

2012-2013

Budget Request Packet

All questions or concerns may be addressed to the Student Body Treasurer.
The Budget Request is for the new fiscal year starting **July 1st 2013 – June 30th 2014**
All packets must be submitted no later than January 18th, 2013.
Budget Hearings will be February 1st and 2nd, 2013.

By Signing below I acknowledge and approve the budget packet and supporting documentation.

Advisor _____
Print Name Signature

E-mail _____ Phone _____ Date _____

Treasurer or President _____
Print Name Signature

E-mail _____ Phone _____ Date _____

Student Body Treasurer Angel Estrada
Chair, Finance Committee; Member, A&S Committee
Building S, room 152 • 3000 NW 83rd Street • Gainesville, FL 32606-6210
Office 352.381.3781 • E-mail sgtreasurer@sfcollge.edu

Requests for Student Government Allocations

These are the provisions in the Finance Manual explaining the Budget Allocation process.

Annual Budget Request:

- a. The Student Body Treasurer will provide an Annual Budget Request to each organization no later than the first Friday in November. (Nov. 2nd)
- b. **Each organization must submit the Annual Budget Request to the front desk of the S building no later than the third Friday in January. (Jan. 18th)**
 - i. If the request is not received by this date, the club or organization may not receive an annual allocation.
 - ii. **Sign up for a budget hearing when you submit your budget packet.**
- c. **The Annual Budget Request must meet the following criteria:**
 - i. Minutes from the club meeting that approved the Annual Budget Request must be attached and signed by both the Advisor and Treasurer or President.
 - ii. All budget questions must be answered. (attached)
 - iii. The Advisor and the Treasurer or President of the organization must **review** and **sign** a completed budget packet comprised of:
 1. Budget Questions (attached)
 2. Club Member list with Student ID numbers (template attached)
 3. Budget Plan (attached)
 4. Minutes (cover sheet attached)
- d. The Finance Committee will hold budget hearings the first Friday and Saturday in February. (Feb. 1st and 2nd)
 - i. Each organization will be required to have a student representative attend and present the budget request.
 - ii. Each hearing will last no longer than fifteen (15) minutes.
 - iii. Each hearing will begin with a short presentation from the organization.
 - iv. The Finance Committee may then ask any appropriate questions.
 - v. No decisions on budget allocations will be made at this time.
- e. Items that the Finance Committee will consider when reviewing the requests include:
 - i. Complete budget packet with minutes.
 - ii. Presentation at the Budget Hearing.
 - iii. Attendance in the Student Senate.
 - iv. Event Registration Forms.
 - v. Program Report Forms.

Budget Questions:

1. A. What is the purpose of your organization?

B. How will the requested funds further this purpose?

2. In what way does this organization benefit the student of Santa Fe?

3. What does the organization plan to do to increase/maintain membership over the course of the next fiscal year (7/1/13 – 6/30/14)?

4. A. What fundraising has the organization accomplished in the past year?

B. What fundraising plans does the organization have for the next fiscal year (7/1/13 – 6/30/14)?

5. What are your organization's goals for next fiscal year (7/1/13 – 6/30/14)?

Advisor Initial _____ Date _____

Club Officer Initial _____ Date _____
(Treasurer or President)

Minutes Cover Sheet:

Please attach the minutes from the club meeting that approved the Budget Request behind this page.

The minutes should specifically state the amount along with the members who approved it.

Advisor Initial _____ Date _____

Club Officer Initial _____ Date _____
(Treasurer or President)