

HOW TO MAKE A BUDGET

If your organization has received funding from the Student Senate before, the easiest way to write up a budget is to copy the previous year's budget. Then change dollar amounts and change/add/subtract line items and titles of events that are different from the previous year.

If you do not have a budget from the previous year or your organization is making significant changes in how it proceeds financially, follow the general format below. You may want to consult with the Senate Finance Chair for advice.

All budgets MUST have the following:

1. The previous year's budget (if you had one), with events and numbers as allocated
2. The events/line items and the amount you are asking for each one this year in as much detail as you can
3. The name, phone number, and Powell box number of your president, treasurer, and representative for the hearing
4. The name of your advisor and phone number of your advisor

**See the following sample budget for an example.