

# **Student Government Club Budget Process 2007-2008**

## **Timeline**

Wednesday February 7, 2007	Budget process training at Club Meeting
Wednesday March 21, 2007	Budget proposal assistance at Club Meeting
Monday March 26 - Friday March 30	Budget proposal assistance available in SG office by appointment only with Merry Schading, Financial Coordinator.
<b>Monday April 2, 2007</b>	<b>Budget proposals due to: Ryan Giglia Assistant Director, Campus Life Programs Center for Campus Life SAU - Room 2130 475-7685</b>
Monday April 9 - Friday April 13	Initial screening of budget proposals begins *Budget proposals requiring further information or adjustment will be returned and an update will be requested within one week's time.
Monday April 16 - Friday April 20	Notification sent to clubs confirming receipt of budget proposal and status.
Monday April 23 - Friday April 27	Final budget review by the SG Finance Committee. *Budget allocations will be made at this time. *Club Representatives are invited to be present at their budget hearing. Requests should be made to Ryan Giglia on the budget proposal.
Friday May 4, 2007	SG Senate votes on club budgets.
<b>Friday, May 11, 2007</b>	<b>Final Budget allocations available</b>

# **I. What is the Budget Process?**

- ◆ The Student Government Budget Process is the process by which RIT student organizations request funds for their group's activities for the upcoming academic year.
- ◆ All clubs and student organizations recognized by Student Government and in good standing are eligible for SG funds.
- ◆ The SG Budget Review Committee reviews all club budgets and those of the major student organizations under the direction of the Director for Campus Life and Student Government President.
- ◆ The SG Budget Review Committee is made up of the Financial Secretary for Student Government, The Assistant Director for Campus Life and the Financial Coordinator.
- ◆ The budget process begins during the Winter quarter and ends before the last day of classes in May. All budget proposals submitted by the deadline will be reviewed and allocation decisions made by this time.
- ◆ Budget proposals submitted to the Assistant Director of Campus Life Programs by 4:00PM on April 2, 2007 will be eligible for full consideration by the SG Budget Review Committee.
- ◆ No budget proposals will be accepted after 4:30 pm April 2, 2007.

# **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 Student Government. Sports clubs are the only organizations that will use Travel Expense as an Operational Expense because their travel is required by leagues.**

## **Step 1. PLAN AHEAD**

Since travel and all event expenses will be requested through the 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.

- ◆ 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 costs of these activities.**

- ◆ Did/will the cost of the activities be justified by the benefit to your club and/or the RIT community?

- ◆ Will the cost 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: fund-raisers 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.

**Rank order 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 or expenses that you would like.
- ◆ Rank activities by the benefit to your club and/or RIT community in relation to its cost.
- ◆ Include highest-ranking strategies/activities in the budget proposal.

**Keep in mind**

- ◆ Expenses should be approximately the same from year to year. Please be aware that because of changes in excluding travel and events, your allocated budget may be less starting this year.
- ◆ If any expense changes more than 10%; this should be noted and explained in your budget.
- ◆ Any unused account lines from the previous year's budget should be eliminated unless they will definitely be used in the upcoming year.

## **Step 2. RESEARCH**

Get estimates for the costs of all activities or items to be purchased.

The following resources can help you determine your costs:

- ◆ Competitive shopping
- ◆ Office Max catalog (For office supplies. This is available in the SG office for review.)
- ◆ Online Shopping
- ◆ Student Government services (copying, vans, vending)
- ◆ Prior year budget expenditure (see budgetary control sheet for 05-06)
- ◆ Financial Coordinator

## **Step 3. PREPARING THE BUDGET PROPOSAL**

Your budget proposal must be presented in a spreadsheet format. Student Government provides a blank budget on-line at <http://campuslife.rit.edu/clubs/resources/index.php> Click on the budget worksheet excel.

See enclosed RIT SUPER CLUB budget for 2007-08 Academic Year on pp. 8-10.

## Budget Proposal Format

- ♦ The heading of your budget proposal should include:

**Name of club**

**Academic Year of the Budget Proposal (06-07)**

**Date of Submission**

- ♦ Your spreadsheet should be divided into the following four columns:

Line Number	Description	Item Total	Line Total
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### Part 1. EXPENSES

***(Round all Expenses and Income to the nearest dollar)***

- ♦ In the first column, "**LINE NUMBER**",
  - list each account line number as shown on pp. 8-10 [i.e.. 73100]
- ♦ In the second column, "**DESCRIPTION**",
  - include the heading for each line number as shown on pp. 8-10 [i.e.. Supplies-Office]
  - categorize your clubs expenses according to the appropriate account line and provide detailed explanations.
- ♦ In the third column, "**ITEM TOTAL**",
  - list the total costs of each item described under that line number.  
[i.e.. \$1.00]
- ♦ In the fourth column, "**LINE TOTAL**",
  - put the sum total of all expenses from each line number [i.e.. \$11.00]
- ♦ At the bottom of the fourth column add the sum of the all line totals. Label this line "**TOTAL OPERATING EXPENSES**" [i.e.. \$1,051.00]
- ♦ Be sure to include all expenses associated with fundraisers (e.g., cost of T-shirts).

### Part 2. INCOME

- ♦ Use line number 59000 and description heading "**Fundraising**" for columns 1 and 2.
- ♦ Outline anticipated fund-raisers for the upcoming year.
- ♦ List details about each fund-raiser including:
  - when it will be held
  - if it has been attempted/was successful in the past
  - profit projections (revenue minus cost)
- ♦ List other sources and projected amounts of income including:
  - contributions from external sponsors or donors
  - internal club donations or dues
- ♦ Calculate "**TOTAL FOR 59000 FUNDRAISING**"
  - Add the income amounts together
  - Keep in mind, this amount should be a minimum of 10% of your "TOTAL OPERATING EXPENSES"
- ♦ Calculate "**TOTAL AMOUNT REQUESTED**"
  - Subtract "Total Operating Expenses" from "Total for 59000 Fundraising"
- ♦ "Total Amount Requested" should be the bottom line figure on your budget proposal.

### Keep in mind

- ♦ Be sure to check all figures for accuracy.

- ◆ If more than one item is being purchased, include an equation multiplying the item cost by number of items being purchased. [i.e.. (2 @ 1.49) two packs of 1000 count staples]
- ◆ Include rationale for any changes of 10% or more from the previous year.
- ◆ Do not use line 86000 (Miscellaneous) *unless* the item does not fit under any other line!

**Submit completed budget proposal by Monday, April 2, 2007 to:  
Ryan Giglia - Center for Campus Life  
SAU - Room 2130**

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

- ◆ The SG Budget Review Committee will begin to review 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 notify the club contact person of the budget proposal's status.
- ◆ The SG Budget Review Committee will begin the process of allocating funds based on the criteria listed on pp. 6-7. Club representative are welcome to be present for their club's budget hearing. Requests should be made to Ryan Giglia at the time of your proposal's submission.
- ◆ The SG Budget Review Committee will have budget allocation amounts available at the Club Meeting prior to the last day of classes.

### **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 looked at closely.

The SG Budget Review Committee will be:

- ◆ Checking closely to see what each club actually spent last year.
- ◆ Comparing what the clubs have spent with what the clubs are asking for in the 06-07 year.
- ◆ **Checking to make sure that the items listed in each budget for the 07-08 year reflect the purpose of the club.**
- ◆ Please refer to pp. 6-7 for specific criteria used by the SG Budget Review Committee in budget allocations.

**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 is used to determine line allocations:**

73100-Copying	<ul style="list-style-type: none"> <li>Last year's copying activity will be reviewed closely to ascertain that copy expenses were used appropriately.</li> <li>SG will allow <b>\$.04/copy</b>.</li> <li>SG will not pay to have copying professionally duplicated since SG supplies a copier (if copies are 8 1/2 x 11).</li> <li>All copying should be done in the SG office.</li> </ul>
73150-Office Supplies	<ul style="list-style-type: none"> <li>Club must have central office or club space to store supplies. No office space, no supplies allocated.</li> <li>Expenses should be estimated from the Office Max catalog using the RIT discount. (catalog is available in the SG office)</li> </ul>
73550-Subscriptions	<ul style="list-style-type: none"> <li>Only given to clubs with an office or club space.</li> <li>Please include location of office space on budget proposal.</li> <li>One subscription for each club allocated.</li> </ul>
73600-Dues	<ul style="list-style-type: none"> <li>SG will subsidize ½ national dues maximum.</li> </ul>
74250-Postage	<ul style="list-style-type: none"> <li>Description of what postage will be used for is required.</li> <li>\$0.39 for first-class letters.</li> </ul>
75050-Honoraria or Annual Speaker	<ul style="list-style-type: none"> <li>SG allows for \$150 maximum honorarium for speakers.</li> </ul>
75100-Advertising	<ul style="list-style-type: none"> <li>Copying expenses should not be included in this line.</li> <li>Last year's advertising expenses will be reviewed closely to ascertain that funds were used appropriately. Maximum Reporter Ad allowed is \$129.</li> </ul>
78000-Travel	<p>FOR CLUB SPORTS ONLY: SG will review the following information:</p> <ul style="list-style-type: none"> <li>the location you will be traveling to</li> <li>how many club members would be able to attend</li> <li>whether the purpose of the trip is consistent with the club's mission</li> <li>cost of hotel (number of people in each room)</li> <li>cost for competition registration</li> <li>fundraising done by the club to offset costs</li> <li>portion of trip paid for by members (travelers should pay approximately half of the trip's total cost)</li> <li>whether the group has requested the SG Van.</li> </ul>
78200-Auto Mileage	<ul style="list-style-type: none"> <li>Auto Mileage Allowance is \$.36 per mile.</li> <li>For Local Travel Only</li> </ul>
78550-Hospitality	<ul style="list-style-type: none"> <li>SG allows for a maximum of \$70.00/year for hospitality. (Refreshments for recruiting meetings and speakers receptions.)</li> </ul>
80200-Maintenance and Repair	<p>SG will review the following information:</p> <ul style="list-style-type: none"> <li>Brand name</li> <li>Model number</li> <li>Quantity of equipment in need of repair.</li> <li>Where price estimates were acquired from.</li> </ul>
84000-Equipment Purchase	<ul style="list-style-type: none"> <li>The 84000 line is used for equipment purchases up to <b>\$1500</b>.</li> <li>Sports teams must get approval of coordinator for club sports.</li> </ul>
16200-Equipment Purchase	<ul style="list-style-type: none"> <li>The 16200 line is used for equipment purchases over <b>\$1500</b> and must be requested through SG Additional Funds requests.</li> </ul>

Continued on next page.

86000-Misc. Expense	<ul style="list-style-type: none"> <li>All other expenses.</li> </ul>
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

- 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.
- No individual calling cards, long distance calls will be reimbursed

## RIT Super Club Mission and Activities

The RIT 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 RIT, 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 2007</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 help us establish contacts in the working world that will explain how procedures actually work and help raise some revenues as well.

Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Club Sports Advisor's Signature: \_\_\_\_\_

\_\_\_\_\_ Yes, we do wish to have a representative present at the budget hearing

\_\_\_\_\_ Yes, we have club space

\_\_\_\_\_ Yes, we have office space

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## RIT SUPER CLUB

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Budget for 2007-2008 Academic Year

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Date Submitted \_\_\_\_\_

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Line Number	Description	Item Totals	Line Totals
		*Round to the nearest Dollar	
Expense			
73100	Copying/Duplicating		
	(30 @ \$.04) fliers for Welcome party; SG copier	\$1.00	
	(50x3) @\$.04) one page newsletter distributed to all 50 members once each quarter for three quarters	\$6.00	
	(100 @ \$.04) letter to 100 (potential alumni sponsors) increased because of larger membership	\$4.00	
TOTAL FOR 73100 COPYING/DUPLICATING			\$11.00
73150	Supplies-Office		
	(2@\$1.49) two packs of 1000 count staples	\$3.00	
	(1 @\$1.50) one pack of 100 count envelopes	\$2.00	
	(1 @\$15) one box of hanging files for office	\$15.00	
	(1 @5) one box of manila folders for office	\$5.00	
TOTAL FOR 73150 SUPPLIES - OFFICE			\$25.00
73550	Subscriptions		
	(1 @\$25) subscription to national club publication	\$25.00	
TOTAL FOR 73550 SUBSCRIPTIONS			\$25.00
73600	Dues		
	(50@\$5) Subsidize one half national dues	\$250.00	
TOTAL FOR 73600 DUES			\$250.00
74250	Postage		
	(100@\$0.37) stamps to mail letters to potential alumni sponsors	\$37.00	



<b>TOTAL FOR 74250 POSTAGE</b>			<b>\$37.00</b>
<b>75050</b>	<b>Honoraria</b>		
	(1 @\$100) host paid speaker on club affairs	\$100.00	
<b>TOTAL FOR 75050 HONORARIA</b>			<b>\$100.00</b>
<b>75100</b>	<b>Advertising</b>		
	(1 @\$129) one Reporter 1/2 page B&W to announce speaker	\$129.00	
<b>TOTAL FOR 75100 ADVERTISING</b>			<b>\$129.00</b>
<b>76950</b>	<b>Equipment Rentals</b>		
	( 1 @ \$40) slide projector for showing slides at banquet	\$40.00	
<b>TOTAL FOR 76950 EQUIPMENT RENTALS</b>			<b>\$40.00</b>
<b>78000</b>	<b>Travel</b>		
<b>TOTAL FOR 78000 TRAVEL</b>			<b>\$0.00</b>
<b>78200</b>	<b>Auto Mileage</b>		
	Club trip to Museum of Science for Budget Discussion – Local location. (55 miles @ \$.36 per mile)	\$20.00	
	Note: SG van not used because only 2 members attending.		
<b>TOTAL FOR 78200 AUTO MILEAGE</b>			<b>\$20.00</b>
<b>78550</b>	<b>Hospitality</b>		
	(1 @\$45) 1 party food tray for guest speaker reception	\$70.00	
<b>TOTAL FOR 78550 HOSPITALITY</b>			<b>\$70.00</b>
<b>80200</b>	<b>Equipment Repairs</b>		
	( 1 @ \$50) estimate received to fix computer keyboard (Macintosh LC III keyboard -ISC)	\$50.00	
<b>TOTAL FOR 84000 EQUIPMENT PURCHASES UNDER \$1500</b>			<b>\$50.00</b>
<b>84000</b>	<b>Equipment Purchases under \$1500</b>		
<b>TOTAL FOR 80200 EQUIPMENT REPAIRS</b>			<b>\$0.00</b>
<b>16200</b>	<b>Equipment Purchases over \$1500</b>		
<b>TOTAL FOR 16200 EQUIPMENT PURCHASES OVER \$1500</b>			<b>\$0.00</b>
<b>86000</b>	<b>Miscellaneous</b>		
<b>TOTAL FOR 86000 MISCELLANEOUS</b>			<b>\$0.00</b>
<b>90145</b>	<b>Campus Safety Chargeback</b>		
	(2 @ \$30) Van Certification	\$60.00	
<b>TOTAL FOR 90145 CAMPUS SAFETY CHARGEBACK</b>			<b>\$60.00</b>
<b>90370</b>	<b>Telephone</b>		
	( 12 @ \$19.50) rental for phone	\$234.00	
	Long distance charge phone used to find potential sponsors	\$25.00	
<b>TOTAL FOR 90370 TELEPHONE</b>			<b>\$259.00</b>
<b>TOTAL OPERATING EXPENSES FOR 2006-2007</b>			<b>\$1,076.00</b>
<b>Income</b>			

<b>59000</b>	<b>Fundraising</b>		
	(4 @ \$44) proceeds from vendor in October, December, January and March	\$176.00	
	(10 @ \$25) Goal for alumni sponsorship	\$250.00	
	(2@\$15) proceeds from bake sales in September	\$30.00	
	(50 @ \$1) Dues from members	\$50.00	
<b>TOTAL FOR 59000 FUNDRAISING</b>			<b>\$506.00</b>
<b>TOTAL AMOUNT REQUESTED</b>			<b>\$570.00</b>

# Chart of Accounts

## Student Government Clubs 2007-2008

<b>Revenue Account</b>	
01.56100.59000.00.xxxxx.00000	Income
<b>Expense Accounts (by line)</b>	
01.56100.73100.00.xxxxx.00000	Copying/Duplicating
01.56100.73150.00.xxxxx.00000	Supplies-Office
01.56100.73550.00.xxxxx.00000	Subscriptions
01.56100.73600.00.xxxxx.00000	Dues
01.56100.74250.00.xxxxx.00000	Postage
01.56100.75050.00.xxxxx.00000	Honoraria
01.56100.75100.00.xxxxx.00000	Advertising
01.56100.76950.00.xxxxx.00000	Equipment Rentals
01.56100.78000.00.xxxxx.00000	Travel (Allocated to Sports Clubs Only)
01.56100.78200.00.xxxxx.00000	Auto Mileage
01.56100.78550.00.xxxxx.00000	Hospitality
01.56100.80200.00.xxxxx.00000	Equipment Repairs
01.56100.84000.00.xxxxx.00000	Equipment Purchases under \$1500
01.56100.16200.00.xxxxx.00000	Equipment Purchases over \$1500
01.56100.86000.00.xxxxx.00000	Miscellaneous
01.56100.90145.00.xxxxx.00000	Campus Safety Chargeback (Driver Certification)
01.56100.90370.00.xxxxx.00000	Telephone Chargeback