

Hunter College Undergraduate Student Organization Budget Allocation Timeline

1. Student organizations complete the chartering process (including the CA budget workshop).
2. Draft budget and bring to the Finance Office- the Finance Commissioner's office hours will be posted. There will be drop-in hours (no appointment necessary unless already with a student) and by appointment only hours.
3. Club officers can review any concerns with the Finance Commissioner and/or Director, request recommendations and make revisions in the office.
4. Budgets will be reviewed by the Financial Control Board (Meetings will be held on Tuesday's and/or Wednesdays). If the FCB has no concerns then the budget will be passed along to E-Board to vote on with an FCB recommended allocation. **ETA: 1-7 days depending on day that FCB reviews the budget and whether it is before or after the weekly E-Board meeting.**
5. Following E-Board's vote on the budget, it will be passed along to the Senate which must then approve the same allocation as E-Board in order for the budget to be fully USG approved and in effect. **ETA: 2-9 days from E-Board meeting.**

Total Estimated Time: 2 weeks.

Notes:

If a budget is not approved by Senate and/or they approve a different allocation than that of the E-Board, it will be sent back to the E-Board to be voted on again and following a second E-Board vote, resubmitted to the Senate.

Regular office hours for the Finance Office will be posted outside the office with both appointment only and drop-in hours. Regularly scheduled FCB meetings will also be posted. Any organization can email the Finance Commissioner (Christine.battiloro@hunterusg.org) to request a meeting not within the posted hours.

For the most expedited process (not considering any dissent of E-Board or Senate votes), clubs should meet with the Finance Office prior to both the regularly scheduled FCB meeting and E-Board meeting. This would allow the budget to be reviewed with the organization in the finance office, reviewed by the FCB, and immediately submitted to E-Board for approval on the recommendation within the shortest amount of time.