,100  
Contractual Services 2,550  
Office Supplies 1,000  
Other Equipment 518  
Marketing 500  
Professional Development/Office Resources 3,000  
Discretionary 500

**Programming \$5,750**  
Food Services 4,000  
Speakers 750  
Prizes/Giveaways 1,000

**Available Funds Remaining \$12,953** Page 2 of 2

## 82 Explanations

### 83 Salaries:

- 84 1. Director/Attorney (C-1) salary based on 20 hrs/wk @ \$57.10/hr x 51 wks  
 85 2. Coordinator of Services and Programs (C-2) salary based 24 hrs/wk @ \$24.00/hr x 52  
 86 wks  
 87 3. Graduate Student salary based on 10 hr/wk @ \$15.00/hr x 52 wks  
 88 4. Law Clerk based on 20 hr/wk @ \$20.00/hr x 30 wks

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 90 **Mandatory Contractual Benefits:** C-2 employees entitled to certain benefits per  
 91 University/Stamp policy, subject to availability of Departmental funds. GLAO budget is  
 92 adequate to cover contractual benefits:

93 1. **Tuition remission:** Consistent with University/Stamp policy, GLAO offers \$1,500 tuition  
 94 remission option to C-2 employees. Neither C-2 employee requested tuition remission funds  
 95 last year. Because GLAO already has a reserve amount for tuition remission, no funds need  
 96 to be allocated for tuition remission this fiscal year.

97 2. **Health Subsidy:** Consistent with University/Stamp policy, GLAO offers a health  
 98 insurance subsidy option to C-2 employees. Both our Attorney/Director and Coordinator  
 99 employees will be eligible for the health subsidy this year.

100 3. **Retirement Subsidy:** Per University/Stamp policy, GLAO offers a health insurance  
 101 subsidy option to C-2 employees. Both our Attorney/Director and Coordinator employees  
 102 will be eligible for the health subsidy this year.

### 104 Operational Expenses

- 105 1. **Contractual services** include costs for StampIT support services, website upgrade, and  
 106 equipment support contract.  
 107 2. **Professional Development/Office Resources** include costs for conferences and  
 108 trainings, as well as professional publications and subscriptions.

### 109 FY2016 GLAO Proposed Budget Worksheet

Expenditure	Sub-Total	Total	Explanation
<b>SALARIES</b>		\$107,394.00	
Attorney Director	\$58,242.00		20hrs/week @ \$57.10/hr for 51 weeks
Coordinator	\$29,952.00		24hrs/week @ \$24.00/hr for 52 weeks
Graduate Student (Student Defender)	\$7,200.00		10hrs/week @ \$15/hr for 48 weeks
Law Clerk	\$12,000.00		20hrs/week @ \$20/hr for 30 weeks
<b>MANDATORY CONTRIBUTIONS</b>		\$21,330	
FICA		\$7,800	
Unemployment Insurance		\$300	
Tuition Remission		\$0	
Health Insurance Stipend	\$6,615		7.5% of Attorney & Coordinator Salaries
Retirement	\$6,615		7.5% of Attorney & Coordinator Salaries
<b>OPERATIONAL EXPENSES</b>		\$10,168	
<b>Contractual Services</b>			
Telephone		\$2,100	
Stamp IT	\$1,750		Technology Support & Service of Computers
Copier		\$600	
Computer Equipment		\$518	
Website Design and Development	\$200		Website design upkeep, make website mobile-friendly
Office Supplies		\$1,000	
Marketing	\$500		Implementation of new, modern branding on existing marketing materials
<b>Professional Development Resources</b>			

Publications & Subscriptions	\$1,000		Updates to legal publications and rules books
Conferences and Trainings		\$2,000	
<b>Discretionary</b>		\$500	
<b>PROGRAMMING</b>		\$5,750	
Food Services		\$4,000	
Speakers	\$750		Parking and small token of appreciation for 30 speakers
Prizes/Giveaways	\$1,000		Prizes/giveaways to grad students participating in our events
<b>TOTAL</b>		<b>\$144,642.00</b>	
Budget		\$157,594.68	
Difference		-\$12,952.68	

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