

BUDGET PROCESS

Curious about how to get your student organization money? Here's a simple explanation of the steps required:

Plan your budget

Download budget request packet from SGA Website

Turn in your packet via e-mail

Present to the Finance Board members

Get **allocated** money based on your request and presentation

Turn in **receipts** with a Request for Check (RFC) form

Get your money within two weeks of submitting your receipts and RFC form – submitting receipts at the deadline will take longer to receive your reimbursement

The Finance Board follows SGA's Budget Guidelines. To review these, check out the Governing Documents section of the SGA Website (sga.db.erau.edu)

HINTS AND TIPS, BUT NO TRICKS

Here are a few quick pointers to help you get the most out of your allocation:

The more planning and preparation you do for this semester's budget, the more likely you are to have more allocated to you.

Be comprehensive. Include everything.

Receipts must be turned in with the RFC form. This requires three signatures and can take a while to complete. We recommend submitting receipts as you spend money.

OTHER FUNDING SOURCES

Don't forget to take advantage of other funding sources such as fundraising (and we don't mean a donut sale – try requesting grants, writing letters for sponsors, donations, etc), departments associated with your organization, or Embry-Riddle's Annual Fund.

COST PER DOLLAR

This graph illustrates how the SGA utilized the collected fee for both Fall 2011 and Spring 2012. For each dollar spent, 78% was used for services that directly affected students and 22% was used to make those services possible. Administrative costs includes budget items such as student assistant and staff salaries, official uniforms, general office equipment (not used to provide a direct service), SGA training and retreats, etc.

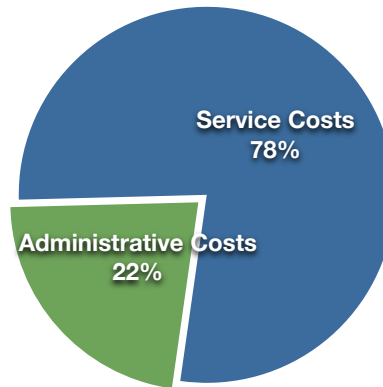


FIGURE 5 - FALL 2011 AND SPRING 2012
COST PER DOLLAR

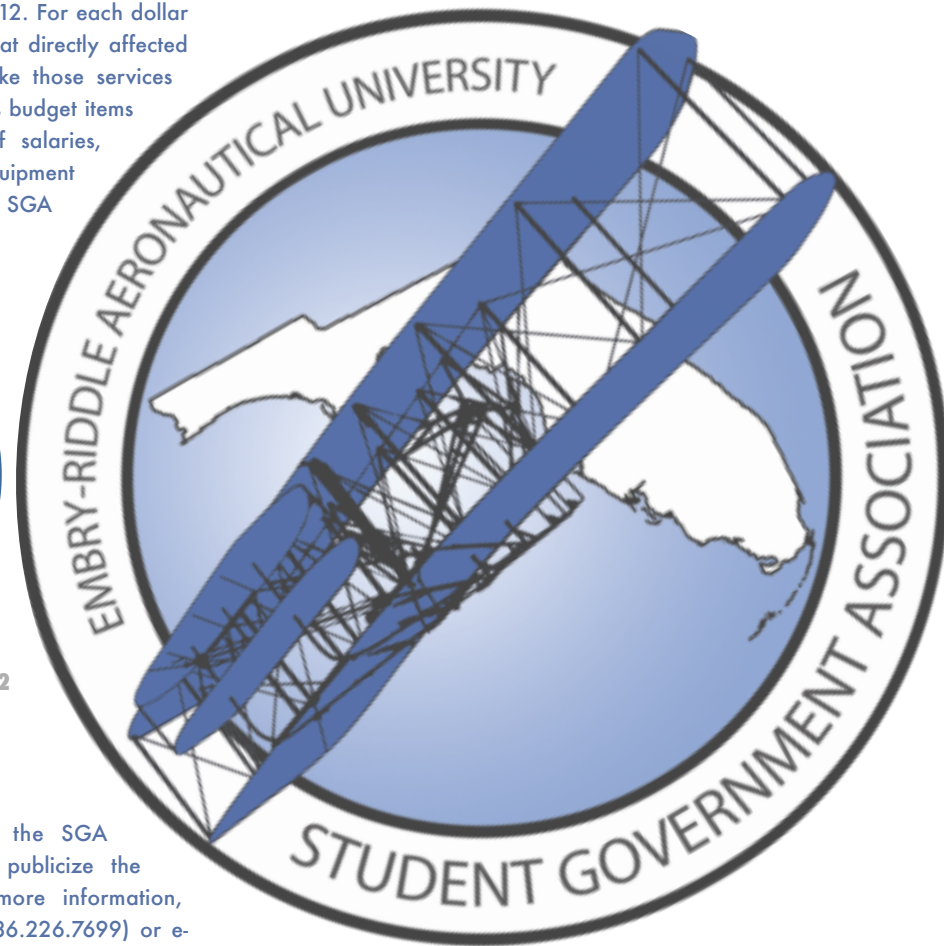
TREASURER'S NOTE

This document was published by the SGA Treasurer's office in an effort to publicize the spending of collected fees. For more information, contact Joe Anderson via phone (386.226.7699) or e-mail (sgatres@erau.edu).

Finance Board Members, Fall 2012

Adriana Albanes, albanea1@my.erau.edu
Poonam Barad, baradp@my.erau.edu
Katy Iverson, iversonk@my.erau.edu
Sam Gillespie, gilles1@my.erau.edu
Ryan Johnson, johnsr26@my.erau.edu
Jon Rauch, rauchj@my.erau.edu

SGA Treasurer 
Joe Anderson, sgatres@erau.edu



STUDENT FINANCE BOARD

... because your money matters.

*Embry-Riddle Aeronautical University
Daytona Beach, Florida*

FINANCE BOARD'S ROLE

The SGA is granted the right to collect an SGA fee from each student, every semester. It is the responsibility of every SGA official to ensure that all SGA funds are used for the betterment of the student body.

The Finance Board is comprised of six elected board members that are responsible for overseeing the disbursement of funds to branches, divisions, and student organizations.

FALL 2011 REVIEW

The SGA spent a total of \$408,397 (figure 1) – 18.9% more than the same period in 2010. Touch-n-Go Productions (TNG), the Executive Budget, and Student Organization Funding continued to be the three largest expense categories.

TNG's largest expense was in student programming (67%) which included hosting Thursday Night Movies, Coffee House Artists, Rocktober, Stress Relief Day, Orientation Events, Friday Night Laughs, and artists such as Bo Burnham, Emerson Drive, and CJ Johnson. TNG's next two largest categories were production and office supplies (11.7%) and general services (10.2%).

The Executive Budget included expenses for administrative salaries (54%) and services such as SafeRide, coffee, candy, and newspapers (28%). Special expenses included the Blue Bike program, the Share-an-Umbrella program, and preparation for hosting the AFICU student

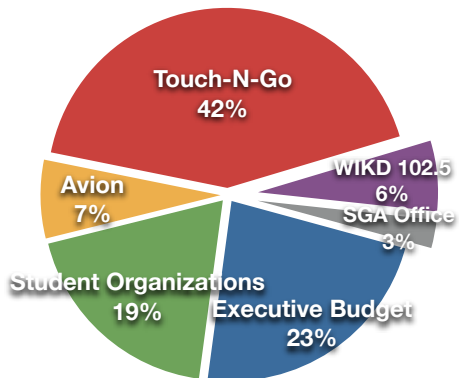


FIGURE 1 - FALL 2011 EXPENSE BREAKDOWN

government conference (4.6%).

Student organizations were allocated \$106,776 (figure 2). 105 student organizations were reimbursed a total amount of \$77,634. In other words, 27.3% of the total allocated amount that could have been reimbursed to student organizations was not. Common reasons that student organizations did not collect these funds include: turning in receipts for unapproved items, not turning in enough receipts, or

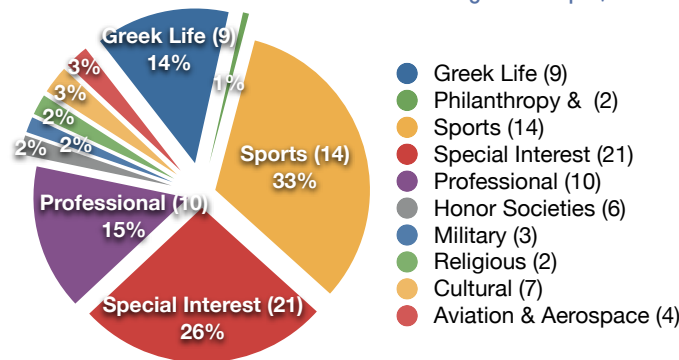


FIGURE 2 - FALL 2011 STUDENT ORGANIZATION

never turning in receipts. Historically, student organizations leave 25% of the allocations untouched.

The SGA only funded the Avion Newspaper's printing expenses which were down 17% due to a change in printing size. WIKD 102.5 spent its allocation (6% of SGA's total budget) on promotional giveaway items, a partial station remodel, a college media conference, music licenses, and software. The SGA Office's expenditures (3% of SGA's total budget) included student assistant wages, office supplies, tea, and water.

SPRING 2012 REVIEW

The SGA spent a total of \$399,246 (figure 3) – 1.5% less than the same period in 2011. TNG's largest expense was in student programming (69%) which included hosting Thursday Night Movies, Family Weekend, Game Show Night, Casino Night, Poker Night, Coffee House Artists, Stress Relief Day, Friday Night Laughs, and artists such as Hit The Lights and Red Jumpsuit Apparatus.

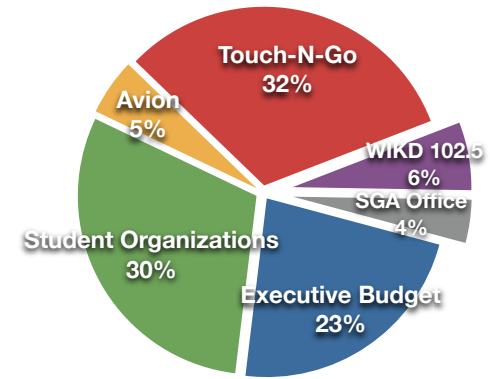


FIGURE 3 - SPRING 2012 EXPENSE BREAKDOWN

Fun fact:

Spring's Big Show artists made up 26% of the total student programming expenses for the semester.

The Executive Budget included expenses for administrative salaries (43%), and services such as SafeRide, electronics recycling, coffee, candy, and newspapers (36%). Special expenses included hosting the AFICU student government conference, the spring banquet, and elections promotional material (9%).

Student organizations were allocated \$113,178 (figure 4). This was a record high allocation amount! 113 student organizations were reimbursed \$95,886. Only 15.3% of allocated money was not collected – the lowest percentage in ten semesters!

The SGA funded Avion Newspaper's printing as well as a subscription for comics and crosswords. WIKD 102.5's (6% of SGA's total

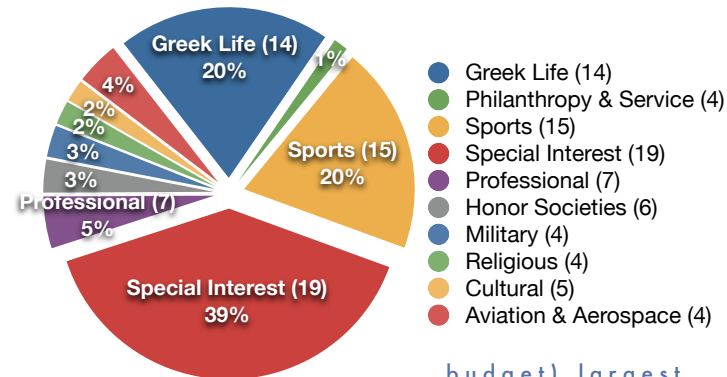


FIGURE 4 - SPRING 2012 STUDENT ORGANIZATION
budget) largest expense was for their