



# Budget Policy

## Policy Information

**Date Established:** March 29, 2022

**Date Last Updated:**

**Category:** Finance

**Internal Control Program Approved:** April 19, 2022

The Student Association prepares an annual budget according to the processes set forth in the SA By-Laws and SUNY policies. Every expenditure by SA or an SA recognized club is pursuant to an approved budgetary allocation. The budget must be balanced in accordance with SUNY Mandatory Student Activity Fee guidelines. Estimated revenues and estimated expenditures must be based on realistic projections.

SA uses a system of budgetary accounts to codify the budget. The breakdown can be found within SA's chart of accounts and line descriptions. Each budget is for the fiscal year beginning on August 1 and ending on July 31 of the following year. Once the proposed budget has been prepared, it must be formally approved or adopted in accordance with the SA By-Laws, UB and SUNY policies.

## Prior Year Budget Activity and the Effect it has on the Current Year's Budget

Any encumbrances outstanding at the end of the fiscal year (July 31) will be voided prior to fiscal year end and entered into the new fiscal year's budget. They may be voided prior to 7/31 if it is not reasonably possible for the check to be processed in the last check run of the fiscal year.

## Club Budget Tier System

The Student Association, in its efforts to maintain consistency from year to year, categorizes clubs into tiers. Each tier has requirements that organizations must meet to be eligible for the funding sources that the tiers provide. Funds will be budgeted and disbursed based on approved viewpoint neutral policies and procedures. No club should expect their sole funding to come from the Student Activity Fee.

### Tier I

Clubs who are assigned to this tier are generally new clubs and clubs who did not apply for a budget during the previous spring's budgetary process.

1. Be a recognized SA club
2. Have completed 2 Club Meetings for the academic year
3. Have completed 1 Club Event for the academic year
4. Have at least 10 active undergraduate students

Clubs within this Tier may submit a request for supplemental funding for specific events they wish to create that fall within the purpose of their club. Supplemental funding for Tier I clubs is available through the Senate, SA Vice President, or their respective Council Coordinator, following all supplemental funding request policies and procedures for each fund.

## Tier II

Clubs who are assigned to this tier have requested a budget and have been approved by the Senate to have a budget of \$1,000 - \$2,499. Clubs in this tier must complete the following requirements:

1. Be a recognized SA club
2. Have completed 2 Club Meetings for the academic year
3. Have completed 2 Club Events for the academic year
4. Have completed 1 SA Participation Event for the academic year
5. Have at least 15 active undergraduate students

Clubs within this Tier may request supplemental funding for specific events they wish to create that fall within the purpose of their club. Supplemental funding for Tier II clubs is available through the Senate or their respective Council Coordinator, following all supplemental funding request policies and procedures for each fund.

## Tier III

Clubs who are assigned to this tier have requested a budget and have been approved by the Senate to have a budget of \$2,500 - \$9,999. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club
2. Have completed 3 Club Meetings for the academic year
3. Have completed 3 Club Events for the academic year
4. Have completed 2 SA Participation Events for the academic year
5. Have at least 25 active undergraduate students

Clubs within this Tier may request supplemental funding for specific events they wish to create that fall within the purpose of their club. Supplemental funding for Tier III clubs is available through the Senate or their respective Council Coordinator, following all supplemental funding request policies and procedures for each fund.

## Tier IV

Clubs who are assigned to this tier have requested a budget and have been approved by the Senate to have a budget of \$10,000 and above. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club
2. Have completed 4 Club Meetings for the academic year
3. Have completed 4 Club Events for the academic year
4. Have completed 3 SA Participation Events for the academic year
5. Have at least 30 active undergraduate students

Clubs within this Tier may request supplemental funding for specific events they wish to create that fall within the purpose of their club. Supplemental funding for Tier IV clubs is available through the Senate, following all supplemental funding request policies and procedures for each fund.

Clubs who do not meet the requirements for their respective Tier will, during the next budgeting process, be eligible for, at most, funding in the Tier that they did complete the requirements for.