



Associated Students of The University of Montana

Student Group  
Budgeting Packet  
For  
Fiscal Year 2012

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ASUM Business Manager

Questions? Call 243-2704

Or e-mail [asum.businessmgr@mso.umt.edu](mailto:asum.businessmgr@mso.umt.edu)

## Schedule of Budgeting

January 30<sup>th</sup> and January 31<sup>st</sup> – Mandatory student group budgeting information session 7 – 8:30 pm UC 326/327 (A person from your student group must attend one of these sessions. This will be an early opportunity for your group to sign up for formal lobbying)

February 1<sup>st</sup> – Travel Allocation requests due

February 9<sup>th</sup> – Student group budget requests are due  
Turn in three copies at ASUM Office, UC 105, by 5pm

February 15<sup>th</sup> – February 17<sup>th</sup> – Student groups may pick up executive recommendations

February 15<sup>th</sup> -17<sup>th</sup> – Student Groups sign up for lobbying dates and times

February 21<sup>st</sup> - 24<sup>th</sup> – Formal lobbying 5 - 9 pm UC 326/327.  
Informal lobbying will be available from 9 – 10 pm

March 1 – Final student group budgets posted online.

[www.umt.edu/asum](http://www.umt.edu/asum)

## Welcome

Another exciting budgeting season is upon us! It is up to you and your members to prepare your budgets for this budgeting session. With

many groups needing operating budgets, you need to be organizing, planning, and designing your budgets promptly and efficiently. ASUM executives and senators are more than willing to help you along during the process and give you helpful pointers to make it a successful budgeting session.

This packet is designed to give you a few tips and hints on how to approach this busy time of year and how to make your budget request stand out during lobbying and in final appropriations on February 25, 2012.

If you have any questions, please contact the ASUM Business Manager at 243-2704 or write [asum.businessmgr@mso.umt.edu](mailto:asum.businessmgr@mso.umt.edu)

## How to build a budget

**Step 1:** You need to begin this process by stepping back. Look at what your group does as an outsider. Do you see your group having fun doing the normal stuff? Or do you want to see your group grow and begin cultivating new activities and have a new mission? This, of course is a group decision, and all members should have some input.

**Step 2:** Now that you see the general idea of what you and your group would like to accomplish, it's time to begin brainstorming ideas of what you plan on doing this upcoming year. Write down everything that you would like to do and begin putting monetary values on them all. When you are done, categorize them. Is this expense going to be office supplies, or is it going to be rental charges. You can get a feel for different categories by looking at the final budget sheet.

**Step 3:** It's now time to prioritize. With ASUM not able to fulfill any group budget requests 100%; your group must decide what the most important items are that you will need to operate in the next fiscal year. Every group has its own priorities. It is what makes your group unique. When you finally decide what items you will need to operate, you may move on.

**Step 4:** This step is all about shopping. When utilizing a budget, you must not only live within your means but also get the most for your money. Getting the most out of your money means your group will also get to enjoy more activities. It is also very important that you request the lowest quoted amount on your requests.

**Step 5:** Consult ASUM if possible. Visit an ASUM executive, senator, or staff member to look over your budget ideas. Having been through many final appropriations, the office members will be able to give you tips for putting together your final budget. It may end up helping you.

**Step 6:** Put the pieces together. Now that you have a goal for your group, a priority list of necessary items, and hints to organize your request, you can now put together the final budget request. Please visit [www.umt.edu/asum](http://www.umt.edu/asum) for the budget forms. If you are filing a union request, please follow the necessary link.

## REMEMBER TO INCLUDE

To be a complete budget request, it must include:

- 1) A detailed cover letter of :
  - a. What does the group do? (Brief History)
  - b. Summary of 2012-2013 planned events

- c. Detailed description of all budgeted items.
- 2) A completed and signed budget form. Found at [www.umt.edu/asum](http://www.umt.edu/asum), under Student Groups.
- 3) Please turn in **THREE COPIES** of your completed budgeting forms. Also, you should keep a copy for your files.
- 4) An appearance in front of ASUM Senate during formal lobbying.  
(Sign-up in UC 105 between February 15<sup>th</sup> -17<sup>th</sup>)

\*\*\*Do not include extra material (e.g. brochures, pamphlets, etc...). We will only be copying the requested materials for use during the budgeting process. However, you are welcome to bring additional materials to lobbying for handout to the executives and senators (23 members).\*\*\*

## HELPFUL HINTS

- 1) Do not inflate your budgets expecting to receive a larger amount. This is a very old trick that does not work. ASUM will notice the scheme and look down upon the request. Be honest and efficient, and your request will be respected.

- 2) Represent!!! Bring your members to lobbying and show ASUM that you all mean business. Representation by numbers will always be better than an elaborate speech. Also, ASUM loves to see people getting involved. What a perfect way to do it.
- 3) Consult experience. ASUM Executives, Senators and Staff are all willing to help you on your way through this process. If you have contacts with past presidents of your clubs, consult with them about how to approach this experience. The more you know about how it works the better. If you have any questions, please talk to Business Manager, Luke Sims and set up a consultation before February 9<sup>th</sup>. The ASUM Business Office will be your number one resource through this entire session.
- 4) Be prepared to answer questions. ASUM will need to ask questions about your group, your budget, and how you generally operate in order to appropriate money in the end. Some commonly asked questions are:
  - i. How many members do you have?
  - ii. When do you meet and how regularly?
  - iii. What is your mission/goal for your group?
  - iv. What do you do for the campus community?
  - v. What is the number one priority on your budget?
- 5) Relax. The process of budgeting is stressful, but it can be fun. If you have ever wondered what working for a large firm or institution would be like, you are living it now. Take the budgeting session with pride for your group and use it as a learning experience.

## CONTACTS

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\*\*\*If you would like to set up a consultation with the ASUM Business Manager, please give 1-2 days notice, as scheduling will be tight. \*\*\*