

Budgeting

For more financial information, see the Signator's Handbook included in this binder. Don't forget to save your receipts when you spend money for your organization- you'll need to give them to the Treasurer to get reimbursed. Keep them in one of the binder pockets to keep track of them.

Semester budgeting

This is the format to use for planning your semester budget. This is what Senate will require for funding circus, but it can be useful even if you don't make the Top 40. Leaving past budget requests for future signators can really help them know what direction to take.

Sample budget (from the Signator's Handbook):

1. *Wages*: Total salary for you and all of your underlings.

SU Cleaners	\$85
Sound Kollektiv	\$60

2. *Administration*: This covers the basic operating expenses for the organization, including photocopying, postage, office supplies, fees, subscriptions - basically things that are used for organizing or producing an event, creating a project, etc.

Photocopies	\$5
Fliers	\$20

3. *Refreshments*: Any food or drink, either to be served to the public, or at a special event.

Bon Appétit	\$50
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4. *Entertainment*: Bands, guest speakers, and movies.

Band	\$500
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5. *Capital improvements*: Anything that your organization will keep and use for more than a semester.

N/A	\$0
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6. *Miscellaneous*: Expenditures that do not fit into any of the above categories. The most common example is T-shirts.

N/A	\$0
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7. *Revenue*: This is your estimate of how much money your organization will take in during the semester, through admission prices, fund-raisers, or whatever. This is money you are pledging to give to senate. If your organization ends up in the red at the end of the semester, the signator will have to pay back the money.

Ticket sales	\$500
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8. *Frozen*: These funds are reserved for your organization, but must be unfrozen for use. Frozen funds are usually employed for speakers, performers, and other high-priced items that may not be definite by the time of the allocation.

N/A	\$0
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Total: 1+2+3+4+5+6+8 - 7= Total Total= \$220

Budget worksheet

Use this worksheet to help plan for your funding circus and/or finance committee requests. These are the categories that Senate requests.

Some tips on Budgeting:

- Do your research so that your estimates are accurate
- Don't over inflate the budget...that makes Senate grumpy when they're making decisions
- You can come back to finance committee if you have a shortfall or if your initial request isn't funded in full

Semester: Fall Spring 200__

Category	Item	Amount
1. Wages		
2. Administration		
3. Refreshments		
4. Entertainment		
5. Capital improvements		
6. Miscellaneous		
7. Revenue		
8. Frozen		
Total =	$1+2+3+4+5+6+8 - 7 =$	

