

2013

Spring 2013 Budget Packet: A Guide for the Spring 2013 Budget Process Fiscal Year 2013-2014

ASUNM

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Spring 2013 Budget Packet:

A Guide for the
Spring 2013 Budget Process
Fiscal Year 2013 - 2014

Provided by:

The ASUNM Finance Committee

ASUNM Office, SUB RM 1016

Phone: 277-5528

Sen. Tyler Crawley, Chair

www.unm.edu/~asunm

&

The Student Government Accounting Office

SUB RM 1018

Phone: 277-7888

www.unm.edu/~sgao

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*Standing Rules are subject to change at the discretion of the Finance Committee.

Schedule of Budget Events

Mandatory Budget Workshops

Saturday, January 19th. 9:00_{AM}-10:00_{AM}, Acoma A&B

Wednesday, January 23rd. 2:00_{PM}-3:00_{PM}, Acoma A&B

Thursday, January 24th. 5:00_{PM}-6:00_{PM}, Acoma A&B

Acoma A&B is located in the upper level of the Student Union Bldg.

**Budget Requests are due no later than
5:00pm(MST) on Wednesday, February 6, 2013!**

**One electronic copy of your Budget Request should be
emailed to asunmfin@unm.edu**

(See Instructions for Budget Requests)

(Those groups who fail to submit a complete budget request or who submit it after Wednesday, Feb. 6, 2013 at 5:00_{PM}(MST), will be unable to receive any funding through the Spring Budget process.)

Budget Hearings

The Budget Hearing Schedule will be posted in the ASUNM Office, the Student Government Accounting Office (SGAO), and on the ASUNM website (www.unm.edu/~asunm), by noon, on Wednesday February 13th, 2013. **All groups are responsible for checking their hearing date and time, and making any necessary changes with the Finance Chair by Friday, February 15th, 2013 by 12:00_{PM}.** Groups who do not appear at their scheduled hearing will face a mandatory automatic 30% decrease (from their prior budget allocation OR from the new group maximum of \$750) in their budget and will not be given the opportunity to meet with the committee.

Passing the Budget

The Spring Budget will be presented to the Full Senate on Wednesday, March 27, 2013 at 6:00_{PM} in the Lobo A&B Room (SUB), and passed accordingly. Any groups that wish to be present are welcome but not required to attend.

Notes:

Any questions or concerns should be addressed with the
ASUNM Finance Chair.

Senator Tyler Crawley

Email: asunmfin@unm.edu

ASUNM Office Phone: 277-5528

Senator Crawley's Cell Phone: (505) 610-4031

Welcome to the Spring 2013 Allocation Process!!

The ASUNM Finance Committee is looking forward to working with your student group to help you attain funds for the 2013-2014 fiscal year. In order to help your group through the process, the ASUNM Finance Committee has provided this packet to act as a guide as you prepare your Budget Request. While this will provide you with most of the answers to your questions, please do not hesitate to use the ASUNM Finance Chair or the Student Government Accounting Office (SGAO) as a resource for further information. Most of all do not be afraid to ask questions; asking questions now will save you a ton of time, effort, and maybe even a little money.

Frequently Asked Questions

We will begin by asking some questions student groups frequently have and will answer those questions or point you in the direction of someone who can. Portions of the answers provided in **bold** indicate where you can find more helpful information about your question in this packet.

What is the Spring Allocation Process?

The Spring Allocation Process is a system the ASUNM Senate uses to distribute a percentage of student fees to student groups in order to provide for:

“Basic operating expenses of groups for the upcoming fiscal year”

For your group, the Spring Budget Process consists of a Budget Workshop, turning in a complete, accurate and legible Budget Request, a Budget Hearing, receiving funds, and then accessing those funds through the Student Government Accounting Office.

What is the difference between a Budget Workshop, Budget Request, and Budget Hearing?

The **Budget Workshop** is what you are taking part in now. It gives student groups an opportunity to get the budget request application and receive some helpful hints from the Finance Committee. Because this is essential in order to maintain a smooth process for both the student groups and the Finance Committee, there is a penalty for not attending a workshop. The penalty for failing to attend limits your group’s funding so that the maximum you can receive is 30% less than you received last year (or 30% less than the maximum allowed for new student groups). This ASUNM-sponsored workshop is not to be confused with the SGAO-sponsored workshop that helps groups determine how to spend money. After receiving funding, your organization will be required to attend a mandatory SGAO Financial Workshop before you are able to access your funds. Please contact the SGAO for scheduled workshop dates.

A **Budget Request** is the detailed packet that outlines what funds your group is requesting from the ASUNM Finance Committee. **One electronic budget request is due before February 6th, 2013 by 5:00PM(MST). Email one electronic copy of your request to asunmfin@unm.edu on or before February 6th, 2013 by 5:00PM. Please refer to the Instructions for Budget Requests (Page 7).** Turning in your requests in a timely manner is important, because groups will be dropped from the allocation process for late submission.

The **Budget Hearing** must be attended by at least one undergraduate representative from your group (preferably the author or someone with relevant knowledge of the budget request). It allows the Finance Committee to learn more about your group. The Finance Committee will have an opportunity to better understand your budget request. It is imperative that your student group representative is present and on time for your hearing. If a group misses a scheduled hearing then they will be assessed a 30% penalty, and will no longer be entitled to meet with the Finance Committee as they review the group's Budget Request.

Also, it is important to understand that the recommendations made by the committee may not be the final amount you receive, as the committee must still balance the budget and have it approved by the entire ASUNM Senate.

Please see the **Schedule of Budget Events**.

How much money can my group expect to receive?

The Spring Allocation Process is a large task that involves many student organizations. The primary goal of the Finance Committee is to be fair and fiscally responsible at the same time. In preparing your budget request, use the **Finance Committee Standing Rules (pages 12-16)** to help you estimate what you will receive and to make a reasonable request. It will be the best tool available to your organization for preparing a realistic budget.

Additionally, if you are a new group, you will be automatically limited to \$750.00. The deadlines referred to in the **Schedule of Budget Events** are used to help run a smooth allocation process, and must be adhered to in order for your group to be considered for funding in this process. Again, please use the **Schedule of Budget Events** to avoid penalties against your group.

What criteria will be used to determine the amount of funding my group receives?

In determining how much funding your group will receive, the Finance Committee may use a few standard questions. However, the amount your group receives will be based on a case-by-case basis. In other words, besides the **Finance Committee Standing Rules**, there are a few other consistent guidelines the Committee follows. The few standard questions your group can anticipate answering are the following:

- How many undergraduates comprise your organization?
- How many undergraduates does your organization serve?
- What other source(s) of funding does your group have? Or, what does your group do to initiate outside fundraising?

The Finance Committee will also look favorably upon those groups who have spent the time to show a genuine interest in presenting accurate, neat, and detailed budgets. Refer to **Instructions for Budget Request** for tips on presenting a solid budget.

Is there anything that my student organization cannot request funding for through this process?

Unfortunately, yes. You may not request one-time capital outlays (ex: computers, large equipment). Travel expenses are also excluded from this process. Please refer to "What is the Spring Allocation Process". Also, new student groups will be eligible to receive no more than \$750.00. During every allocation process, a few student groups will attempt to persuade the Finance Committee to make exceptions to these rules, but to no avail. Please, save yourself the time and heartache and review the **Finance Committee Standing Rules** to insure that your request does not exceed the amounts permitted and that all requested funds are in approved categories.

Are there other ways to obtain funding from ASUNM this year/semester?

Yes. An Appropriation Bill can provide funding for one-time expenditures, one-time capital outlays, and travel. Much like the Fall Allocation Process, funds from an appropriation are available immediately after the ASUNM President approves it. Your group is allowed to submit only one appropriation per semester.

Instructions for Budget Requests

Spring 2013

1. **Download a copy of the Budget Request Form attached via email from the Finance Chair**
2. **Save the download as your student organization's full name-S13.**
(Ex: "Lobo Cycling Club-S13". Do not use your organization's acronym)
3. **Fill out all forms completely.** On the bottom of the form you downloaded be sure to complete the tab labeled "Budget Questionnaire" and as many of the tabs needed for your request labeled "Budget Detail Sheet" Incomplete packets will not be accepted!
4. Your organization must submit an **electronic copy** of your request to the ASUNM Finance Chair. You should also make a copy for your reference during your Budget Hearing.
5. Submit your electronic copy by emailing it to **asunmfin@unm.edu**. Be sure that you have sent this request by February 6, 2013 at 5:00PM(MST). The electronic version will serve as your primary Spring 2013 Budget Request. Check your email for a reply from the ASUNM Finance Chair. This reply will act as a confirmation, therefore, please print this email and bring it to your hearing in case any problems arise.
6. All budget requests should be rounded to the nearest dollar amount (i.e. \$21.54 should be rounded up to \$22.00). The Committee will round down requests with "cents" included.
7. The detail sheet should be as detailed as possible. If necessary, break it down into several lines.

For example:

Category	Detailed Description	Unit Cost	Total Units	Total
Honorarium	1 Guest Speaker during the year	\$50.00	1	\$50.00
Advertising	2 Display Ads at \$10	\$10.00	2	\$ 20.00
Refreshments	8 Meetings during the year	\$18.75	8	\$150.00

- Feel free to skip a line or two between different categories or items. This should make your request look more presentable to the committee.
- Feel free to use multiple lines to describe a single item.

Suggestions:

Make sure your organization is chartered through the Student Activities Center prior to your Budget Hearing.

Keep all requests within the guidelines outlined in the Finance Committee Standing Rules.

Be on time to your scheduled Budget Hearing!

Before your Budget Hearing, review your Budget Request.

Definition of Expenditures

Spring 2013

(please use this list to categorize your budget)

***Important:* All tangible items and supplies must be stored at an on campus location (excluding residence hall rooms). Please detail where supplies will be stored on your budget request.**

Computer Software:

Software and disks used to operate programs on campus computers only. Does not include software that is obtainable through ITS downloads.

Computer and Printer Supplies:

Computer and printer supplies and accessories that include copy or printer paper, printer cartridges/toner, surge protectors, cables, etc.

Office Supplies:

Supplies used in administrative office functions, such as pens, staplers, tape, binders, folders, envelopes, etc. Does not include furniture or computer related supplies.

Other Supply Costs:

Supplies that do not fit into the office or computer and printer supply categories such as cleaning supplies, craft supplies, decorations and posters.

Copying Services:

Services related to the copying of printed materials such as fliers, brochures, newsletters, pamphlets, and postcards.

Educational/Instructional Materials:

Materials that include books, manuals, DVDs and subscriptions to professional journals and periodicals.

Rental Fees:

Fees paid to rent non-capital equipment or supplies such tables, chairs, helium tanks, tents and portables.

Advertising (includes Daily Lobo):

The cost of advertising for meetings, special events, recruitment, etc. Includes the cost of display ads, banners and other outreach materials.

Postage:

Includes the purchase of postage stamps, stamped cards and envelopes, as well as internal billings from the UNM Mailing Systems for special services such as certified mailings or bulk mailings.

Professional Services:

The cost of professional services provided by an outside, non-campus source, such as speaker fees, equipment maintenance, DJs, security, entertainers.

Honorarium: Payment to an individual of special achievement or renown who is willing to visit the university and participate in an event for a short duration of time. This type of payment is not intended to pay an individual for services, but rather as a token of appreciation. **Note: UNM Staff and Faculty cannot receive honorariums per UNM policy.**

Refreshments/Food:

Any food items purchased for organization functions. (Meetings, events, etc.)

Facility Rental:

Fees paid to rent space or facilities.

Telephone Line Charges:

Telephone line charges for your organization charged on a monthly basis. Funding must be provided for the entire fiscal year and installation charges may apply.

Telephone Voice Mail Charges:

Telephone voice mail charges for your organization charged on a monthly basis. Funding must be provided for the entire fiscal year.

Long Distance Telephone Charges:

Charges for long distance calls related to the organization's business. Not to be used for purchase of calling cards.

General Operating:

Expenses that DO NOT fit into any of the other categories listed. These must be listed individually and detail specifically what is being requested. ***(The Student Government Accounting Office will assign a category code to these items when your budget is being prepared for distribution.)***

If you are not sure which category to use for a budget item you can ask your accountant at the Student Government Accounting Office by calling (277-7888).



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**Associated Students of the University of New Mexico
Finance Committee Standing Rules
Spring 2013**

Section I: Regular Meetings

1. Pre-Finance Committee meetings (PFCM) will be required meetings for members of the finance committee. PFCM will be held the week of committee and prior to the regular finance meeting. The start day and time will be at the digression of the Finance Chair.
2. Meetings will be held at 6:00 p.m. on Wednesday opposite Full Senate Meetings, or as called by the Chair.

Section II: Parliamentary Authority

1. The parliamentary authority will be Robert's Rules of Order Newly Revised.

Section III: Funding Process

1. Appropriations - unforeseen one-time expenditures, one-time capital outlays, or travel.
2. Spring Budget Process – basic operating expenses
3. Fall Budget Process – basic operating expenses for groups that:
 - a. missed the previous Spring Process
 - b. were zeroed out by the Finance Committee in the Spring Process
 - c. are new student organizationsand one-time capital outlays

Section IV: Funding

1. All requests for funding must be typed or printed clearly on a *Senate Appropriation Funding Request Form* and be delivered to the ASUNM Vice President by 12 noon on the Friday prior to a Finance Committee Meeting to be placed on the agenda as new business. Any requests received after this deadline will be considered at the subsequent Finance Committee Meeting unless otherwise determined by the Chair.
2. Copies of the requests and agenda must be made available to each Committee member, the Vice President, and President Pro-Tempore by the Chair at least twenty-four (24) hours prior to the next regularly scheduled Committee Meeting.
3. All Finance Committee business must be submitted in final form to the Vice President by 12 noon on the Friday following Committee Meeting for consideration at the next Full Senate Meeting.
4. Any group requesting funds must have an undergraduate member of the organization present at the Committee Meeting when their request is to be discussed.
 - a. Requests that are not represented at their scheduled Finance Committee Hearing will be passed at zero (0) dollars.
 - b. Groups unable to attend their scheduled Hearing must provide the Finance Chair with 24 hour notice.

5. The Finance Committee observes the following criteria in all funding:
- a. The maximum funds allotted to refreshments/food will not exceed \$150.00.
 - b. The maximum funds allotted to educational supplies will not exceed \$200.00.
 - c. The maximum funds allotted to office supplies will not exceed \$100.00.
 - d. The maximum funds allotted to postage will be for one (1) coil based on current postage rates.
 - e. The maximum funds allotted for telephone line charges will be \$270.00 per line for a maximum of three (3) lines, and \$100.00 for long distance charges per telephone line.
 - f. The maximum funds allotted to honorarium will not exceed \$100.00.
 - g. The maximum funds allotted for travel are as follows for the equivalent of two people:
 - \$50.00 per diem, per person, per day (this includes food and lodging). The Finance Committee will fund travel days as half days.
 - The Finance Committee funds driving at a maximum of \$0.25 per mile, at a maximum of two vehicles.
 - The Finance Committee funds airfare at a maximum of 50% of coach or economy class only.
 - h. Student groups cannot receive funding for individual membership dues or for group dues paid to exist as a chapter of a larger organization.
 - i. The maximum funds allotted to registration fees will not exceed \$100.00 per occasion.
 - j. \$750 is the maximum amount a New Student Organization requesting funds through the Fall or Spring budget process or an Appropriation bill may receive. A New Student Organization is defined for the purposes of Finance Committee funding as:
 - a student organization that did not participate in at least one of the two budget processes immediately preceding the current request. Participation in a budget process consists of both submitting a budget packet and attending the scheduled budget hearing.
- OR:
- a student organization that has not received funding through an appropriation bill in the past two semesters.
- k. Chartered student organizations may receive funding through appropriations from the Finance Committee only once per semester.
 - l. Student groups cannot receive funding for items such as laptops, digital cameras, or any form of traveling technology.
 - m. The maximum funds allotted to a computer will not exceed \$900.00.
 - n. The maximum funds allotted to a printer will not exceed \$150.00.

- o. ASUNM funding will not be used for chartered student organization expenditures which will generate revenue or profit.
- p. ASUNM funding will not be used for expenditures which will generate a donation of materials, goods, or services for a charitable or political cause.
- q. All standing rules are at the discretion of the Finance Committee.
- r. All items funded by the Finance Committee must be stored on an on-campus facility, excluding residential halls.

Section V: Speaking Time

- 1. Speaking time for members of the Committee will be limited to two (2) minutes unless responding to questions from the Committee.
- 2. In considering Appropriation Bills and Budget Revisions, the student group will be allotted five (5) minutes speaking time followed by a five (5) minute question and answer period from the Committee.

Section VI: Agenda

- I. Opening
 - A. Call to Order
 - B. Roll Call
 - C. Approval of Agenda
 - D. Approval of Minutes
- II. Preliminary Business
 - A. Guest Speaker
 - B. Finance Chair
 - C. Finance Vice Chair
 - D. Gallery and Media
- III. Business
 - A. Appropriation Bills
 - 1. Unfinished
 - 2. New Business
 - B. Budget Revisions
- IV. Committee Member Reports
- V. Closing
 - A. Adjournment

Section VII: Quorum

- 1. Quorum will be a simple majority of the seated Committee Members.

Section VIII: Voting

- 1. All votes will be taken by voice. In case of dissent, a roll call vote will be taken and will be recorded by the Vice Chair.
- 2. Absolutely no proxy votes will be allowed from Committee Members. A Committee Member must be present on order to vote for an appropriation, budget revision, or budget request.

Section IX: Minutes

- 1. Minutes will be taken by an aid from the Office of the Vice President for each regular meeting, emergency meeting, Budget Hearing, and during Budget Deliberations.

2. Only those minutes from regular meetings, emergency meetings, and Budget Deliberations should be typed for distribution and filing.
 - a. The aid from the Office of the Vice President will be responsible for the typing and distribution of minutes taken during Budget Deliberations.
 - b. All other minutes will be delivered to the Senate Secretary for typing, distribution, and filing by 12 noon on the day following the Committee Meeting.
3. All minutes should include:
 - a. Time and place the meeting was called to order, who was presiding, any guest speakers, the names of all Committee Members present, and names of Committee Members who are late, absent, or leave early.
 - b. The Committee Member who presents the motion, the final vote on all motions, the final amounts allocated or revised for each line item, and any conditions or stipulations recommended by the Committee.

Section X: Absences

1. Any member having two (2) or more unexcused absences will lose voting privileges at the next meeting, and/or be subject to any further reprimands that the Committee feels are necessary. Excuses will be determined by the Chair of the Finance Committee.