

# PREPARING A BUDGET

Budgeting is the preparation of a comprehensive financial plan related to all operational activities. Your budget will require a thorough outline of your projected goals for the coming semester. This will include all operational expenses, sales projections and necessary cash flow. Income must also be budgeted. That is, each club must estimate the amount of revenue that will be generated from any outside source or any generated carry over (revenue) from last semester's account.

Planning is the most important item to consider when elaborating your budget. It is a good idea to refer to last semester's budget or if possible consult the person who prepared that budget. Figures in the budget plan must reflect, as accurately as possible, how much the activities are going to cost.

Each semester, all clubs will be required to submit a budget no later than four weeks after the first day of the semester, or on the date designated by the appropriate student government.

## ■ APPROVAL OF A BUDGET

The government collects and integrates data from all requests in order to prepare a Master Budget, which will make equitable distribution of the Student Activities Fees. During the budget hearing, the club's proposed budget will be reviewed. In most cases, club officers will only be contacted if clarification of any expense is required.

The following are some basic guidelines that are taken into consideration by the Finance Committee in approving and/or amending each budget:

1. Anticipated income.
2. Prior activities (how successful were they?).
3. Number of active club members.
4. Accessibility to students.
5. The number of students who will benefit from the club's activities.
6. Accuracy and care in budget preparation.
7. Promptness in budget submission.

## ■ WHAT GOES INTO THE BUDGET?

General Supplies - include copying, stationery, pens, pencils envelopes, etc. These supplies are to be used strictly for club business and therefore should be minimal (i.e. you probably don't need 5,000 envelopes or 10,000 copies of a flyer for a program or event).

Media & Rental- Supplies and materials which service or are directly related to audio-visual equipment, such as blank or prepared tapes, etc. Clubs budgeting for films or performers should remember to include audio visual expenses required at the showing. All video/film rental orders must first be approved and signed by the Assistant Director or Coordinator since groups will be required to purchase the public viewing rights to any film they wish to show (please see the appendix for additional information concerning copyright). Contact the Coordinator for more information. In addition, you may check to see if the University owns the rights to the film by checking out <http://www.libraries.rutgers.edu/>

Entertainment or Educational Speakers - List all information on each individual provide bio, fees include travel, honorarium, overnight accommodations, rider requests, etc.

Venue Charges- Includes set-up fees, building manager fees, equipment and any special needs that are chargeable (for any questions concerning venue charges, please see Amanda Holloway or email [reserve@camden.rutgers.edu](mailto:reserve@camden.rutgers.edu)).

Security- This includes charges imposed by the RUPD in order to safely hold an event or to provide security when money is being collected. Please note: the RUPD has final say of whether or not security is needed at an event – a security meeting must be held at least two weeks prior to any major event, or event where money is being collected, to determine if security is required, and if so, how many guards/officers are needed.

Mailing - Postage and mailing expenses for club business may be paid with club funds.

Telephone - Telephone expenses must be approved by the Student Government. They may be reimbursed only if the calls relate directly to the club business. A copy of the itemized phone bill with appropriate calls identified must accompany the withdrawal form for calls made from a home phone. Clubs should budget for outside calls.

Travel - Each club may sponsor trips during the semester. Trips must be adequately publicized well in advance. Accommodations on a trip must be uniform for all.

Food Service - Must be contracted for at least two weeks in advance. Consult the Food Services Director and the Facilities Coordinator for catering prices and building locations. [reserve@camden.rutgers.edu](mailto:reserve@camden.rutgers.edu) Click to view [Dining Menu](#)