**Guide to Spring Budgeting**

**Spring 2013**

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Student Senate Controller

Welcome to the Spring Budgeting Process for the Spring of 2013! Student Senate looks forward to working with your group throughout this entire process. The purpose of this packet is to walk you through everything your group will need to know for presenting your budget to the Finance Committee and Student Senate. We hope that all of the kinks are worked out beforehand so that everyone can enjoy a smooth and easy Spring Budgeting Process. If you have any questions regarding this document or a question not addressed in this document, please feel free to contact Eric Best (Controller) at ebest@gustavus.edu or Hayden Goldstien at hgoldsti@gustavus.edu. Let’s begin!

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**Overview of the Spring Budgeting Process**

There are three simple things that your group must do before you can submit a budget to the Finance Committee and participate in the Spring Budgeting Process.

**1. All Student Organizations requesting funding must be officially recognized by the Student Activities Office**

 -All this means is that your group must go through or have gone through all of the proper steps to be recognized as a Student Organization through SAO. If you are already a well established student organization on campus, you are probably already recognized. To ensure this, check with SAO. *If you are not already recognized as a Student Organization by SAO, you* ***must*** *go to SAO and begin this process immediately.* Not satisfying the requirements to be recognized as an official Student Organization will make your group ineligible to receive funding from Student Senate.

**2. All Student Organizations requesting funding must attend one of the three Informational Meetings prior to submitting a budget**

 -These meetings will be on different days of the week (specification of dates and times can be found on page 4). A group only needs to send one representative to sign in and attend the meeting for its duration. This representative must be able to write down the important information presented at this meeting. *If a Student Organization fails to attend one of these three meetings, the Student Organization will not be eligible to receive funding from Student Senate.*

**3. All Student Organizations requesting funding must read and understand Student Senate’s Finance Bylaws**

 -The Finance Bylaws can be found on the Finance page of Student Senate’s website (<http://studentsenate.blog.gustavus.edu/finance/>). Members of Student Organizations must read and understand these to ensure they know how the Finance Committee and Student Senate will base their allocation decisions. If a member of a Student Organization does not understand the Finance Bylaws, they are urged to contact either Eric Best or Hayden Goldstien to have their questions answered.

**Forms**

The following are the forms that your Student Organization should use, depending on how you are classified. All forms can be found online at the Student Senate Finance Website (<http://studentsenate.blog.gustavus.edu/finance/>) and their completed versions must be emailed to Hayden Goldstien (hgoldsti@gustavus.edu) ***and*** Eric Best (ebest@gustavus.edu) in the proper format (Excel files are the only acceptable format) before 10pm on April 5th. Any questions regarding which form a Student Organization should use should be directed to Eric Best at ebest@gustavus.edu. Make sure that the Templates are organized, laid out chronologically, and that Summation Cells sum properly. Again, any questions with how the Template should look should be directed to Eric Best.

**1. Traditional Student Organizations**

 -This will be the form most Student Organizations use. This label of “Traditional Student Organization” covers all Student Organizations ***except*** for Club Sports and Block Budgets. If your Student Organization is neither one of these, then you should use this template to create your budget. The template is on the Student Senate Finance Website, and will be called “Traditional Yearly Budget Template”.

**2. Club Sports**

 -Student Organizations officially recognized as Club Sports by the Athletics Department should use this form. If your Student Organization does not know if it is officially a Club Sport, you should contact Jared Phillips in the Athletic Department, who is the advisor for Club Sports. The Club Sports form will be called “Club Sport Yearly Budget Template” on the Student Senate Finance Website.

**3. Block Budgets**

 -The Block Budget form should only be used by the Executive Committee or Governing Board of a Block Budget. *Student Organizations that are under a Block Budget* ***cannot use*** *the Block Budget form.* Block Budgets are determined by Student Senate before each Spring Budgeting Process, and will be notified as such. The Block Budget form will be called “Block Budget Yearly Budget Template” on the Student Senate Finance Website.

**Important Dates**

The following are important dates that your Student Organization need to keep in mind when requesting funding from Student Senate. They are listed chronologically as follows:

 -**The Week of March 17th**: During this week the three Informational Meetings will occur. A representative from each Student Organization requesting funding from Student Senate must attend one of the three meetings.

 -**April 5th**: Student Organizations requesting funding from Student Senate must email their completed budgets to Hayden Goldstien and Eric Best by 10pm. ***No late budgets will be accepted.***

 -**The Week of April 7th**: Individual Student Organizations will meet with the Finance Committee to present their budget. The Finance Committee will ask any questions they have about the Student Organization and/or their budget.

 -**The Week of April 14st**: The Finance Committee will begin to start recommending funding on budgets once the presentation process is completed. The member that presents their Student Organization’s budget to the Finance Committee will be emailed with the Finance Committees recommendations for funding along with the date and time they should come to present their budget to Student Senate. The recommendations made by the Finance Committee are not final, but Student Senate’s decision is. For this reason, members of Student Organizations are strongly encouraged to attend the meeting before full Senate.

 -**April 29th**: The first meeting where Student Senate will begin making their allocation decisions. Groups directed to attend this meeting should be in attendance.

 -**May 6th**: The second meeting where Student Senate will be making their allocation decisions. Groups directed to attend this meeting should be in attendance.

 -**May 13th**: The third and final meeting where Student Senate will be making their allocation decisions. Groups directed to attend this meeting should be in attendance.

**If you have any questions, feel free to contact either Eric Best (Controller) or Hayden Goldstien (Finance Chair)**