

# Budget Overview (Fall 2019)

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Financial Manager

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# Budget Deadlines

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- Budget due **Monday of the 11th week (November 4) by 5pm**
  - **Online submission only:**  
**[bksga.psu.edu](http://bksga.psu.edu)**
- Review: the entire 11th week
- Allocation notice via email on Friday night
- Allocation appeal meeting; the 12th week

# Budget Process Requirements

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- All necessary documents/forms (Ex. Budget Form)
  - <http://bksga.psu.edu/documents/>
- Advisor Signature
- Club President Signature
- Receipts/Evidence of costs (including Tully's screenshot)
  - Do not use links
  - Submit a Word Document or pdf

**Budgets turned in after deadline  
WILL NOT be accepted**

# Budget Request Summary

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- **Honoraria (Presenters):** 2 presenters totaling \$5,000.00 per academic year (\$2,500.00 per semester)
  - **Clothing:** \$200.00 per semester
  - **Program Materials (Prizes, decorations, etc.):** \$100.00 per semester
  - **Food Expenses:** \$500.00 per event
  - **Tickets:** \$15.00 per student for off-campus events
  - **Travel:** 75% of transportation cost or up to a total \$1,000.00
  - **Lodging (Hotels):** \$50.00 per student/per night
  - **Registration:** \$75.00 per student per event
  - **Equipment:** \$300.00 per academic year
  - **Media:** \$250.00 per academic year
  - **Operational:** \$50.00 per academic year
  - **Maximum allocation:** \$5,000.00 per semester

# Budget Appeal

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- Procedure not followed
- Written Policies were deviated from
- Missing facts (If you can prove at you weren't fully informed about a procedure at the time of your submission)
- You have five academic days from now (The 23rd)

# Budget Allocation Notes

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- Budget allocation is \$
- Amount requested is \$
- \$ is a summation of all requests of the clubs who **submitted all their invoices.**
- \$ is the summation of redistributed funds for clubs without a budget request