



## **BUDGET PACKET 2011-2012**

**TO: Student Organization President or Advisor**

**FROM: CGA Budget Committee**

**RE: 2011-2012 Budget Information**

Enclosed with this memo you should find several items:

1. 2011-2012 Budget Request Packet with important dates, deadlines and information **(PINK)**
2. Sample 2011-2012 Budget Request Form with sample listing of expense account numbers and titles. **(BLUE)**
3. 2011-2012 Budget Request Form – **TO BE RETURNED TO THE COMMUNITY ACTIVITIES OFFICE (SALMON)**
4. A copy of your current budget print-out (if appropriate).
  - The current budget print-out should provide some assistance in preparing your 2011-2012 budget request.
  - Please review the attached account list and make the appropriate changes in your 2011-2012 request to reflect your organization's needs and objectives.
  - Should there be no print-out in your packet, your group/organization did not have a budget from CGA this year.
  - A copy of this material is available at the CGA web site [www.bucga.org](http://www.bucga.org)

### **\*\*\*\*\*IMPORTANT\*\*\*\*\***

The Budget Committee requires **TWENTY (20) COPIES** (original plus 19) of the front **and** back of the Budget Request Form. If supporting documents are submitted with the Budget Request Form, 20 copies of all supporting materials must be submitted. **The Budget Request Form should be on top of the supporting documents.**

**If you have any questions concerning any of the material enclosed, please contact the Community Activities Office at 389-4462.**

# **IMPORTANT DATES AND DEADLINES**

Listed below are **extremely important** dates and deadlines for the 2011 - 2012 budget process.

## **February 4, 2011**

**Budget request forms (salmon form) due in Community Activities Office, Kehr Union Room 428, by 4pm. Submit original plus 19 copies of ALL FORMS and supporting information.**

## **February 19, 2011**

**Budget Committee Meeting**

## **February 23, 2011**

**Results of initial screening sent to organizations**

## **March 4, 2011**

**Final date to submit written request for an appeal. Appeals must be submitted by 4pm in the Community Activities Office, KUB 428. Submit original plus 19 copies.**

## **March 21, 2011**

**Appeal Hearings**

## **April 11, 2011**

**Senate approval of final budget**

If you have any questions regarding this information or pertaining to the preparation of a budget request, please contact the Community Activities Office at 389-4462.

**This information is also available on the CGA web site [www.bucga.org](http://www.bucga.org)**

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**PLEASE READ THE REST OF THE PACKET CAREFULLY,  
AND FOLLOW THE RECOMMENDED PROCEDURES. REQUESTS THAT  
DO NO MEET THE BUDGET COMMITTEE'S FORMAT WILL NOT BE  
ACCEPTED.**

## **INTRODUCTION**

### **What is a budget request?**

A budget request is the method by which a recognized, open, student organization requests funding from the Community Government Association (CGA) Budget Committee. These funds are to be used to help finance programs and activities of a cultural, social, recreational and service nature. These programs and activities are to be designed to primarily benefit currently enrolled students of Bloomsburg University.

### **Who is the Budget Committee and what does it do?**

The Committee is a student panel that reviews budget requests and recommends the allocation of funds for student organizations to the Senate. The members include the current CGA officers, the newly elected officers as well as two Senators elected from the Senate. The Assistant Vice President for Student Life and the Comptroller of Community Activities serve as advisors to the committee. The CGA Treasurer is the chairperson.

### **The Budget Committee's View of an Organization's Budget Request**

The Committee believes that when an organization submits a budget to the Budget Committee ALL items in the budget request should be clear, concise and well documented. A complete budget request will allow the Budget Committee to render a fair decision. The more complete information that you provide, the better an assessment the Committee can make on your request.

### **Restrictions on the use of Community Activities Funds:**

CGA is **unable** to fund the following activities:

- A. Appropriations to any partisan political activity or for the support of the political campaign of any candidate for public office.
- B. Appropriations to a legislative lobby, or to a registered student organization whose primary purpose is to influence legislation.
- C. Contributions or appropriations to organizations or activities which discriminate on the basis of race, color, creed, sex or religion, cumulative average (above minimum required to be in good academic standing) or which require pledging/association activities.
- D. Hiring of legal services.
- E. Appropriations for personal (non-contractual) gain of any student, faculty member, staff member or citizen.
- F. Grants-in-aid, scholarships, salaries, wages, loans or other such personal compensation to organizational officers or elected voting members.
- G. Contributions to charitable organizations.
- H. Recognized student organizations with closed memberships (not open to all students on an equal basis).

- I. Appropriations to support academic programs, organizations, activities or any graduation related activities.

The evaluation criteria will not be used for the purpose of making value judgments about specific activities of a group, but rather as a means of evaluating an organization's overall program.

Any organization may appeal the decision of the Budget Committee. A procedure is in place for the appeal process. Check important dates and deadlines for more specific information.

The Budget Committee should not be viewed as the only means of funding available to your group. CGA seeks to provide enough funding to assist a group. The CGA budget provided for any organization is not intended to be the sole or major source of revenue. Other sources of funding could include dues, fund-raising activities, funding by departments or colleges, other University programs, etc. CGA encourages student groups to co-sponsor programs in an effort to efficiently use the limited funding available.

### **BUDGET COMMITTEE CRITERIA AND CONSIDERATIONS**

1. The primary focus of funding will be services and programs for the benefit of all currently enrolled students.
2. In funding organizations, the Committee will consider many factors such as:
  - a. the number of students being served by the group's activities.
  - b. the number of students actively participating in the organization.
  - c. the demonstrated need and/or benefits of the programs and services to be rendered to students.
  - d. the diversity and enrichment the group/program brings to University students.
3. The Committee may want to review the overall condition of your organization, including its funds from sources other than CGA.
4. In previous years CGA has not provided funds for:
  - A. religious activities
  - B. political organizations
  - C. honor societies
  - D. social fraternities or sororities
  - E. any organization in which the opportunity for full membership is not available to all students.
  - F. charitable causes
  - G. courses or activities for which academic credit hours are generated
  - H. fund raising activities
  - I. activities related in any way to graduation
5. Activities which generate unrestricted funds for the student organization will not be funded.
6. The organizational treasurer may initiate a reallocation to transfer an unspent balance in one category to another approved category. This request must be given to the CGA Treasurer at the Community Activities Office for approval.
7. PROGRAMS, SERVICES, AND ACTIVITIES FUNDED BY CGA ARE REQUIRED TO BE OPEN TO ALL MEMBERS OF THE CURRENT STUDENT BODY WITHOUT ADMISSION CHARGE, FEE OR DONATION UNLESS SPECIAL

WRITTEN EXCEPTION IS RECEIVED FROM CGA.

**HOWEVER, ANY RECOGNIZED STUDENT ORGANIZATION MAY SUBMIT A REQUEST FOR FUNDING PROVIDED THAT THE SPONSORED PROGRAM OR ACTIVITY IS OPEN, AVAILABLE AND OF INTEREST TO THE ENTIRE UNIVERSITY STUDENT POPULATION. THESE REQUESTS SHOULD BE SUBMITTED TO THE FINANCE COMMITTEE**

### **RESTRICTED EXPENDITURES**

The Committee has not, in the past, approved funds for the following items without a special exception from CGA:

1. clothing, uniforms or any similar personal items.
2. balloons, buttons, logos.
3. loans to student organizations.
4. meals for visiting speakers.
5. trophies, prizes, awards.
6. resume booklets.
7. philanthropic or religious activities.
8. any literature available at the University Library.
9. refreshments/social activities.
10. newsletters or any other items for distribution to alumni, faculty, or non-recognized student and non-student groups.

It is the general policy of the committee that the following items will be funded only under EXCEPTIONAL circumstances:

1. travel and lodging accommodations.\*
2. student wages.
3. automobile/truck rental (CGA vehicles are usually available).
4. paid student or non-student employees.
5. more than two newsletters/semester.
6. national/local association membership dues (especially on a per member basis).

**\*Request for travel and lodging for conferences should be handled through the Finance Committee.**

### **BUDGET CATEGORY DEFINITIONS**

The following is a list of definitions and/or examples designed to aid organizational officers in determining how expenses for particular programs should be entered on your budget request.

#### **DUPLICATING CHARGES**

This category **ONLY** covers internal publications generated by your organization. Make sure that you explain how they are to be distributed. (If a commercial establishment is doing the actual printing and the cost may exceed \$2,000.00, **THREE (3) WRITTEN, COMPETITIVE BIDS** will be needed). Samples of publications are: Newsletters, Booklets, Pamphlets, and Brochures (use email whenever possible). In the past, funding in this item has been limited to \$50.00.

Extraordinary requests may be considered.

### **PERIODICALS, JOURNALS, NEWSPAPERS, BOOKS**

Any literature found in the campus library normally will not be funded. State where all requested literature will be stored and how it will be made available to all students.

### **POSTAGE**

The Committee reminds you that all on-campus mail delivery is free; therefore, you will not need funds for this type of delivery. No funding will be allocated for mailings to non-students. All large volume mailing (200 or more pieces) for newsletters, announcement etc. must be sent bulk mail. Use email whenever possible. In the past funding in this item has been limited to \$20.00. Extraordinary requests may be considered.

### **PUBLICITY**

Any process used by student organizations to communicate with their members and the larger university community. Items under this category could include:

Posters: a minimum of three competitive bids should accompany all requests for professionally or commercially printed posters.

Creative advertising techniques: paper, supplies, etc.

In the past funding in this item has been limited to \$50.00. Extraordinary requests may be considered.

### **SPEAKER FEES AND RELATED EXPENSES**

This item is handled directly by the Finance Committee. **DO NOT** submit a Budget Request for these items.

### **SUPPLIES – OFFICE**

This item includes papers, pens, pencils, etc., and non-professional photocopying. In your budget request please prioritize your needs, specify where you received the prices, and state the needed quantity. In the past funding in this item has been limited to \$50.00. Extraordinary requests may be considered.

### **\*\*\*MEMBERSHIP DUES AND/OR AFFILIATION FEES FOR ORGANIZATIONS VS FEES**

University recognized club sports may request full funding to cover costs associated with membership dues on a local, state and national level. Entry fees and individual tournament fees will not be paid through the CGA budget.

### **\*\*\*EQUIPMENT INCLUSION**

University recognized club sports may request a budget allocation for equipment, however: Funding shall not exceed \$100 per academic year per recognized university club sport, and the requested equipment and costs must be itemized and submitted with the budget packet. The budget committee shall have the right to deny any university recognized club sport for specific/all equipment under request from the university recognized club sport.

\*\*\*New items for this years' budget.

SAMPLE REQUEST

<b>NAME OF ORGANIZATION</b>	<b>XYZ CLUB</b>
<b>CURRENT ACCOUNT NUMBER (IF KNOWN)</b>	<b>7222</b>

List your proposed expenses according to the attached schedule of accounts, if applicable. If an appropriate category is not available, please be very specific in the description of the "proposed expense" section. **Attach explanation to document each line item.**

**TOTAL REQUESTED FROM CGA (itemize below) \*\* \$45.00**

Expense Number	Proposed Expense/Category (Document Each Line)	Amount Requested	This Column For Office Use Only
1485	1. Duplicating (see explanation)	\$25.00	
7315	2. Supplies (see list)	\$20.00	
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	<b>TOTAL REQUESTED</b>	<b>\$45.00 **</b>	

**\*\*must equal**

\*\*\*\*\*

**FOR OFFICE USE ONLY**

**TOTAL REQUESTED** \$ \_\_\_\_\_

**CHANGE/ELIMINATE THE FOLLOWING ITEMS**

\_\_\_\_\_ (\_\_\_\_\_)

\_\_\_\_\_ (\_\_\_\_\_)

\_\_\_\_\_ (\_\_\_\_\_)

**TOTAL APPROVED** \$ \_\_\_\_\_

**COMMENTS:**

**(Sample breakdown of expenses submitted with budget request)**

**X Y Z CLUB**

**Duplicating**

3 issues of newsletter produced                    \$ 25.00  
at Duplicating Services

**Supplies, Office**

Envelopes	11.00	
Stationary	7.00	
Pencils	2.00	\$20.00

**EXPENSE CHART FOR ORGANIZATIONAL USE ONLY:**

1485 Duplicating	6070 Postage
6160 Publicity	1435 Dues
7315 Supplies	1875 Equipment
5560 Officials	7625 Travel

U:\Budget\2007-2008 Budget Packet

**REVISED: October 2006**





## BUDGET REQUEST FORM 2011 – 2012

DATE: \_\_\_\_\_ ORGANIZATION NAME: \_\_\_\_\_

**TOTAL REQUESTED FROM CGA (from reverse)\*     \$ \_\_\_\_\_**

A **COMPLETE** breakdown of your total request **MUST** be provided. Also, provide a justification for financial support from the Community Government Association.

**GUIDELINES FOR REQUESTING BUDGET:**

1. Meal allowances are applicable to **ATHLETICS ONLY**.
2. Itemize supplies.
3. Subscriptions, if available at Library, will not be funded.
4. Miscellaneous items should be individually listed.
5. Banquets, refreshments and awards will **NOT** be funded.
6. Organizations not previously funded will be limited to a maximum request of **\$400**.
7. Conference requests, guest speakers, films and artists should be submitted to the Finance Committee a minimum of one month prior to your proposed trip/event. **DO NOT** submit these requests through the budget process.
8. Estimate mileage costs using CGA vehicles at .35/mile. The minimum charge for use of a CGA vehicle is \$5.00.

**GUIDELINES FOR SUBMITTING BUDGET:**

1. Submit **twenty** copies (original plus 19) of the front and back of the Budget Request Form. If backup material is submitted with Budget Request Form all the papers must be submitted in packet format with a copy of the Budget Request Form as the top copy of each packet.
2. Deliver all 20 copies/packets to the **COMMUNITY ACTIVITIES OFFICE, KEHR UNION BUILDING, ROOM 428, NO LATER THAN 4PM, FEBRUARY 4, 2011. REQUESTS FOR FUNDS SUBMITTED AFTER THIS DATE, WILL NOT BE CONSIDERED.**

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**THE PRESIDENT'S OR TREASURER'S SIGNATURE, AS WELL AS THE ADVISOR'S SIGNATURE MUST APPEAR ON THE ORIGINAL COPY ONLY. REQUESTS WILL BE RETURNED IF BOTH SIGNATURES ARE NOT ON THE ORIGINAL FORM.**

<b>ORGANIZATION'S OFFICER: (print)</b> _____	<b>ADVISORS NAME: (print)</b> _____
Officer's Phone: _____	<b>Phone number:</b> _____
<b>Officer's E-mail</b> _____	<b>Advisor's E-mail</b> _____
<b>ORGANIZATION OFFICER SIGNATURE</b> _____	<b>ORGANIZATION ADVISOR SIGNATURE</b> _____

<b>NAME OF ORGANIZATION</b>	
<b>CURRENT ACCOUNT NUMBER (IF KNOWN)</b>	

List your proposed expenses according to the attached schedule of accounts, if applicable. If an appropriate category is not available, please be very specific in the description of the "proposed expense" section. **Attach explanation to document each line item.**

**TOTAL REQUESTED FROM CGA (itemize below) \*\* \$ \_\_\_\_\_**

Expense Number	Proposed Expense/Category (Document Each Line)	Amount Requested	This Column For Office Use Only
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	<b>TOTAL AMT REQUESTED</b>	**	

**\*\* must equal**

\*\*\*\*\*

<b>FOR OFFICE USE ONLY</b>	
<b>TOTAL REQUESTED</b>	\$ _____
<b>CHANGE/ELIMINATE THE FOLLOWING ITEMS</b>	
_____	( _____ )
_____	( _____ )
_____	( _____ )
<b>TOTAL APPROVED</b>	\$ _____
<b>COMMENTS:</b>	