

Organization Budgeting

Presentations to General Senate

- Bring copies of 2018-19 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 2017-18 percentage, and if necessary include budget from 2016-17

Dates for Class C, D, E Organizations:

- Budget proposals can be submitted no earlier than March 19th and no later than April 2rd at 5:00PM
- **RECOMMENDED DATE FOR ORG BUDGET SUBMISSION IS BETWEEN MARCH 26TH -MARCH 29TH**
- Budget proposals will be presented during the General Senate Meeting on April 2rd at 6:30PM
- Budget Letters will be placed in mailbox by April 16th by 5:00PM
- Last day to appeal budgets: April 30th

LATE BUDGET PROPOSALS WILL NOT BE ACCEPTED FOR ANY REASON