



## **Student Activities Association Inc. Budget Processing**

Budgets Affected: Earmarked SAA Entities, Student Clubs & Organizations, Essential Services

Proposed: Projected Budget allocations of 90% provided to SAA entities in May meeting of previous fiscal year for the following fiscal year. All SAA student clubs and organizations budgets be submitted on a yearly basis along with other SAA entities.

### **Timeline [Based on Fiscal Year July 1-June 30<sup>th</sup>]**

*Disclaimer: Timeline is a proposed guide but months and dates may vary based on calendar year and enrollment schedules.*

- **May** - Last meeting of previous fiscal year: SAA Budget Committee approve the allocation percentage for next fiscal year
  - i.e. May 2021 meeting approve 90% projection for FY 21-22
- **June**- SAA trains Student Council, Committee on Clubs (COC) and Student clubs/organizations on developing yearly budgets and policies & procedures in partnership with Center for Student Involvement & Leadership
- **July/August**- Committee on Clubs/Student Council host meetings to approve budgets.
  - Student clubs and organizations may submit budgets on a rolling basis throughout the fiscal year. Submission schedule to be determined by Committee on Clubs and Student Council with the assistance of the Center for Student Involvement & Leadership/
  - Student Council must submit budgets with approved Minutes to the SAA Business Office within 1 week of meeting date. Essential Services will need to follow the subsequent procedure for budget submission.
- **July/August**- Earmarked entities (with the exception of student clubs/organizations) of the Student Activities Association prepare a detailed budget proposal of how to spend projected funds and submit to SAA BOD Secretary for review and approval by SAA Budget Committee by August 1<sup>st</sup> of each year.
  - Note: Budgets who do not have one of the expenditures below may submit their budget directly to the SAA Business Office
    - Personnel Services/Student Leadership Programs
    - Individual Contractual Agreements \$1,501+
    - Equipment/Asset Management
- **Mid-late August**- Earmarked entities and Student Organizations approved to begin purchasing for Fall semester. CSIL will facilitate student clubs/organizations event-planning for the entire fiscal year and all requests should be submitted by CSIL staff to the SAA Business Office.

### **Flow of Budget Submission**

#### **Student Clubs/Organizations**

- 1- Student Clubs/Organizations prepare & submit budget to Center for Student Involvement & Leadership (CSIL)



- 2- CSIL Coordinators review for all required documents-Budget Form A, Budget Form B, Budget Description, Supporting Documents (i.e. quotes, memorandums, biographies, etc.)
- 3- CSIL submit budget to Committee on Clubs (COC), Reviewed by COC then forwarded to Student Council with stipulations and/or full approval
  - a. Essential Services [John Jay Sentinel, Theatrical Players, Yearbook (Commencement Related Activities) & John Jay Radio] submit directly to SAA Budget Committee
- 4- Student Council approve or deny budgets and then submit a comprehensive report to SAA Budget Committee detailing the amount allocated to the various clubs
  - a. i.e. Student Council submit the report to the SAA Budget Committee the allocation of \$36,000 to 23 student club and organizations for the Committee to approve
- 5- Student Council is responsible for forwarding correct budgets and signed Student Council minutes to the SAA Business Office within 1 week of the Student Council meeting. Signature from a staff member as witness on minutes.

[Refer to Flow Chart for Visual Support]

### ***SAA Earmarked Entities (including Essential Services)***

[Refer to Flow Chart for Visual Support]

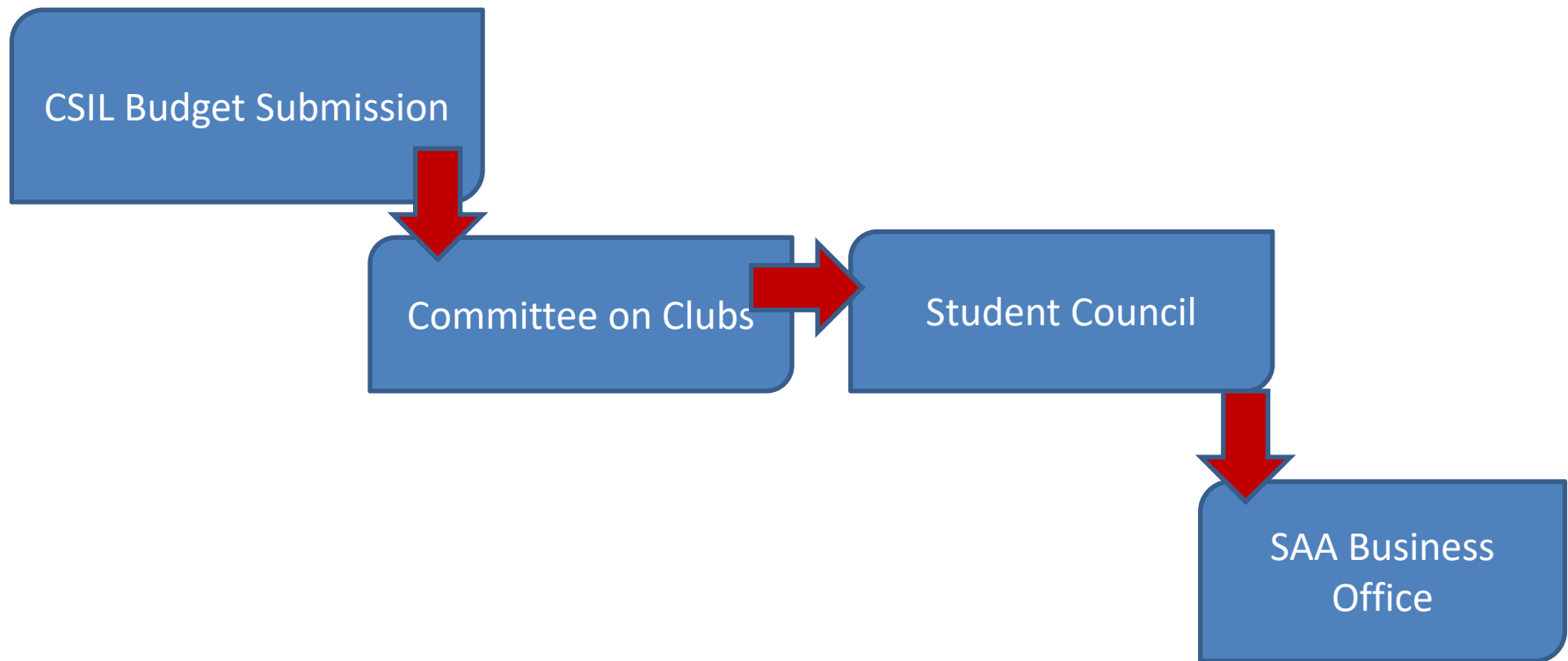
### **Key Take Aways**

- SAA Board of Directors Adhoc Committee agreed to give Student Council authority as the allocating body of SAA funds to student clubs/organizations [January 27, 2021]
- Earmarked entities will receive 90% projection from the SAA Business Office to prepare their budget proposals to be submitted for review by August 1<sup>st</sup> to SAA Budget Committee
- Student club/organizations budgets submitted will be given as a comprehensive report to SAA Budget Committee by Student Council or Committee on Clubs Chair
- Campus Activity Board submit budgets directly to SAA Budget Committee
- Appeals will go to SAA Budget Committee; Student club/organization will need to submit a justification memorandum with originally submitted budget to the Secretary of the SAA Board of Directors for the next available meeting date after review from Student Council
- SAA Surplus Proposals from earmarked entities will continue to be submitted to the Surplus Committee of SAA Board of Directors; Committee on Clubs compile proposals to submit total request to SAA Budget Committee (voting not required by COC/Student Council)

The above proposed budget procedures to be in effect May 1, 2021 until further notice.

# Budget Committee

## *Approval of Student Clubs & Organizations*

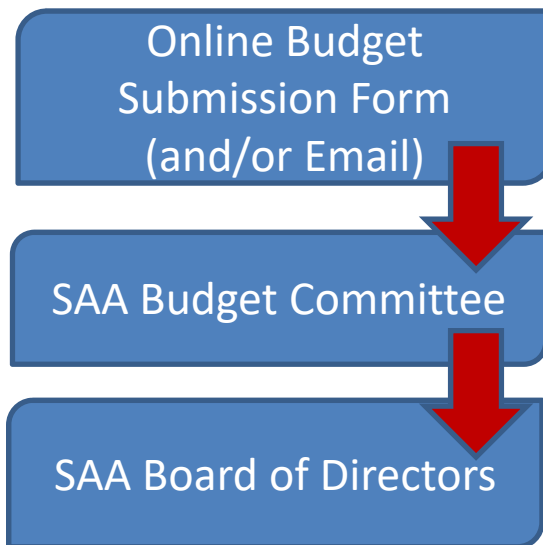


# Budget Committee

## *Approval of Earmarks (including Essential Services)*

Entities who's budgets include:

- *Personnel Services/Student Leadership Programs*
- *Individual Contractual Agreements \$1,501+*
- *Equipment/Asset Management*



All other entities:

