

## I. What is the Budget Process?

- The Student Government Club Budget Process is the process by which Student Government Recognized Clubs request funds for their group's activities for the upcoming academic year.
  - If your club is **Tier 0 or 1**, you do not receive a budget, and depend on fundraising, donations, and dues to grow your club account balance.
  - If your club is **Tier 2**, you must complete the budget process to receive a budget and are awarded up to \$400 per year.
  - If your club is **Tier 3**, you must complete the budget process to receive a budget, may be present when your budget is reviewed, and are awarded funds on a case-by-case basis.
- Tier 2 and 3 clubs must be in good standing to be eligible for SG funds.
- The SG Budget Review Committee is made up of the SG Director of Organizational Recognition, The Clubs Coordinator and the Financial Coordinator.
- Ultimate approval of all budgets is made by Student Government and the Director of the CCL.
- **If your club is recognized during an academic year, you can submit a club budget the following school year.**
- The budget process begins in March and ends before the last day of classes in May. All budget proposals for Tier 2 and 3 clubs submitted by the deadline will be reviewed and allocation decisions made by this time. **See the club budget timeline.**

## II. How Do I Develop My Operating Budget?

Most funding for event and travel expense is no longer requested through your club's operating budget. All requests for event funding require direct application for additional funds through Student Government. Applications for travel expenses that are not operational expenses require direct application for additional funds through Events Registration (EVR). More information about how to EVR an event can be found on the campus life website at <http://campuslife.rit.edu/main/sau/evr>.

### 1) Plan Ahead

If additional support for travel and event expenses is needed, requests can be made through the SG Additional Awards process, the below steps will help you develop an "Operating Budget." You will be creating a budget based on those expenses and income that you will incur for normal activities and omitting event related or travel related expenses and income as much as possible.

- Keep normal activities within the purpose and mission of the club.
- Try to tie activities for your club into your mission statement and your goals.

- Look at activities sponsored in the past (or ask your club advisor) and see if they were successful. Do you want to repeat the activity? If not what else could you do?

Look at the costs of these activities:

- Will the cost of these activities be justified by the benefit to your club and/or the RIT community?
- Will the costs for the activities need to be increased?

Think about the potential sources of income that your club may have access to:

- Consider the following sources: fundraisers including vendors, bake sales and raffles; donations or sponsorships from external groups, corporations or parent chapters.
- Be sure to consider realistic estimates of income, as you will be held responsible for the income stated on your budget proposal.
- DO NOT Over Estimate Income; Be Conservative.
- Consider any departmental support you are certain will be materializing.

Rank the expenses and incomes that you would like to propose in your operating budget:

- Due to budgetary restrictions, your club may not be able to afford all the activities that you would like.
- Rank your activities by the benefit to your club and/or RIT community in relation to its cost.
- Include the highest-ranking strategies/activities in the budget proposal.

Keep in mind:

- Expenses should be approximately the same from year-to-year.
- Allocated Budgets normally remain consistent year-to-year; increases are minimal, if they occur at all.

## **2) Research**

Get estimates for the costs of all activities or items to be purchased. The following resources can help you determine your costs:

- Staples online at: [staplesadvantage.com](http://staplesadvantage.com)

- Online, Competitive Shopping
- Prior year budget expenditure
- Financial Staff

### 3) Preparing the Budget Proposal

Your budget proposal must be presented in a spreadsheet format. CCL Financial Office provides a blank budget on-line at <http://campuslife.rit.edu/clubs/resources> Click on the blank budget worksheet.

#### Budget Proposal Format:

- The Heading of your budget should include:
  - The name, e-mail, and phone number of the person submitting the budget,
  - Your Advisor's signature,
  - Name of Club,
  - Club Financial Tier,
  - Date of Submission.
- Expenses and Income (Round all Expenses and Income to the nearest dollar):
  - Fill in, by Expense Object Code, those expenses you expect to incur in the next academic year
    - In Description Column enter in short description of expenditure
    - In Quantity Column enter in number of items
    - In Unit Cost Column enter in cost of ONE item
    - The Item Total should automatically multiply the quantity by the Unit Cost.
    - Each Expense code will automatically total on the spreadsheet.
  - Note: Total Operating Expenses will automatically calculate the total of all the expense codes.
  - Fill in any income you expect from fundraising by entering a short description; enter quantity and unit cost. Be Conservative with Income!
  - Note: Total Fundraising will automatically add total.
  - Note: Total Amount Requested will automatically compute for you by subtracting any income/fundraising you are expecting from the expenses you have entered.

#### Keep in mind:

- The budget sheet will round off dollar values. All values entered into the budget must be **rounded to the nearest dollar.**
- Be sure to check the accuracy of all the figures you provide.

- **Submit your completed budget proposal according to instructions provided in the Club Budget Process Timeline.**

### III. What Happens After I Turn in the Club Budget Proposal?

- The SG Budget Review Committee will begin to review Tier 2 and 3 club budget proposals for form and basic content as proposals are submitted.
- The SG Budget Review Committee will return those proposals requiring additional information or clarification to the club contact person immediately upon initial review. Those groups will be asked to resubmit an updated budget within a week's time.
- The SG Budget Review Committee will begin the process of allocating funds.
- Tier 3 Club representatives are welcome to be present for their club's budget hearing. Requests should be made to Sarah Griffith at the time of your proposal's submission by checking the box on the front of your budget proposal.
- Final Budget allocations will be placed in club mail folders when available.

### IV. Criteria Used by SG Budget Review Committee to Review Budgets:

Due to the growing number of clubs and demand for limited budget money, accounts will be closely examined. The SG Budget Review Committee will be:

- Checking closely to see what each club actually spent during the prior year and possibly 2 years before.
- Comparing what the clubs have spent in years past with what they are submitting currently.
- **Checking to make sure that the items listed in each budget reflect the purpose of the club.**

Although a budget proposal is only an estimate of expected expenses, the SG Budget Review Committee asks that all clubs please list their expenses fairly and with as much accuracy as possible.

The following criteria are used to determine line allocations:

73100- Copying	➤ Last year's copying activity will be reviewed closely to ascertain that copy expenses were used appropriately.
73150- Office Supplies	➤ Club must have central office or club space to store supplies. No office space, no supplies allocated. ➤ Expenses should be estimated from the OfficeMax Catalog. Estimate about 35-45% discount on catalog prices
73550- Subscriptions	➤ Only given to clubs with an office or club space. ➤ Please include location of office space on budget proposal. ➤ One subscription for each club allocated.
73600- Dues	➤ We will subsidize ½ national dues maximum.
74250- Postage	➤ Description of what postage will be used for is required. ➤ \$0.44 for first-class letters.
75050- Honoraria or Annual Speaker	➤ We allow for \$150 maximum honorarium for speakers.
75100- Advertising	➤ Copying expenses should not be included in this line. ➤ Last year's advertising expenses will be reviewed closely to ascertain that funds were used appropriately. Maximum Reporter Ad allowed is \$129.
78000- Travel	FOR CLUB SPORTS ONLY: We will review the following information: ➤ the location you will be traveling to ➤ how many club members would be able to attend ➤ whether the purpose of the trip is consistent with the club's mission ➤ cost of hotel (number of people in each room) ➤ cost for competition registration ➤ fundraising done by the club to offset costs ➤ portion of trip paid for by members (travelers should pay approximately half of the trip's total cost) ➤ Whether the group has requested the SG Van.
78200- Auto Mileage	➤ Auto Mileage Allowance is \$.50 per mile. ➤ For Local Travel Only
78550- Hospitality	➤ We allow for a maximum of \$70.00/year for hospitality. (Refreshments for recruiting meetings and speakers receptions.)
80200- Maintenance and Repair	We will review the following information: ➤ Brand name ➤ Model number ➤ Quantity of equipment in need of repair. ➤ Where price estimates were acquired from.
84000- Equipment Purchase	➤ The 84000 line is used for equipment purchases up to <b>\$1500</b> . ➤ Sports teams must get approval of coordinator for club sports.
16200- Equipment Purchase	➤ The 16200 line is used for equipment purchases over <b>\$1500</b> and must be requested through SG Additional Funds requests.

90145- Campus Safety	<ul style="list-style-type: none"> <li>➤ Student Government Van Certification for Driver.</li> <li>➤ SG allows up to 2 drivers @ \$30 each.</li> </ul>
90370- Telephone Chargeback	<ul style="list-style-type: none"> <li>➤ Telephone expenses are based on the RIT standard charges for the rental equipment and local calls. There is an additional charge for long distance service.</li> <li>➤ No individual calling cards, long distance calls will be reimbursed</li> </ul>

## V. Example of a Submitted Club Budget:

### RIT Super Club Mission and Activities

The R I T Super Club's mission is to prepare its members to become efficient in preparing budgetary proposals and procedures. Expected membership will be over 50 RIT students, which is an increase of 10 students from last year. Membership encompasses almost every college at R I T, but it mostly consists of business students. The club meets on a weekly basis and has the following activities planned for next year:

Sept.	Welcoming party	Party designed to bring in new members. Will show pictures of trips and other events we have done in the past.
Nov.	Speaker on <i>Budgets in the Year</i>	Speaker will come in and explain trends in budget procedures and impacts on the job market.
April	Help other clubs	Help other clubs prepare their budgets for the next year using the newest techniques.

We also do extensive corporate sponsorship drives. These sponsorship drives help us establish contacts in the working world that will explain how procedures actually work and help raise some revenue as well.

# USE THIS TEMPLATE TO CREATE YOUR CLUB BUDGET

Save a copy on your computer for your club files

Submitted by: Peter Griffin

Phone: 517-388-1523

E-Mail: quahog@fox.com

Advisor  
Signature:



## Quick Reminders!

- 1) If you do not know your **Financial Tier** contact Sarah Griffith at sbgccl@rit.edu
- 2) If your club is **Tier 0 or 1**, you do not receive a budget; there is no need to fill out this form.
- 3) If your club is **Tier 2**, you must fill out this form to receive a budget, but may not be present when budget is reviewed.
- 4) If your club is **Tier 3**, you must fill out this form to receive a budget and may be present when your budget is reviewed.
- 5) For **Tier 3** clubs who wish to attend their budget review, you will be contacted with the time of your review if you request to be present by checking below.

## Please Check if Any of These Conditions Apply

	Yes, we are a Tier 3 Club and would like to appear at our budget hearing
X	Yes, we have club space
	Yes, we have office space

**Club Name:** RIT Super Club

**Current Financial Tier** 2

Date Submitted April 1, 2050

Line	Description	Qty	Unit Cost	Item	Line Total
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				Total	
<b>EXPENSE</b>					
<b>73000</b>	<b>Supplies - General</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Supplies - General</b>				\$0
<b>73100</b>	<b>Copying/Duplicating</b>				
	Welcome party	30	\$0.45	\$14	
	Letter/potential alumni sponsors	100	\$1.00	\$100	
			\$0.00	\$0	
	<b>Total Copying/Duplicating</b>				\$114
<b>73150</b>	<b>Supplies - Office</b>				
	Staples	1	\$3.00	\$3	
	Envelopes	1	\$1.50	\$2	
	Hanging Files	1	\$15.00	\$15	
	<b>Total Supplies - Office</b>				\$20
<b>73550</b>	<b>Magazine Subscriptions</b>				
	National Club Publication	1	\$25	\$25	
			\$0	\$0	
			\$0	\$0	
	<b>Total Magazine Subscriptions</b>				\$25
<b>73600</b>	<b>Dues &amp; Membership Fees</b>				
	Subsidize 1/2 National Dues	1	\$250	\$250	
			\$0	\$0	
			\$0	\$0	
	<b>Total Dues &amp; Membership Fees</b>				\$250
<b>73650</b>	<b>Uniforms (T-shirts, Hoodies, Pants, etc)</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Uniforms</b>				\$0
<b>74250</b>	<b>Postage</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Postage</b>				\$0
<b>75000</b>	<b>Professional Fees</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Professional Fees</b>				\$0
<b>75050</b>	<b>Honoraria</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Honoraria</b>				\$0
<b>75100</b>	<b>Advertising</b>				
	Posters Around Campus	15	\$5	\$75	
			\$0	\$0	
			\$0	\$0	
	<b>Total Advertising</b>				\$75
<b>76950</b>	<b>Equipment Rentals</b>				
			\$0	\$0	
			\$0	\$0	

	<b>Total Equipment Rentals</b>		\$0	\$0	\$0
<b>78000</b>	<b>Travel</b>				
			\$0	\$0	
			\$0	\$0	
	<b>Total Travel</b>		\$0	\$0	\$0
<b>78200</b>	<b>Auto Mileage</b>				
	Annual Drive to D.C.	4	\$50	\$200	
			\$0	\$0	
			\$0	\$0	
	<b>Total Auto Mileage</b>				\$200
<b>78550</b>	<b>Hospitality</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Hospitality</b>				\$0
<b>80200</b>	<b>Equipment Repairs</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Equipment Repairs</b>				\$0
<b>82560</b>	<b>Prizes &amp; Awards</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Prizes &amp; Awards</b>				\$0
<b>84000</b>	<b>Equipment Purchases under \$1500</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Equipment Purchases under \$1500</b>				\$0
<b>16200</b>	<b>Equipment Purchases over \$1500</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Equipment Purchases over \$1500</b>				\$0
<b>86030</b>	<b>Donations</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Donations</b>				\$0
<b>90145</b>	<b>Campus Safety Chargeback</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total Campus Safety Chargeback</b>				\$0
<b>90160</b>	<b>ETC</b>				
			\$0	\$0	
			\$0	\$0	
			\$0	\$0	
	<b>Total ETC</b>				\$0
<b>90170</b>	<b>FMS</b>				
			\$0	\$0	
			\$0	\$0	

	<b>Total FMS</b>		\$0	\$0	\$0
<b>90180</b>	<b>Food Service</b>				
	Services for Bon Fire	1	\$400 \$0 \$0	\$400 \$0 \$0	
	<b>Total Food Service</b>				\$400
<b>90185</b>	<b>Brick City Catering</b>				
			\$0 \$0 \$0	\$0 \$0 \$0	
	<b>Total Brick City Catering</b>				\$0
<b>90195</b>	<b>Gordon Field House</b>				
			\$0 \$0 \$0	\$0 \$0 \$0	
	<b>Total Gordon Field House</b>				\$0
<b>90200</b>	<b>HUB</b>				
	Club Flyers	47	\$1 \$0 \$0	47 \$0 \$0	
	<b>Total HUB</b>				\$47
<b>90240</b>	<b>Tech Crew</b>				
			\$0 \$0 \$0	\$0 \$0 \$0	
	<b>Total Tech Crew</b>				\$0
<b>90370</b>	<b>Telephone</b>				
			\$0 \$0 \$0	\$0 \$0 \$0	
	<b>Total Telephone</b>				\$0
<b>TOTAL OPERATING EXPENSES</b>					<b>\$1,130</b>
<b>INCOME</b>					
<b>59000</b>	<b>Fundraising</b>				
	Annual Super Sale	1	\$800 \$0 \$0 \$0	\$800 \$0 \$0 \$0	
	<b>Total Fundraising</b>				\$800
<b>TOTAL AMOUNT REQUESTED</b>					<b>\$330</b>