**Spring Allocation/FinCom Info. Session**

**March 19, 2015**

**Guidelines for a Proper Budget**

1. **Cover Page:**
2. “Executives of [name of your organization]” - The name, email and cell phone number of your President and Treasurer, as well as any other member(s) planning on attending your budget hearing. (Even if your President and/or Treasurer do not attend, you MUST include this information).
3. “Executives Attending [name of your organization]’s Spring Allocation Hearing” –list the name(s) (UP TO TWO PEOPLE ONLY) of those attending.
4. Your organization’s mission statement.
5. A short-hand table of the total of each activity/event/etc., and a sum of all totals. This table does not need to include the date, but should be in chronological order.

Example:

|  |  |
| --- | --- |
| **Activity/Event/etc. Name** | **Total Funding Requested** |
| Food Bazaar  | $3,000 |
| International Student Spring Hike | $50 |
| **Total** | **$3,050** |

\*\*\*In the Header of your Cover Page, and each proceeding page include “[name of your organization] 2014 **Page [#]”\*\*\***

1. **The Budget**
* A complete line-item budget of all events planned for next year, accounting for all foreseeable costs must be included.
* The line-item budget should **be organized chronologically** by event/activity/etc. (hereby “event”)
	+ budgets which reflect a well-planned and balanced calendar are viewed favorably
	+ Master Calendar confirmation is suggested, but expected dates (ie “early November”) where Master Calendar is not possible, is acceptable.
* Each separate event request **must include an expected turnout** (ie 50 people), and if applicable, include an approximate turnout from the previous year as well.
* Each separate event request must include a **1-3 sentence description/rationale.**
* The line-item budget should **be as clear, specific and as well thought out** **as possible**. If your event involves food, think about vegetarian options, silverware, cups, etc. If your event involves a film, include the copyright fee. If your event includes a speaker who comes with a fee, specify that as a speaking fee (designated by the speaker) vs. an honorarium (designated by you).
* **Co-Sponsored events are looked upon favorably, but must reflect collaborative planning.**
	+ Any co-sponsored event should include the expected contribution of each party, as well as the total of all parties. **Please bold your expected contribution.**
* **Example of part of a line-item budget:**

**Event:** Bollywood Night

**Description**: A young tradition for Galloway, Bollywood Night has attracted many students with its Indian food, music, and activities. We plan to keep the tradition going with improvements here-and-there to engage more students.

**Expected Date:** Early April, 2012

**Expected Turnout:** 200 students

**Expected Cost:**

 **-Food:** $2,000.00;

 $10/head🡪200 people (Star of India)

 **-Plates**: $30/225 plates

 **-Henna:** $12.00;

$3/tube🡪4 tubes (Indian Groceries)

 **-Saris:** $150.00

-$10/sari🡪15 saris (for decorative purposes)

 **TOTAL: $2,192.00** (approx).

1. **Funding Guidelines (as per the Financial Committee Document)**

**Funding Guidelines:** Financial Committee shall make recommendations on budgets and requests for Discretionary funding on a case-by-case basis but while following certain guidelines as stated:

* 1. **Publicity Supplies**: basic publicity supplies will not be funded. Certain supplies are available from the Student Activities office to any student organization.  If an organization can demonstrate why a more complex publicity supply is needed, they may present their case to Senate.
	2. **T-Shirts**: : If an organization wishes to make t-shirts for a fundraiser, Senate will loan the cost of production to the organization for up to 200 shirts (If an organization can demonstrate why a more complex publicity supply is needed, they may provide rationale within their loan request, and present their case to Senate), but the loan must be repaid once sales occur. A loan repay date must be set by the Senate, and monitored by the Bookkeeper. If an organization wishes to produce t-shirts for a committee only for advertising or other purposes, Senate will pay for 75% of the cost of production if the cost is deemed reasonable. If a loan is not repaid by the date agreed upon, the Bookkeeper will bring this to the Finance Committee, who shall make a recommendation as to further action to Senate.
	3. **Trips or Conferences**: For all trips or conferences attended by student organizations, a personal contribution of twenty (20) dollars to the cost of attendance plus the cost of food not covered by the registration fee is required on all trips that are two hundred (200) dollars or less per student. Trips that are more than two hundred (200) dollars per student shall require a 10% student contribution. In addition, there is a hotel cap of eighty dollars per room per night with four people to a room, the Finance Committee can recommend a higher hotel cap for trips or conferences being held at specific hotels or in areas where the prices of hotels are considerably higher, on an as-needed basis. Student organizations must demonstrate that attendance at said conference would greatly contribute to the Hendrix Community as a whole and have considerable impact on their ability to function as a group.
	4. **Renting of Sound Equipment and Labor from SOMEC** All organizations that wish to use Senate’s sound equipment that is maintained by the Student Organization Media Equipment Committee must request appropriate funds as detailed in the Student Organization Media Equipment Committee constitution.
	5. **Food**: Food may be requested as a cost to an event but is not a guarantee. If food is a crucial element to the event it is likely to be funded.  If however an organization is requesting the cost of food because they think it is likely to draw people to their event, it is not likely to be funded.  All areas in between are at the discretion of Financial Committee.
* **Also keep in mind:**
* If your organization is planning an event with food for less than 150 people, consider reserving plates, cups, knifes and forks etc. from ECC, as opposed to using Styrofoam or paper plates.
* If your event involves food, consider involving Culinary Club, they charge for the price of materials and a small fee for their work.

**\*\*Curricular Activities:** Financial Committee does not approve the funding of curricular activities.

**\*\*Rollover:** All remaining funds in the accounts that received an allocation from the Finance Committee shall be rolled over into those accounts the next year and subtracted from the final approved budgets of the Student Organization during Spring Allocation, if the organization actively participated in the Spring Allocation process, and if they submitted plans to use these funds that were voted upon by the Senate. Accounts that are insufficient of funds at fiscal year end will be deducted that amount from the following year’s allocation. Any externally raised funds shall rollover, and will not be absorbed by the Senate.

1. **New Forms**

Student organizations will be required fill out online forms for different situations. The forms can be found at <http://www.hendrix.edu/senate/senatecommittees/#FinCom>.

* + 1. **Review Form:** An organization making any purchases (whether funding is through the Spring Allocation process or the Discretionary process) made for an event/trip/etc., capital expenditure or loan must submit a Review Form two (2) weeks after the completion of the event, two (2) weeks after the arrival of any capital purchases, and two (2) weeks after the agreed upon date of loan repayment.
		2. **Events/Projects Discretionary Request Form:** This form is a simple request form for an event/project that wasn’t funded during spring allocation.
		3. **Capital Expenditures Request Form:** A request for discretionary funding for a capital purchase.
		4. **Externally Raised Funds Form:** This form must be submitted before externally raised funds are deposited into the organizations account.
		5. **Event/Expenditure Cancellation Form**: Please submit this form if you plan to cancel an event/expenditure and briefly describe why.
		6. **Large Purchase Authorization Form**: THIS FORM IS FOR ANY SINGLE ITEM OVER $3000. Please submit this form and wait for an email verification from the Treasurer before making the purchase.
		7. **Loan Request Form**: This is for requesting a loan funded by the Student Activity Account.
1. **What Needs to be sent to** **hdxfincom@gmail.com** **by 11:59pm Wednesday April 1st?**
* **Title Your Email “[name of organization] Spring Allocation Budget 2015”**
* In **ONE** email include the following **4 documents** :
	1. **Your Line-Item Budget (including your cover page) in a Microsoft Word format. Title the file “[name of organization]SAbudget15”.**
	2. **Current account balance (in PDF format) Dating Back to August, 1 2014.** This can be retrieved from the Business Office (first floor of Fausett Hall), bring your organization’s account number (if you do not have it, email me). If you are unable to retrieve an electronic copy, photocopy and scan the document in PDF format (free scanning in the OTC-ask a Media Center worker if you need help-and the Library computer lab). **Title the file** “[name of organization]balance”
	3. **Completed Balance Questionnaire.** **Title the file:** “[name of your organization]FinComQ2015” in a **word document**. This document is attached and will be made available on Hendrix.edu/senate under the Committees section.
	4. **Last year’s budget as approved by FinCom** –Title the File: “[name of your organization] FinComBudget 2014” in either word document or pdf format.
	5. **All discretionary fund requests as approved by Senate-These must be compiled in ONE WORD DOCUMENT (with page numbers)**. Titled “[name of your organization]DiscReq1415”
	6. **Also please attach the most recent version of your organizations constitution and a list of next years executives if possible**
1. **Important Dates**
* **April 1st-**: Sign up for your hearing time outside the Senate Office at 9:00pam on Wednesday April 1st, deadline to sign up: 7pm, Thursday April 2nd (sign up early for a better choice of time slot!)
* **April 1st**: Budgets due via email by 11:59pm.
* **April 3-6**: Budget Hearings will be held.
* **April 7**: Senate will rule on FinCom’s recommendations
1. **Keep in Mind:**
* Budgets (all required attachments included) for each organization requesting funding are due to hdxfincom@gmail.com by **11:59 pm on Wednesday, April 1st.**
* I **will not** accept late budgets without advance knowledge of the extenuating circumstances.
* There will be no exceptions to the above two requirements.

Please be advised that additional accountability measures have been adopted by the Senate regarding allocation of the Student Activity Fund. Specifically, ***any organization receiving a portion of the Student Activity Fund must submit a self-audit to the Treasurer and Bookkeeper of the Student Senate before the end of each semester. An email explaining this will be sent to the contact members of each student organization after the Senate approves their budgets.***

If you have any questions or comments, please feel free to email us at hdxfincom@gmail.com, LambAB@hendrix.edu, or FisherJK2@hendrix.edu.

Thanks,

Angela Lamb and Jerad Fisher

Student Senate Treasurer and Bookkeeper

2015-2016

**2015 Finance Committee Spring Allocation**

Budget Questionnaire

*Please send these* ***questions and answers*** *via e-mail, with the rest of your budget, to* hdxfincom@hendrix.edu *by 11:59pm on Wednesday, April 1st.*

1. How much money is left in your account for the year?

2. Any funds left unused can make the budget allocation process easier. What requirements do you have left for the money remaining in your account?

3. Do you expect to host more events in the fall, the spring, or to plan an evenly balanced calendar?

4. How many members do you have in your organization? If there is no set figure available, please provide an estimate.

5. Do you foresee taking any organizational dues next year? If so, how much do you plan to charge?

6. If applicable, traditionally, how does your organization use these dues?