

# SABAC FY 2018 ANNUAL BUDGET REQUEST GUIDELINES FOR CHARTERED & SPONSORED ORGANIZATIONS

**DUE: March 24, 2017**

**Visit [sabac.kennesaw.edu](http://sabac.kennesaw.edu) to access forms and review the Protocol Manual thoroughly before creating budget request. Requests will be submitted online through the OwlLife forms linked over the SABAC website.**

**YOUR COMPLETED BUDGET PACKET WILL INCLUDE:**

**1. Completion of OwlLife questions, which include:**

- a. Name of Organization
- b. Individual to Contact about the Budget Submission
- c. Others involved in budget preparation (RSO leaders, budget manager)
- d. Purpose and Goals of Organization (should reflect RSO constitution)
- e. Primary Target Audience (i.e., any specific populations or programs that your organization or department primarily focuses on)
- f. Primary Services and Activities offered to students (highlight your signature programs and services, leadership development opportunities, deliverable outcomes, etc.)
- g. How do you assess your services and activities? (i.e., how have you measured that you are achieving your goals and desired outcomes?)
- h. Explanation for any variance in requested budget for FY18 and funds actually used in FY17 (and/or FY16, etc.).

**2. Upload Budget Request spreadsheet** – Using the excel spreadsheet provided, complete the FY17 and FY18 tabs and upload into OwlLife. If desired, you can create additional tabs for previous fiscal years if FY17 deviated from FY16, etc. and the historical data will help explain your typical organizational needs.

The spreadsheet includes:

- a. Actual FY17 expenditures to date, and include any remaining expenses you will incur within this fiscal year (before June 30) and highlight in yellow the anticipated expenses. Include details on revenue you receive from other sources. The details will include the type of expense, date, amount, description, attendance, subtotal for each activity, then divide the activity subtotal by attendance to determine cost per person (where applicable), and grand total. For revenue received include the source of funds, amount, and how it was used.

- b. FY18 tab includes all anticipated needs for next fiscal year starting July 1, and any anticipated revenue. Provide the type of expense, date (if known), amount, description, anticipated attendance (if applicable), subtotal for each activity, and grand total requested. For anticipated revenue include the source of funds, amount, and how it might be used.

To minimize administrative redundancy and allow for easier financial transparency, funds allocated for a specific program or function will be assigned to a single budget. Multiple groups can still be involved and co-sponsor the activity, and there may still be times when multiple groups may need to contribute financial to support a larger programmatic goal, but for initial annual budget allocation it is best if groups communicate in advance and determine which organization will serve as the primary financial sponsor and put the entire comprehensive request into only that budget request.

**3. Supplemental Materials** – Feel free to include any materials, flyers, calendar of events, itemized accounting details, or other supporting documentation that will help SABAC better understand your needs. Specifically, including OwlLife event attendance reports can help support the details included in your spreadsheet.

## **PROCESS OVERVIEW:**

- Guideline and sample documents will be available in early February so organizations can begin preparing their budget requests.
- The online OwlLife form will be available by the end of February for uploading budget request materials.
- SABAC and Student Activities will host voluntary information and training meetings for any student leaders and advisors who desire assistance in preparing the budget request. These will be held on:
  - Feb. 24 at 2:00 pm in University Room A, Carmichael Student Center (Kennesaw campus)
  - Feb. 28 at 5:30 pm in Q104 (Marietta campus)
  - March 1 at 5:30 pm in the Leadership Room, Carmichael Student Center (Kennesaw campus)
- Online submissions are due by March 24 at 5:00 pm, but can be submitted earlier.
- All SABAC members will have access to all online submissions in real time as soon as the request is submitted and can begin reviewing materials and posting any questions they might have. Only the person submitting the request can view the OwlLife comments from SABAC, but should consult with other group members/advisors as needed to provide the most complete response possible back to SABAC through OwlLife.
- SABAC members will complete review of all submissions no later than April 9<sup>th</sup> and have any questions or requests for more details and/or clarifications submitted online back to the submitter.

- Submitting groups will have through April 14 at 5:00 pm to respond to any questions and/or provide any additional details for consideration by SABAC. Checking OwlLife regularly will be critical. There will be NO in person presentations.
- SABAC will hold a special annual budget allocation meeting after April 14 to conduct final review of submissions and make allocation recommendations to the Vice President for Student Affairs.
- Organizations will be notified once all final approvals are received, anticipated to be delivered by May 8.
- Any appeal requests will be due to the VPSA via email to [sabac@kennesaw.edu](mailto:sabac@kennesaw.edu) by 5:00 pm on Friday, May 12. More details will be made available at the time of award notification.
- FY18 funds will be available as soon after July 1 as possible.
- A midyear review of all annual budgets will be conducted in January 2018 and SABAC reserves the right to make budget allocation adjustments at that time as deemed appropriate based on actual expenditures compared to budget submission. Organizations will be notified in advance if concerns exist and have an opportunity to address those concerns with SABAC before any adjustments would be considered.
- Groups receiving annual budgets are not typically eligible to request additional funds throughout the year from SABAC, but requests for special consideration should unique unanticipated needs arise can be submitted to [sabac@kennesaw.edu](mailto:sabac@kennesaw.edu).

## Questions?

Email [sabac@kennesaw.edu](mailto:sabac@kennesaw.edu) and the person who can best assist from Student Activities, Student Life, and/or the Office of the Dean of Students will respond.

*Thank you for your dedication to serving students and your commitment to being responsible stewards who maximize the impact of our limited student activity fees.*