



Senate Budgeting Process

This document acts as a guide to lead you through everything you need to know about the new budgeting process. It has changed significantly from previous years.

Clubs will no longer have direct consultations with the Senate Finance committee through budget hearings. Instead clubs will submit a line-by-line budget accompanied by a detailed proposal, which will include descriptions of each line item. The Finance Committee will make budget recommendations based on these descriptions, so you will need to be precise as possible in describing your event or items.

Also, it is imperative that you provide contact information (fill out the attached cover sheet) in case we have any questions. Someone knowledgeable about your proposal must be available. Therefore, what you will find accompanying this document is a guide to write a line-item budget in excel, as well as some guidelines for drafting your proposals.

Budget Proposal Submissions must be submitted electronically (by e-mail) to senatefinance@hartwick.edu by **Monday, May 4, 2009 at 5:00 p.m.** Club Contact forms also must be attached. Line-item budgets should be Excel documents using the template found on the Senate Web site. Proposals and contact sheets should be submitted in the form of Word documents.

We need:

- Contact sheet (bottom of this form)
- Budget template (attached)
- Budget detailed description (on page 2 of budget template)

Clubs that do not submit a budget or fail to follow this guide will not receive a budget.

If you have any questions or require assistance understanding this document please contact Senate Finance at SenateFinance@hartwick.edu. Thank you and we look forward to reading your proposal.

Sincerely,
Senate Finance

Line Item Budget Guide:

The budget form is in a separate Excel document. However, here is an example of how the form should look when completing each line item (**this is what we are looking for**):

Proposed Item or Event	Fall/Spring	Previous Amt	Amt Requested	Amt Allocated
Conference	Fall	\$600.00	\$700.00	

This example applies to all items found in the line-item budget.

The Excel spreadsheet used in formulating the line-item budget can be found as an attachment in the e-mail you received along with this document or along the right panel on the main page of the Student Senate portal on the Hartwick Web site:

<http://www.hartwick.edu/x13185.xml>. In addition, when using the budget Excel, be sure to check dates, account numbers, figures, and club name.

Budget Proposal:

Budget proposals are a supporting document that explains the requested allocations found in your line-item budget. The more detailed you are the better, as this explains what each individual item/event/allocation means. The proposal should be made up of descriptions of each line-item.

Description of Event:

When you begin to write the proposal that will accompany the line-item budget, begin to think of all of the particulars related to that event. With that in mind, you should attempt to write a detailed and concise paragraph or two, detailing the particulars of the event. The more detailed and concise the description the easier it is to evaluate the event.

For example: This event is something that we do every year. The conference this year will be in Albuquerque, NM. We have 8 confirmed people to go on this trip who are all juniors and seniors. One of these seniors will be presenting student research. We will be staying there for 5 nights in 2 rooms at a Days Inn. Club members will be paying for airfare and food out of pocket. We have fundraised \$200 for this trip as well.

Another example: We are requesting 300 hats for our annual hat give-away. We intend to purchase the hats from Hatsgalore.com. In previous years we have been allocated \$300 for this event. We would like to increase the quality of hats for this year. Therefore, we have requested \$500. These hats are given to students, staff, and faculty, in order to raise awareness for the hatless.

Other details you may include:

How many people do you expect to have at this event?

How many people have attended in past years?

Simply explain how this item/event is important. How does it benefit your club and the student body?

Other Helpful Information:

In an effort to provide clubs with a better overall sense of where their total budget numbers should land you should, while preparing your budget submission, consider:

How many people are active club members? What is the number of people you serve across campus? Are your events mostly internal to the club, benefitting club members? Do our events serve the entire student body? How are your events giving back to Hartwick? Who benefits from these events? Are you a service oriented organization?

The following are a few examples of recommended budgets for a few different categories of clubs.

Small Club with self-interest activities ~ \$500-\$2000

Small Club with campus-wide events ~ \$3000

Large Club (50+ members) with self-interest activities ~ \$4,000- \$6,000

Clubs that provide services/events for the entire campus ~ \$10,000-\$15,000

Previous Year's Budgets:

It is important to base your current club budget off of your previous budget as well. Decide what events you will be having again, what new things you would like to add, and what you would like to improve on.

Budgets from previous years are an important tool in helping to determine the cost of events. Please use your budget from this year or years previous to benchmark prices and totals.

Appealing your recommended budget?

Appeals may be submitted to the Finance committee at least 48 hours before the General Senate's meeting to approval all budgets. Appeals must be submitted in writing. Appeals must discuss the reasons for why an appeal is necessary and what changes are suggested on the part of the club. Clubs are allowed only one appeal. All decisions made in response to appeals are final.

Always keep in mind, that anything not approved in your budget may be requested again in the form of an SMR (Special Monetary Request). Many times this is suggested simply because not enough details are known about the event yet, and you will be able to better judge what you need at a later date.

As always, if you have any questions, feel free to e-mail Senatefinance@hartwick.edu. We're here to help! Please turn the page for Club Contact Form!

Budget Proposal Club Contact Form

This form must be submitted with your budget proposal!

CLUB NAME:

Club Treasurer: _____

Treasurer E-mail: _____

Treasurer Phone (Cell Preferred): _____

Additional Contact Information:

Budget Preparer Information (Include if different from above)

Budget Preparer: _____

Budget Preparer E-mail: _____

Budget Preparer Phone (Cell Preferred): _____

Additional Contact Information:

Secondary Contact/Supplemental Contact Information

Secondary Contact: _____

Secondary Contact E-mail: _____

Secondary Contact Phone: _____

Club Advisor: _____

Club Advisor E-mail: _____

Club Advisor Phone: _____