

RSCO Budget Application FY 2006-2007



Mercyhurst Student Government
<http://msg.mercyhurst.edu>

January 2006

Office of the Treasurer
Mercyhurst Student Government

Dear RSCO leader:

Believe it or not, the process for applying for funding for the 2006-2007 academic year has already begun! This packet is the vital first step in obtaining funds from MSG, hereby referred to as RSCO Funding. As you might imagine, or have already experienced, obtaining funds from MSG is not an easy process, but if the steps are followed correctly, it can be quite painless.

This year is a revolutionary one for MSG and RSCOs, because our entire financial system has changed with the passing of a new Finance Code. This official Code completely changes the way that MSG and its RSCOs operate financially and will go a long way in making RSCO Funding easier for everyone involved.

Attached with this packet is an excerpt from the Finance Code that explains components of RSCO Funding. I encourage you to read it thoroughly in order to understand many of the changes that have gone into effect. Additionally, I encourage you to read over the entire packet before beginning the application process. The entire Finance Code and other governing documents are available on the MSG website, located at <http://msg.mercyhurst.edu/documents-forms/msg-governance/>.

Please do not hesitate to contact at any time. We want to answer your questions as they arise and help you through this new budgeting process!

Sincerely,

Ryan J. Palm
Treasurer, Mercyhurst Student Government
814.824.2428
msgtreas@mercyhurst.edu

RSCO Budget Application Process Timetable

Packets available through mail and online	January 25
Budget Workshops	January 25, 26, 28, and 29
Budget Applications Due	February 17
Initial Budget & Finance Committee Debates	March 6 - 17
Budget & Finance Committee & RSCO Hearings (as needed)	March 20 - 24
Budget & Finance Committee Presents Budget to MSG	March 27
MSG Body Votes on Budget	March 27 or April 3

NOTE: Please note that due to this year being the first for the new Finance Code, the process started slightly later than would be desired. Although the time allotted for the creation of Budget Applications is slightly less this year than will be in the future, there will be no extensions past the above deadline for applications to be due. Any RSCO foreseeing trouble in making the deadline should immediately contact MSG Treasurer Ryan Palm at x2428.

RSCO Funding Excerpt from Finance Code

- A. Beginning effective Spring Term 2006, all RSCOs must have obtained a copy of the Finance Code, read it, and have signed a “Statement of Understanding” provided by the MSG Treasurer.
 - 1. Each RSCO must also have at least one representative attend one of four training sessions offered by the MSG Treasurer.
 - a) Sessions shall be offered in the winter term explaining the budget application process and in the fall explaining the spending procedures for RSCOs.
- B. Each RSCO in good standing with MSG and the Office of the Student Union & Student Activities is eligible to apply for RSCO Funding.
 - 2. Good standing shall be defined as:
 - a) Having resubmitted a current constitution
 - b) Having resubmitted their Year-end Re-application Form.
 - 3. Following the purchase of any supplies, services, and/or other merchandise, original receipts must be turned into the Treasurer no later than 72 hours following the purchase. The only exception to this rule are circumstances where the RSCO representative has gained approval prior to the purchase that allows that representative to present the receipts at a later, agreed upon time.
- b. The Treasurer will then take the responsibility of retaining a copy of the receipt for MSG records and then transferring the original to the Business Office. Included with the RSCO Budget Request Packet should be an updated membership list, containing all current members of the RSCO who will not be graduating that academic year.
- c. The Budget & Finance Committee will evaluate each RSCO Budget Request on the individual merits of that request. The Committee will determine the appropriation of the RSCO’s budget by including all but not limited to the:
 - 1. Degree of positive promotion and reflection of the mission of both Mercyhurst College and MSG.
 - 2. Appeal of the appropriation to the student body through activities and programs.
 - 3. Expected student participation in planned programs, with particular attention to the dollars-per-student ratio.
 - 4. Appropriate historical budget expenditures and uses.
 - 5. Overall benefits offered to the students.
- d. The following items are prohibited from being purchased with MSG funds:
 - 1. Alcohol, tobacco, and drugs, their paraphernalia, and any items promoting these products.
 - 2. Philanthropic gifts.
 - 3. Political contributions.
 - 4. Anything violating the Mercyhurst College Student Code of Conduct.
 - 5. Personal items.
 - 1. Expenses for meetings not open to the college community.

- C. Travel
 - 1. Any RSCO planning on including travel expenses in their Budget Application shall include a Travel Authorization Form (TAF).
 - i. The form must be completed in its entirety, with the best estimate for fields in which definite answers are unavailable (i.e. dates, exact amounts, etc).
 - 2. MSG will provide limited funding for RSCO travel, with travel expenses in an RSCO's Budget Application not to exceed 40% of total amount requested.
 - 3. Priority consideration will be given to on-campus events. RSCOs are encouraged to keep this in mind when planning their overall budgets.
- D. Due to the nature of the large amount of money being budgeted, an "Interim Break Reduction" policy will be in effect unless waived by the Budget & Finance Committee.
 - 6. In effect, if a RSCO has not used 40% of its funding by the start of February, the RSCO's budget will be adjusted to 60% of its original amount.
 - a) If a RSCO were to, for example, plan a majority of its programming in the spring due to the weather and/or other factors, an application may be submitted to waive the Interim Break Reduction.
 - 1. The Budget & Finance Committee will evaluate the application, which must be submitted before the end of December, and promptly determine if the RSCO will be granted the waiver.
- E. At the end of each fiscal year, any funds remaining in the RSCO accounts provided by MSG will be returned to MSG. Therefore, the only funds belonging to an RSCO at the beginning of every year are those which have been earned by the RSCO through fundraising activities.
 - b) Each RSCO's account within the college shall have two separate line-items, one designated "MSG Funding" and another "Other Funding."
- F. RSCOs may not hold additional accounts outside Mercyhurst College.
- G. Any RSCO which conducts an event, activity and/or program funded with monies originating in whole or in part by MSG, shall provide on any program, poster, and/or other advertisement or promotional material a credit referring to the partial or total funding by MSG.
 - 7. A copy of the printed promotional material bearing MSG recognition shall be given to the MSG Treasurer with the RSCO's Check Requisition.
- H. The Budget & Finance Committee shall also determine an amount in the RSCO Funding line item each spring during the budgeting process to leave unbudgeted for funds available as "Startup Funds" for newly recognized RSCOs.
- I. Groups have one year from their date of recognition to request the funds of up to \$200, but may not be requested if the RSCO receives a general budget allotment.
- J. Accounts within the College
 - a. Each RSCO will be responsible for applying for and maintaining an account within the college Business Office.
 - i. The RSCO advisor must email Linda Rowley (lrowley@mercyhurst.edu) to begin the process of establishing the RSCO account. Then, either the President or Treasurer of the RSCO must meet with Linda Rowley from the Business Office; located in Egan 2, to establish the account.

RSCO Information

1.) RSCO NAME:

2.) STUDENT LEADERSHIP:

NAME: OFFICE/TITLE:

NAME: OFFICE/TITLE:

NAME: OFFICE/TITLE:

NAME: OFFICE/TITLE:

NAME: OFFICE/TITLE:

(Please indicate one member to be the contact person for the group by adding a *)

3.) ADVISOR NAME:

4.) APPROXIMATE RSCO MEMBERSHIP:

5.) HOW OFTEN DOES YOUR RSCO MEET:

Fundraising & Activities

6.) Please provide information regarding any funds raised from July 1, 2005 to present:

Fundraising Description	Amount Raised

7.) Please provide information on planned fundraisers for 2006-07 Academic Year:

Fundraising Description	Amount Raised

8.) Please describe activities held from July 1, 2005 to present:

Event Description	Amount Spent

9.) List all supplies and equipment purchases planned for 2006-07 Academic Year

Supply or Equipment Item	Price
Supply & Equipment Total	

Event Expenses

Event #1

- 1.) Estimated Date of Activity:
- 2.) Location of Activity:
- 3.) Purpose of Activity:
- 4.) Description of Activity:
- 5.) Estimated Attendance:
- 6.) How will this event benefit the Mercyhurst College community:

Item	Purpose	Description	Amount

Event Expenses

Event #2

- 1.) Estimated Date of Activity:
- 2.) Location of Activity:
- 3.) Purpose of Activity:
- 4.) Description of Activity:
- 5.) Estimated Attendance:
- 6.) How will this event benefit the Mercyhurst College community:

Item	Purpose	Description	Amount

Event Expenses

Event #3

- 1.) Estimated Date of Activity:
- 2.) Location of Activity:
- 3.) Purpose of Activity:
- 4.) Description of Activity:
- 5.) Estimated Attendance:
- 6.) How will this event benefit the Mercyhurst College community:

Item	Purpose	Description	Amount

Event Expenses

Event #4

- 1.) Estimated Date of Activity:
- 2.) Location of Activity:
- 3.) Purpose of Activity:
- 4.) Description of Activity:
- 5.) Estimated Attendance:
- 6.) How will this event benefit the Mercyhurst College community:

Item	Purpose	Description	Amount

Event Expenses

Event #5

- 1.) Estimated Date of Activity:
- 2.) Location of Activity:
- 3.) Purpose of Activity:
- 4.) Description of Activity:
- 5.) Estimated Attendance:
- 6.) How will this event benefit the Mercyhurst College community:

Item	Purpose	Description	Amount

Event Expenses

Event #6

- 1.) Estimated Date of Activity:
- 2.) Location of Activity:
- 3.) Purpose of Activity:
- 4.) Description of Activity:
- 5.) Estimated Attendance:
- 6.) How will this event benefit the Mercyhurst College community:

Item	Purpose	Description	Amount

Event Expenses

Event #7

- 1.) Estimated Date of Activity:
- 2.) Location of Activity:
- 3.) Purpose of Activity:
- 4.) Description of Activity:
- 5.) Estimated Attendance:
- 6.) How will this event benefit the Mercyhurst College community:

Item	Purpose	Description	Amount

Event Expenses

Event #8

- 1.) Estimated Date of Activity:
- 2.) Location of Activity:
- 3.) Purpose of Activity:
- 4.) Description of Activity:
- 5.) Estimated Attendance:
- 6.) How will this event benefit the Mercyhurst College community:

Item	Purpose	Description	Amount

Travel & Authorization Form (TAF)

ESTIMATED DATE OF DEPARTURE:

LENGTH OF TRIP:

EVENT:

NUMBER OF TRAVELERS:

METHOD OF TRANSPORTATION:

ANTICIPATED COSTS (not amount requested, but total expenses):

Item	Purpose	Description	Amount
TOTAL			

DESCRIPTION OF EVENT:

HOW WILL COSTS BE DEFERRED:

AMOUNT REQUESTED FROM MSG:

(All information about travel expenses, i.e. brochures, should be provided with application)

Application Summary

- Completed Form
- Attached Membership Roster
- Each event totaled and then added to final total below
- Any available information on travel expenses provided

Totals

Total Projected Non-MSG Income:

Total Projected Supply/Equipment Expense:

Total Projected Event Expense:

Total Projected Travel Expense:

TOTAL AMOUNT REQUESTED: