

TO: Student Organizations Seeking Funds

FROM: Curtis Williams
Associate Director of Student Affairs

DATE: March 1, 2016

RE: Budget Request Package for FY 2016-2017

It is time to start thinking about next year and what your organization wishes to accomplish for the 2016-2017 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., April 1, 2016. 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 2016-2017 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 2016-2017 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 2016-2017
- SUMMARY OF TOTAL EXPENDITURES AND INCOME 2016-2017
- 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 2016-2017. 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 2016-2017. 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 2016-2017 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 2016-2017 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 2016-2017

1. A breakdown of expenditures and income for the fiscal year 2016-2017 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 "FY2014-2015 Allocation", list the total expenditures and income as allocated by the Council for the 2014-2015 fiscal year. Under the "2015-2016", list the total expenditures and income as allocated by the Council for the 2015-2016 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 2016-2017.
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 2016-2017**
- **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:

Ralph Abernathy	September 6, 2011	350 People	Education
Al Maguire	October 22, 2011	400 People	Education
Earl Butz	November 19, 2011	260 People	Education
Speakers Forum	September 29, 2011	19 People	Education
Coffeehouse Talent Show	October 4, 2011	31 People	Entertainment

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. 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.

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

H. 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.
- I. 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.
- J. 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 FY17 BUDGET REQUESTS

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

March 1, 2016	Budget packets available for Student Groups.
April 1, 2016	FY17 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, 2016	FY17 budget becomes active.

DATES ARE SUBJECT TO CHANGE!

2016-2017 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 2016-2017

EXPENDITURES:

Expense	Code	Explanation of Expense	Amount Request	Amount Recommended (Office Use)
Personal Services	2000			
Commodities	3000			
Office, Library and Computer Supplies & Copying	3100			
Classroom Supplies, Music, Film, Brochures and Construction Supplies	3200			
Wearing Apparel, Small/Misc. Equipment and Promotion Items	3300			
Operation of Automotive Equipment	3700			
Repair and Maintenance	3700			

Travel	3900			
Travel/University Vehicle Charges	3900			
Contractual Services	4000			
Repair and Maintenance	4100			
Rentals	4200			
Professional and Artistic Services	4300			
Other Contractual Services	4400			
Miscellaneous Contractual Services	4500			
Subscriptions/Dues/Fees/Postage	4800			
Equipment(\$100.00 or more)	5500			
Office and Educational Equipment	5500			
Equipment/Passenger Automobile	5600			
Telecommunications	7000			
Telecommunications Base, Toll and Other Charges	7100			

Telecommunication Supplies and Equipment	7200			
Awards	9000			
Prizes, Premiums and Awards	9000			
Awards/Grants – Students (Not Trophies/Certificates)	9100			
GRAND TOTAL EXPENDITURE				

SUBTRACT FROM GRAND TOTAL EXPENDITURES:

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

Method (how) Income Generated	Income Subcode		
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
_____	_____	\$	_____
TOTAL INCOME RECEIVED/GENERATED		\$	_____
AMOUNT OF ACTIVITY FUNDS REQUESTED		\$	_____

**SUMMARY OF TOTAL EXPENDITURES AND INCOME
FISCAL YEAR 2015-2016**

EXPENSE CODES	*2014-2015 Allocation	*2015-2016 Allocation	2016-2017 Budget Request	2016-2017 Budget Allocation (Office Use)
2000	\$ _____	\$ _____	\$ _____	\$ _____
3000	\$ _____	\$ _____	\$ _____	\$ _____
3700	\$ _____	\$ _____	\$ _____	\$ _____
3900	\$ _____	\$ _____	\$ _____	\$ _____
4000	\$ _____	\$ _____	\$ _____	\$ _____
5500	\$ _____	\$ _____	\$ _____	\$ _____
7000	\$ _____	\$ _____	\$ _____	\$ _____
9000	\$ _____	\$ _____	\$ _____	\$ _____
Total Expenditures:				
	\$ _____	\$ _____	\$ _____	\$ _____
Less Generated Income:				
	\$ _____	\$ _____	\$ _____	\$ _____
Amount of Activity Funds Allocated			Requested	Final Allocation
	\$ _____	\$ _____	\$ _____	\$ _____

****Do Not Include Supplementals***

ORGANIZATION NAME AND COST CENTER NUMBER

Signature of Organizational President

Signature of Organizational Treasurer

Signature of Organization's Advisor