# Table of Contents

Definitions................................................................................................................................... pg. 2

- Student Activity Fee......................................................................................................................
- Student Activities Association Board of Directors.................................................................
- Fiscal Year....................................................................................................................................
- Projected Allocation..................................................................................................................
- Budget........................................................................................................................................
- Categories......................................................................................................................................
- Supporting Documentation...........................................................................................................
- Purchasing.....................................................................................................................................
- Bidding..........................................................................................................................................  
- Encumbered Funds........................................................................................................................
- Personnel.........................................................................................................................................
- Stipend...........................................................................................................................................
- Actual Allocation..........................................................................................................................
- Budget Change..............................................................................................................................
- Budget Adjustment.......................................................................................................................  

Process........................................................................................................................................... pg. 5

- Entities who Budget on a Yearly Basis......................................................................................
- How do I receive money for budget?.........................................................................................
- How do I budget the money I receive for the fiscal year?.......................................................  
- After my budget is complete, where do I submit it?..............................................................
- What happens after my budget is approved?...........................................................................

Budgeting Tips................................................................................................................................ pg. 7
Definitions

What is the Student Activity Fee?

All student government and club activities are funded through the collection of the student activity fee. At registration the student activity fee is collected by the Bursar's Office from all full-time and part-time students. Per a CUNY Board of Trustees resolution, a waiver of the Student activity fee is not allowed. The fees are transferred to the Student Activities Association, Inc. The Student Activity Association, Inc. Business Office (SAABO) has the responsibility for the administration, management, and supervision of all student activity fees and related income.

What is the Student Activities Association Board of Directors?

The Student Activities Association Board of Directors consists of 13 members that approve or deny funding for all expenditures under the Student Activities Association, Inc. For more details regarding the Student Activities Association Board of Directors, please see the Student Activities Bylaws.

What is a Fiscal Year?

A fiscal year is a period used for calculating annual financial statements in businesses and other organizations. The budget process for the Student Activities Association, Inc. operates around a fiscal year, not a calendar year. The Student Activities Association, Inc. fiscal year begins on July 1st and ends on June 30th.

What is a Projected Allocation?

A projected allocation is an estimated amount of money (revenue) used to cover the expenses of an entity under the Student Activities Association, Inc. A projected allocation will typically take into account internal information such as historical income and cost data.

What is a Budget?

A budget is a financial plan expressed in dollar amounts that acts as a road map to carry out an organization's objectives, strategies, and assumptions.

What are Categories?

Budget expenses are organized into fifteen (15) category lines. Each category line describes an area of expenses for goods or services. See Category Line Item Descriptor for more details.

What is Supporting Documentation?

Supporting documentation is paperwork that contains quotes/invoices for products or services, flyers for an event/program, and/or memos describing the purpose of an event/program.
What is Purchasing?

Purchasing is the process of how goods and services are ordered. Purchasing can usually be described as the transactional function of procurement for goods or services. For more information, please review purchasing policy presentation.

What is Bidding?

Bidding is the process of requesting price quotes or bids for goods or services from multiple vendors. An oral bid form must always be used when purchasing goods or services above $250.00. There are three types of bids: solicitation, informal, and formal. A solicitation bid requires price quotes from at least three (3) vendors for goods and services. An informal bid requires price quotes from at least five (5) vendors to be received by a specific date and time. A formal bid requires advertising and selection process with at least five (5) vendors. Competitive bids are not required for the following types of expenditures: postage, subscriptions, honoraria, travel by individuals, meals provided to individuals (not catering), membership and advertising. In addition, competitive bids are not required when goods or services are from a sole source. A written justification must be provided to substantiate use of a sole source vendor.

<table>
<thead>
<tr>
<th>Dollar Range</th>
<th>Type of Bid</th>
<th>Oral Bid Form</th>
<th>Purchase Order or Contract</th>
<th>Number of Vendors Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250.00 and less</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>$251.00 - $2,500.00</td>
<td>Solicitation</td>
<td>Yes</td>
<td>Purchase Order</td>
<td>3</td>
</tr>
<tr>
<td>$2,501.00 - $20,000.00</td>
<td>Informal</td>
<td>Yes</td>
<td>Purchase Order</td>
<td>5</td>
</tr>
<tr>
<td>$20,001.00 and over</td>
<td>Formal</td>
<td>Yes</td>
<td>Contract</td>
<td>5</td>
</tr>
</tbody>
</table>

What are Encumbered Funds?
Encumbered funds are a specified amount of money set aside to pay for future obligated or planned expenses.

What is Personnel?
Personnel are the people employed in an organization, business, or service.

What is a Stipend?
A stipend is an incentive of money for the services that a student provides within the John College community. For more information, please review the stipend policy.

What is an Actual Allocation?
An actual allocation is the amount of money (revenue) used to cover the expenses of an entity under the Student Activities Association, Inc.

What is a Budget Change?
A budget change is the modification of ten (10) percent or less of the entire budget amount.
What is a Budget Adjustment?
A budget adjustment is the modification of a budget (amount above 10% of an entire budget) to support an increase or decrease in revenue. Typically, changes are made to category line item expenses.

Process

What departments or organizations can budget on yearly basis?

<table>
<thead>
<tr>
<th>Department/Organization</th>
<th>Earmark</th>
<th>Earmark Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Intercollegiate Athletics</td>
<td>Pays for the Intercollegiate Athletics programs at the College for men and women.</td>
</tr>
<tr>
<td>Athletics</td>
<td>Recreation</td>
<td>Most of this allocation is used for salaries of students who work in the recreation facility and for equipment and supplies for recreational activities.</td>
</tr>
<tr>
<td>Campus Activity Board</td>
<td>Campus Activity Board</td>
<td>Pays for programs and events beneficial to all students. The Campus Activity Board works to cultivate an environment where students will develop their skills in the areas of scholarship, leadership, civic engagement, cultural diversity and religious growth through structured co-curricular involvement.</td>
</tr>
<tr>
<td>Center for Student Involvement &amp; Leadership (CSIL)</td>
<td>Quality of Life</td>
<td>Pays for activities and programs dedicated to the cultural and artistic advancement of all students. Activities like concerts, Broadway shows, and museum trips. Events related to black history month, Hispanic heritage month, and women’s history month fall within this category. In addition, the Faculty-Student Engagement Program.</td>
</tr>
<tr>
<td>Center for Student Involvement &amp; Leadership (CSIL)</td>
<td>Student Activities</td>
<td>Pays for extra- and co-curricular programs and activities, designed to assist students in their personal and professional development. In addition, a portion of the expenses related to the Student Leadership Conference.</td>
</tr>
<tr>
<td>Children’s Center</td>
<td>Child Care</td>
<td>A portion of the fee allows students to have their children in childcare. The budget of the Children’s Center also consists of funds from New York State, the federal government and parent fees.</td>
</tr>
<tr>
<td>Community Outreach &amp; Service Learning</td>
<td>Community Outreach</td>
<td>Pays for Community Outreach and Service Learning activities.</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Counseling Services</td>
<td>Pays a psychiatrist to provide student evaluations and support for students interested in the possibility of psychiatric medication.</td>
</tr>
<tr>
<td>John Jay Radio</td>
<td>Radio</td>
<td>Pays for the radio station activities, operating costs, and Music Licensing Fee (airwave rights).</td>
</tr>
<tr>
<td>Military &amp; Veteran Services</td>
<td>Veterans Services</td>
<td>Pays for resources and services for military and veteran students. Funds also provide support for Prove interns.</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>Student Services</td>
<td>A portion of the student activity fee goes to funding services from Accessibility Services, Health Services, and Career &amp; Professional Development. Also pays for the Faculty-Student Engagement Program, Dean’s List Reception for graduate and undergraduate services.</td>
</tr>
<tr>
<td>Sentinel</td>
<td>Newspaper</td>
<td>Pays for the student newspaper operating costs, stipends for editors, and publications.</td>
</tr>
<tr>
<td>Department/Organization</td>
<td>Earmark</td>
<td>Earmark Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Student Activities Association, Inc. Business Office (SAABO)</td>
<td>Student Travel</td>
<td>Pays for the travel expenses of educational and professional activities and programs. Supported costs include professional conferences, study abroad programs, competitions, and the salary for the Student Travel Coordinator.</td>
</tr>
<tr>
<td>Student Activities Association, Inc. Business Office (SAABO)</td>
<td>Administration</td>
<td>Pays for such items as Student Accident Insurance, the Associations’ Accounting, Annual Audit and Legal Fees, salaries for the employees of the Accounting Office of the Association, Workers Compensation, Disability insurance, and other administrative costs.</td>
</tr>
<tr>
<td>Student Council</td>
<td>Graduate Students</td>
<td>Pays for related activities and programming for Graduate students.</td>
</tr>
<tr>
<td>Student Council</td>
<td>Media/Yearbook</td>
<td>Pays for the yearbook, senior cruise, and support programs and activities vital to campus life.</td>
</tr>
<tr>
<td>Student Council</td>
<td>Student Government</td>
<td>Pays for stipends for Student Council executive officers, Student Council office operating expenses such as maintenance of the game room, media wall, information desk, and Student Council events and trips. The salary for the Student Council Office Manager is supported by this category.</td>
</tr>
<tr>
<td>Student Transition Programs</td>
<td>Commencement</td>
<td>Pays for all commencement related activities, including a commencement ceremony for graduating students.</td>
</tr>
<tr>
<td>Student Transitions Programs</td>
<td>Orientation</td>
<td>Pays for freshman, transfer, graduate, family, and international activities.</td>
</tr>
<tr>
<td>Theatrical Players</td>
<td>Theatrical Activities</td>
<td>Pays for activities in support of theatrical productions. The Theatrical Players will establish all funding guidelines for this category.</td>
</tr>
<tr>
<td>Women’s Center for Gender Justice</td>
<td>Women’s Center</td>
<td>Pays for programs and activities related to gender justice and the Gender Justice Advocates.</td>
</tr>
</tbody>
</table>

**How do I receive money for a budget?**

Typically, one (1) or two (2) months after the start of the new fiscal year, the Student Activities Association, Inc. Business Office distributes information on projected allocations for yearly budgets.

**What forms are required to budget for the fiscal year?**

- Budget Summary Form A
- Budget Data Entry Form B
- Budget Description
- Supporting Documentation (quotes, invoices, flyers, etc.) refer to pg. 3
- Oral Bid Form (except for contracts) refer to pg. 4
- SAA Category Line Item Descriptor
- SAA Budget Process Flow Chart
After my budget is complete, where do I submit it?

**Yearly Budgets**

Yearly budgets are due to the Assistant Secretary of the Student Activities Association Board of Directors according to the budget submission schedule. Please check with the Assistant Secretary for the most up to date schedule for submission deadline dates.

**Semester Budgets**

Student Organizations may request funding for programming each semester from the Committee on Clubs, the governing body to oversee requests. Student Organizations are expected to adhere to the Committee on Clubs guidelines to have their budgets reviewed. Meeting minutes are required for all budgets submitted by Student Council to the Student Activities Association Board of Directors. If an organization’s budget is approved, it will go before Student Council and the Student Activities Association Board of Directors before funds can be utilized.

What happens after my budget is approved?

The SAABO will notify all designated departments and organizations via email five (5) to ten (10) business days after the budget approval date.

**Budgeting Tips**

1. Develop a calendar of events for your planned activities.
2. Utilize a spreadsheet (Microsoft excel) to record planned and actual expenses.
3. Collaborate with other departments/organizations on events.
BUDGET FLOW CHART

STUDENT ORGANIZATION

START HERE

Certification papers submitted to Judicial Board

Judicial Board certifies club/organization

Budgets reviewed and signed by CSIL Coordinator, Club President or Treasurer

CSIL submits budgets to Student Government Office Manager/COC Chair

Committee notifies club/organization with recommendation(s)

*Allocating Committee meets to determine budgets Upon approval (see below)

Allocating Committee submit budgets and minutes To Student Council Secretary

Student Council meets to consider club/organization budgets

Student Council notifies Committee and provides direction

NOTE: Established club/organization go through certification with CSIL.

DEPARTMENT / ESSENTIAL SERVICES

START HERE

SC Secretary submits Minutes & Budgets to the Ass’t Secretary 5 Days prior to Board of Directors Meeting

Ass’t Secretary prepares agenda for Board of Directors Meeting

Board of Directors considers budgets Upon approval (see below)

Minutes and Budgets are sent to Student Activities Association, Inc. Business Office for data entry

Club funds are available three (3) business days later

IF CONDITIONALLY APPROVED

IF APPROVED

Allocating Committee - Committee on Clubs

IF NOT APPROVED

IF NOT APPROVED BY STUDENT COUNCIL

All documents for conditionally approved budgets must be submitted to the Ass’t Secretary. Upon compliance budgets will be forwarded to Student Activities Association, Inc. Business Office for data entry.

Budget Flow Chart  Office: Student Activities Association, Inc. Business Office.  Last Modified: 9/7/2016
## CATEGORY LINE ITEM DESCRIPTOR

**Category 1 – Advertising/Promotions**  
Imprinting of products  
- Imprinted Banners  
- Imprinted Clothing (t-shirts)  
- Imprinted Materials  
- Publication Advertisement (Ads)  
- Publications Recruiting*  
- Athletic Promotions*  
- Athletic Employment*

**Category 2 – Contractual**  
Require generation of a contract  
- Bands/DJs  
- Custodial  
- Coaches*  
- Computer programs - software*  
- Conferences - Dues  
- Consultants*  
- Game Official*  
- Game Assignor*  
- Instructional Services  
- Music Licenses  
- Security  
- Seminar Speakers  
- Senior Event*  
- Workshops

**Category 3 – Equipment**  
Electronic or Furniture Purchases  
- Audio/Video  
- Computer parts*  
- Electronics (cameras, iPods, recorders, etc.)  
- Furniture*  
- Rental  
- Sporting Equipment

**Category 4 – Films**  
Expenses related to film development  
- Film Developing*  
- Rental  
- Other Purchase

**Category 5 – Honoraria**  
Recognition of Service/Volunteerism  
- Awards, Plaques, Trophies, Certificates  
- Guest  
- Lecturer/Speaker - $ gift  
- Other Performance(s)

**Category 6 – Insurance**  
Coverage of persons or property  
- Athletics*  
- Children’s Center***  
- Directors and Officers*  
- Liability*  
- Other*  
- Student Insurance*

**Category 7 – Printing/Postage**  
Production or Mailing of products  
- Directories, guides, schedules*  
- Reference Books  
- Printed Books  
- Training Materials  
- Business Cards*  
- Diplomas Duplication*  
- JJC Handbooks  
- Invitations  
- Newsletter  
- Newspaper*  
- Magazines  
- Other Postage  
- Programs  
- Yearbook*  
- Stationary*  
- Subscriptions  
- (Magazine/Newspapers /etc.)  
- Tickets

**Category 8 – Rental**  
Temporary leasing of location/item/etc.  
- Arena – Facilities*  
- Athletics – Fields*  
- Props, Scenery*

**Category 9 – Repairs and Maintenance**  
Expense related to the upkeep of equipment  
- Athletic – Maintenance – Gas*  
- Athletic – Repair – Vans*  
- Parts*  
- Service – Labor Fees*

**Category 10 – Telephone**  
System services for office use  
- Installation*  
- Monthly Charges*  
- Other*

**Category 11 – Stipends**  
Monetary incentive for services  
- Student Council  
- Programs Semester Stipend  
- Other*

**Category 12 – Personnel**  
SAA Employees  
- Disability*  
- FICA & Unemployment* Fringe Benefits*  
- Full-time*  
- Health Benefits*  
- Other*  
- Part-time (Hourlies)*  
- Pension Benefits*

**Category 13 – Supplies**  
Items needed to conduct business  
- Commencement Supplies*  
- Decorations  
- Office supplies  
- Reimbursements: non-student related*  
- Other

**Category 14 – Travel**  
Expenses related to domestic/international travel  
- Advances: non-student related*  
- Athletic – Advances*  
- Athletic – Team hotel/meal  
- Conventions  
- Local Car Expense – (gas, tolls, mileage) *  
- Local Meals* (within NYC)  
- Local Reimbursement: non-student related* (within NYC)  
- Local Bus/Subway metro cards  
- Local Vehicle Rental: non-student related* (within NYC)  
- Non-Local Lodging (outside NYC)  
- Non-Local Car expense* (outside NYC)  
- Non-local Meals (outside NYC)  
- Non-local Registration fees (outside NYC)  
- Non-local Train: Amtrak (outside NYC)  
- Non-local Airfare (outside NYC)  
- Non-local Bus (outside NYC)  
- Per Diem  
- Other

**Category 15 – Refreshments**  
Food and Beverage purchases  
- Commencement Reception*  
- Departmental Events  
- Freshman Orientation*  
- Graduate Student Events  
- Guest Speakers/Honorary Dinners  
- Meetings  
- Reimbursements: non-student related*  
- Special Events  
- Other

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**Payments to JJC is for Tuition and Fees**  
All entities may not be eligible*  
When considering ordering items within the category Printing and Postage please estimate for shipping and handling/freight charges**  
Children’s Center – A separate Corporation***  

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Children’s Center – A separate Corporation***