

MEMO

Re: Base Budgets – Important Dates and Information

Dear Student Organizations,

It is that time of the spring semester to start preparing your base budgets! Let me preface all of this information with the extremely important fact that in order to remain SAF Funded/SFB Recognized, you **MUST** hand in your base budget by the due date specified below. SFB will derecognize any organizations that do not hand in a fully completed base budget on time.

This year, SFB will go on its annual Budget Retreat on Friday, April 1st and Saturday, April 2nd. In order to prepare for the base budget, SFB will need about two weeks for a pre-review process. Therefore, finalized base budgets will be due by **Tuesday, March 22nd at 4:30 PM**.

You must meet with your liaison prior to turning in a finalized copy. In order to facilitate this process, we will be holding budget clinics facilitated through your liaison starting February 3rd. Budget clinics will be on an individual basis and you should reach out to your liaison to sit down with them and review the necessary procedures. You should bring a draft of your base budget to this meeting. Treasurers and Presidents should attend the meeting with your SFB Liaison. If you are unable to find a time to meet with your liaison regarding this clinic, feel free to come into the office at any time to ask any questions you might have. With that said, a meeting with your liaison is still required prior to handing in the form as it is required that their signature is received in person. Again, meeting with your liaison *before* submitting the form is a requirement. Blank base budgets can be found on our website at StudentFinanceBoard.com.

Some things to keep in mind as you complete your base budgets:

- 1) You can only request office supplies if you have an on-campus office
- 2) Programs must be a reoccurring event throughout the year – not something that would qualify for a Special Appropriation form
- 3) Pre-October 15th Events include anything that would be a Special Appropriation, Multicultural Request, etc. that would occur prior to 10/15/2016
- 4) For publicity: Banner cost is limited to \$10 per event and chalk cost is limited to \$5 per event. Publicity requested in your base budget should correlate to an event that you also requested in your base budget

If you have any questions, please feel free to contact us at sfboard@tcnj.edu. You may also stop by our office in the Student Center, Room 206.

Sincerely,

Brandon Klein

Brandon Klein
Executive Director