20 July 2020

Organizational Leaders, Administrative Advisors, and Members of the Georgetown Community,

I thank you all for your extensive collaboration and engagement with the Finance and Appropriations Committee over the last few months. Your passion, insights, and perspectives have been invaluable as we’ve worked to build a better Hilltop community amidst so much uncertainty and upheaval.

In the interest of transparency, and after extensive consultation with our GUSA Advisor, the Senate and Executive Leaderships, and the members of the Committee, I have decided to preliminarily announce our timeline for the Fiscal Year 2022 Student Activities Fee Budget Summit Process. Please do note, this timeline is subject to modification as a result of the dates for the Fall Class Senate Elections and the 2021 GUSA Executive Election. Those dates likely to change are italicized.

Fall Semester

**Early September:** The Chair will send a performance evaluation of the Summer FinApp to review the effectiveness of having a full Summer FinApp in the future.

***Late September:*** The Chair, Vice Chair, and the Liaisons and Adjuncts for the 15th Finance and Appropriations Committee will be elected by the body of the Senate.

***First Week of October:*** The Chair and Vice Chair will assign portfolios to the members of the Committee; they will be required to reach out to you within 72 hours of you receiving the first email from the FinApp account.

**Third Week of October:** Organizations will be invited to present before the Committee an overview of their current programming, the immediate effects of FinApp’s allocation in the FY21 Budget Summit, and their outlook for the remainder of the Fiscal Year.

***Fourth Week of October:*** Pursuant to recent changes to the Bylaws, liaisons will have twenty-one (21) days upon appointment to have their first meeting with your leadership; we anticipate this will be fulfilled by then. The Chair and Vice Chair will have also met with your groups’ leaderships to discuss priorities and areas of collaboration going forward.

**Fourth Week of November:** The Committee will make available the Audit Form for FY2022 so that your groups have extensive time to work on them and troubleshoot questions.

**Third Week of December:** Before Final Exams begin, the Committee will release the Questions for the FY2022 Budget Summit Application for Funding and announce the opening of the Budget Summit Process.

Spring Semester

**Second Week of January:** Liaisons will draft and submit memos providing their personal opinions regarding the performance of their groups in the Fall. Groups will also have the opportunity to complete a confidential mid-year performance review of their liaison, though no memos will be made publicly available until all reviews are in (to prevent bias)

**Third Week of January:** Audits will be due for review by the Committee.

***First Week of February:*** Applications for Funding will be due from all Executive candidates.

***Second Week of February:*** Applications for Funding will be due from all Applicants.

**Fourth Week of February:** Budget Summit Presentations will take place on Saturday of that week from 10 AM through 5:30 PM. Deliberations will occur the next morning from 12:00 PM to 4:30 PM. All members will prepare individual Budgets and the Chair and Vice Chair will develop a compromise budget for approval by the Committee.

**First Week of March:** The Preliminary Budget Report will be released prior to the beginning of the Spring Break Holiday.

**Third Week of March:** Organizations who wish to appeal their allocation decision from FinApp will have the opportunity to do so; appeals will take place over two days, with deliberations and presentations once again split.

**Fourth Week of March:** The Finalized Budget Report will be presented to the Senate for consideration and potential approval; upon approval, an announcement will be made to the entire Georgetown community.

**Third Week of April:** The Transition FinApp Chair shall be compelled to conduct an end-of-year Liaison and Adjunct performance review.

**Fourth Week of April:** Pursuant to the feedback you all provide, the Senate could appoint another Summer FinApp to follow-through on the observations made in the FY2022 process.