STUDENT GOVERNMENT
ANNUAL ALLOCATIONS
FOR FY18
STUDENT ACTIVITIES FEE

- $36.75 per full-time student per fall or spring semester
- $2.35 million in expected fee revenue for FY18
ANNUAL ALLOCATIONS
OVER THE YEARS

<table>
<thead>
<tr>
<th>Year</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2009</td>
<td>$1,245,196.61</td>
</tr>
<tr>
<td>FY2010</td>
<td>$1,280,867.64</td>
</tr>
<tr>
<td>FY2011</td>
<td>$1,286,014.07</td>
</tr>
<tr>
<td>FY2012</td>
<td>$1,500,056.42</td>
</tr>
<tr>
<td>FY2013</td>
<td>$1,728,236.91</td>
</tr>
<tr>
<td>FY2014</td>
<td>$1,570,050.74</td>
</tr>
<tr>
<td>FY2015</td>
<td>$1,599,587.74</td>
</tr>
<tr>
<td>FY2016</td>
<td>$1,572,080.15</td>
</tr>
<tr>
<td>FY2017</td>
<td>$1,671,539.77</td>
</tr>
</tbody>
</table>
TIMELINE

ANNUAL ALLOCATIONS FY18

See full Annual Allocations Schedule here.

1. Attend Information Session.
   1.1. Budget enabled after session. Will be notified via email.

2. Fill out budget with ALL estimated income and expenses.
   2.1. Six budget help sessions are being held if you need some guidance
   2.2. Budgets are due Fri., February 10th at 11:59 PM** (SCC due date is Feb. 5th at 11:59 PM)

3. Sign up for a hearing slot (via email) scheduled Feb. 11th-25th (Attendance required)

4. StuGov Senate votes on all budgets at 7 PM Wed., March 8th. (Attendance not required)
   4.1. Budget re-examination requests due (via email) before 7 PM Wed., March 8th
TYPES OF ORGANIZATIONS

- Partnered
- Sponsored
- Funding Eligible
- Funding Ineligible

Can look up your status [here](#). (not all orgs have been classified)

Can see full definition of tiers in [Chapter 11.3 of SG Bylaws](#).
TYPES OF ORGANIZATIONS
PARTNERED

• Partnered organizations are those that:
  • Are critical to the mission and culture of StuGov.
  • Work as a partner of StuGov or one of its branches.
  • Are inherently linked to StuGov because of the organizations role servicing the University.
  • Present events of such broad appeal they are considered an integral part of the institution.
  • Serve a broad segment of the University community, not just the organization’s membership.
TYPES OF ORGANIZATIONS
SPONSORED

• Sponsored organizations are those that:

  • Serve the broad interests of students and the general public, not just its members.

  • Are operated and maintained by its members.

  • Contribute to the mission, vision, goals, and culture of StuGov and the University by routinely presenting events for member of the University community.

  • This may include:

    • Publications.

    • Organizations that appeal to some part of the culture of the University.

    • Organizations that put on major campus events.
FUNDING ELIGIBLE

TYPES OF ORGANIZATIONS

FUNDING ELIGIBLE

- Funding Eligible organizations are those that:
  
  - Are consistent with the mission and culture of StuGov and the University, and primarily engage in activities that benefit or interest their membership.

  - Service a small portion of the University community and that are capable of functioning with a minimal level of support.

  - Most organizations fall into this tier.

  - These organizations are NOT eligible for capital items.
• Funding Ineligible organizations are those that do not comply with all of the following requirements:
  • The organization must be recognized by the Student Activities Center and have an account with the Campus Organization Accounting office.
  • The organization must be open to all activity fee-paying students and spouse cardholders.
  • Organizations older than 365 days must have an income of at least $20 per member per year. (Through fundraising, dues, or otherwise)
  • The organization must NOT contribute or accept financial or material support to or from, any political party or campaign, endorse a political party, political ideology, or candidate, other than for Student Government elections.
    o Campus publications shall be able to endorse candidates for any office in sections clearly marked as opinion sections.
  • The organization must NOT request funding for the purposes of satisfying debts to either Student Government or outside entities.
  • The organization must NOT be a Student Government constituency council.
  • The organization must NOT have more than half of its members receive academic credit for membership.
  • The organization must NOT receive funding from one or more academic department(s).
  • The organization must NOT exist, primarily, to assist students in attaining an internship, a scholarship, or a professional degree status.
  • The organization must NOT maintain an affiliation with an academic professional organization.
  • The organization must NOT have a mission consistent with or directed towards a particular academic program.
  • The budget proposal must be organized by line items, all of which must have justification and a specific cost estimate.
SUBMITTING A BUDGET

OFP.GSB.IASTATE.EDU

• OFP = Online Finance Program

• Budget enabled later tonight. Will be notified via email.

• Fill out budget with all projected income and expenses. If can’t be certain about an income or expense, do your best to estimate.

• After budget submission, you will attend a 20 minute hearing with our Finance Committee to review your budget.

• If you would like, you will have to opportunity to make a case to be reclassified (Funding Eligible, Sponsored, Partnered) at the hearing.

• Finance Committee will make recommendations on your budget at the hearing.
1. Select the appropriate Allocation Cycle.

2. Click “Manage your orgs budgets”.

3. Select from drop-down which org’s budget you would like to edit.

4. Click “Go” to create a new budget.
5. Enter budget name and # of members. Click “Create Budget”.

6. This will bring you to a new, empty budget.

7. Add income line items for dues, fundraisers, donations, etc.

8. What your budget will look like after adding income lines.
9. Add an expense category.

10. This will create an empty expense category section.

11. Click “Next ->” to add the selected line item.

12. “StuOrg Funded” is how much your org will pay, “GSB Allocation” is how much StuGov will allocate. Click “Add Expense”.
13. Click “Budget Home” to return to budget, or “Next ->” to add a new expense line item.

14. Budget Home now has “Advertising” category and line items. Repeat adding categories and line items until satisfied. You can always go back to add items categories.

15. Once satisfied, click “Your Budgets”.

16. You won’t have this many options, but click “Submit Draft”. Have all of this done prior to your scheduled hearing.
17. After submitting, the budget will indicate it is a Final Draft. You are ready to attend your hearing! If you submit too early or want to make changes after submission, email stugovfd@iastate.edu to have it un-submitted so you can make your changes and resubmit. Attend a budget help session if you need help!
FINANCE COMMITTEE HEARING
20 MINUTES

- Hearing is scheduled via Google Calendar (via an email invite).

- Finance Committee will examine your budget. Be prepared to answer questions about your budget line items and your organization.

- Finance Committee will strike or adjust line items in your budget that do not conform to our Finance Priorities and Criteria (P&C).
  - See this document for an overview of what we do fund (and any associated limits) and what we do not fund.

- Finance Committee will make sure you have non-StuGov income of at least $20 per member.

- Finance Committee Budget Balancing on Sun., February 26th. Attendance not required.
  - You will be notified via email if you budget is reduced at this session.
BUDGET RE-EXAMINATION REQUEST
DUE BY 7PM WED. MARCH 8TH

• After budget balancing, all budgets are grouped together and will be voted on together at the March 8th Senate Meeting.

• If you would like your budget to be voted on individually, fill out this form.

• If you submit a re-examination request, you should be present at the Senate Meeting at 7PM on March 8th in the MU Campanile Room.

• You should be prepared to argue why your budget should be amended in front of the StuGov Senate.

• Main reason why you might do this:

• You are dissatisfied with an amendment made to your budget at your hearing and would like the whole Senate to vote on the matter.
PRIORITIES AND CRITERIA
NON-CRITERIA ITEMS

• Dues
• Campus Building Rentals
• Clerical Services (Non-Salary)
• Decorations
• Donations, Gifts, Memorials
• Non-International/Non-Ethnic Clothing
• Non-International/Non-Ethnic Food
• Fundraising Expenses
• Job or Career Fairs
• ISU Center Services
• League Registration Fees

• Lodging
• Patches, pins, prizes, and trophies
• Photography
• Referees, Umpires, Judges, Instructors, Coaches
• Uniforms
• Social Activities
• Trips to and from Des Moines International Airport
• Speakers and Performers shall be administered through the Committee on Lectures or the Student Union Board respectively.
PRIORITIES AND CRITERIA
CRITERIA ITEMS HIGHLIGHTS

• See the exhaustive list here.

• Transportation for Conferences and Competitive Trips
  
  • If, on average, you drive at least 70 miles each day you would rent the vehicle:
    
    • $\frac{1}{2} \times$ round trip city-to-city mileage $\times$ appropriate vehicle mileage rate.

  • If, on average, you drive less than 70 miles per day:
    
    • $\frac{1}{2} \times$ number of days you would rent the vehicle $\times$ appropriate vehicle daily rate.
TRANSPORTATION EXAMPLE
ROCHESTER INVITATIONAL

- 13 Attendees, 2 days
- Use google maps to find city-to-city mileage
  - 183 miles x 2 = 366 miles
- Appropriate vehicle is a 15-passenger van. Rate is $0.48/mile.
  - $0.48 x 366 miles = $175.68
- StuGov pays $87.84 (half)
- StuOrg pays $87.84 (half)
Money has to be spent **exactly** as it was allocated each the line item.

- Can submit a **request for a line item transfer** throughout year if plans change

Most budgets are due Fri., February 10th at 11:59 PM** (SCC due date is Feb. 5th at 11:59 PM)

This money will be for FY2018 (July 1st, 2017 — June 30th, 2018)

- Unspent/misspent money will be reclaimed at the end of the day on June 30th, 2018.
- If your account balance is negative on July 1st, 2017, Campus Org. Accounting office will hold funds.

**Carryover request**

- If you have money that has been allocated this year but you don’t plan on using it before the end of the fiscal year, you can **request it carry over** into the new fiscal year.
CONTACT:

MICHAEL SNOOK - FINANCE DIRECTOR
EMAIL: STUGOVFD@IASTATE.EDU

RESOURCES/LINKS:

• STUGOV.IASTATE.EDU/FUNDING
• ONLINE FINANCE PROGRAM/BUDGET SYSTEM
• ANNUAL ALLOCATIONS SPRING 2017 SCHEDULE
• FINANCE PRIORITIES AND CRITERIA