



The Annual Budget Process

Student Office of Financial Affairs
Seventh University Student Senate

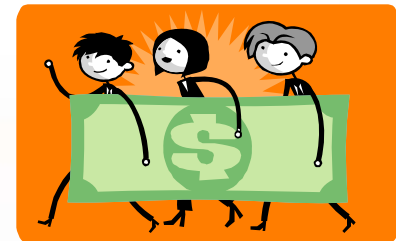
The Annual Budget Timeline



- February 6, 2007:
 - Budget packets become available online at SLA website.
 - Presentation given on how to fill out the Annual Budget Request Packet during the mandatory OPA Meeting at 11:30 AM in Mandeville 313.
- March 16, 2007: Budget Packets due by 5:00 PM to the Third Floor Campion.
 - Before March 23, 2007: *25% budget reduction for applications turned in late.*
 - After March 23, 2007: *No further budget applications accepted.*
- March 23 – 25, 2007: Annual Budget Hearings
- March 27, 2007: Completed budget become available!
 - Budget packets may be picked up on the Third Floor Campion after 11:30 AM.
- April 3, 2007: Appeals due.
- April 27, 2007: Last Day of Class. Appeals must be heard before this date.

Student Budget Allocations Committee: *Composition*

- The Student Budget Allocations Committee is a team of seven members: three USS Senators, two SUB representatives, a 'til 2 representative, the USS Vice President for Financial Affairs, and the Assistant Director of Campus Programs, who serves as advisor to the SBAC.



Student Budget Allocations Committee: *Purpose and Function*



- The SBAC is charged with the responsibility of allocating budgeted funds among recognized student organizations on two levels:
 - **Annually** – through the *Annual Budget Process*
 - **On-Going SBAC Allocations** – *Additional Funds Allocation Process*

The Annual Budget Process: *Rules and Guidelines*



- Several factors are weighed when making funding decisions:
 - Historical Analysis: How have the funds been used in the past?
 - Feasibility: How realistic is the request both financially and overall?
 - Population: How many people will benefit from this activity?
 - Event Planning: Have tentative or definite plans been made for the events being proposed?
 - OPA Attendance: Has the student organization missed two or more OPA Meetings?†

The Annual Budget Process: *OPA Attendance*



- OPA Benefits:
 - Updates on University issues / news
 - Networking with fellow organizational presidents
 - Exchange of ideas and goals among student organizations

For these reasons, it is crucial that every student organization send a representative to every OPA Meeting scheduled, preferably the organization's president or chair.

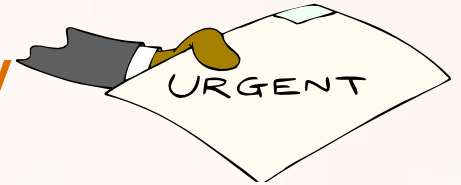
The Annual Budget Process: *Rules and Guidelines*



- In addition to evaluating the activities and programs, the organization itself is evaluated. The SBAC looks at such items as:
 - Number of active members in the group
 - Proper paperwork is filed in the Office of Student Leadership and Activities (current officer list, constitution, etc.)
 - Membership fees or dues charged to the club members
 - Group status (if a registered / recognized organization)



Some Key Facts to Know



- All requests to the SBAC must be filled out completely and legibly.
- Incomplete forms, including illegible penmanship or returning forms after the deadline, will not be considered.
- Failure to arrive on time for the scheduled meeting will also be considered and may result in a percent reduction in the granted budget.
- Funding will not be provided for furniture or computers.
- SBAC will not fund membership dues for any national, general or local affiliations.
- SBAC will not fund direct donations to charity or scholarships.
- SBAC may grant funds to cover costs for charity fundraising events without expectation of reimbursement.
- A COMPLETE LIST OF ALL GUIDELINES AND PROCESSES CAN BE FOUND ONLINE AT www.sju.edu/uss under the link for Financial Affairs, or www.sju.edu/student_leadership.

The Year in Review

- Problem with excess in budgets
 - Consistent large amount of leftover funds
- Current balance of funds in FY07 budget for ongoing allocations @ \$3000.00
- Two-Step Action Plan:
 1. Pull back unused funds from Fall Semester allocations.
 2. Work with student organizations to develop an action plan to spend funds in current budgets (Stacey will speak more about this).

SBAC Contact Information

Lou Gretta

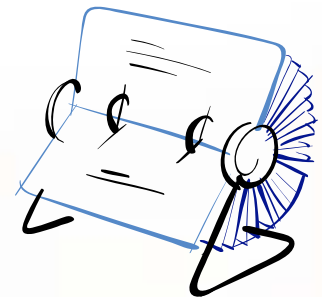
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The End.

- If you have any questions at all about this presentation, the annual budget process, or the additional funds request process throughout the year, please get in touch with Lou Gretta or another member of the SBAC at one of the aforementioned numbers. Thank you for your attention!