

## *Things to Know when Filling Out the Annual Budget Application Form*

### **Hello Student Organization Officers, Treasurers, & Advisors:**

The Fiscal Year 2020 Student Organization Budget Application is now live. Review the information below in regards to the submission of an annual “Budget Application for SABC Funds”.

- The Fiscal Year 2020 (FY20) annual budget application is used to request an operating budget for use between July 1, 2019 - June 30, 2020. This is academic year Fall 2019 – Spring 2020.

### **Which organizations/groups may submit an annual budget application form?**

- If your MSUM student organization/group is currently recognized (and has completed all of the annual fall start of year tasks) or in pending status, you may submit a FY 2020 annual budget application.

### **How do I find the online budget application Form?**

1. Go to the SABC page on Dragon Central (link is below)  
<https://mnstate.campuslabs.com/engage/organization/sabc/documents>. **Download the SABC FY 20 Annual Budget Application Form.**
2. Open the budget application form and IMMEDIATELY SAVE IT before you start working.
3. Name the form using a title somewhat like...”FY20 (insert your organization’s name here) Annual Budget Application”.

### **How do I submit the completed budget application form?**

1. Log into [Dragon Central](#) & scroll down the home page. Look for “Campus Links” section on the right hand side of the screen.
2. Click on the form titled “SABC Annual Budget Request for FY20 Funds Form.”
3. Fill out the form and upload your budget application excel spreadsheet. Click **Next button**.
4. Review your application and then **CLICK ON THE SUBMIT button**. You will receive an auto-email confirming the receipt of your form submission.

### **Deadline Date: 11:59pm Friday, December 21, 2018.**

If you have questions regarding access to, or submission of, the FY 2020 Annual Budget Application form please contact Steve Fox [fox@mnstate.edu](mailto:fox@mnstate.edu).

## *Helpful Hints and Tips*

- Complete the green text areas and be as detailed as possible. The form has auto-calculations. Be sure the amount requested is accurate before submitting.
- Please **DO NOT** try to **COPY AND PASTE** information from previous years! When SABC is reviewing these forms, it is **VERY** obvious to see who copies and pastes! If you do this it may affect your desired budget amount.
- If you do not anticipate doing any fundraising, collecting club "dues" from members, or bringing in other sources of income, skip to the Expenses section of the form.
- Non-travel expenses go into Section 3. Travel expenses go into Section 4.
- If you collect individual member fees or other income to help offset or subsidize some of your operating expenses, record those collected fees under the income section. Then include the full amount of the expense in the expense section.
- SABC dollars are state dollars and thus, must follow State of Minnesota and Minnesota State guidelines. SABC does not fund items such as food for every meeting, individual gifts, scholarships, charitable contributions or charitable giving activities, employee expenses, individual member fees that have personal benefits, etc.
- SABC does not have the financial means to fund every dollar of every trip for all organizations during this process and during the Travel Funding Application Process. To be fiscally responsible and to maximize funds to the fullest, many times SABC will not allocate travel funds during this annual budget request process and will ask organizations to come back to SABC during the fiscal year to request travel funds through the Travel Funding Application Process. We still ask organizations to complete the Section 4 if they know of any planned trips but also ask groups to be understanding if no funds are allocated for a trip during this process. This helps SABC with their planning.
- Please be as detailed as possible. See the examples on the next page.

Bad Example for Expense Section (Provides no details):

Name of Category #1: Recruitment Meeting

Description: We want people to join our club!

Total: \$102.00

Good Examples for Expense Section:

Name of Category #1: Recruitment Meeting

Description: The purpose of this meeting is to encourage people to join our student organization. We as a club, want to put on an exciting event that will spark incoming and returning students to join our group.

Food: \$25.00

Door Prizes - 5 T-shirts at \$19.00 each: \$57.00

Posters – 20 posters at \$1.00 each: \$20.00

Grand Total: \$102.00

Name of Category #2: Dance

Description: The purpose of this dance is to provide a fun and entertaining night for not only our organizations members but all of MSUM's students as well. This event will be put on at the end of the year to celebrate the organization's successful academic year.

DJ: \$300.00

Food: \$150.00

Posters: \$100.00

Grand Total: \$550.00