2016-17 **LATE** Budget Process for Undergraduate Clubs and Orgs.

September Deadlines

Submit late budget proposals:9/1

Club-Finance Committee meeting: 9/1 - 9/3

Senate Q&A: 9/3 - 9/6

Budget Proposal: 9/6

BOD Meeting: 9/15

October Deadlines

Submit late budget proposals: 9/25

Club-Finance Committee meeting: 9/25-10/1

Senate Q&A: 10/1-10/4

Budget Proposal: 10/4

BOD Meeting: 10/13

November Deadlines

Submit late budget proposals:10/28

Club-Finance Committee meeting: 10/28-11/30

Senate Q&A: 10/30-11/2

Budget Proposal: 11/2

BOD Meeting: 11/10

December Deadlines

Submit late budget proposals:11/21

Club-Finance Committee meeting: 11/21-11/26

Senate Q&A: 11/26-11/29

Budget Proposal: 11/29

BOD Meeting: 12/8

2016-17 Finance Committee Rules and Guidelines

1. Are GIM programs (events) required?
**Yes, GIM programs (events) are required.**
2. How general can an event name be?
**An event’s name and purpose can have general intent, but with a focused variable (e.g., Professional Development Workshop—Branding Yourself).**
3. Clubs are evaluated in several ways including:
**How successful has the club/organization been overall (i.e., how many people reached, number of attendees at events, number of events held, etc.)?**
4. Should all clubs start at $0?
**Yes, all clubs and organizations start at $0.** *In other words, clubs/organizations are not solely allocated funding based on their previous budget. For instance, if a club received a $500 budget for the previous year and did not spend $50, the Finance Committee will not automatically allocate $450 for the following academic year based on that fact alone. While previous budgeting is a factor in the Committee’s decision, a club/org. will also be evaluated on its previous fiscal performance (from as many years back as is available), goals/plans for the upcoming year, future prospects, and other similar factors.*
5. Will clubs/organizations be asked about how much they received in USG Co-Sponsorship funds?
**Yes, clubs/organizations must identify how much money they received in USG Co-Sponsorship funds for the entire 2016-17 academic year on the Budget Proposal Form.**
6. How are private accounts playing a role in giving budgets?
**Private accounts will not be playing a role in the allocation of budgets.** *In other words, private accounts of all undergraduate clubs/organizations on-campus will not be regarded when allocating budgets.*
7. How should new information presented at the Senate Meeting be addressed?
**The Finance Committee will NOT take into consideration any new information regarding a club/organization’s proposed budget presented at the Senate Meeting.** *In other words, all information regarding the nature of funding required for a club/organization’s 2017-18 budget should be appropriately discussed during the Budget Proposal Review Meeting.*
8. How are “treasury issues” and “E-board issues” being taken into account?
**The Finance Committee will NOT take into account any “treasury” or “E-Board” issues.** *In other words, if a club/organization’s Treasurer and/or E-Board did not properly handle his/her/their fiscal responsibilities, these issues will not be regarded as acceptable excuses for a discrepancy between how much a club/organization claims was spent and what the 2016-17 budget represents on the “Club Budgets” page on the USG website. Accordingly, only a club’s recorded spending will be considered when reviewing funds utilized.*
9. How is a club/organization’s request to take into account food requirements when allocating budgets handled (e.g., Halal, Kosher, gluten-free, etc.)?
**The Finance Committee will take into account specialty food requirements when *requested by the organization*.**
10. What are the rules on fundraisers?
**The Committee does not fund fundraisers/bake sales that a club/organization intends to use to raise funds for itself (i.e., for placement of money raised into its private account).** *Additional rules are applicable, which will be discussed on a case-by-case basis with relevant organizations during Budget Proposal Review Meetings.*
11. Are heritage month events allocated a budget? **Heritage Month events do not receive a budget from USG’s Finance Committee.**
12. What are the rules on late budgets?
**NO late budgets will be accepted after Friday, October 28st, 11:59pm—no exceptions.**
13. How early is a club informed of the Finance Committee’s proposed budget after having its Budget Proposal Review Meeting with the Committee?
**Ideally, clubs leaders will be notified within a week of the Finance Committee’s proposed budget for their organizations.**
14. **\*\*Rule Change: No single event can constitute more than 65% of an organization’s total budget.** *This rule has been modified from its previous 75%.***\*\***
15. **\*\*Rule Change: The Treasurer, along with another E-Board member (preferably the President), of the current academic year AND the incoming Treasurer and/or President of the following academic year MUST attend the Budget Proposal Review Meeting with the Finance Committee.** *This rule has been modified from its previous listing as the Treasurer and another E-Board member (preferably the President). Should extenuating circumstances apply, please contact the Chair of Finance at* *alex.sun@usgbaruch.com* *as soon as possible for a resolution.***\*\***
16. Please note the following important information
	1. For clubs/organizations that would like to give gifts to honorees/attendees at an event, there is a $25 limit per gift per person (misc.).
	2. All events, retreats, and conferences for which an organization is requesting funding must be held before July 1st.
17. Who should club leaders contact regarding the Budget Process?
**Please only reach out to the following members of the Finance Committee in USG!**
	1. **Chair of Finance** – Alex Sun - alex.sun@usgbaruch.com
	2. **Vice Chair of Finance** – Magi Mohamed - mmohamed@usgbaruch.com
	3. **Vice Chair of Finance** – Isabel Arias - iarias@usgbaruch.com