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
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 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 2nd Friday in May
• There is no presentation for annual budgets
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
• 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
• 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 15th
  • 11 AM - 1 PM on March 16th
  • 11 AM - 1 PM on March 17th
Thank You for Attending!

Questions?

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