Fall 2012 Organization Leadership Forum
Where did all the money go?

Facilitator: Michael Deen, Director of Student Life

✓ Ways to get funding for programming
  ✓ Building a Budget
  ✓ Budget Proposals
  ✓ Fundraising Ideas
✓ Process for purchasing or getting reimbursed
**Ways to get funding for programming:**

**Go through the budget process with Student Assembly which happens in the spring.** Each year Student Assembly allocates over $20,000 to student organizations.

- Only chartered student organizations that do not charge dues to their members are eligible for funding from Student Assembly.
- Club sports are exempt from funding from Student Assembly and must do their own fundraising.

**If you did not go through the budget process with Student Assembly you can still get funding from Student Assembly. (Limited funds are set aside for these circumstances).**

- Access these funds by applying for them with Student Assembly. The funds are called the Unbudgeted Organizations Fund. There is a minimum of $2,000 put in this fund each year.
- Your organization will need to submit a budget proposal for all the funding at one time. Organizations are only permitted to apply once each year.
- Once these funds are applied for and allocated they are gone. So apply early for them.

**Submit a budget proposal for late night, weekend and cultural programming to the Student Life Office.**

- Prepare a budget proposal for your programming and submit to the Director of Student Life.
- Priority attention will be given to those programs that occur late night or on the weekends. Also cultural programming and all campus events will receive priority funding from Student Life.
- Submit your proposals early and in advance (Minimum 2 weeks prior to program).
Preparing a Budget

One of the tasks you face as a financial officer, especially if your organization makes frequent business transactions, is that of preparing a budget. A budget is a tool used for planning and controlling your financial resources. It is a guideline for your future plan of action, expressed in financial terms within a set period of time. A budget does not have to be complex as the information below will explain.

What a budget accomplishes

- It helps refine goals.
- It compels members of the organization to use funds efficiently.
- It provides accurate information to analyze, adjust and evaluate programs and activities.
- It aides in decision making.
- It provides a historical reference to be used for future planning.

Pre-budget considerations

Knowing your organizations’ priorities, objectives, and goals helps as you begin to prepare your budget. As you begin, ask yourself the following questions:

- What is the time period with which you are working (e.g., one term, entire school year)?
- What does your group want to accomplish most?
- How will you accomplish this?
- How much will it cost?
- What are your funding sources?
- Once these questions have been answered, you are ready to begin preparing your budget.
Preparing your budget

- Prepare an outline of the organization’s planned future activities.
- Determine and record available funds (e.g., carryover balance from previous year).
- Estimate and record expected income and when it will be available (dues, t-shirt sales, video games, etc.).
- Define and record needed expenses (advertising, rentals, printing, supplies, etc.).
- Review, revise, and then assemble into a final budget.
- Have members vote for budget approval.
- The budget must be flexible to anticipate conditions which might have been overlooked during the planning process.

Managing the Budget

Once prepared and approved, the budget should be closely managed:

- Set and maintain a minimum balance.
- Formulate general policies and procedures needed to achieve objectives while providing internal control (e.g., allow only approved expenditures).
- Keep an accurate written log of financial transactions (income and expenses).
- Periodically and regularly compare the budget to your actual SOAS account statement of activity.

As the budget period is ending, compare your budgeted amounts to the actual expenditures and revenues. Begin preparing for the next budget a month or more prior to the conclusion of the current budget period and then begin the process anew.
Budget Proposal Form

Name of Organization: ____________________________________________________

Program Name: __________________________________________________________
Program Date: ________________ Location: _________________________________

Officer’s Name in Charge: _______________________________________________
E-Mail: ________________________ Cell Phone: ______________________________
Target Audience: _________________________________________________________

Marketing Plan/ PR: ______________________________________________________
What are the intended outcomes of this program? _____________________________
_____________________________________________________________________

Budget Request Summary

Supplies $__________ (Brief Description) _________________________________
Food $__________ (Brief Description) _________________________________
Copying/Printing $__________ (Brief Description) __________________________
Decorations $__________ (Brief Description) ______________________________
Miscellaneous $__________ (Brief Description) ____________________________
Total Request $ _______________________

For Student Life Office Use Only:

Award Amount: _______________________
Staff Signature: ______________________ Date: ___________________
FUNDRAISING IDEAS

USED BOOK SALE
BIRTHDAY CAKE DELIVERY
CAR WASH/PET WASH
BENEFIT DANCES
GARAGE SALE
SELL "HOMEMADE" ITEMS
SELL BUTTONS/BUMPER STICKERS
FLOWER SALE
DUNK TANK
PANCAKE BREAKFAST
POPcorn/POPCORN BALLS
MUM SALE AT FOOTBALL GAMES
FINALS CARE PACKAGES
PLANT SALE
T-SHIRT/SWEATSHIRT SALE
CANDY GRAMS
SERVICE AUCTIONS
BAKE SALE
SPAGHETTI FEED

AUCTION
JAIL AND BAIL
ALUMNI DONATIONS
GUESS BEANS IN JAR
VALENTINES DAY ROSES
HAUNTED HOUSE
FASHION SHOW/LUNCHEON
MARATHONS
WALK-A-THON
CARNIVAL
STUDENT/FACULTY TALENT SHOW
SINGING TELEGRAMS
DONUT AND CIDER SALE
MERCHANT DONATIONS
BEST LEGS/UGLY FEET
CRAFT SALES
TOURNAMENTS
MASSAGES
TUCK INS

Be sure you are familiar with campus, community, and state regulations before proceeding. If you have any questions, contact one of the professional staff members in the Student Life Office. Organizations must get prior approval from Cary Wacker in Institutional Advancement (2nd floor Wortham Center) before reaching out to any businesses in the community for their fundraiser.

SA Funded Eligible Organizations can only fundraise for Non-profit organizations. They are not permitted to fundraise for themselves.

Fundraising can be a way of strengthening the membership of any organization and provide a way of serving others at the same time. Get to fundraising!
Instructions for Obtaining a Cash Advance

1. Get a Purchase Approval Form from the file tower in the Student Life Office or the Student Assembly Office.

2. On the front page you need to fill in the Date, Your name, write-out “Name of Organization,” get the SA Treasurer’s initials, and then get Director of Student Life’s signature. Also, place an “X” on the line for “SA Funded”.

3. On the second page, put an “X” in the “Petty Cash Advance” box, and fill out the sheet completely. Get Director of Student Life’s signature on this page as well.

4. Take the Purchase Approval Form to the cashier in the Business office and get the cash advance.

5. Go and purchase your items. Make sure to use the tax exempt form because you will not be reimbursed for tax.

6. When you return, make two copies of your receipts and a copy of the yellow form.

7. Attach one copy of the receipts to the yellow form and give to your treasurer.

8. Attach the remaining copy of the receipts to the copy of the yellow form. Keep this for your records.

9. Return the original receipts, white copy of the form, and extra money to the Cashier within two business days

It’s that easy!
Instructions for Obtaining a Reimbursement

1. Go and purchase your items. Make sure to use the tax exempt form because you will not be reimbursed for tax. Additionally, you can only be reimbursed up to $100 at a time.

2. Get a Purchase Approval Form from the file tower in the Student Life Office or the Student Assembly Office.

3. On the front page you need to fill in the Date, Your name, write-out “Name of Organization,” get the SA Treasurer’s initials, and then get Director of Student Life’s signature. Also, place an “X” on the line for “SA Funded”.

4. On the second page, put an “X” in the “Petty Cash Reimbursement” box, and fill out the sheet completely. Get Director of Student Life’s signature on this page as well.

5. Copy your receipts and attach them to the yellow copy of the form. Give this to your treasurer and be sure to make a copy of both for your records.

6. Take both white forms and your receipts to the cashier in the Business office and get your reimbursement.

See how easy that is too?
Instructions for Processing a Requisition Form

1. Get a Requisition Form from the file tower in the Student Life Office or the Student Assembly Office.

2. Fill out all pertinent information:
   a. Under Recommended Vendor, fill in the Vendor’s name and mailing address. (this is the person or business you are paying)
   b. Fill in your organization’s account number and name.
   c. Write in the amount of the product/performance.
   d. The College never pre-pays for services!
   e. Under “Special Instructions to Purchasing,” fill in any special needs and/or if the check needs to be rushed.
   f. If the check needs to be sent to you, fill in Your Name and Suite # under the “Deliver to the Attention of” section
   g. If the check needs to be mailed to the Vendor, write-in “mail check to vendor” under the special instructions section.

3. Attach invoice, bill, and/or contract to the back of the Requisition

4. Take the form to the Student Assembly Office for the Treasurer’s initials and then to the Director of Student Life for his signature. The Director of Student Life will sign and then take to the VP of Student Affairs for signature and then take over to the Business Office for processing.

5. Make a copy of the Requisition and attached documents for your treasurer and for your own records.

6. Please allow for 2 weeks in processing these requests. Get your requisition in early so our businesses are paid in a timely manner.