



Standard Budget Instructions

2012-2013 School Year

As a new change to this upcoming budget season, Student Senate will be working more closely with the VU Finance Office to bring increased efficiency to our financial processes. This will require a more standardized budget to better converge with the systems of the Finance Office.

Instructions:

1. Place organization name where the bold "Standard Budget" title is.
2. Indicate what type of organization it is: New Organization, Tier 1, Tier 2 or Campus-Wide
3. Do not worry about any Account or Code Numbers depicted with several "X's". These will be figured out by the treasurers and finance office.
4. Fill out the executive committee fields for the President, Vice President, Treasurer, and Advisor. Ideally, this information should contain information for **next year's officers**.
5. Place the organization's budget items under one of the 8 bolded line items, indicating the amount requested and those from the last period. Explanations for these categories can be found below. **Do not create new categories**. Each item must be placed in the closest matching category.

The following is a brief break down of what should be included under the following line items.

Organization Dues, Subscriptions, and Licenses:

This line item will feature any membership dues or fees associated with the organization's purpose, subscriptions to various media or resources that will benefit the group, or licenses that are necessary for outside recognition of the organization.

Conferences and Sponsored Retreats:

This line will include any costs associated with traveling to or hosting a conference. It can also include certain external and internal retreats for the organization as well (example: beginning of the year retreats).

Ongoing Organizational Functions:

This item features various events or activities that the organization partakes in on a continued basis throughout the year. These can include: certain lessons/classes, meetings, or educational events that occur on an ongoing basis.

Organization Sponsored Event:

This line item is meant for those activities that will only occur on a very minimal or one time basis. These can include: concerts, speakers or banquets.

Promotions/Advertising:

This budget line will include any means of marketing the organization or event throughout the year.

Supplies and Office Necessities:

These include the materials and resources needed to perform the tasks of the organization. Examples include: pens/pencils, tape, staples, etc.

Stipends and Payroll:

Stipends and Payroll are only for those organizations that have been pre-approved to do so.

Revenue Generating Activities:

This line item is for those events that the organizations hold that will generate some sort of revenue. This can be achieved by means such as ticket sales, entry fees, or fundraising.

Thank you for your patience as we go through this process for the first time. We hope that by configuring our system with that of the Finance Office, we can simplify the budget and funding of all of the University's Student Organizations in the future. If you have any further questions, please contact Matt.Tiemann@valpo.edu or Luke.Easterday@valpo.edu .