

# Organization Budgeting

## Presentations to General Senate

- Bring copies of 2017-18 general budget line requests for senators to review
- Give summary of this year's expenditures so far (events, major purchases, etc.) and how successful/useful they have been
- Briefly summarize remaining expenditures budgeted for this year and any other general plans
- Explain plans for next year and major planned expenditures
- A/V WILL be available for presentations

## Budget Proposal Requirements

- Background of org and goals
- Background of events this year
- In-depth explanation of planned expenditures and major events
- Line-item budget proposal
- Back-up documentation from university-approved vendors or major companies
- Percentage/dollar amount requested – the percentage of the SAF that your org will be requesting
  - An org budget may not be cut more than 15% of their current allocated budget
- Justification for percentage requested – written explanation of the reason for any increase/decrease from the 2016-17 percentage, including budget from 2015-16 if possible

## Dates for Class C, D, E Organizations:

- Submit budget proposals no earlier than March 20<sup>th</sup> and no later than April 3<sup>rd</sup> at 5:00PM
- Budget proposals will be presented during the General Senate Meeting on April 10<sup>th</sup> at 6:30PM
- Budget Letters will be placed in mailbox by April 24<sup>th</sup> by 5:00PM
- Last day to appeal budgets: May 1<sup>st</sup>

**LATE BUDGET PROPOSALS WILL NOT BE ACCEPTED FOR ANY REASON**