

Student Senate Spring Budgeting Template
 Updated May 2011 by Erik "Massie" Huemiller

Organization name			
<u>Names of Contacts</u>	Title	Phone	Email
	Treasurer		
	Advsor		

Department Afiliation (if applicable)

Number of Active Memembers

Number on Email Alias

Description of Organization in 100 words or less

Inventory of Senate Purchased Capital

This section is for Student Senate purchased items that are already in your group

Equipment	Number	New Value	Condition	years left
Jerseys	0	\$0.00	New	10+
Base Drum	0	\$0.00	New	2
Item 3	0	\$0.00	New	3

Budget Breakdown

This section is for a line item breakdown of your group's allocation requests for the coming year.

Date	Event Tittle	Cost	Recomended	Allocated	Rescinded
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Date	Event Tittle	Cost	Recomended	Allocated	Rescinded
13-Sep	Fall Trip A (over night)	0.00			
	Travel to Fall trip A	0.00			
	Lodging for FT A	0.00			
	Admision to Science Museum	0.00			
	Parking	0.00			
12-Dec	Fall Trip B Day Trip	0.00			
	Travel to FT B	0.00			
	Parking for FTB	0.00			
	State Park Fee FTB	0.00			
19-Aug	Fall Competition A	0.00			
	Travel to FC A	0.00			
	Lodging for FC A	0.00			
	Tournament Fees for FC A	0.00			
1-May	Fall Competition B	0.00			
	Travel to FC B	0.00			
	Lodging for FC B	0.00			
	Tournament Fees for FC B	0.00			
7-Feb	Small Speaker A	0.00			
	Honorarium Fee for SS A	0.00			
	Supplies for workshop	0.00			
15-Feb	Small Speaker B	0.00			
	Honorarium Fee for SS B	0.00			
	Supplies for workshop	0.00			
6-Dec	Big Name Speaker A	0.00			
	Quote from Speaker's Agent	0.00			
	Other costs for speaker	0.00			
	Supplies for Workshop	0.00			
	Printing Advertising	0.00			

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Date	Event Tittle	Cost	Recomended	Allocated	Rescinded
	Capital Improvement	0.00			
	Jerseys	0.00			
	Safety Equipment	0.00			
	Practice Equipment	0.00			
19-Sep	On Campus Enrichment	0.00			
	Campus Safety Officer	0.00			
	Supplies to run Event	0.00			
	Other Cost as broken down	0.00			

Sum of all Totals	0.00
Fall Trip A (over night)	0.00
Fall Trip B Day Trip	0.00
Fall Competition A	0.00
Fall Competition B	0.00
Small Speaker A	0.00
Small Speaker B	0.00
Big Name Speaker A	0.00
Capital Improvement	0.00
On Campus Enrichment	0.00

By signing this document, you are recognizing that you have read and understand the current Student Senate Finance Guidelines and Bylaws and are also agreeing to comply with and abide by these rules. Failure to do so may result in a freeze of the funds allocated to the student organization or other actions as deemed appropriate by the Student Senate.

Treasurer _____ Date _____

President _____ Date _____

Advisor _____ Date _____