

# SABAC Fiscal Year (FY) 2022 Budget

## Planning for Departments

FY22 = July 1, 2021-June 30, 2022



# ABOUT SABAC

- SABAC = Student Activities Budget Advisory Committee
- Comprised of 10 members – 6 students, 4 faculty/staff
- Chair appointed from Dean of Students Office, only votes in the event of a tie
- Students include SGA Treasurer or designee from treasurer's committee (serves as Vice Chair) and 5 additional students who represent the diversity of the student body and RSOs appointed by the SGA President



# ABOUT SABAC

- Reviews annual budget submissions in April/May and supplemental funding requests throughout the year
- SABAC is an advisory committee to the Vice President for Student Affairs (VPSA)
- The SABAC Protocol Manual, meeting schedules, agendas, minutes, voting member information, submission links, and past funding history is available online at:

[SABAC.kennesaw.edu](https://sabac.kennesaw.edu)



# FY22 Annual Budget Request Process

- All Departments are welcome to submit an annual budget request
- All budget and funding requests are submitted online through [OwlLife.kennesaw.edu](https://OwlLife.kennesaw.edu) and have firm submission deadlines
- Annual Budgets are due by 12 Noon on the last Friday of March (for FY22 = March 26, 2021)



# FY22 Annual Budget Request Process

- Fiscal Year 2022 starts July 1, 2021 and ends June 30, 2022
- All SABAC recommendations are reviewed by the VPSA
- FY22 Annual Budgets are released the 2<sup>nd</sup> Friday in May
- There is no presentation for annual budgets

# FY22 Annual Budget Request Details

Annual Budget Requests must include:

- detailed description of specific programs, activities, or events departments intends to host
- accurate cost estimates of any supplies/services that correlate to programmatic needs
- account of revenue received from all sources in prior year
- if the department received prior SABAC funding, how were those funds utilized to accomplish the goals



# Funding Decision-Making Criteria

Annual Budget Requests are evaluated using consistent viewpoint-neutral requirements:

- Requests must be complete and submitted by deadline
- Departments must submit a written statement demonstrating past events/activities met the objectives and budget approved in prior year

## Funding Decision-Making Criteria, cont'd

- events/activities funded through student activity fees must be open to all KSU students
- requests must accurately estimate likely costs considering number of students likely to attend, and direct connection between amount request and proposed event/activity
- proposed facility for events/activities must be suitable



## Funding Decision-Making Criteria, cont'd

- any honoraria requested must be in range of similar speakers or performers, with objectively reasonable travel expenses
- SABAC may establish maximum funding amounts for certain types of expenses to ensure sufficient funding is available for all requests
- maximum funding criteria may either be established in advance or determined during the annual budget review process based on funds available to allocate

# Items SABAC Cannot Fund

- Alcohol, tobacco, drugs, or other illegal/restricted items
- Actual or in-kind contributions to campaigns/political parties
- Off-campus orgs/agencies, related activities, fees for civic orgs
- Fundraisers, donations, or gratuities (with certain exceptions; refer to [BOR Manual Student Activities](#))
- Scholarships or individual membership fees

# Items SABAC Cannot Fund

- Prizes/promotional items exceeding state value limits
- Gifts/personal use items
- Services for individual benefit or of personal/individual nature
- Employee recognition or meals (including student employees)
- Sales tax
- Events not open to all KSU students



# Items SABAC Cannot Fund

- Expenses/food for non-students and previously noted restricted items
- Food during travel, non-student travel costs, sales tax, or materials related to travel (presentation boards, printing, clothing)
- Items intended for members only, sales tax, or items above state allowable limit
- Expenditures that violate applicable law, BOR policy, or KSU policies and procedures

# Typical Items Funded by SABAC

- Travel Support
- Promotional
- Programming

# Travel Support

- Expenses related to department travel to local, regional, national, or international conferences and/or competitions in which the travel directly relates to the purpose of the department and the students traveling are representing the KSU
- Eligible expenses are limited to registration, lodging, transportation and related fees up to \$500 per student per approved trip

# Promotional

- Expenses related to general marketing and promotion of events, programs and activities
- Promotional can include giveaway items and advertising costs related to marketing

# Programming

- Expenses related to events/programs/activities that are on-campus, open to all KSU students, and serve KSU students as the primary audience/beneficiaries
- Programming can include production/supplies costs, support costs, speaker/artists fees, activity-specific marketing and giveaways, and/or food/snacks for KSU students within per diem limits



# Supplemental Funding Requests

- All departments may also submit Supplemental Funding Requests – the choice to submit for annual or supplemental funding or both is completely up to each department
- Supplemental funding requests require the same details about intended uses and accurate cost estimates, and demonstration of effective prior use
- Requests for Supplemental Funding are due one month prior to the SABAC meeting in which the request is reviewed
- Supplemental Funding approval is released within 2 weeks after the SABAC meeting

## Other Items to Note

- SABAC is not intended to be the sole source of financial support for events, programs, and activities
- Details and accurate cost estimates are critically important
- SABAC has limited funding and will do its best to honor the top priorities established by each department

## Other Items to Note

- Departments must prioritize requests so SABAC can focus on funding top priorities first
- Departments may appeal funding allocations based on the criteria and processes outlined in the SABAC Protocol Manual
- Departments must use OwlLife to promote programs and track attendance

# Next Steps

- Department Annual Budget Request Forms are available online starting March 1, 2021
- Departments are always invited to submit questions to [\\_sabac@Kennesaw.edu](mailto:sabac@Kennesaw.edu)
- Annual Budget Submissions are due March 26, 2021 by NOON
- Departments will be notified by Friday, May 14, 2021



# OwlLife Update

- [Technical Information Sessions](#)
  - 11 AM - 1 PM on March 15<sup>th</sup>
  - 11 AM - 1 PM on March 16<sup>th</sup>
  - 11 AM - 1 PM on March 17<sup>th</sup>

Thank You for Attending!

Questions?

Thank you for serving the students of KSU through your  
department leadership!

