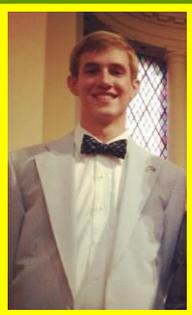


Student Activities Guide

Managing Group Finances



Student Organization Funding at E&H



Ask the Treasurer about SGA Funding!

Carter Aylor, Class of 2014, will serve as the SGA Treasurer for the 2013 - 2014 academic year.

"The Student Body President shall appoint a student to serve as the Student Body Treasurer. The Treasurer, under the direction of the President and with the assistance of the Dean of

Students, shall be responsible for the fiscal management of the Student Government, including the formulation of a proposed budget including the operating budget for the Student Government and all student organizations. The Treasurer shall formulate the budget in consultation with an advisory committee composed of him/herself, the Student Body President, the Student Body Vice President, the Dean of Students, and no fewer than three other students, one of whom must be a First Year Student. The Treasurer shall submit this proposed budget to the Senate for approval within four weeks of the beginning of each academic term. Throughout the term, the Treasurer shall track all expenditures, and with the Dean of Students, authorize payment on all Student Government expenditures." *Article IV, Section C of the SGA Constitution*

Tip: Contingency Plans

It is advisable to budget for *contingency* or *miscellaneous expenses*, which allows you to absorb some unexpected demands or cost increases without upsetting the entire budget.

Tip: Want vs. Need

Determine "want" versus "need." While a manager may "want" a new item for organization activities, the organization may not "need" the new expense. If projected income is sufficient to cover a list of key "wants," make a provision. If not, reject the request.

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 semester, 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.
- Estimate and record expected income and when it will be available (dues, t-shirt sales, etc.).
- Define and record needed expenses (advertising, rentals, printing, supplies, etc.).
- Review, revise, and then assemble 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 original SGA budget request.

As the budget period is ending, compare your budgeted amounts to the actual expenditures and revenues. Review and judge the data in order to establish priorities for the next budgeted period. Begin preparing for the next budget a month or more prior to the conclusion of the current budget period and then start the process anew.

Student Government Budget Request

Emory & Henry College

Club/Organization Name: _____ Advisor(s): _____

President/Editor: _____ Treasurer: _____

Previous Semester's Request: \$ _____ Previous Semester's Allocation: \$ _____

Projected Income for the Upcoming Semester

Semester/Annual Dues Collected: \$ _____ Other (specify): \$ _____

Total projected income: \$ _____

Budget Request Guidelines

Total allocation request for this semester: \$ _____

- I. Please attach your club/organization's roster and highlighting the group's active members.
- II. Please attach a list of goals set by your club/organization for the upcoming semester.
- III. Please attach an expense report of your group's expenditures from the previous semester. Provide descriptions of the group's activities, including the approximate number of students, faculty, or community members participated in each activity. Please itemize the list and be as detailed as possible.
- IV. Please attach a projected expense report for the upcoming semester with a list of the activities, a description of the activity, and a cost estimate. The report should include guest speakers, games, events, dinners, etc. ***Please be as specific as possible.***
- V. In addition to providing a projected expense report for upcoming activities, please also provide a separate list any equipment that your club/organization would like to request along with the cost of each item. Explain how this equipment will be used, who will use it, who will have access to it, where it will be stored, and who is responsible for it.

By signing the Budget Request Waiver below, you attest that:

- I. All information provided in this packet is truthful and accurate;
- II. Co-sponsorship opportunities were explored;
- III. Your organization will use its funding responsibly;
- IV. And your organization agrees to allow the Senate Finance Committee access to all organizational financial information if necessary.

Signature of Organization President: _____

Date: _____

Signature of Organization Advisor: _____

Date: _____



Student Organization Fundraising Request Form

Emory & Henry College

Any college organization engaged in a money-making project on campus must clear the project with the Dean of Students. College organizations soliciting funds or advertisements from persons and/or businesses off campus may do so only with the written approval of the Dean of Students, in conjunction with the Office of Institutional Advancement.

Please note that **activities must benefit the college community in a way that is consistent with the College's educational mission**. In addition, **if a fundraiser activity is being conducted to benefit an outside agency, the organization must submit a letter of approval from that agency prior to the activity being approved and scheduled**. Request forms should be submitted for approval to the Dean of Students Office at least seven working days prior to the desired event.

Name of Campus Organization: _____

Event Contact Person: _____ Contact's Phone #: _____

Contact's Email: _____ Organization's Advisor: _____

Day(s) & Date(s) of the event: _____ Time of the event: _____

Location of the event (if applicable): _____

Purpose of the fundraiser and how it supports the College's educational mission:

Description of the fundraiser:

If funds are being raised **for an outside organization**, please provide that name and contact information for the organization:

Student Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Letter of approval from the outside organization obtained and attached? Yes No

Office Use - Do not write below this line

Approved - Dean of Students

Approved - Office of Institutional Advancement

