

# UA Finance Board Budget Proposal Guidelines

The Finance Board allocates funds to student groups depending on the groups' budget proposal submitted each funding cycle. Because the needs of each student group differ every semester, decisions must be made on a case-by-case basis. The following guidelines are organized to help student groups organize budget proposals effectively.

## Guidelines:

1. Submit the proposal on time! There are no exceptions to the deadline. Late proposals will not be considered or reviewed.
2. Prioritize your expenditures. Let us know what funds you need most, and we will allocate accordingly. This way the funds are used more effectively.
3. Report an accurate number of active members. Please do not submit the number of subscriptions to your e-mail list. A good measure is an estimate of the number of attendees to regular meetings.
4. Report an accurate cost estimation for each line item. Overestimating may result in a reduced allocation, if FinBoard cannot surmise the actual cost. A list of cost estimations for common budget items (e.g. campus police, metal detectors, A/V, rental equipment, etc.) is available.
5. Be specific with line items. [e.g. 'supplies' is too general and could mean anything!]
6. Explain your priorities, purpose of events, and activity on campus in your budget defense. Your FinBoard liaison is responsible for reading your budget defense and relaying the information during allocations. Questions and comments should be directed towards your liaison.

## Purpose of Liaisons:

1. To answer your questions on funding
2. Work with you one-on-one to improve your budget proposal
3. Assist you in finding other sources of funding, if still needed (FinBoard should be the first stop for funding requests before approaching other funding sources)
4. To know what funds the student groups need most
5. To be familiar with the groups' activities & impact on campus

## Notes:

---

---

---

---

---

---

---

---

---

---