

FY'20 Budget Workshop

ALL INFORMATION AND FORMS ARE ON OFO WEBPAGE:

http://www.wiu.edu/student_services/student_activities/organization_finance/

BUDGET REQUEST DOCUMENT IS ON THE CSAF PURPLEPOST PAGE:

<https://orgsync.com/143996/chapter>

FAMILIARIZE YOURSELF WITH THE COUNCIL ON STUDENT ACTIVITY FUNDS (CSAF) PAGE

***Due Date for Budget Requests: January 29, 2020 @ 11:59pm**

*Budgets are reviewed in the order they are received. Refer to the CSAF manual for more information regarding late budgets.

Important Policy Information/Changes:

- You are expected to use realistic amounts and be as accurate as possible. CSAF understands that it's sometimes impossible to know costs months in advance, but you are expected to research and use information such as past expenditures in order to fill out a precise budget.
- The Approval Request for Anticipated Expenditures (which must be turned in prior to any purchases being made) will have a section that requires all student organizations to list where in their original budget their purchase is located. **This means that purchases will only be approved if they appear on your budget.**
- - EXAMPLE: If your organization is interested in bringing an artist to campus, list that along with the anticipated expenses that come with this. You do not need to know exactly which artist you will bring, but if your organization decides to throw a party instead of bringing an artist, this does not tie into your original budget. In order to change this, you may have to meet with the OFO or appear before CSAF.
- Supplement of Funds Request will be available on the OFO Webpage. If your organization needs to significantly alter their budget, or are interested in planning a new event, a supplemental request may be necessary. According to the CSAF Manual, "Organization's occasionally have the need for additional funding. Generally, this is caused by an increased cost of entertainment, travel, substitution of one activity for another event, or situations that were not known at the time the budget request was prepared. Supplemental requests should meet a specific need that could not have been foreseen during the budget preparation."
- Some organizations, such as sport clubs, may not have all necessary information regarding tournaments, travel, etc. It is still imperative that you use the information you do have in order to fill out an accurate budget.
- All student organizations funded by CSAF are strongly encouraged to generate income in order to receive an allocation from CSAF. Organizations are expected to be transparent when filling out the income section of the budget. Generated Income carryover can be requested and approved at the discretion of CSAF.
- Organizations have the right to appeal their allocations. Once final allocations are made, please contact the OFO to discuss the appeal process.

Please contact me at of@wiu.edu or (309) 298-3232 if you have any questions or concerns regarding this workshop or the changes listed above. I realize these are significant changes that may cause some confusion. I am here for you to use as a resource in the coming weeks.

Rome Hamm
Organization Finance Officer

BUDGET/ALLOCATION PROCESS:

The president, treasurer, and fiscal agent work together to create a budget using the available template. This document is turned in via Purple Post. CSAF then reviews each budget and allocates a certain amount of money to each organization. The organization's fiscal agent is given their allocation via email. These dollars are available to them on July 1.

HOW ORGANIZATIONS SPEND THEIR MONEY:

The president, treasurer, or fiscal agent (organization advisor) of a CSAF funded organization fills out the approval request for anticipated expenditures form. This is located on the [OFO webpage](#). The president, treasurer, and fiscal agent sign the form, and it is then sent or hand-delivered to the Office of Student Activities. Please remember to include as much information as possible on the form.

As the Organization Finance Officer, I either approve or deny the request. If approved, Michelle Janisz, the director of the Office of Student Activities, then approves or denies. If it is under \$200 and is approved, it will be sent back to you, indicating you have approval. If it is \$200 or above, it is then sent through the Vice President for Student Services office to receive signatures from John Biernbaum, Associate Vice President for Student Services, and Dr. Ron Williams, Vice President for Student Services. If you are a CSAF organization that is advised through the Multicultural Center, Dr. Jason Wood, Associate Vice President for Student Services, will also have to approve your request.

Please note that receiving back the approval request for anticipated expenditures form does not mean that you have been granted approval. Please double check that the form you receive has all of the appropriate signatures with the letter "A" checked next to each of them. If there is a "D" checked next to any name, you have been denied your request.

Once you receive the approval request for anticipated expenditures form back with the appropriate signatures all marked with the letter "A", you can move forward with your purchases. Once a receipt or invoice is received, you can then proceed with the DPA process. The fiscal agent is the ONLY person who can fill out a DPA. This form is accessed on WIUP using the code DPAU.

Once the DPA is filled out and printed, it will then be sent back to the Office of Student Activities with the original approval form attached, and all necessary invoices and receipts attached. I will stamp it, date it, and send the forms to the business office where a check will be written and sent to the appropriate person or organization.

Unless groups have a P-Card or the vendor you are working with is willing to send you an invoice in advance, this is essentially a reimbursement process. This means that students, or the fiscal agent, cover the costs AFTER APPROVAL IS GRANTED, and then fill out the DPA once the purchases have been made in order to reimburse the appropriate person.

IF, for example, your group is going to a conference and the hotel is willing to send you an invoice in advance, this can be attached to the DPA before the purchase has been made, and the check can be made out to the hotel directly.

Important:

Approval is required every time CSAF dollars are used.

This is a timely process that is dependent on your organization's planning. Please begin completing paperwork weeks in advance to ensure all the right steps are taken.