**Guide to Spring Budgeting**

**Spring 2015**

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Student Senate Controller

Welcome to the Spring Budgeting Process for the Spring of 2015! 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 Kaitlin Bembenek (Controller) at kbembene@gustavus.edu or Courtney Branch at cbranch@gustavus.edu.

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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 Student Activities Office. To ensure this, check with Scott Broady in the 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 5). 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.

**4. Submit an excel copy (see forms below) of your organization’s budget to** **cbranch@gustavus.edu** **no later than 10pm on April 8th.**

**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 Courtney Branch (cbranch@gustavus.edu) in the proper format (Excel file) before 10pm on Wednesday April 8th. Make sure that the Templates are organized, laid out chronologically, and that the total is added properly. Again, any questions with how the Template should look should be directed to Courtney Branch.

**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 Week of March 22nd**: 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. (Sunday March 22nd in Beck 101 at 7pm, Tuesday March 24th in Beck 111 at 8pm, or Wednesday March 25th in Beck 101 at 7pm)

 -**April 8th**: Student Organizations requesting funding from Student Senate must email their completed budgets to Courtney Branch by 10pm. ***No late budgets will be accepted.***

 -**The Weeks of April 12th and April 19th**: 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 26th** : 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. The recommendations made by the Finance Committee are not final. This year, Student Organizations will be required to inform the controller and finance chair if they are content with the financial recommendation made by the finance committee pertaining to their groups budget. Both student orgs and senate will have the option to review budgets before full senate. If one or both parties would like to review the recommended budget, the student organization will be required to attend one of the last three student senate meetings as designated by the controller and finance chair. If both parties, the student organization and senate, are happy with the recommended budget, the student organization will not be required to attend a senate meeting. This process will be explained thoroughly at the three informational meetings.

 -**May 4th**: The first meeting where Student Senate will begin making their allocation decisions. Groups directed to attend this meeting should be in attendance.

 -**May 11th**: The second meeting where Student Senate will be making their allocation decisions. Groups directed to attend this meeting should be in attendance.

 -**May 18th**: 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 Kaitlin Bembenek (Controller) or Courtney Branch (Finance Chair)**