**BUDGET REQUEST FORM**

**ORGANIZATION NAME: Budget Period:** July 30, 2023 -June 30, 2024

1. Officers’ Names

|  |
| --- |
| Print Name, President |
| Signature, President |
| Hunter E-mail Address |
| Address |
| Telephone # |

|  |
| --- |
| Print Name, Treasurer |
| Signature, Treasurer |
| Hunter E-mail Address |
| Address |
| Telephone # |

1. Size of Membership\_\_\_\_\_\_ Years in Existence\_\_\_\_\_\_ Frequency of Meetings\_\_\_\_\_
2. Formal Purpose of Organization (Purpose must be listed. “See Constitution” is not acceptable.)
3. **Student Organizations Only:** Indicate what activities will be held related to the organizations purpose (All student organizations are required to have at least four (4) activities per year including one (1) per semester related to the student organization’s purpose). *Budgets will not be approved unless these activities are listed. Any requests for exception must be submitted in writing to and approved by the College Association Office and attached to this form. A minimum of 25% of the total budget must be spent on these four (4) student organization events.*
4. Tentative name/type, date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total cost of event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Tentative name/type, date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total cost of event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Tentative name/type, date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total cost of event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Tentative name/type, date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total cost of event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Other funding sources: (Include anticipated sources such as AEB, fundraisers, etc. and amount anticipated from each.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Departmental Connection/Department Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Location of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am familiar with the applicable City University By laws, policies, and regulations, and will be held responsible for all bills submitted for payment. I understand that students are not permitted to order any items or services for personal use of for which their organization has insufficient funds or did not receive prior College Association approval. I further understand that any student or former student who assumes such a financial obligation will be held PERSONALLY RESPONSIBLE for these expenses. I also understand that all bills must be accrued and submitted by June 1, 2024. The College Association reserves the right to reject any budget that is not submitted to them by April 1, 2024.

SIGN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funds cannot be used unless and until the College Association has approved the budget.**

**NAME OF ORGANIZATION**

**Fall 2023 - Spring 2024**

**BUDGET PERIOD**

LIST BELOW, UNDER EACH CATEGORY, AN ITEMIZATION OF EXPENDITURES AS TO EVENT, DATE, CONTRACTOR, ETC. WHEREVER APPLICABLE. All budget modifications and line transfers must be approved by the College Association with two exceptions:

A) A maximum of 25% of total budget can be spent on all costs associated with social events unrelated to club

purpose.)

B) Clubs are permitted to do a maximum of a 10% change of an original line item. Clubs which request to go

over 10%, either at one time or cumulatively during the semester, must receive prior College Association

approval.

C) Budget modifications or line transfers up to 25% for programs, activities, purchases or services already

approved can be authorized by a three person College Association subcommittee.

1. **CONTRACTUAL SERVICES \***: **(Please note: At the end of some categories is the suggested maximum percentage of the budget that can be expended on that entry. Web design maximum is $250 per year and web maintenance is $100 per year. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.**

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT** |
| List combined contractual cost for all events: (indicate type of event and anticipated month of event) ***This section only covers Refreshments for Events and Hunter College Service Fees.*** |  |
|  |  |
|  |  |
| Refreshments for Meetings (list number of meetings and refreshment costs for each Meeting.) |  |
| **(20% of total budget)** |  |
| Rental of Water Cooler and Service (itemize rental costs and cost of water) |  |
| **(10% of total budget)** |  |
| Advertising and Promotion (campus media, outside media, giveaways, etc. Promotional giveaways must indicate number and price per unit and must have Hunter or Organizations name or logo.) **(15% of total budget) $50 maximum for gifts and prizes. Verification required for gifts and prizes valued over $10. NO GIFT CARDS** |  |
| Bus or Car Rental (list destination, number of students going and indicate how they were selected.  Proof of insurance must be provided to the College Association Office before trip. (See College Association Office for specific policies regarding bus or car rentals.) |  |
| Membership Fees (*Organization fees only and list the organization(s)*. *Individual membership fees will not be paid from student activity fees, but could be paid by the individual or through a fundraiser.*) |  |
| Athletic Department Program Entry Fees. |  |
| Film/Video Rental (purpose and name of film or topic) **Please note:** The owners of the distribution rights of a film must give permission for public film screenings, regardless of whether or not admission is charged. |  |
| Licensing Fees and Rights. |  |
| Printing (indicate number of issues and copies per issue) |  |
| Postage (items, quantity and purpose) |  |
| Repairs and Maintenance (type of repair and model # of item to be repaired) |  |
| Duplicating – purpose *(e.g. Copies)* |  |
| Telephone (only local service permitted and any exceptions would require appeal to the College Association.) |  |
| Stationery/Letterhead / Business Cards |  |
| Website Design Expenses. (list purpose of website. A disclaimer must indicate that the site is for a student organization, if applicable, and does not represent Hunter College. |  |
| Software (quantity and type) |  |
| Other |  |
| **TOTAL CONTRACTUAL SERVICES** |  |

2. **EQUIPMENT \*** (Note: Laptops and Tablets/iPads cannot be purchased by student clubs. Indicate location equipment will be stored and the name of the individual responsible for it.

**No more than 50% of this entire budget can be spent on equipment**.)

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT** |
| Computer (name and model number). Standard approved PC model is available. See College Association office for details. |  |
| Other electronic devices ( make and model #) |  |
| Furniture (type) |  |
| Other |  |
| **TOTAL EQUIPMENT** |  |

3. **PERSONNEL SERVICES (All groups hiring “employees” must spend at least 75% of their employee payroll, exclusive of stipends, on students. The maximum hourly rate for employees is $15 and the maximum number of hours per week is 30.)**

**Note:**

1. College Association Director and Business Office employees, as well as positions which require

certification, licensing, coaching experience or advanced degrees are exempt from the above-mentioned

requirements. Other exemptions must be approved by the College Association.

2. All individuals listed in “Personnel Services” must be named and their student/non-student status indicated

on this budget form.

3. Undergraduate student “employees” must be registered for and maintain at least six credits (graduate

students 3 credits) per semester to remain eligible for the position indicated.

4. Social security numbers must be provided to the Business Office for those listed under “Personnel”. (Do

not include social security numbers on this form.)

5. No club or full time faculty member can be paid for a club activity.

6. A detailed job description, rate of pay, number of hours and period of employment must be indicated for

each employee and advisor.

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT** |
| Stipends (list purpose) |  |
| Honoraria (list purpose and /or event) |  |
| Performers, instructors, artists, DJ's etc. for parties & events. (indicate what, where, month of the event and the name and amount for each individual or group.) |  |
| Bands and Performers ( indicate what, where and month of the event) |  |
| Training/Trainers (what, where and when is the event) |  |
| Speakers for events |  |
| Advisors@ **(20% of total budget)** |  |
| Employees |  |
| FICA 7.65% |  |
| MTA Payroll Tax .34% |  |
| Other |  |
| **TOTAL PERSONNEL COSTS** |  |

4. **SUPPLIES \*** (**Please note: No more than 20% of this entire budget can be spent on supplies.) List Office/Cleaning Supplies or Decorations and indicate total cost.**

|  |  |
| --- | --- |
| *Ex: pens, pencils, paper clip, staples, stapler, tape, paper, decorations for end-of-semester party.* | |
| General Supplies/Decorations | |
| Office Supplies | |
| Computer Supplies | |
| Athletic Training Supplies | |
| Fundraising Supplies *(for tabling)* | |
| Diplomas Caps & Gowns *(for re-use)* | |
| **TOTAL SUPPLIES** |  |

5. **TRAVEL EXPENSE** (**Please note:** At the end of *the registration/conference fees* category is the ***maximum percentage*** of the entire budget that can be expended on that entry. To exceed that maximum, an appeal must be made to the College Association Office and attached to this form. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.)

|  |  |
| --- | --- |
| **DESCRIPTION** | **AMOUNT** |
| Registration/Conference Fees (list conferences and indicate where, when, number of students, and how selected)  ***(50% of total budget)*** |  |
| Transportation Costs (indicate where, month, how many students, and how were they selected). |  |
| Entry Fees/Tickets (for parks, movies, etc.) (Where, when, number of students and how were they selected.) |  |
| Meal Allowance for Travel (list purpose of trip, number of students, and how were they selected.) How much per trip? (Max. $20/person/day) |  |
| Lodging |  |
| Other |  |
| **TOTAL TRAVEL EXPENSES:** |  |

**GRAND TOTAL OF ALL LINES $0.00**

\*Bidding is required for any purchases over $500. Student organizations must contact the College Association Office prior to making such a purchase.

**CONSOLIDATED FUNDS**

**FALL AND SPRING**

TO: COLLEGE ASSOCIATION DATE:

NAME OF ACCOUNT: ACCOUNT NUMBER:

AUTHORIZED SIGNATURES:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DESCRIPTION | SUMMER  Allocation | FALL/SPRING Allocation | PRIOR  YEAR  SURPLUS | TRANSFER FROM LINE | TRANSFER  TO LINE | TRANSFER  FROM  ACCOUNT | TRANSFER  INTO  ACCOUNT | OTHER  INCOME | TOTAL  FUNDS |
| 1. CONTRACTUAL SERVICE  Advertising & Promotion, Film Rental, Insurance, Repairs & Maintenance, Rent, Printing, Postage, Stationer, Typesetting, Books, Telephone, Refreshments |  |  |  |  |  |  |  |  |  |
| 2. EQUIPMENT  To qualify as Equipment, item must be at least $100.00 |  |  |  |  |  |  |  |  |  |
| 3. PERSONAL SERVICES  (SALARIES)  Honorariums, Performer, Bands, Lectures, Stipends, etc. |  |  |  |  |  |  |  |  |  |
| 4. SUPPLIES |  |  |  |  |  |  |  |  |  |
| 5. TRAVEL EXPENSES  Trips, Hotels, Local Travel, Auto-Millage, etc. |  |  |  |  |  |  |  |  |  |
| 6.MISCELLANEOUS  This category cannot be used by non-allocation bodies |  |  |  |  |  |  |  |  |  |
| GRAND TOTAL |  |  |  |  |  |  |  |  |  |

**NOTE: BIDDING IS REQUIRED FOR ANY PURCHASES OVER $500.00. STUDENT ORGANIZATIONS MUST CONTACT THE COLLEGE ASSOCIATION OFFICE PRIOR TO MAKING SUCH A PURCHASE.**

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