

**VICE CHANCELLOR OF
STUDENT AFFAIRS -
STUDENT ACTIVITY FEE
COMMITTEE
(SAFC)
BUDGET PROPOSAL
REQUEST FORM
2012-2013**

DEADLINE FOR SUBMISSION:
2012

5:00 p.m., Saturday, June 30th,

BUDGET PRESENTATIONS:
1st, and 2nd 2012

July 24th, 25th, 26th, 31st, August

3-11pm
SGA Chambers

Please e-mail me (Katie Carlino) if you have any questions regarding the SAFC budget allocation process.

EMAIL: umkcsgacomptroller@umkc.edu

BUDGET PREPARATION HELPFUL HINTS

1. Think about the programs, activities, services, equipment and other purchases that are needed to successfully run your organization / program between July 1, 2012 and June 30, 2013 (UMKC fiscal year). Make a list of all necessary expenses and then prioritize them related to what are actually essential to the program functions.

1. After the expenses have been prioritized, break them down into line item categories. Line items include (but are not limited to):
 - Salary / Wage
 - Equipment
 - Travel
 - Supplies
 - Honoraria / Performance
 - Postage
 - Telephone
 - Printing
 - Copy Service
 - Maintenance of Equipment
 - Rentals
 - Food Service
 - Advertising
 - Box Office

*As a friendly reminder, travel WILL be included in the annual budgets for the 2012-2013 academic year.

1. Make a reasonable estimate as to how much funding is needed for each line item or category. Round off allocations to the nearest dollar amount.

1. **REMEMBER:** What you submit is not written in stone. It can be modified after the allocation. Major changes in your budget may need to be justified to SAFC in the future.

INSTRUCTIONS

BUDGET REQUEST 2012 - 2013

1. **IMPORTANT:** Fill out the attached SAFC Budget Cover Sheet and remember to attach it to the front of your submitted budget.

1. Complete the attached budget request form as follows:
(You are permitted to create your own Budget Request Form on your computer as long as the same general format is followed.)
 - a) Under expense title, list each expense your organization is requesting. If your request is for general operating funds, use the entire description space to outline what your requested budget covers.
 - b) Under the total column, write the total needed for each expense. Please round your number off to the nearest dollar amount.
 - c) Under the description column, write a short narrative of the expense.
 - d) Total the amount of money requested for the expenses and enter that number on Line 1.
 - e) Write the amount of any anticipated income (other than student activity fees) on Line 2. Examples of anticipated incomes include users fees, admission charges, ad revenue, ticket sales, etc.
 - f) Write the **ACTUAL AMOUNT REQUESTED** from Student Activity Fees on Line 3. Remember, copy that figure on the SAFC Budget Cover Sheet under the total amount requested section.

1. If your budget request includes salaries / wages, complete the Salary / Wage Information Sheet and attach it to the Budget Request Form.

1. If your budget expense includes equipment, complete the Equipment Purchase Information Form and attach it to the Budget Request Form.

1. **MOST IMPORTANT STEP!!!** Submit your completed budget request to me (Katie Carlino) by e-mail umkcsagacomptroller@umkc.edu by 5:00p.m., Saturday, June 30th , 2012. Any applications received after this deadline will not be reviewed until the first session in the fall.

SAFC BUDGET REQUEST COVER SHEET

(Please attach this sheet on the front of your official budget request)

Name of Organization / Program:

Name, Address and Phone Number of Person Submitting Budget:

Total Amount Requested for the 2012 - 2013 fiscal year (include supplemental allocation):

A representative from your organization **MUST** attend the budget hearing:

SAFC USE ONLY:

**2012 - 2013 STUDENT ACTIVITY FEE
BUDGET REQUEST FORM**

ORGANIZATION:

PRESIDENT/ PRIMARY CONTACT NAME:

CAMPUS ADDRESS:

PHONE:

EXPENSE TITLE

TOTAL

DESCRIPTION

LINE (1) TOTAL: \$_____

LINE (2) Additional Income \$_____

LINE (3) Amount Requested \$ _____

**ESTIMATED
SALARY / WAGE INFORMATION SHEET**

PLEASE LIST THE PAID POSITIONS IN YOUR BUDGET:

(1) Number of person on an hourly wage: _____

(2) Yearly total for hourly salaries: \$ _____

(3) Number of persons on a weekly salary: _____

(4) Yearly total for weekly salaries: \$ _____

(5) Number of person on a monthly salary: _____

(6) Yearly total for monthly salaries: \$ _____

(7) Number of persons on a stipend / special payment: _____

(8) Yearly total for stipends: \$ _____

TOTAL APPROXIMATE NUMBER OF EMPLOYEES: _____

TOTAL ESTIMATED PAYROLL (Including staff benefits) \$ _____

EQUIPMENT PURCHASE INFORMATION

(1) List item(s) to be purchased:

(2) Estimated cost of equipment: \$ _____

(3) Who will use the equipment?

(3) Where will the equipment be stored and secured?

(3) Why is the equipment purchase necessary?
