



Student Senate XXIV

How to Complete a Budget

February 28th and 29th, 2012

The purpose of this document is to provide step-by-step instructions on how to fill out a Student Senate Budget file. Please print out a copy of this document and keep it for your records. If you have any questions, please do not hesitate to reference the Student Senate Allocations website, at <http://www.lehigh.edu/senate/allocations.shtml> On this site you can find the current Student Senate Treasurer’s contact information, as well as all of the necessary files/information you may need throughout the year.

Make sure you have all the necessary documents

You will need:

- ✚ A Microsoft Excel Budget Template File
- ✚ A copy of the Student Senate Allocations Guidelines

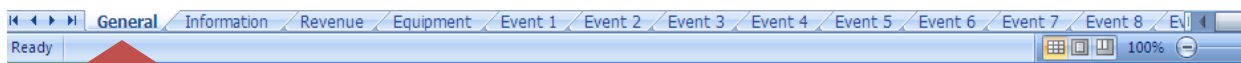
Both these resources, as well as a copy of this guide, can be found on the allocations website.

Open the Excel Budget File

You should see the following:

Student Senate 2011-2012 Club Planning & Budget File			
General Club Information			
Club Name:	<input type="text"/>		
Account # (991XXX):	<input type="text"/>		
Club Officers for 2011-2012			
	UC Box #	Email	Phone
President:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Treasurer:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faculty Advisor:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Person: **	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>** Note these are your officers for 2011-2012. If they are not yet known, you must fill in a contact person for next year.</small>			
Budget File Information			
Revised Budget By:	<input type="text"/>		
Date Submitted:	<input type="text"/>		
<small>**Please do not edit cells in green</small>			
<small>Please do NOT change anything below this line. Values will be filled in automatically.</small>			
Budget Information			
Requested 2011-2012:	\$	<input type="text" value="-"/>	
Total Allowable 2011-2012:	\$	<input type="text" value="-"/>	
Total Senate Funding 2011-2012:	\$	<input type="text" value="-"/>	
Projected Income 2011-2012:	\$	<input type="text" value="-"/>	
Initial Senate Funding 2010-2011:	\$	<input type="text" value="-"/>	
Additional Funding 2010-2011:	\$	<input type="text" value="-"/>	
Budget Evaluated By:	<input type="text"/>		

If you don't see this screen, navigate to the worksheets at the bottom of the screen. Make sure the 'General' worksheet is selected.



Fill in the general club information, club officers, and budget file information cells. All other cells (colored green) will be filled in automatically, please don't change them.

Select the "Information" Worksheet

Detailed Club Information	
Expected Membership 2011-2012:	<input type="text"/>
Mission and Prospectus:	
<p>In the space below, please provide a description of your club's mission and a brief prospectus for the upcoming year. Also include any information you feel would help the Allocations committee make an informed decision. You could include information on particularly successful events from 2010-2011, new events planned for 2011-2012, club strengths/weaknesses, and any changes in your club for 2011-2012.</p>	

Fill in your projected membership (using the Hub as a guide) and other miscellaneous information. This is a good opportunity to give the allocations committee additional information that would help us make a better budgetary decision.

Select the "Revenue" Worksheet

You should see the following:

Projected Revenue for 2011-2012		
The Allocations Committee strongly suggests fundraising to offset expenses.		
Feel free to contact the committee for fundraising ideas.		
Dues	# Members	Total Income from Dues
\$ -	0	\$ -
Fundraisers (List)		Expected Income
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
Total Projected Income		\$ -

This is where you will input all of your projected income for the year. Fill in dues if your club collects them and any additional fundraisers you are planning on having. Keep in mind that the Allocations committee strongly suggests fundraising to supplement your Senate funds. Your club funds will roll-over from year to year, do not require senate oversight, and have much fewer restrictions on them.

Select the "Equipment" Worksheet

You should see the following:

Equipment Currently Held by Organization			
Please take some time to make an inventory of your current club equipment.			
Item	Quantity	Value	Subtotal
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTAL		\$ -	\$ -

Equipment Requested					
Please make a list of equipment needed for 2011-2012.					
Item	Quantity	Value	Subtotal	Allowable	Explanation of Request
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	
TOTAL		\$ -	\$ -	\$ -	

This page is where you will make an inventory of all of your current club equipment, as well as make requests for new equipment for the following year. Please take the time to thoroughly complete this page; it works to your benefit to fill out as much information as possible. Be sure to carefully inventory the equipment that you have and to denote the reasoning for any requisition requests. When you are filling in the equipment requested section, please remember to leave the green cells blank (Subtotal, Allowable, and Committee Comments Sections) as these will be filled in by the Allocations Committee.

Select the "Event 1" Worksheet

You should see the following:

Event Information						DESCRIPTION MUST BE PROVIDED OR EVENT WILL NOT BE CONSIDERED	
Title of Event					Expected Date(s)		Committee Comments
Expected Attendance for this Event					Semester		
Number of Times this Event Will Occur					Month		
Number of Events Approved (Do not fill this in)					Day		
Expenses							
Please fill in your necessary expenses for this event. Guidelines can be found on the senate website, www.lehigh.edu/senate.							
Item	Cost	Quantity	Subtotal	Allowable	Explanation of Item/Need	Committee Comments	
	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
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	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
	\$ -		\$ -	\$ -			
Total	\$ -		\$ -	\$ -			
Publicity							
The Allocations Committee strongly suggests you publicize your events.							
	Cost	Quantity	Subtotal	Allowable	Explanation of Item/Need	Committee Comments	
Printing Services B/W Copy 8x11	\$ 0.05		\$ -	\$ -			
Printing Svcs Color Copy 8x11	\$ 0.70		\$ -	\$ -			
Printing Svcs B/W Copy 11x7	\$ 0.08		\$ -	\$ -			
Printing Svcs Color Copy 11x7	\$ 0.90		\$ -	\$ -			
Lehigh Patriot (1/8 Page)	\$ 25.00		\$ -	\$ -			
Lehigh Patriot (1/4 Page)	\$ 50.00		\$ -	\$ -			
Lehigh Patriot (1/2 Page)	\$ 100.00		\$ -	\$ -			
Lehigh Patriot (Full Page)	\$ 200.00		\$ -	\$ -			
Brown and White Ad (1/8 Page)	\$ 37.50		\$ -	\$ -			
Brown and White Ad (1/4 Page)	\$ 75.00		\$ -	\$ -			
Other	\$ -		\$ -	\$ -			
Total	\$ -		\$ -	\$ -			
Transportation							
# of days Traveling			(Must Input this Value)				
Miles (Round Trip)							
Number of Personal Cars							
Number of Lehigh Car Rentals							
Number of Lehigh Van Rentals							
Number of Buses							
			Subtotal	Allowable	Explanation of Item/Need	Committee Comments	
Personal Car Costs (Will be filled in automatically; includes fuel costs)			\$ -	\$ -			
Lehigh Car Rental Costs (Will be filled in automatically; does not include fuel costs)			\$ -	\$ -			
Lehigh Van Rental Costs (Will be filled in automatically; does not include fuel costs)			\$ -	\$ -			
Bus Costs (Obtain cost info from Transportation Services)			\$ -	\$ -			
Airfare Costs (Economy Class Only)			\$ -	\$ -	(Input detailed flight information and reasoning for request)		
External Car Rental Costs (Only in destination area when travelling via air)			\$ -	\$ -			
Totals							
These values will be filled in automatically.							
Total Amount Requested Per Event	\$ -						
Total Amount Requested	\$ -						
Total Amount Allowable Per Event	\$ -						
Total Amount Allowed	\$ -						
Event Description - REQUIRED							
In the space below, please provide a general description of the event.							
EVENT DESCRIPTION REQUIRED OR EVENT WILL NOT BE CONSIDERED!!!							

The 'Event' worksheets are where you will include information on individual events that you will have throughout the year. You should have an individual 'Event' worksheet for each event you are planning on having throughout the year. Please remember to include any additional new events from this year that you intend to conduct next year.

Fill in the event information at the top of the screen. If the event will occur more than once, indicate this under 'Number of Times this Event Will Occur.' The 'Number of Events Approved' cell will be filled in by the Allocations committee.

Fill in the individual expenses for the event. Again, remember to leave all green cells ('Allowable' and 'Committee Comments') cells blank. Explain the reasoning for the request of items on the 'Explanation of Item/Need' Column.

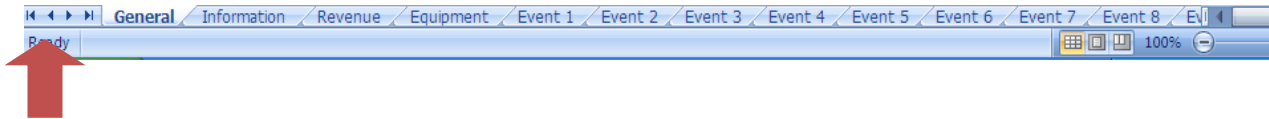
Fill in costs of publicizing this event to campus.

Fill in the transportation fees for this event (if any). If you are planning on renting buses, you will need to call Transportation Services to obtain a cost estimate for the event. Please do not edit the cells with formulas.

Finally, at the very bottom, include a detailed description of the event. The allocations committee is unable to consider any requests that don't have a clear and comprehensive description and leaving this section blank will require us to reject that specific funding request.

Navigate to the other Event Worksheets

Fill them in as necessary. You can scroll to additional event worksheets by clicking on the navigation arrows:



It's okay to leave worksheets blank. If you only intend to host five events then only event worksheets 1-5 need to be filled out.

Navigate to the other General Worksheet Again

Scroll to the bottom. You should see the total amount of your budget request in the 'Requested 2012-2013' cell.

Save and Submit the File

Rename your budget to '**Club Name** Budget 2012-2013.xls' (replacing the text in bold with the name of your club). Save the file.

You must submit the file through the Hub. The steps are:

- ✚ To submit your budget navigate to the Student Senate Allocations website
- ✚ Click on the link titled "Submit your Budget". You will be taken to the Hub and will be asked to log in using your Lehigh ID and password. After that follow the instructions on the form
- ✚ To submit your yearly review navigate to the Student Senate Club Affairs Website
- ✚ Click on the link titled "Submit your Yearly Review" and follow the instructions on the form. Your files are not uploaded until you have clicked on the button titled "Submit for Approval"

The file upload system will automatically shut off once the deadline passes. Any late budgets and yearly reviews will then have to be submitted by email to me at treasurer@lehigh.edu and financial penalties will be triggered. The deadline for submitting your budget and your yearly review is 11:59pm on Friday, the 16th of March.

If you have any questions then you should be able to find the answers on our website: <http://www.lehigh.edu/senate/allocations.shtml> although please do not hesitate to contact me.

Thank you for your cooperation and help – I know it's a little complicated. We really do appreciate all that you do and our ultimate aim is to help you continue to make the impact that you do.

Sincerely,

Anjan