

## Office of the Student Body Vice President for Finance Fiscal Year 2016 Metrics and Guidelines & Directions for Budget Preparation

### 1. Booth and Buggy

*Goal: Give all groups a flat rate amount for participating in booth and buggy.*

- a. Zero out any line items allocated for the building of booth except those allocated to come out of the capital expense fund. This includes all supplies, decorations, participation fees, and vehicle rentals used in the planning, building, and presentation of booth. Most groups have all these expenses under one group, so it should be pretty easy.
- b. Add a line item (the default description is JFC addition), put in the correct amount based on our metrics, and put in the public comment:

***“JFC has changed its booth metric to a flat fee, set by the JFC at the start of the JFC Budget Review Process. This year, we will be funding student government recognized organizations \$2,500 for a full booth, \$750 for a Blitz Booth, and will provide groups doing Booth for the first time with a \$750 bonus.”***

If you do not know whether your group does Blitz, Full, or if it is their first year, reach out to them, or Spring Carnival Committee.

- c. Zero out any line items allocated for the building or maintenance of Buggy except those allocated to come out of the capital expense fund. This includes all supplies, safety equipment, participation fees, and vehicle rentals used in the planning, building, and execution of buggy. Most groups have all these expenses under one group, so it should be pretty easy.
- d. Add a line item (the default description is JFC addition), put in the correct amount based on our metrics, and put in the public comment:

***“JFC has changed its buggy metric to a flat fee, set by the JFC at the start of the JFC Budget Review Process. This year, we will be funding student government recognized organizations \$1,000 if they participate in Buggy, and \$500 for each team that races, capped at four teams, or \$3000.”***

If you do not know how many teams your organization has participating in Buggy, contact them or Sweepstakes Committee.

~6 Groups

## 2. Travel

*Goal: Have consistent travel allocations across groups while also factoring in the practical cost of travel, the varying needs of different organizations, and what is reasonable to ask participants to contribute.*

- a. Identify each line item that is for transportation and sanity check that it looks reasonable. If it doesn't look right (ie. It costs 3,000 to transport 5 people to Philadelphia), talk to your group or the SBVPF.
- b. Split the money between each line item for travel: i.e. X people travelling.  $X * \$275 = \text{TOTAL}$ . Split the TOTAL between Lodging, Transportation, etc.

**The JFC will fund travel(excluding foreign airfare) with a total cap of \$275 per person traveling for the year. The JFC will fund foreign airfare with a cap of \$100 per person**

## 3. Food

*Goal: Fund food at a level that supports the needs of organizations.*

- a. Identify each line item allocated for food and make sure it is properly O-Coded:
  - i. Food-Catering – Large galas and banquets that require a level of food that cannot be met by member efforts alone, and an outside vendor is needed.
  - ii. Food-Meals for Members – Personal meals or food exclusive to the membership of an organization. Includes retreat and personal development food
  - iii. Food-Refreshments for Events – Food for an event that does not require catering.
  - iv. Food-General Body Meetings – Food for meetings.
  - v. Food-Recruitment – Food for recruitment/Rush
- b. Identify any food budgeted specifically for recruitment/rush. If the amount is under \$100 per semester, leave it as is. If the amount is over \$100 per semester, lower it to \$100 per semester. If the group did not budget for recruitment food, then they get nothing. O-Code this food as Food-Recruitment.

***“The JFC will fund \$100 per semester for food for rush/recruitment, \$200 per semester for food at events, \$5 per person per semester for food for general body meetings, and (cultural groups) \$15 per person per event for food at a cultural event for cultural groups at a cap of 2 events OR (non-cultural groups) \$300 per semester for food at (public – attended by the student body beyond members of the club) events attended by the larger student body.”***

#### 4. Miscellaneous Metrics

*Goal: Adjust budgets to additional metrics*

- a. For advertising, cap all costs (meaning they can be lower but cannot exceed) according to the following schedule:
  - i. **General Club/Organization Promotion - \$100 per year**
  - ii. **Normal Event - \$20 per event instance**
  - iii. **Large Event - \$100 per event instance**  
**Large Banner - \$100**
  - iv. **Cost to Hang a Doherty Banner - \$350 per instance**
- b. **Cap all prizes/honorariums at \$30 per person.**
- c. **Uniforms: JFC is permitted to fund up to twenty-five (25) percent of the cost of uniforms per person. (JFC Bylaws)**
- d. If you adjust any advertising expenses, indicate in the public comment for that expense what metric is being used so the group knows why the expense was taken down.
- e. If a group has AB Tech expenses use the AB Tech Price guide to adjust the expense amount accordingly.
- f. Review the budget to make sure everything looks as you intend it to, and that everything is clearly communicated.

#### 5. New Organizations

- a. The following is a list of all organizations that are applying to receive a JFC subsidy for the first time. In accordance with the CMU Student Government Fiscal Policy, the JFC has placed a cap of \$1000 on newly funded organizations.

***“As a new organization, in order to prove stability, it is recommended that you do not receive more than \$1,000 during their first fiscal year.”***