

## HOW THE BUDGET PROCESS WORKS

The Budget Committee consists of the Executive Board of the SBA (President, Vice President, Secretary, and Treasurer), and the Treasurers of each class. The chair of the Budget Committee is the current SBA Executive Board Treasurer. The Budget Committee reviews budget requests submitted by student organizations and then either submits its recommendations to the Board of Governors for approval or informs the organization that the request is not within the guidelines. The Board of Governors consists of all the student representatives from each of the student organizations and each of the class officers.

### HOW THE BUDGET PROCESS WORKS – IN GENERAL:

Every year, each organization is given the option of submitting a preliminary budget request. This usually occurs during the summer preceding the fiscal year. Preliminary budget requests are not required (though highly recommended) and all organizations are allowed to submit standard budget requests during the school year. The Budget Committee reviews the preliminary and standard budget requests and votes on the amounts they would like to approve. These allocations are then submitted to the Board of Governors for the final vote on the allocations for each organization. Following the Board of Governors vote any necessary adjustments are made, the budgets are returned to the organizations, and the allotments are posted to the respective organization's account.

You must submit budget requests *before* your respective event has occurred. Budget requests that are submitted after your event has occurred are *very unlikely* to receive allocations.

Funds distributed by SBA to student organizations must be used for approved purposes only. For example, funds allotted for food may only be used for food and plates/utensils, not other supplies (such as signs or decorations). Failure to do so may cause issues with reimbursement.

### BUDGET REQUEST PROCESS – IN DETAIL:

**PRIOR** to an event's occurrence, you may submit a budget request to request funding for the event from the SBA. If you submit a request for funding after the event occurs, the Budget Committee will recommend that you receive **zero funds** for the event.

You may not spend funds related to a budget request until the funds are approved by the SBA Board of Governors. If you spend funds prior to the Board's approval, you will not be reimbursed.

*Steps for Submitting a Budget Request:*

1. Fill out a budget request form. Only Presidents or Treasurers of a student organization may submit an SBA Budget Request. An electronic copy of this form can be obtained either online or by emailing [SBATreasurer@okcu.edu](mailto:SBATreasurer@okcu.edu).
  - a. If this request is prior to the school year beginning, please be sure to reach out to the newly elected SBA Executives on a personal email as well. The transition period may delay your request if the Treasurer cannot access the request.
2. Submit the form via email to [SBATreasurer@okcu.edu](mailto:SBATreasurer@okcu.edu) no less than seven (7) days preceding the next SBA Budget Meeting. The sitting Treasurer will send out an email designating when he/she will start accepting forms and when they are due prior to each meeting. These meetings generally occur in one month increments.
3. After submitting the budget request, the Budget Committee will review the request and make a recommendation as to the amount that they think is appropriate to allot.
4. After the Budget Committee has made its recommendation, your request will be brought before the Board of Governors at the Budget Meeting for final approval. The Board of Governors has the option of approving the full amount you requested, the amount the Budget Committee recommends, half the amount you requested, or none of the amount you requested.
5. Following the Board of Governors vote, your allotment (if you received one) will be posted to your student organization's account. You should receive an email confirming whether funds were approved.

*Steps for getting reimbursed following a Budget Allotment:*

1. OCU utilizes a receipt system for the student organization budgets. This means that you must spend the money for the event using personal or organizational means before you can be reimbursed using the SBA allotment in your account. To get reimbursed:
  - a. Obtain a reimbursement form from Leslie Bleichner's Office.
    - i. If using funds allotted by SBA, you will also need to fill out an additional form to confirm that SBA has allotted funds for your event. This form is also available in Leslie Bleichner's Office.
  - b. Fill out the form and attach your receipt.
  - c. Have the organization President or Treasurer sign the form.
  - d. Return the form to Rosemary Howard's office.
  - e. You will then receive your reimbursement! This may take a couple of days depending on how much you are being reimbursed.
2. Any money that you do not utilize out of your allotment will roll back into the SBA General Account at the end of each semester.

## **GETTING REIMBURSED USING FUNDS RAISED BY YOUR ORGANIZATION**

Any funds that your organization raises on its own may be used for anything your organization chooses. This statement is still limited to any and all policies of Oklahoma City University. Student organization funds may **NOT** be used to purchase or reimburse any alcohol.

To get reimbursed using funds raised by your organization, complete the Reimbursement Form in Leslie Bleichner's office and turn in the form to the Rosemary Howard's office. Rosemary Howard will process the form and adjust your organization's account accordingly. You will receive a reimbursement soon after.

*Note: To deposit funds raised by your organization, turn in the money to Rosemary Howard's office. You should receive a receipt for your records.*

## **BUDGET REQUESTS:**

### *How to satisfy the documentation requirement*

As a general rule, the more detailed of a breakdown you are able to provide for your event, the more likely it is that your request will be viewed with legitimacy and we will be able to sufficiently consider the amount you are requesting. If you have any questions please feel free to contact the sitting SBA Treasurer.

### **Guest Speaker, Artists, or other Professional Consultant Fees:**

1. Who is your guest speaker, artist, or professional consultant?
  - Please provide a business card, biography, website, or some other material that will identify this person.
2. How will this guest speaker, artist, or professional consultant benefit the student audience being targeted?
  - Tell us in your own words how this event will be beneficial.
3. How much will this event cost?
  - Please provide a receipt from the previous year (if it's a continuing event) or a price quote.
4. How will your guest speaker, artist, or professional consultant be traveling (you can include this cost under this category or the "Travel, Lodging, and Registration" category)?
  - If this person is coming from out-of-town, let us know where they are coming from so that we know whether the amount you are requesting is justifiable. If they are driving in, let us know how many miles they will be traveling and how much gas will cost. If they are flying in, let us know where they are coming from and provide us with a quote for their ticket price. Do not send links to webpages with airfare costs as these prices will change before the Budget Committee considers your request. Please take

a screen shot of the price. This will be the cost that the Budget Committee considers, but if the actual cost at the time you purchase the ticket is higher you can submit a supplemental budget request.

### **Travel, Lodging, and Registration**

1. How many students are going?
  - Keep in mind that the Budget Committee can only approve funds for up to two organization members to travel, but the Board of Governors are at liberty to approve more.
2. Where are you going and why?
  - Please provide proof of where you are going (brochures, website printout, flyers, etc.)
  - Tell us in your own words how this event will benefit your targeted student audience.
4. For travel, we need to know what the method of travel is and how much it will cost.
  - Please provide a price quote. A quote printed out from an online travel site (Travelocity, Expedia, etc.) will usually suffice. Do not send links to webpages with airfare costs as these prices will change before the Budget Committee considers your request. Please take a screen shot of the price. This will be the cost that the Budget Committee considers, but if the actual cost at the time you purchase the ticket is higher you can submit a supplemental budget request.
4. For lodging, we need to know how many nights you will be staying, and how many rooms are needed.
  - Generally, the SBA Budget Committee will only allot funding for one room if the students are of the same sex, and two rooms for two students of the opposite sex. Please indicate which students plan to participate.
5. For registration, we need to know the cost.
  - Please provide documentation of the cost (brochure, flyer, etc.).

### **Postage, Mailing, and Publicity**

1. We need price quotes for this category.
  - Please provide documentation of the cost (brochure, flyer, etc.).
  - Because of the increasing convenience of email, the Budget Committee is unlikely to approve funds for this category unless it is for some special occasion. Please be very detailed in your explanation of why you need to utilize paper documents.

### **Copy Expense**

1. We need price quotes for this category.
  - Please provide documentation of the cost (brochure, flyer, etc.).
  - Because most organizations communicate via email, the Budget Committee is unlikely to approve funds for this category unless it is for some special occasion. Please be very detailed in your explanation of why you need to utilize paper copies.

### **Supplies and Materials**

1. What supplies and materials are you purchasing?
  - In your own words.
2. Why do you need the supplies and materials?
  - In your own words.

3. How much will it cost?
  - Please provide documentation of the cost (brochure, flyer, etc.). Many organizations have provided screen shots of online shopping carts at Walmart, etc.

### **Food**

1. Where are you getting the food from?
  - In your own words.
2. What is the food for/why is it necessary?
  - In your own words
3. How much will the food cost?
  - Please provide documentation of the cost (receipt, brochure, flyer, etc.).
  - SBA does not cover the cost of food for trips that student organization members take.
  - SBA does not cover the cost of food for general meetings beyond the automatic allotments. See SBA Budget Guidelines for current allotment guidelines.

### **Equipment**

1. Where is the equipment from?
  - In your own words.
2. What is it for/why do you need it?
  - In your own words.
3. How much will it cost?
  - Please provide documentation of the cost (brochure, flyer, etc.)

### **Other**

1. What is the "other"?
2. Why do you need it?
3. How much will it cost?
  - Please provide documentation of the cost (brochure, flyer, etc.)