

Budget Packet Instructions

Dear Club Representative,

Don't be intimidated by the size of this file! Much of the information requested is the same information that has been requested previously for budgets. Find the worksheet tabs on the screen. If you are using a PC, the tabs should be at the bottom of the screen and appear in three colors: Yellow, Green, and Red. On Macs the tabs are located at the top of the page. They are the same, but they are not in color.

Worksheets with Yellow tabs (tab names are highlighted in **bold** below) contain information about the budgeting process. Before you begin filling out your club's budget request, we ask that you read the instructions on those pages. The **Guiding Principles** tab outlines the philosophical considerations the Finance Committee makes when considering requests. The **3% Rule** tab identifies the suggested "cap" on budget requests to ensure that more groups can be accommodated in the process and to recognize that the funding source for budgets does not increase much (if at all) over time. The **Limitations on Requests** tab identifies rules and policies related to requesting funds; be sure to read these thoroughly so that you can make sure your request complies with them.

Worksheets with Green tabs (tab names are highlighted in **bold** below) require you to provide information about your organization, and about your request. If you click on a Green tab, you will notice that only the cells that are tinted in green or orange may be edited. These are the cells that must be filled in by you.

→ The **Info** tab is for your input of Club and Contact Information.

→ The **General Income** tab asks you to identify any common source of income for the group, such as membership dues, gifts, or finding from other sources.

→ The **General Supplies** tab is for those replenishable items that get used up within the semester. They are supplies that are not necessarily affiliated with any particular proposed activity of the group. Requests for items that cost more than \$200 and have a life expectancy beyond a year must be requested through the Special Funding Request (Capital Funding) process.

Use as many of the following ten (10) **Programming/Event** tabs to identify programs and activities that your club will be conducting during the following semester. *DO NOT DELETE any of the worksheets! It will mess up the calculations for the budget packet. DO NOT CHANGE the titles of categories - it will not change where the charges are directed to on the **Total** page.*

Use one worksheet for each event, including all the costs associated with that event on the proper line. Not sure what the proper line would be? Consult the Finance Manual or contact the SGA Treasurer.

Note that again, only the cells that are tinted in green or orange may be edited.

If the same event is going to be done more than once (ex: five movie nights), you can simply indicate the number of times the same activity will occur in Cell D6 and then the costs for one occurrence of that event on the worksheet. All of the totals for costs will be multiplied by the number of times you plan to hold the event.

The Red tabs at the end of the workbook (**Total**, **Programming Events Overview**, and **Conference Requests**) are for the use of the SGA and the Finance Committee. They provide totals of all of the budget lines across all the club events as well as a summary of the cost per each event. Finally, there is a conference funding calculator to aid in determining how much the SGA would consider funding for conference requests.

If you have questions about the process, please contact Nicole Case, the SGA Treasurer, at: nc250183@muhlenberg.edu