SABAC Fiscal Year (FY) 2021
Budget Planning for RSOs

FY21 = July 1, 2020-June 30, 2021
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 advisory 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
FY21 Annual Budget Request Process

- All RSOs are welcome to submit an annual budget request
- All RSOs may also submit Supplemental Funding Requests – the choice to submit for annual or supplemental funding or both is completely up to each RSO
- 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 FY21 = March 27, 2020)
FY21 Annual Budget Request Process

• Fiscal Year 2021 starts July 1, 2020 and ends June 30, 2021
• Requests for Supplemental Funding are due one month prior to the SABAC meeting in which the request is reviewed
• All SABAC recommendations are then reviewed by the VPSA
• RSO Annual Budgets are released the 2\textsuperscript{nd} Friday in May
• Supplemental Funding approval is released within 2 weeks after the SABAC meeting
• There is no presentation for annual budgets
FY21 Annual Budget Request Details

Annual Budget Requests must include:

• detailed description of specific programs, activities, or events RSO intends to sponsor

• accurate cost estimates of any supplies/services that correlate to programmatic needs

• estimate of revenue expected to be generated by RSO through dues, ticket sales, fundraisers, donations, or other means
FY21 Annual Budget Request Details

Annual Budget Requests must also include:

• account of revenue received from all sources in prior year

• if RSO received prior SABAC funds how were those funds utilized in prior year to accomplish the goals for which the funds were awarded

• supplemental funding requests require the same details about intended uses and accurate cost estimates, and demonstration of effective prior use
Funding Decision-Making Criteria

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

• RSO officers and members must be currently enrolled students at KSU
• applications must be complete and submitted by deadline
• RSO must demonstrate past events/activities met the objectives and budget presented in prior year
Funding Decision-Making Criteria

• 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

• students must be involved in planning/implementation

• proposed facility for events/activities must be suitable
Funding Decision-Making Criteria

- 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 RSO needs
- maximum funding criteria may either be established in advance or determined during the annual budget review process based on funds available to allocate
- RSOs must prioritize requests so SABAC can focus on funding top priorities first
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)
- Scholarships or individual membership fees
- Prizes/promotional items exceeding state value limits
- Gifts/personal use items
Items SABAC Cannot Fund

• 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
• Expenditures that violate applicable law, BOR policy, or KSU policies and procedures
Typical Items Funded by SABAC

• Travel Support
• Promotional
• Programming
• One-Time Equipment/Special Projects (separately submitted for funding from prior year surplus, not current year budget)
Travel Support

• Expenses related to RSO travel to local, regional, national, or international conferences and/or competitions in which the travel directly relates to the purpose of the RSO and the individuals traveling are representing the RSO and KSU

• Expenses can include registration, lodging, transportation and related fees up to $500 per student per approved trip

• SABAC does not support food during travel, non-student travel costs, sales tax, or materials related to travel (presentation boards, printing, clothing)
Promotional

- Expenses related to general marketing and promotion of the RSO to other KSU students, not typically tied to a specific event/program (those expenses are included in the programming request)
- Promotion can include giveaway items and advertising costs related to marketing
- SABAC does not fund items intended for members only, sales tax, or items above state allowable limit
Programming

• Expenses related to events/programs/activities hosted by RSOs 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

• SABAC does not fund expenses/food for non-students and previously noted restricted items
Other Items to Note

• SABAC is not intended to be the sole source of financial support for RSO activities – seek multiple funding options
• 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 RSO
• RSOs may appeal funding allocations based on the criteria and processes outlined in the SABAC Protocol Manual
• RSOs must use OwlLife to promote programs and track attendance
Next Steps

• SABAC is hosting RSO information sessions in March 2020
• RSO Annual Budget Request Forms are available online starting March 6, 2020
• RSOs are always invited to submit questions to sabac@Kennesaw.edu
• Annual Budget Submissions are due March 27, 2020 by NOON
• RSOs will be notified by Friday, May 8, 2020
Thank You!

• Thank you for attending!
• Thank you for serving the students of KSU through your RSO leadership!
• Questions?
• Comments?