Finance Committee Meeting Preparation

The Club

1. History
   - Has the organization used its funding efficiently in the past?
   - Does the current proposal differ drastically from the previous year? If so, why?

2. Leadership
   - Can the current leadership reliably manage the proposed budget?
   - Will there be an effective transition to the next year’s leadership?

3. Membership
   - Does the club have a consistent and active membership?
   - Are underclassmen involved in the organization?

The Proposal

1. Preparation
   - Was the proposal submitted on time and formatted correctly?
   - Is it well researched?
   - Has the organization considered collaborating with other organizations on campus?
   - Has it sought funding from other sources?

2. Relevancy
   - Are line-item requests a reasonable use of SAF funds?
   - Are requested expenditures relevant to the organization’s mission?

3. Impact
   - Whom will the proposed expenditures reach?
   - How will they benefit?

The Presentation

1. Clarity
   - Is each specific item clearly listed?
   - Are large funding requests broken down into their components?
   - Does the organization effectively answer the Committee’s questions?

2. Concision
   - Does the presentation and Q&A fit within the 10 minute meeting?
Finance Committee Guidelines Summary

Mission

- Events must be relevant to the organization’s purpose

Time Table for Annual Budgeting

- Budgeting season starts on or after April 1st during the spring preceding the budgeted year
- If a club misses spring budgeting, it can request a budget before November 15th the following fall
  - If a club misses the November 15th deadline, it may make one new money request during the academic year for up to $500
- New money requests can be made before April 1st

Restrictions

- We do not allow the purchasing of “handouts” under most conditions
- We rarely allocate funds toward retroactive expenditures
- Organizations cannot use SAF funds to pay coaches or advisors
- Student wages can rarely be paid using a student organization budget, except for student DJs and student bands which are permitted
- Funding will rarely be awarded toward creating, maintaining, or altering websites
- We will not fund events costing more than $500 scheduled to take place 14 days or fewer in advance of the scheduled SGAFC meeting or time of request

Excess Funds

- When student organizations charge for tickets or entrance fees to their events, proceeds must be returned to the organization’s account to cover original expenses
- If proceeds exceed the total cost of the event then these excess funds may be used at the organization’s discretion, while pertaining to the guidelines for gift accounts

Travel Reimbursements

- Personal vehicle compensation rate: $0.35/mile
- College van compensation rate: $15/day + $0.40/mile