



Student Clubs & Organizations

Budget Manual

INTRODUCTION

The budget guidelines are intended to encourage the best possible use of Student Association (SA) funds to promote the SA's mission to provide opportunities for the co-curricular education and personal development of students and to provide a diverse program of activities and services at the campus.

Recognized clubs and organizations must abide by all club responsibilities. The college lends its name, support, and resources to recognized groups affirming their legitimacy. Student groups not having college recognition and appropriate approval may not function in any capacity as a campus group. No club or organization shall deny membership based on age, race, creed, nationality, or physical challenge.

It is our goal to help you successfully develop a semester's worth of programming. You will be responsible for keeping track of prices, figures, and success of past events when writing current budgets. This information will help the Budget Board and the clubs keep accurate, detailed records and help transition new treasurers.

We hope you find this guide helpful. As always, feel free to contact us with any questions or concerns. We are here to help enhance your student life experience at the College of Southern Maryland.

La Plata Campus	Leonardtown Campus	Prince Frederick Campus
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BUDGET BOARD PURPOSE

The purpose of the Budget Board (BB) is to serve as a resource by providing information and allocating Student Association funds in a fiscally responsible manner.

BUDGET DEADLINES

Annual Budget 3rd Friday of September

Supplemental Allocation Funding will be at the discretion on the Budget Board.

BUDGET GUIDELINES

The following is a list of some of the guidelines the budget board will use when assessing your club budget. Please use these guidelines when you prepare your budget. This document is subject to change at the discretion of the budget board as situations arise during the allocation process.

ALLOCATION OF FUNDS

For clubs to receive and maintain funding certain requirements must be met:

1. Each club must be in attendance at Fall Fest and Spring Fling and present their club/organization by providing information in a format consistent with the SA/SAC's theme or decorations (i.e. table, booth, game, etc.). Failure to participate will result in a 50% decrease in the **Fiscal Year** budget allocation and no ability to request a supplemental budget for expenses during the affected semester
2. Members who attend a conference/event on the behalf of their organization must submit a written report, event/showcase, or oral presentation on their experience the day of the Student Body meeting following their return. (Reasonable accommodations will be provided.)
3. Outside travel expenses will not be granted when internal resources are feasible (i.e. car pool, college vehicle/van, use of college driver, etc.).
4. All contracted services must be finalized and approved a minimum of seven (7) business days prior to the rendered service.

OVERALL CONSIDERATIONS

1. Registered student club or organization through the Student Life Office (LaPlata)
2. The BB will consider funding for programs that benefit La Plata Campus students.
 - a. The BB will not allocate funds for items that primarily benefit non-CSM students (parents, alumni, prospective students, surrounding community, etc.)
 - b. The BB will not fund gifts, contributions, donations, or awards
 - c. The BB will consider other planned activities on campus and whether there will be a conflict in programming
 - d. The BB will consider the appropriateness of a program in accordance with the College's policy, SA constitution, and the purpose of the club
3. The BB will consider prior funding and spending.

4. The BB will only consider events that have not yet taken place. **Funding will not be approved for past expenses.**
5. The BB may consider budgets requesting funding that do not exceed $\frac{1}{4}$ of the cost for CSM department, co-sponsored events, and reserve the right not to fund the event at all.
6. **The BB will not fund:**
 - a. Items described in insufficient detail or items added for padding overall cost.
 - b. Travel and lodging for speakers.
 - c. Maintenance, repairs, and improvements of the college's physical facilities and buildings.
 - d. Any events not open to all CSM students.
 - e. Any event that occurs off campus that is not offered to all CSM students.
 - f. Office equipment that is provided by college funding, including computers, printers, software, copiers, fax machines, etc.
7. **Reimbursement of food during conference, educational travel, or events will be provided for students up to \$25 per person per day.**
8. The BB will not directly support any political party or election campaign or fund any event or publication whose purpose is to promote a candidate for office.
9. The BB may not allocate funds for the personal benefit of group members, including but not limited to:
 - a. single travel and conference fees that has no direct or transparent benefit for the campus community
 - b. personal projects
 - c. individual membership dues that has no direct or transparent benefit for the campus community
 - d. anything that will be used by a group or group members to receive academic credit
10. The BB will not fund office supplies that can be requested during the general supply order.

BUDGET LINE ITEMS

SUPPLIES AND MATERIALS OTHER: Expenses associated to materials necessary to enhance an activity/event such as promotional items, signs/posters (except outside publications), decorations, etc.

The description of the line items must be properly followed in order for budget requests to be considered. Below are the standard line items available for clubs/organization to request funding for their budget.

1. Decorations will be funded up to \$150 for campus events.
2. Up to \$150 for club officer shirts. Only one apparel item per person per academic year will be subsidized. (Note: Club officers are required to maintain at least a 2.0 GPA to serve).

CONTRACTED SERVICES OTHER: Expenses associated with event/activity vendors and performers.

1. Contracted services per entertainer/speaker shall not exceed \$2000. Fees must be all-inclusive (includes travel, performance and meals).

TRAVEL: Expenses related to sponsored travel activities and events within the local Washington DC metropolitan area.

1. Off campus travel expenses not to exceed \$1000 per academic year.
2. Travel fees will be covered up to **75%**

CONFERENCE: Expenses related to business travel for conferences outside of the local Washington DC metropolitan area (ex. Lodging, mileage, and airfare).

1. Maximum of \$5000 towards conference/travel expenses per academic year.
2. Airfare cost not to exceed \$2500 of the \$5000 allowed funds.
3. Lodging not to exceed \$75 per person per room per night. The maximum number of club members per room should be based on maximum capacity of the space per the venue.
4. The Travel/Conference Request Form must be submitted 2 weeks in advance for any student organization that is sending members on an overnight conference/trip.
5. Conference fees will be covered up to **75%**.

SPECIAL EVENTS: Expenses for special events (ex. Movie licenses, admission to an attraction, etc.)

1. Banquets or special occasions will be covered under the Special Events section of the Supplemental Budget form. Club's and organization's special event meals will be funded at \$25 per person per event.

2. Maximum of \$600 towards promotional giveaways. Promotional giveaways are defined as items that are given to those present at club meetings, events, etc., who are not club members or officers. These items are to build awareness of and promote marketing for the club or organization.

Internal Meetings: Expenses related to food meetings and snacks/beverages for events.

1. Club and organization meetings will be funded at \$15 per person per meeting.

EVENT COLLABORATION

FUNDRAISING: A sales and solicitation form must be submitted prior to all fundraising activities. **Please submit the form at least four weeks in advance to minimize the possibility of having to change your event date.**

1. All clubs and organizations must fundraise one event per academic year.
2. **The BB will not allocate funds for fundraising events.**
3. All fundraising proceeds must be submitted to the Student Life personnel on campus within 2 business days of the event date.
4. An itemized list of earnings must be provided to Student Life personnel.
5. Failure to adhere to reporting timelines and proceeds submission will result in freezing of club funds.
6. Proceeds will be deposited into an account in the name of the specified club.

COLLABORATION: If an event is being sponsored by more than one organization, all of the cooperating organizations must provide a breakdown of the costs of the entire event along with their budget request, including each group's planning responsibility.

1. The BB will give favorable consideration to clubs who co-sponsor events with other clubs.
2. The BB encourages clubs to work with departments; however funding may be restricted.

DETAILING YOUR BUDGET

There are three forms that need to be filled out per event¹ for annual or supplemental budget requests: *Activity/Event Form*, the *Budget Form*, and the *Total Expense Form*.

Activity/Event Form – Figure 1

1. Provide scheduling information including date, time, and location of where the event is to take place.
2. If applicable, give realistic estimate of number of attendees (for party, outings, etc.)
3. Give a brief description of the event and the educational benefits of having it.

Budget Form – Figure 2

1. Provide a cost breakdown for the event on the budget form.
2. Be sure to consider each expense item, per event, since the board has the right to deny line items per event in your budget.
3. Consider all expected revenue² and include it on the form prior to submitting for review

Total Expense Form – Figure 3

1. Total all expenses from each line item.
2. Add the total expenses to the total expense form in its designated area.

Please submit a condensed budget form with all finalized totals from each event.

Event Priority

¹ Events that will reoccur can be placed on one form. Be sure to be specific with the cost break down per event.

² A sales and solicitation form must be approved before a club can obtain revenue for any event.

When adding events to your budget please include a priority numbers to indicate the importance of the event to your club. Example: Priority #1 will be considered the most important event your club wishes to participate in for the year. The lower number will be viewed as the highest priority and lowest will be the least important. Providing this information will help the BB properly consider events of higher importance.

SUPPLEMENTAL BUDGET

Supplemental funding is designed to meet the needs of newly formed clubs and organizations to provide funding for activities not anticipated during the Annual Allocation Funding process described above. Supplemental Allocations Funding is limited and funds are awarded each year on a first-come, first serve basis.

BUDGET SUBMISSION INSTRUCTIONS AND FORMAT

- Budgets should be typed and formatted like the provided sample in this
1. document. The budget can be submitted electronically or hard copy can be provided.
 2. Categorize expenses using the assigned categories.
 3. Each activity request should be accompanied by an expense sheet.
 4. All expenses should be totaled in an additional expense sheet.
 5. Provide screenshots or invoice documents of exact cost of expenses.

REIMBURSEMENT PROCEDURES

1. All receipts must be accompanied by a payment request voucher, by advisor only .
2. All original detailed receipts need to be submitted.
3. Taxes are non-refundable. Advisors should, can, and may request a tax exempt card from the Student Life Coordinator to avoid losing money.
4. The BB will not reimburse delivery tips that exceed 20% of the order.
5. Expenses not budgeted for or in excess of approved annual or supplemental budget will not be refunded. However funds from club accounts can be used for expenses. This includes food for special events even if you were approved.

MAINTAINING YOUR CLUB BUDGET

Monthly Reconciliation

All clubs will keep track of their yearly expenditures. Club advisors and treasurers will receive a budget template to help the club treasurer keep track of the clubs spending.

Student Body Meetings

All clubs are required to send one representative to attend monthly Student Body Meetings in order to remain in active status for their club budgets. Penalties for not adhering to this policy include the following:

1. First offense – 5% deduction from approved club budget
2. Second offense – 15% deduction from approved club budget
3. Third offense – Loss of budget for the remainder of the Fiscal year.
 - a. Clubs can appeal the loss of their budget by resubmitting their budget through the supplemental budget form. The return of the entire club budget less the 15% is not guaranteed.

Created: 6/2008
10/2008
4/2009
3/2013
5/2014
7/2014
8/2015
8/2016

Student Club and Organization Funding Request Form

Annual/Supplement Allocation Funding

Student groups may apply for **Annual Allocation Funding** during the late spring or fall of each year. Any recognized student groups may apply for Annual Allocation Funding. Allocations will comply with SGA funding rules and guidelines and will consider: history of the activity/event, past funding allocations, potential attendance, and relevance of the event to the organization's purpose and the educational mission of the college.

Student groups may also apply for **Supplemental Allocation Funding** at anytime during the year. Supplemental funding is designed to provide funding for activities not anticipated during the Annual Allocation Funding process. Supplemental Allocation Funding is limited and funds are awarded each year on a first-come, first-served basis.

Student groups must complete a Summary Budget Request Form and a separate Activity/Event Form for each activity/event. Attached you will find a copy of the:

- **Funding Request Summary:** This form allows you to provide general information about the club or organization. Please make sure that once you have completed the necessary number of Activity/Event Forms that you return to the Funding Request Summary and complete the bottom portion.
- **Total Expense Form:** This form provides an overview of the entire budget request. Please fill it out after you've itemized each event/activity.
- **Activity/Event Form:** This is where you inform the Budget Board of everything that they will need to know about a specific activity, event, or event series to make a funding decision. If you are requesting funds for more than one event, please make copies of this page and fill out a separate page for each activity/event. Please fill out all sections completely.
- **Summary Budget Request Form:** This form asks for funding expectation for your club or organization events. Please fill out a form for each event that requires funding from the Budget Board AND an overall budget request summary, which will include the total amount requested for each object code.

If you have any questions, please contact the Student Life/Student Services Office on your campus.

CSM Student Club or Organization
Annual/Supplement Budget Allocation Funding Request Summary
(Please circle Annual or Supplemental based on request)

Name of organization: _____

Date budget submitted: _____

Number of active CSM credit students in your organization _____

Number of active credit free and community members in your organization _____

Is your organization registered with the college? _____

Does your organization have an up-to-date Constitution on file with the SA? _____

Contact Person _____ Address: _____

Position _____ Phone _____ E-mail _____

Advisor _____ Office Location _____

Phone _____ E-mail _____

Annual/Supplemental Budget Funding Request Summary

	Student Organization Funding Request	Number of Events Approved	SA Funding Approved
Number of Events Requested			
Total Amount of Funding Requested			
Total Amount of Revenue Anticipated		SA USE ONLY	SA USE ONLY

<u>Total Expense Form</u>

Expense	Object Code	Explanation of Expense	Amount Requested	Amount Recommended
Supplies & Material Other	521601	Use for supplies for event, printing & activities (not for food)		
Contracted Services	531110	Use for hiring entertainers, speakers, etc		
Travel	551101	Use for travel expenses to conferences or meetings		
Conferences	551103	Use for conference expenses and registration fees		
Special Events	551104	Use for most other expenses for student activities/events		
Internal Meetings	551107	Use for food for meetings or events		
Other: please describe on separate sheet				
Total Expenses	-			
Total Revenue	-	Admissions fee, advertising, grants, sponsorships, etc		
Total Amount Requested	-	Subtract Revenue from Expenses and enter total		

Please use this form after you've itemize and budgeted for all you're upcoming events/activities.

Thank you for filling out the Budget Allocation Request Form.
You should hear the results of your request within 4 weeks.

Activity/Event Form

<u>Program Information</u>

Name of Organization: _____

Activity/Event Name: _____

Semester/Year: _____ Activity/Event Date: _____

Location: _____ Time of Event: _____

Estimated Attendance: _____ Co-Sponsor (if any): _____

Event & Event Priority (1-high, 2-medium, 3-low)_____***General Description of Activity***

What is the educational benefit of this activity/event and how would it benefit CSM students and the CSM community?

On the space provided below, list anything that you feel the SA Budget Board needs to know about this activity/event. The more information you provide, the better the board's ability to make an appropriate decision. Quotes, invoices, and/or screen shots of total pricing should be submitted with the budget for all travel, conference, and/or supplies & materials requests.

Budget

Expense	Object Code	Explanation of Expense	Amount Requested	Amount Recommended
Supplies & Material Other	521601	Use for supplies for event, printing & activities (not for food)		
Contracted Services	531110	Use for hiring entertainers, speakers, etc		
Travel	551101	Use for travel expenses to conferences or meetings		
Conferences	551103	Use for conference expenses and registration fees		
Special Events	551104	Use for most other expenses for student activities/events		
Internal Meetings	551107	Use for food for meetings or events		
Other: please describe on separate sheet				
Total Expenses	-			
Total Revenue	-	Admissions fee, advertising, grants, sponsorships, etc		
Total Amount Requested	-	Subtract Revenue from Expenses and enter total		

Have you done this activity/event in the past? _____ How many students participated? _____

Was it funded by SA? _____

If yes, fill out the following history for this activity/event:

Total amount requested from SA last year \$ _____

Total amount allocated by SA last year \$ _____

Total amount club paid/revenue last year \$ _____

Thank you for filling out the Budget Allocation Request Form.
You should hear the results of your request within 4 weeks.