



POLICY ON BUDGET SUBMISSIONS

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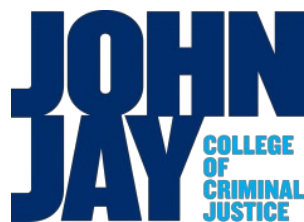


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Definitions

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) and membership. 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.

Dollar Range	Type of Bid	Oral Bid Form	Purchase Order or Contract	Number of Vendors Required
\$250.00 and less	None	None	None	None
\$251.00 - \$2,500.00	Solicitation	Yes	Purchase Order	3
\$2,501.00 - \$20,000.00	Informal	Yes	Purchase Order	5
\$20,001.00 and over	Formal	Yes	Contract	5

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 student leaders program 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?

Department/Organization	Earmark	Earmark Description
Athletics	Intercollegiate Athletics	Pays for the Intercollegiate Athletics programs at the College for men and women.
Athletics	Recreation	Most of this allocation is used for salaries of students who work in the recreation facility and for equipment and supplies for recreational activities.
Campus Activity Board	Campus Activity Board	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.
Center for Student Involvement & Leadership (CSIL)	Quality of Life	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.
Center for Student Involvement & Leadership (CSIL)	Student Activities	Pays for extra- and co-curricular programs and activities, designed to assist students in their personal and professional development. In addition, to a portion of the expenses related to the Student Leadership Conference.
Center for Student Involvement & Leadership (CSIL)	Student Clubs/Organizations	This money is allocated to the student clubs and organizations. Funds are distributed by the Student Council Committee on Clubs
Children's Center	Child Care	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.
Community Outreach & Service Learning	Community Outreach	Pays for Community Outreach and Service Learning activities.
Counseling Services	Counseling Services	Pays a psychiatrist to provide student evaluations and support for students interested in the possibility of psychiatric medication.
John Jay Radio	Radio	Pays for the radio station activities, operating costs, and Music Licensing Fee (airwave rights).
Military & Veteran Services	Veterans Services	Pays for resources and services for military and veteran students. Funds also provide support for Prove interns.
Office of Student Affairs	Student Services	A portion of the student activity fee goes to funding services from Accessibility Services, Health Services, and Career & Professional Development. Also pays for the Faculty-Student Engagement Program, Dean's List Reception for graduate and undergraduate services.
Sentinel	Newspaper	Pays for the student newspaper operating costs, stipends for editors, and publications.

Department/Organization	Earmark	Earmark Description
Student Activities Association, Inc. Business Office (SAABO)	Student Travel	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.
Student Activities Association, Inc. Business Office (SAABO)	Administration	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.
Student Council	Graduate Students	Pays for related activities and programming for Graduate students.
Student Council	Media/Yearbook (Commencement Related Activities)	Pays for the yearbook, senior cruise, and support programs and activities vital to campus life.
Student Council	Student Government	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.
Student Transition Programs	Commencement	Pays for all commencement related activities, including a commencement ceremony for graduating students.
Student Transitions Programs	Orientation	Pays for freshman, transfer, graduate, family, and international activities.
Theatrical Players	Theatrical Activities	Pays for activities in support of theatrical productions. The Theatrical Players will establish all funding guidelines for this category.
Urban Male Initiative (UMI)	Urban Male Initiative	Pays for Urban Male Initiative activities.
Women's Center for Gender Justice	Women's Center	Pays for programs and activities related to gender justice and the Gender Justice Advocates.
LGBTQ+ Unit	LGBTQ + Unit	Pays for one full-time Coordinator position and related LGBTQ student programming.
Media Services	Media Services	This earmark will remove the recurring costs from Student Council to pay for the software to update the media wall as well as pay for the salary of the person in charge of the media wall.
CARE	CARE	Pays for student access to community resources, including, but not limited to: public benefit screening (community aid and services), legal aid, tax filing assistance, and financial counseling.
Health Services	Health Services	Pays for comprehensive health services for students including but not limited to a Nurse Practitioner.
Accessibility Programs	Accessibility Programs	Pays for assistive technology services to encourage greater student engagement for students with
Careers	Careers	Pays for the John Jay Careers Online, Peer Educator program, College Assistant position, career fairs and events to expand services for students.
United Nations Student Association (UNSA)	UNSA	Pays for the annual nationwide Model United Nations conference, which provided involved students invaluable experience in foreign relations.

How do I receive money for a budget?

Typically, at the last meeting of the previous fiscal year, the SAA Budget Committee approves the allocation percentage for entities for the next fiscal year. Departmental entities submit budget proposals to the SAA Budget Committee for approval, student clubs/organizations submit budgets to the Committee on Clubs and Student Council for approval. Once proposals are approved they must be submitted to the Student Activities Association, Inc. Business Office.

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.

Student Clubs/Organizations Budgets

Student Organizations may request funding for programming throughout the year 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 Business Office. If an organization's budget is approved, it will go before Student Council and the Student Activities Association Business Office 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.

STUDENT ORGANIZATION BUDGET SUBMISSION PROCESS

Step 1

CENTER FOR
STUDENT
INVOLVEMENT &
LEADERSHIP

Budgets reviewed and signed by Center for Student Involvement & Leadership (CSIL) Coordinator, Club President or Treasurer

Step 2

COMMITTEE
ON CLUBS

CSIL submits budgets to Student Council Committee on Clubs (COC)

Step 3

STUDENT
COUNCIL

COC submits budgets to Student Council for final approval

Step 4

STUDENT ACTIVITIES
ASSOCIATION
BUSINESS OFFICE

Student Council submits meeting minutes and budgets to the Student Activities Association Business Office.

DEPARTMENT BUDGET SUBMISSION PROCESS

Step 1

STUDENT ACTIVITIES
ASSOCIATION
BUSINESS OFFICE

Departments are encouraged to visit the Student Activities Association Business Office for budget guidance.

Step 2

STUDENT ACTIVITIES
ASSOCIATION BOARD
OF DIRECTORS

Departments submit their budgets to the Assistant of the Secretary of Board if it includes one or more of the following:

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