
Budget Appeal Form - Game Development Club

From UBSA Website <ubsaweb@buffalo.edu>

Date Fri 5/9/2025 5:55 PM

To SA Treasurer <sa-treas@buffalo.edu>; UBSA Contracts <sa-contracts@buffalo.edu>; Amanda Johnson <alj7@buffalo.edu>

 2 attachments (339 KB)

Policy_uploadGame Development Club.pdf; Policy_uploadClub_Budget_Policy_August_2024.pdf;

Please Note: Club budget appeals are reviewed by the SA Senate or Executive Committee, and therefore any appeal form submitted may be posted on the SA website.

First Name Garrison

Last Name Bouchard-Ferdon

Please choose your club Game Development Club

What position do you hold within your club Treasurer

Please note: any appeals made by clubs may **ONLY** be based on procedural error, inaccurate application of the criteria set forth under applicable policy or math pertaining to the relevant club, or violation of law. A club may only appeal its own budget, not that of any other club.

Please select the basis for your club's appeal (you may select multiple options): inaccurate application of the criteria set forth under applicable policy

Procedural error

Inaccurate application of the criteria set forth under applicable policy

What policy are you referring to? The Student Association will not allocate as part of a club's budget request funds for the following expenditures: Any food other than for 1 banquet or 1 barbeque per semester

What is the specific inaccurate application of the criteria set forth under applicable policy that you are alleging? (Please state in as much detail as possible.) We requested \$1500 for food for the Global Game Jam, an event with around 80-100 people in attendance. This counts as our 1 banquet, and under the budget policy, we should be allocated this money.

Please attach all relevant evidence. [Policy_uploadGame Development Club.pdf](#)
[Policy_uploadClub Budget Policy August 2024.pdf](#)

Inaccurate math

Violation of the law

Outcome and other info:

What outcome are you requesting in this appeal? That we are given at least \$1,500 in addition to our 2025-2026 budget.

Is there anything else that you want SA to know regarding your appeal? Thank you for your help.



2025-2026 Academic Year Club Budget Determination Letter

Club Name: Game Development Club

All University at Buffalo Student Association Inc. ("SA") club budgets are determined in accordance to the SA Club Budget Policy which can be viewed at: [Club Budget Policy](#). Consistent with the mandates of SA's By-Laws, SA is strictly prohibited from considering (and has not considered) the viewpoint(s) held and/or expressed by any club, its officers, or its members when making club budget determinations.

Club's Current Tier for 2024-2025 Year:	2
Number of Club Events/Meetings during 2024-2025 Academic Year Through April 14 th according to information submitted by club on UBLinked:	23
Number of Active Members during 2024-2025 Academic Year through April 14 th according to information about event attendance submitted by club on UBLinked:	16
Club's Maximum Allowable Tier for 2025-2026 Year Under the SA Club Budget Policy:	3
Club's Maximum Allowable Budget for 2025-2026 Year: <i>A club's maximum allowable budget is based on the tier for which they are eligible, and may be further limited by points 1 and 2 under the Historical Data section of the SA Club Budget Policy.</i>	\$4,999.00
Budget Requested by the Club:	\$1,860.00
Total of Individual Expenditure Requests That Are Not Allowed, If Any. See attached. <i>If your club's maximum allowable budget is lower than your requested budget minus disallowed expenditures, this does not affect your club.</i>	\$1,860.00
Requested Budget Minus Disallowed Expenditures: <i>Allowance of an expenditure for budget allocation purposes does not guarantee approval of that purchase. Expenditure approval is subject to SA's Encumbrance and Expenditure Policy and subject to all other applicable SA, UB, and SUNY Policies.</i>	\$-
The Lower of the Club's Maximum Allowable Budget or Requested Budget Minus Disallowed Expenditures:	\$-
Percentage Reduction for All Clubs in This Tier: <i>A percentage reduction to the proposed budget of all clubs may be applied if necessary to reduce the total amount allocated to clubs. Tiers one, two and three clubs shall not receive a percentage reduction. Tier 6 clubs will receive a percentage reduction that is double the percentage of tier 4 clubs with tier 5 clubs' percentage being halfway between the two.</i>	0.00%
Calculated Club Budget Following Tier-Based Percentage Reduction:	\$250.00
Number of Club Violations Committed During the 2024-2025 Academic Year:	
Amount Reduced Due to Violations: <i>If a club has been found to have committed 3 or more policy violations in the then-current academic year, 10% shall be removed per violation (starting with the third violation) from the final proposed budget of that club.</i>	\$-
Final Club Budget for 2025-2026 Academic Year:	\$250.00

Clubs may appeal budget determinations within 10 days of when the club is informed of the budget determination by email. Any appeals made by clubs may only be based on procedural error, inaccurate

application of the above criteria or math pertaining to the relevant club, or violation of law. A club may only appeal its own budget, not that of any other club. Appeals shall be decided within 45 days of when they are submitted. Appeals may only be submitted through the following form: [Budget Appeal Form](#)

Sincerely,

Louis Poon,

SA Treasurer

Disallowed or Reduced Expenditures

Expenditure numbers correspond to expenditure numbers listed in the club's budget application. Zeros shown in the chart below either mean that no amount was reduced for that expenditure or that the club did not request an expenditure that corresponds to that number.

Expenditure 1	\$1,500.00	Funds for food not allocated under Budget Policy
Expenditure 2	\$180.00	Funds for food not allocated under Budget Policy
Expenditure 3	\$180.00	Funds for food not allocated under Budget Policy
Expenditure 4	\$-	
Expenditure 5	\$-	
Expenditure 6	\$-	
Expenditure 7	\$-	
Expenditure 8	\$-	
Expenditure 9	\$-	
Expenditure 10	\$-	
Expenditure 11	\$-	
Expenditure 12	\$-	
Expenditure 13	\$-	
Expenditure 14	\$-	
Expenditure 15	\$-	
Expenditure 16	\$-	
Expenditure 17	\$-	
Expenditure 18	\$-	
Expenditure 19	\$-	
Expenditure 20	\$-	



Club Budget Policy

Policy Information

Date Established: March 29, 2022

Date Last Updated: August 16, 2024

Category: Finance

Internal Control Program Approved: April 19, 2022

Internal Control Program Update Approved: February 28, 2024

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. Estimated revenues and estimated expenditures must be based on realistic projections. As used in this Policy, “Budget” for clubs means the amount of money allocated by SA for the club at the beginning of the relevant fiscal year for that year.

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 tier provides. Funds will be budgeted and disbursed based on approved viewpoint neutral policies and procedures. Consistent with the mandates of SA’s By-Laws, SA is strictly prohibited from considering the viewpoint(s) held and/or expressed by any club, its officers, or its members when making club budget determinations. No club should expect their sole funding to come from the Student Activity Fee.

The term “active members” refers to the number of voting members a club has in accordance with their approved constitution. Without limitation, SA may rely on the information entered by the club into UBLinked for purposes of determining how many active members are in the club, how many events and meetings the club held, and any other data that is relevant under this policy. The amount of active members in a club is considered for the purpose of determining the level of undergraduate UB student participation and attendance at the club’s events and activities and the consequent objective financial needs of that club.

Tier I

Clubs who are assigned to this tier are generally new clubs and clubs who did not apply for a budget during the spring’s budgetary process. Clubs within this tier receive a flat budget amount of \$250.

Budgets are only available to new clubs once they have completed all recognition requirements as stated by the New Club Recognition Policy. Clubs within this tier must meet the requirements as set forth by the Annual Registration and Requirements for Recognition Policy.

Tier II

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$251 - \$2,499. Clubs in this tier must complete the following requirements:

1. Be a recognized SA club.
2. Have completed 4 Club Meetings and/or Events for the academic year.
3. Have at least 10 active members.

Tier III

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$2,500 - \$4,999. Clubs in this tier must complete the following requirements:

1. Be a recognized SA club.
2. Have completed 5 Club Meetings and/or Events for the academic year.
3. Have at least 15 active members.

Tier IV

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$5,000 - \$9,999. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club.
2. Have completed 6 Club Meetings and/or Events for the academic year.
3. Have at least 20 active members.

Tier V

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$10,000 - \$19,999. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club.
2. Have completed 7 Club Meetings and/or Events for the academic year.
3. Have at least 25 active members.

Tier VI

Clubs who are assigned to this tier have requested a budget and have been approved to have a budget of \$20,000 - \$50,000. Clubs in this tier must complete the following requirements:

1. Be a recognized SA Club.
2. Have completed 10 Club Meetings and/or Events for the academic year.
3. Have at least 30 active members.

Budget Requests Packets

During the spring semester of each academic year, clubs can submit budget requests through the SA website. Any club that does not submit a budget request by the SA Treasurer's set deadline will receive a \$250.00 budget.

General Budget Limitations

There are certain limitations that automatically apply to requested budget amounts before any other factors are applied. They are as follows:

1. The maximum budget for any club is \$50,000.
2. The amount of a club's budget request will be reduced to the lower of: (a) the total amount requested by the club or (b) the total itemized expenditures in their budget packet.
3. A club cannot receive more than the maximum budget allocated for their eligible Tier.

4. Clubs must meet the requirements for the Tier they have requested a budget for to change their current Tier. Clubs which do not meet the requirements for their respective Tier will be eligible for, at most, funding in the Tier that they did complete the requirements for. The calculation of tier requirements will include club activities from the first day of the fall semester up to Monday of the third week in April of the current academic year.
5. Clubs can only move up one Tier at a time.
6. The SA Treasurer may (but is not required to) require all clubs to use a budget request form that caps a club's itemized requests at the maximum amount allowed for the tier above the club's then current tier; for clubs in the highest tier, the maximum amount of itemized request under such form shall be the maximum amount allowed for such tier.

Club requests must be allowable under SUNY policy to be allocated. There are also other limitations which apply to calculated budget allocations after all other factors are applied. They are as follows:

1. The total funds allocated to all clubs in total may not exceed the total available amount set by the SA Treasurer prior to club budget considerations.
2. A percentage reduction to the proposed budget of all clubs may be applied if necessary to reduce the total amount allocated to clubs. Tiers one, two and three clubs shall not receive a percentage reduction. Tier 6 clubs will receive a percentage reduction that is double the percentage of tier 4 clubs with tier 5 clubs' percentage being halfway between the two. (The references to tier in this paragraph shall refer to the tier the club would have been in for the upcoming budget year after application of all other criteria under this policy, except for subsection #3 under Historical Data.)

Historical Data

The Student Association considers the then-current academic year and then-previous academic year when determining budgets for clubs with historical data.

1. For clubs in tiers 5 and 6 requesting a budget increase only: No club shall receive a budget increase that would result in the club's budget being more than 5% higher than the amount they spent during the then-current academic year (through the Monday of the third week in April) or the entire academic year before that, whichever is greater.
2. For clubs without historical data (i.e., new clubs that have not spent any money), the total budget allocation shall not exceed \$1,500.
3. If a club has been found to have committed 3 or more policy violations in the then-current fiscal year, 10% shall be removed per violation (starting with the third violation) from the final proposed budget of that club. For clarification, if a club is found to have committed a violation after the club's budget for the following fiscal year is determined but before the start of the following fiscal year, that violation shall still count in the described calculation, and any resulting reduction to the club's budget shall be made when reasonably possible. Money removed due to club violation(s) shall be used to fund additional monies granted to any clubs that win their budget appeals, and if any amount is left over, such amount shall be added to the SA budget line for Newly Recognized Club Funding and Club Appeals.

Expenditures

All expenditures involved in the calculation of a club's total budget numerical request must be itemized. If the expenditures are not itemized and detailed, money will not be provided for them. Itemization involves explaining what the expenditure is and listing out the specific items and their individual costs needed for that expenditure. Numerical ranges and descriptions such as "Other Expenses" are not allowed. The Student Association will not allocate as part of a club's budget request funds for the following expenditures:

1. Any food other than for 1 banquet or 1 barbeque per semester (if the club requests more than that, only the least expensive allowable food request in a semester may be approved).
2. Merchandise as defined by the Ticketing and Merchandise Policy.
3. Gift Cards.
4. Tangible items to giveaway.
5. Individual non-transferrable memberships to outside organizations.
6. Expenditures related to any aspect of the production or distribution of publications or digital media.
7. Separated hotel and transportation bookings for Artists. Any fee paid for a performing artist should be inclusive of the vendor paying for the artist's accommodations and travel.
8. Expenditures that violate any applicable policy or law, are not reasonably feasible, are not covered by SA's existing insurance, or could result in unreasonable liability and/or safety risk to the club, SA, and/or UB.
9. If reasonably equivalent goods or services can be provided by another vendor at a lower price, funding shall not be provided for the excess amount.
10. Items and services that SA provides to SA clubs at no cost.

Events

For events that are expected to cost over \$1,000, the following are required:

1. Estimated attendance (broken down by undergraduate UB students, non-undergraduate students of UB, and outside public).
2. If a repeat event, information on past attendance with numerical data.

If the total cost of the event (excluding conferences and competitions) divided by undergraduate UB student attendance is more than an individual student's activity fee for a semester, then expenses will be capped at the amount of an individual student's semesterly activity fee multiplied by the number of undergraduate students included in a reasonable attendance estimate based upon past attendance. Without limitation, SA may rely on information from the UB Ticket Office related to ticket sales and information that the club has entered into UBLinked when making such determination.

Appeals

Clubs may appeal budget determinations within 10 days of when the club is informed of the budget determination by email. SA shall provide notice of the budget determination to the President and Treasurer of the club, based on the last updated information provided by the club to SA using required procedures. During the UB spring and fall semesters, any budget appeals shall be handled by the Senate. During winter and summer sessions, budget appeals shall be handled by the Executive Committee. Any appeals made by clubs may only be based on procedural error, inaccurate application of the above criteria or math pertaining to the relevant club, or violation of law. A club may only appeal its own budget, not that of any other club. Appeals shall be decided within 45 days of when they are submitted. The Executive Committee may decide any such appeal following the last day of classes of the spring semester, if the Senate has not rendered a decision on it. If a club is successful in its appeal, that shall not result in a reduction in the funding of any other club.