

# CSISA BUDGET SECOND TRIMESTER OF 2024/2025



PREPARED BY: THE FINANCIAL SECRETARY  
PRESENTED BY THE FINANCIAL SECRETARY:

## **INTRODUCTION**

In accordance with Section D of Article 3 of the CSISA Constitution, which mandates that the Executive Committee direct the Finance Committee to prepare and present estimated revenue and expenditure reports to the CSISA parliament at the start of both the first and second trimesters, the Executive Committee and Board of the CSISA hereby present the budget estimates for the 2024/2025 academic year.

This budget has been developed to reflect the financial provisions allocated to support the priorities and activities of each committee, commission, and board within the CSISA. It is prepared in full compliance with the CSISA Constitution and is subject to approval by the CSISA parliament.

All approved expenditures will be funded through the Student Fund, which comprises accumulated funds as outlined in Section D and E of Article 3 of the CSISA Constitution.

## **BUDGET NOTE**

Budgeting is a fundamental element of financial governance. It is the process of allocating finite resources to meet the prioritized needs of an organization. In this context, the budget represents the legal authority to expend funds. The adoption of this budget by the Executive committee and CSISA parliament signifies the formal decision-making process that aligns the CSISA resources with the needs and interests of the student body of SDD UBIDS.

The budget also serves as a critical instrument for financial control, evaluation, and accountability. Through the accounting system, the Executive Board shall implement and oversee activities authorized by the budget. Financial performance shall be evaluated through comparisons between budgeted and actual expenditures, ensuring financial accountability in accordance with the CSISA Constitution.

The importance of sound budgeting practices within the Computer Science and Informatics Students Association of SDD UBIDS is underscored for the following reasons:

- The type, quantity, and quality of the projects (goods) and programs (services) provided by the CSISA are not subject to the market forces of supply and demand.
- These goods and services are critical to the welfare and interests of students.
- The diverse operations of the Executive Board necessitate comprehensive financial planning for informed decision-making. The connection between financial planning and budget preparation gives the budget its unique role within the 2024/2025 CSISA Administration. The budget is the definitive policy document, serving as the financial plan that enables the CSISA to achieve its constitutional objectives. Important Notes:
- No expenditure shall be made outside the approved budget unless formally minute and authorized by the relevant bodies of the CSISA. This includes, but is not limited to, invitations to programs, honors to individuals or groups (e.g., certificates or citations), and similar expenses. All such expenditures are subject to the availability of funds.
- No financial contractual agreement shall be entered into by the CSISA without the involvement of the school's legal counsel and the appropriate parties. The CSISA shall not be bound by any financial commitment if these procedures are not adhered to by any committee or board.

### **THE CONTINUES STUDENT SOUVENIRS BUDGET**

<b>NUMBER OF STUDENTS PAID</b>	<b>ITEMS</b>	<b>UNIT PRICE GHC</b>	<b>TOTAL GHC</b>
150	1 cap	30	4500

**Students X Unit Price = Total (30X 150= GH¢4500 )**

### **THE ELECTORAL COMMISSION BUDGET FOR VETTING**

<b>ITEMS</b>	<b>QUANTITY</b>	<b>AMOUNT(GHC)</b>	<b>TOTAL (GH¢)</b>
Renting of the voting System		2000	2000
Vetting Committee Panel	6people	50	300
<b>Grand Total</b>			<b>2300</b>

### **CSISA WEEK CELEBRATION BUDGET**

<b>ACTIVITY</b>	<b>ITEMS</b>	<b>AMOUNT (GH¢)</b>
<b>FLOUTING</b>	<b>Track, system and water</b>	<b>550</b>
<b>EXCELLENT AWARDS NIGTH Sound</b>	<b>Decoration, Water, Renting of Venue</b>	<b>650</b>
<b>Cleaning up exercise</b>	<b>Water</b>	<b>100</b>
<b>Grand Total</b>		<b>1300</b>

**HANDING OVER BUDGET**

<b>ITEM 9</b>	<b>UNIT PRICE</b>	<b>QUANTITY</b>	<b>TOTAL(GHC)</b>
CERTIFICATE	10	9	90
CERTIFICATE PARLIAMENT	10	32	320
WATER	30	4	120
4 ITEM 13	15	100People	1500
<b>TOTAL</b>			2300

**GRAND TOTAL = 10,400**