To: The Graduate and Professional Student Assembly of the University of Pennsylvania (GAPSA)  
General Assembly

From: Xinlan Emily Hu (Dir. Budget), on behalf of the GAPSA Budget Subcommittee

Subject: Proposed GAPSA FY 2023-24 Budget

In many ways, the budget is at GAPSA’s very heart. It defines our priorities and our constraints, and it is the core mechanism through which GAPSA empowers the student body to create meaningful moments through programming, make voices heard through advocacy, foster individual creativity through research and travel grants, and so much more. Thus, our Subcommittee does not take lightly our duty to ensure that the Budget reflects all that GAPSA itself stands for.

With this being said, we face a significant challenge in the coming year: a $1.2 million budget cut, due to the loss of our annual carryover. As a consequence, we found ourselves finding ways to ensure that the FY 23-24 budget meets the lowered budget constraints while continuing to support our students’ needs and values.

We approached this challenge by using two sources of data: (1) the results of the Annual Budget Survey, conducted by Director of Data Analytics Gary Hettinger; and (2) the actual utilization of the budget, compiled by Director of Financial Reporting Shuruthi Senthil Murugan. Our goal was to ensure that we minimize budget cuts to the items that students valued the most, as well as those that were highly utilized in the previous year. We applied the greatest budget cuts to items that were either marked as low-priority or otherwise underutilized.

Highlights of the Budget are summarized below:

- **G12+ Base:** This has been set to $839,010 per information from the Director of Finance, Rexy Miao, and based on consultation with administration. The current numbers reflect this value, scaled to FY 22-23 enrollment (courtesy of Paul Weller’s contributions).

- **G12+ Accountability Program (GAP):** These effectively cannot change much from year to year due to Constitutional constraints.

- **Tied Fraction:** We eliminated the one-time payments that were newly added to the start of the school year, such as to the University Life Centers and to the Graduate Student Emergency Fund. According to the administration, our one-time donation of $100,000 in this previous fiscal year is enough to sustain the fund for a further 2 years; therefore, given the budget cut, there is no need to continue this Tied Fraction item for FY 23-24. The items that we kept the same from last year are Family Center, Graduate Student Center, and Award-related encumbrances, which stem from historical obligations that are less mutable.

- **Exec Compensation:** The value for Executive Compensation has been set at $98,580, per the will of the GA. Given the Budget Cuts, we recommend considering a motion to amend the budget to reduce this item.

- **Removal of Division Development:** We regret to say that across internal GAPSA divisions, we eliminated Division Development, and intend for development-related dinners to come through the Operations budget.
• **Scaling Back Leadership Budget:** Perhaps one of the least popular budget items is Leadership, and given our budget cuts, we sought to significantly scale back these items; compared to a previous budget of nearly $89,000, the Leadership budget has been reduced to $20,000.

• **Cuts to Programming:** Programming was among the most popular/prioritized budget items, and we sought to maintain it as much as possible, while nevertheless slimming it down. Cultural and Social programming budgets are fully maintained from the previous year; however, we reduced the budget of GradFest (which had become more extravagant over the years, and ballooned to an expenditure of $100,000) to only $60,000. We also combined Beyond Penn (previously under Professional Development) with Academic Programming.

• **Removal of GA Incentive Fund:** This line item was not used significantly in the past year (only $3,056), and was removed at the suggestion of Deputy Director Simeon Ristic.

• **Student Group Event Fund:** This was highly prioritized by GA members, but unfortunately, the actual utilization from last year was only $32,141. Therefore, we cut this budget item from the original of $130,000 to $65,000 --- nevertheless double the utilization from the previous year.

• **Alumni Relations:** Similarly, utilization in the previous year was only $1,462, which justifies the budget cuts. We reduced this budget to $3,900 (from the original of $19,500).

• **Pilot Funds:** Similarly, utilization of this fund was only $4,679 in the previous year; reducing the budget to $17,000 (from the original of $50,000) is a significant cut, but should allow the same activities that took place in the previous year to continue.

• **Councils:** The base level of funding for IDEAL, RC, and PC are maintained, but as with all divisions, Development funding has been cut.

• **Reserve:** One priority was to ensure that there is a non-negative amount of money in Reserves. Based on the current budget design, $748 remains in Reserves.

Additional details on the budget cuts and our decisions can be found in the footnotes included within the budget. We hope that you find these notes useful for creating transparency and trust in GAPSA’s finances, and for allowing you, as the General Assembly, to make the best judgment in your upcoming vote.

With Best Wishes,

Xinlan Emily Hu