TO: Student Organizations Seeking Funds
FROM: Curtis Williams
Associate Director of Student Affairs
DATE: March 3, 2015
RE: Budget Request Package for FY 2015-2016

It is time to start thinking about next year and what your organization wishes to accomplish for the 2015-2016 school year. A key factor in achieving the goals and objectives of your organization is having the financial resources to support administrative costs and planned events.

To receive this financial support, the Office of Student Activities must have approved your organization's constitution. Any organization whose constitution has not been approved by the Office of Student Activities will not have a Budget Request reviewed by the Office of Student Activities.

Completed Budget Requests are due in the Student Activities/Student Services Office to Curtis Williams or Temia by 4:30 p.m., March 27, 2015. You can contact Curtis Williams at (309) 762-3999 ext. 62236 or through e-mail if you have questions or concerns.

To assist organizations with preparation of the 2014-2015 Budget Requests, the following materials have been prepared:

- Justification to Use Student Activity Funds
- Instructions on preparation of a Budget Request for the Council on Student Activity Funds
- Sample Budget Request
- 2015-2016 Budget Request Form, and Summary of Total Expenditures and Income
- Sub-code Classifications and Description

**PLEASE READ ALL THE ENCLOSED MATERIAL CAREFULLY.**

Your organization should submit an **original and two (2) photocopies** of its 2015-2016 budget request on the enclosed budget request forms. Each Budget Request must include the Budget Justification and be submitted on the budget forms included in this packet.

If you have any questions or problems with filling out the Budget Request, I will be available to help. Please feel free to e-mail Curtis Williams at CM-Williams11@wiu.edu or call (309) 762-3999 ext. 62236 and leave a voice mail message.
INSTRUCTIONS FOR PREPARING BUDGET REQUESTS
FOR STUDENT ACTIVITY FUNDS

Your organization's Budget Request for the Council on Student Activity Funds/Student Welfare must include the following sections:

- JUSTIFICATION TO USE STUDENT ACTIVITY FEES
- THE BREAKDOWN OF EXPENDITURES AND INCOME 2015-2016
- SUMMARY OF TOTAL EXPENDITURES AND INCOME 2015-2016
- A PRIORITY LISTING FOR FUNDING

JUSTIFICATION TO USE STUDENT ACTIVITY FEES:

A. Name and purpose of your organization (from your Constitution, approved by the Office of Student Services/Student Activities.

B. *Number of students who are actively involved members of your organization.

C. *Specific events sponsored by this organization in the last year. This should include events, dates, approximate attendance and cost.

D. Specific events your organization has participated in during the past year, e.g. tournaments, conferences, exhibitions, memberships, etc . . . This should include the event and number of members attending.

E. The nature of the benefits (i.e. cultural, entertainment, education, service, etc…) and "target" audience of your organization.

F. Notable accomplishments not previously stated, such as awards or special recognition your organization has received.

G. Please list the criteria for membership in your organization.

H. Are there any restrictions on who may attend your events, if so, what are they?

I. Please describe in detail any programs, items, or events your organization is requesting funds for 2015-2016. Programs should be itemized and include an approximate total cost of each. Do not duplicate this description in your Budget Request sub-codes.
J. Please indicate with an asterisk (*) any new programs, items, or events your organization is requesting funds for 2015-2016. This must be programs that your organization currently does not provide. For example, your organization would like to increase the number of programs from 14 to 15.

Also, please indicate the programs your organization is discontinuing in 2015-2016 which you have received funding for in the previous budget.

K. List in this section your future equipment needs, (each piece of equipment in excess of $50.00). Equipment being purchased to replace existing equipment should include: (Not applicable to all Student Organizations)

- Purchase date and cost of original equipment
- Life span of equipment
- Current condition of equipment
- Forecast of possible replacement date and approximate cost of replacement

NOTE: List each piece of equipment individually.

This should not be considered a wish list, but a tool to facilitate the planning of student organizations' equipment needs.

L. If your organization has applied for or will receive any funds in 2015-2016 from grants, departments, college, or university indicate the amount and source of funds. These funds cannot be shown as income in the income section of your Budget Request.

M. State any account numbers which your organization maintains with Western Illinois University-Quad Cities, i.e., trust fund accounts, and / or any other institution.

N. Are members of your organization charged any type of membership fees in order to be members? If so, how much are membership dues?

**BREAKDOWN OF EXPENDITURES AND INCOME FY 2015-2016**

1. A breakdown of expenditures and income for the fiscal year 2015-2016 must be submitted on the form provided for the organization as a whole. **PLEASE FAMILIARIZE YOURSELF WITH THE CATEGORIES BEFORE YOU BEGIN.**

2. Budgets for functional sub-groups with specific responsibilities (i.e., committees) should accompany the organization's breakdown.
3. Explanations of the requested items must be included in the justification statement. Please investigate costs and make close approximations. It will be to your advantage to do homework. An example is shown in the Budget Request.

4. In order to determine the proper category of an expenditure, refer to the listing and explanation of "Sub-code Classifications" following these instructions.

**SUMMARY OF TOTAL EXPENDITURES AND INCOME:**

1. Under the column "FY2013-2014 Allocation", list the total expenditures and income as allocated by the Council for the 2013-2014 fiscal year. Under the "2014-2015", list the total expenditures and income as allocated by the Council for the 2014-2015 fiscal year. Please do not include supplemental income received in these columns.

2. The figures listed under the column “Budget Request” should be transferred directly from your Breakdown of Expenditures and Income 2015-2016.

3. To determine the "Amount of Activity Funds Requested", subtract "Income Other Than Activity Funds" from "Grand Total Expenditures".

4. The following signatures are required on all budgets:
   - Organization President
   - Organization Treasurer
   - Organization Advisor

5. This must be completed, signed and included as part of your budget request.

**PRIORITY LISTING FOR FUNDING:**

1. Please enclose a priority listing by sub-code listing (i.e., individual sub-code listed on the common expense sub-code sheet).

2. Priorities are to be listed by number (i.e., with "I" being the highest priority and the cost of each next to it.

3. Your priority listing should agree with the "TOTAL EXPENDITURES" as listed on your "SUMMARY OF TOTAL EXPENDITURES AND INCOME". See Sample Budget Request.

4. If these priority rankings are not included in your budget request, it will be left to the Council's discretion to determine your priorities.

5. **The Council reserves the right to increase or decrease amounts regardless of priority.** Please remember that the original and two copies of your Budget Request must include:
• JUSTIFICATION TO USE STUDENT ACTIVITIES FEES
• BREAKDOWN OF EXPENDITURES AND INCOME 2014-2015
• SUMMARY OF TOTAL EXPENDITURES AND INCOME
• PRIORITY LISTING FOR FUNDING

AND must be submitted to the SGA Vice President or the Student Activities/Student Services Secretary, second floor, WIU-QC, date to be announced.

ANY AND ALL BUDGET REQUESTS RECEIVED AFTER THE DEADLINE (DATE TO BE ANNOUNCED) WILL ONLY BE CONSIDERED WHEN, AND IF, FUNDS ARE AVAILABLE.

A blank budget form can be found after the Sample Budget Request.

SAMPLE BUDGET REQUEST
JUSTIFICATION TO USE STUDENT ACTIVITY FEES

A. The purpose of the STUDENT ORGANIZATION is to provide programs for the entire student body at Western Illinois University-Quad Cities. We have two basic committees that focus on booking speakers and entertainers.

B. There are 22 active members of the STUDENT ORGANIZATION.

C. Specific Events Sponsored:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Attendance</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ralph Abernathy</td>
<td>September 6, 2011</td>
<td>350 People</td>
<td>Education</td>
</tr>
<tr>
<td>Al Maguire</td>
<td>October 22, 2011</td>
<td>400 People</td>
<td>Education</td>
</tr>
<tr>
<td>Earl Butz</td>
<td>November 19, 2011</td>
<td>260 People</td>
<td>Education</td>
</tr>
<tr>
<td>Speakers Forum</td>
<td>September 29, 2011</td>
<td>19 People</td>
<td>Education</td>
</tr>
<tr>
<td>Coffeehouse Talent Show</td>
<td>October 4, 2011</td>
<td>31 People</td>
<td>Entertainment</td>
</tr>
</tbody>
</table>

D. Participation:

NEC Regional Conference in Chicago 6 members
Campus-wide Talent Show 12 members
Member, National Entertainment Conference organization
(Can also include competitive tournaments, shows not sponsored by group, exhibitions, memberships, etc...)

E. We feel the programs we sponsor benefits the students through education and entertainment.

F. Our organization was selected at this year's Regional to host the 2006 NEC Regional Conference.
G. Any student at Western Illinois University-QC can join our organization. They must fill out an Interest Inventory so we can put them on one or two of our committees.

H. There are no restrictions as to who may attend our events.

I. 2006-2007 Programs and Activities:

1. We would like to sponsor Notre Dame Football Coach, Lou Holtz, to speak on campus at a total cost of $2,500.00: Fee (4392) $1,500.00; Advertising (4330) $200.00; Lodging (4291) $100.00. This program will be free to students.

2. We would like to sponsor one coffeehouse entertainer at a total cost of $800.00: Fee (4392) $400.00; WESTEC charges (4662) $100.00; Advertising (4330) $200.00; Lodging (4291) $100.00. This program will be free.

3. *We would like to attend the ABC National Conference in Chicago, Illinois on November 12-14, 2010. Four members will be attending at a total cost of $571.00. (Note- Conferences are not a regularly budgeted item in most budgets. This example is for any travel outside of the Quad Cities)

   Mileage (round trip) 435 miles x $0.24/mile=$87.00 (3900)
   Lodging: $50.00/room x 2 rooms x 2 nights=$200.00 (4551)
   Meals: $7.00 per diem x 4 people x 2 days=$56.00 (4551)
   Registration Fee: $50.00/person x 4 people=$200.00 (4820)

4. We would like to renew our year membership with ABC at a cost of $50.00 (4830). They provide us with a monthly magazine and booklets about speakers and talent.

5. We anticipate the need for the following operational supplies to support our activities: Office supplies (3110) $25.00; Office Supplies Store (3130) $25.00; Travel (3900) $100.00; Postage (4870) $15.00; Telecommunications (7110) $50.00.

J. We would like to increase the number of activities to include the attendance of the ABC National Conference as indicated by (*). We are discontinuing one coffeehouse entertainer, which was included in last year's budget. The total amount budgeted for this even was $200.00.

K. We would like to replace our 2000 Printer that originally cost $300.00. A printer has a useful life of approximately five years. We can purchase a replacement Printer from the Central Stores for $200.00 (5610).
TIMETABLE FOR FY15 BUDGET REQUESTS

In order to allow proper consideration for the review of each budget request, the following timetable has been established.

March 9, 2015  Budget packets available for Student Groups.
March 27, 2015  FY15 budget requests due by 4:30 p.m.
TBD  Office of Student Activities budget review session.
TBD  Office of Student Activities forwards final allocations to the Vice President for Quad Cities.
July 1, 2015  FY15 budget becomes active.

DATES ARE SUBJECT TO CHANGE!
2015-2016 BUDGET REQUEST

Cost Center Name/Number: __________________________________________________________

Name of Preparer: ________________________________________________________________

Campus Address: __________________________________________________________________

Campus Phone Number: __________________________________________________________________

Fiscal Agent: ______________________________________________________________________

Address: _________________________________________________________________________

Campus Phone Number: __________________________________________________________________

BREAKDOWN OF EXPENDITURES AND INCOME FISCAL YEAR 2015-2016

EXPENDITURES:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Code</th>
<th>Explanation of Expense</th>
<th>Amount Request</th>
<th>Amount Recommended (Office Use)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Commodities</td>
<td>3000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office, Library and Computer Supplies &amp; Copying</td>
<td>3100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Supplies, Music, Film, Brochures and Construction Supplies</td>
<td>3200</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Wearing Apparel, Small/Misc. Equipment and Promotion Items</td>
<td>3300</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Operation of Automotive Equipment</td>
<td>3700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair and Maintenance</td>
<td>3700</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Code</td>
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<td>----------------------------------------------</td>
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<tr>
<td>Travel</td>
<td>3900</td>
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<td>Travel/University Vehicle Charges</td>
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<td>Contractual Services</td>
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<td>Repair and Maintenance</td>
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<tr>
<td>Rentals</td>
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<tr>
<td>Professional and Artistic Services</td>
<td>4300</td>
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<td></td>
</tr>
<tr>
<td>Other Contractual Services</td>
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<tr>
<td>Miscellaneous Contractual Services</td>
<td>4500</td>
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<tr>
<td>Subscriptions/Dues/Fees/Postage</td>
<td>4800</td>
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<td>Equipment($100.00 or more)</td>
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<td>Office and Educational Equipment</td>
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<td>Equipment/Passenger Automobile</td>
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<tr>
<td>Telecommunications</td>
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<td></td>
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<td>Telecommunications Base, Toll and Other Charges</td>
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<tr>
<td>Description</td>
<td>Code</td>
<td>Amount</td>
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<td>---------------------------------------------------------</td>
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<tr>
<td>Telecommunication Supplies and Equipment</td>
<td>7200</td>
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<td></td>
<td></td>
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<tr>
<td>Awards</td>
<td>9000</td>
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<tr>
<td>Prizes, Premiums and Awards</td>
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<td></td>
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<tr>
<td>Awards/Grants – Students (Not Trophies/Certificates)</td>
<td>9100</td>
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<tr>
<td>GRAND TOTAL EXPENDITURE</td>
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</tbody>
</table>

**SUBTRACT FROM GRAND TOTAL EXPENDITURES:**

Income Received/Generated, other than Activity Funds (Program Sales, Membership Dues, Miscellaneous)

<table>
<thead>
<tr>
<th>Method (how) Income Generated</th>
<th>Income Subcode</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$_______</td>
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<td>$_______</td>
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<td></td>
<td></td>
<td>$_______</td>
</tr>
<tr>
<td>TOTAL INCOME RECEIVED/GENERATED</td>
<td></td>
<td>$_______</td>
</tr>
</tbody>
</table>

AMOUNT OF ACTIVITY FUNDS REQUESTED $_______ $_______
## SUMMARY OF TOTAL EXPENDITURES AND INCOME
### FISCAL YEAR 2015-2016

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>2000</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
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<tr>
<td>3000</td>
<td>$_________</td>
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<td>3700</td>
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<td>3900</td>
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<td>7000</td>
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<tr>
<td>9000</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

Total Expenditures:
$_________  $_________  $_________  $_________

Less Generated Income:
$_________  $_________  $_________  $_________

Amount of Activity Funds Allocated
Requested
Final Allocation
$_________  $_________  $_________  $_________

*Do Not Include Supplementals

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**ORGANIZATION NAME AND COST CENTER NUMBER**

Signature of Organizational President

Signature of Organizational Treasurer

Signature of Organization’s Advisor