

Club President and Treasurer,

The Finance Committee is dedicated to making our allocations as efficient and fair as possible during the spring budget allocations. With this in mind, we are looking to increase the amount of information provided by your organizations. The following is a brief explanation of the process and details on the information we expect to receive from you.

- The spring BUDGET process allocates SGA funds to clubs for the next fiscal years expenses. Fiscal Year '10 begins on July 1, 2009 and ends June 31, 2010.
- These allocations are your operational budget for that period of time and if correctly designed should provide your organization with the funds necessary to operate successfully without the aid of supplemental funding.
- Budget meetings for clubs requesting under \$15,000 will take place with a member of the Finance Cmt. and those clubs requesting over \$15,000 will meet with the entire committee, these meetings will be set up when the hard copy of your budget is submitted.

### Dos and Don'ts

- Do provide as much detail as possible about speakers, dates, number of participants etc.
  - This includes biographies of possible speakers and associated costs- this information should be brought to your allocation meeting. For likely events, finding the likely cost can substitute.
- Do follow the outline provided on the SGA website, and in the financial policies provided there.
- Do get you budget e-mailed to the SGA Finance e-mail ([sga.finance@uvm.edu](mailto:sga.finance@uvm.edu)) on time by February 6, 2009 at 4:30 pm.
- Do Not expect to be allocated fully, but please make us aware of all known expenses so that we can plan for next years demand on our supplemental funds. Many of you are familiar with the SGA's Financial Policies, but please do not use them as a guideline in designing your budget, again-**we want to know ALL expenses**
- Do Not over inflate your requests. The committee is fairly well versed in costs associate with a great deal of your activities and inflating your budget WILL NOT HELP your club.
- Do Not come to your meeting unprepared. This will not reflect positively on you or your organization.

\*\*\*If a member of your club is on the Finance Committee, they will not be involved in your allocation process.

In general, the Finance Committee bases its allocation on several different aspects. If you are not keeping in touch with the SGA, through the Student Activities Committee, that will be taken into account. Most importantly, although we maintain a very relax demeanor during our meetings and we take pride in serving you and your clubs, remember that you're requesting significant amounts of money from an under funded organization; this means we expect to see a well thought out budget request, all relevant information (discussed above), and you are responsible for convincing us that your club needs and deserves money. The reality of our situation is that we allocate limited funds to over 140 clubs and the more information we have the better off everyone will be.

On behalf of the Finance Committee, I thank you all in advance for helping us completes this process in an effective manner. I am aware that running a club is already a time intensive and difficult task, but I encourage you to take extra time and develop a budget that furthers your clubs goals over the next year.

**BUDGETS MUST BE BOTH E-MAILED TO THE SGA FINANCE E-MAIL ([SGA.FINANCE@UVM.EDU](mailto:SGA.FINANCE@UVM.EDU)) AND PHYSICALLY TURNED IN BY FEBRUARY 6, 2009.**