



# **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 mission to provide opportunity 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 organization 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 on the basis of 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 (BB) 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.

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# GENERAL INFORMATION

## **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.

## **THE PRIMARY BUDGET PROCESS**

The primary budget request process begins towards the middle of the spring semester between late March and early April. All club advisors will receive notification of the scheduled submittal date two weeks prior to the due date. After budgets have been submitted, the BB will review each clubs budget request against the BB Guidelines set prior to the budget review process. Club advisors will be notified within 4 to 6 weeks of the BB's decision.

### **Timeline**

Budget Board policy review meeting	March
Budget due date advertised	March - April
Budget preparation workshop <sup>1</sup>	March - April
Budget submission due	March - April
Budget Board review	April - May
Allocations finalized	April - May
Budget allocation notification to club advisors	April - May

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<sup>1</sup> Optional by campus decision.

# 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 receiving and maintain funding certain requirements must be met:

1. Each club must be in attendance at the Fall Fest and Spring Fling and present their club/organization by providing information in the format consistent with the SA/SAC's theme or direction (i.e. table, booth, game, etc.). Failure to participate will result in a 50% decrease on the **following semester** budget allocation and no ability to request a supplemental budget for expenses during the affected semester
2. Members who attend a conference on the behalf of their organization must submit a report on their experience within two weeks of their return to the budget board.
3. The club will incorporate a concept from the conference attended into an event already planned or come up with an event to showcase what they've learned.
4. Outside travel expenses will not be granted when internal resources are feasible (i.e. car pool, college vehicle/van, use of college driver, etc.).
5. All contracted services must be finalized and approved seven (7) business days prior to the rendered service.

## OVERALL CONSIDERATIONS

1. Registered student club or organization through the Student Life department (LaPlata) and Student Services department (LEON, PRIN)
2. The BB will consider funding for programs that benefit CSM Campus students.
  1. BB will not allocate funds for items that primarily benefit non-CSM students (parents, alumni, prospective students, surrounding community, etc.)
  2. BB will not fund gift, contributions, donations, or awards
  3. BB will consider other planned activities on campus and whether there will be a conflict in programming
  4. BB will consider the appropriateness of a program by the college's policy, SA constitution, and the purpose of the club
3. BB will consider prior funding and spending.
4. BB will consider events that have not yet taken place. **Funding will not be approved for past expenses.**

5. BB will 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. **BB will not fund:**
  - a. Items described in insufficient detail or items added for padding overall cost
  - b. Travel and lodging for speakers
  - c. Reimbursement of food during conference/travel events. Students are responsible for the purchase of their own meals.
  - d. Maintenance, repairs, and improvements of the college's physical facilities and buildings
  - e. Any event not open to all CSM students
  - f. Any event that occurs off campus that is not offered to all CSM students
  - g. Office equipment that is provided by college funding, including computers, printers, software, copiers, fax machines, etc.
7. 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.
8. 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 member to receive academic credit
1. BB will not fund office supplies that can be requested during the general supply order.
2. BB requires clubs who attend conferences to submit a report on their experience within two weeks of their return and plan an event to showcase what they've learned.

## BUDGET LINE ITEMS

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

**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.

1. Decorations will be funded up to \$50 for campus events.
2. Up to \$100 for club officer t-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 \$1500. Fees must be all-inclusive (includes travel, hotel stay, performance and meals).
2. Should be used for internal catering request over \$500.

**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 is 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 and organization special event meals will be funded at \$15 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 \$7 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 three weeks in advance to minimize the possibility to having to change your event date.

1. **BB will not allocate funds for fundraising events.**
2. BB requires the club to provide proof of the ability to at least break even on all fundraising projects in order for a loan to be approved.
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 listing 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. Start up costs will be returned to the general SA budget before 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 break-down of the costs of the entire event along with their budget request, including each groups planning responsibility.

1. BB will give favorable consideration to clubs who co-sponsor events with other clubs.
2. BB encourages clubs to work with departments; however funding will be restricted to 25%.
3. BB requires any request for departmental co-sponsored events that would be in excess of 25% support from a club to be reviewed and considered by the campus SA.

# DETAILING YOUR BUDGET

There are three forms that need to be filled out per event<sup>2</sup> for annual or supplemental budget requests: *Activity/Event Form* and the *Budget 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 revenue<sup>3</sup> 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**

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.

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<sup>2</sup> Events that will reoccur can be placed on one form. Be sure to be specific with the cost break down per event.

<sup>3</sup> A sales and solicitation form must be approved before a club can obtain revenue for any event.



# SUPPLEMENTAL BUDGET

Student groups may apply for Supplemental Allocation Funding at anytime during the year. 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**

1. Budgets should be typed and formatted like the provided same in this document. The budget can be submitted electronically or via hard copy.
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.

## **REIMBURSEMENT PROCEDURES**

1. All payments must be accompanied by a payment request voucher.
2. All original detailed receipts need to be submitted.
3. Taxes are non-refundable. Request a tax exempt card from the Student Life Coordinator for the semester to avoid losing money.
4. BB will not reimburse delivery tips that exceed 10% of the order.
5. Expenses not budgeted for or in excess of approved annual or supplemental budget will not be refunded.

## **MAINTAINING YOUR CLUB BUDGET**

### **Monthly Reconciliation**

The monthly reconciliation process is essential to ensuring enforcement of budget guidelines. All clubs will be required to 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. A club monthly reconciliation report is expected from each active club at each monthly general student body meeting as part of the club report. The following sanctions will be issued and noted in the minutes for late or missing reports:

1. If the reconciliation report is not submitted timely or is late, a warning will be issued as a 1st time infraction.
2. The 2nd time the reconciliation report is late or not submitted, club funding will be frozen until the report has been submitted.

## **Student Body Meetings**

All clubs will be required to send one representative to attend monthly student body meetings 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 school 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  
07/2014

Figure 1

Activity/Event Form

<b><u>Program Information</u></b>
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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. Please keep in mind that the more information you provide, the better the board's ability to make an appropriate decision.***

Figure 2

<b>Budget</b>
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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				
<b>Total Expenses</b>	-			
<b>Total Revenue</b>	-	Admissions fee, advertising, grants, sponsorships, etc		
<b>Total Amount Requested</b>	-	<b>Subtract Revenue from Expenses and enter total</b>		

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.**

Figure 3

<b>Total Expense Form</b>
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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				
<b>Total Expenses</b>	-			
<b>Total Revenue</b>	-	Admissions fee, advertising, grants, sponsorships, etc		
<b>Total Amount Requested</b>	-	<b>Subtract Revenue from Expenses and enter total</b>		

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.**

Revised: 21 May 2014