

**Office of the Student Body Vice President for Finance
Fiscal Year 2020 Metrics and Guidelines & Directions for Budget Preparation**

1. Booth

Goal: Give all groups a flat rate amount for non-capital costs of participating in booth.

- a. All non-capital expenses have a cap according based on the type of booth:
 - i. Two Story: \$2,500
 - ii. One Story: \$2,000
 - iii. Blitz Booth: \$750
- b. Groups building a booth for the first time can receive an extra \$500.
- c. Capital expenses do not have a cap, but should not be granted if they were budgeted for within the last 3 years.

“Non-capital budgets for Booth will be capped at \$2,500 for a two-story booth, \$2,000 for a one-story booth, and \$750 for a Blitz Booth. Groups doing Booth for the first time can receive a \$500 bonus.”

2. Buggy

Goal: Give all groups a flat rate amount for non-capital costs of participating in buggy.

- a. All non-capital expenses have a cap according to the following procedure:
 - i. \$1,000 for participating in buggy.
 - ii. An additional \$750 for each team the organization has race.
 - iii. This is capped at a maximum of 4 teams, so a \$4,000 total cap.
- b. Capital expenses do not have a cap, but should not be granted if they were budgeted for within the last 3 years.

“Non-capital budgets for Buggy will be capped at \$1,000 if they participate in Buggy, and an additional \$750 for each team that races, capped at four teams, or \$4000 total.”

FY20 JFC Metrics

3. Travel

Goal: Have consistent travel allocations across groups while also factoring in the practical cost of travel, the varying needs of different organizations, and what is reasonable to ask participants to contribute.

- a. Identify each line item that is for transportation and check that it looks reasonable. If it doesn't look right (ie. It costs \$3,000 to transport 5 people to Philadelphia), talk to the organization.
- b. Split the money between each line item for travel: i.e. X people travelling. $X * \$275 = \text{TOTAL}$. Split the TOTAL between Lodging, Transportation, etc.
- c. Total costs for domestic travel are capped at \$275 per person per year.
- d. Foreign travel will have an extra \$100 per person because foreign costs are generally higher than domestic costs, which means \$375 per person per year.

“The JFC will fund domestic travel with a total cap of \$275 per person traveling for the year. The JFC will fund foreign travel with a cap of \$375 per person travelling per year.”

4. Food

Goal: Fund food at a fair level that supports the needs of organizations.

- a. Identify each line item allocated for food and make sure it is properly categorized:
 - i. Food - Event: Food for any event the organization has outside of its regular meetings, including those open to the public or not. Please make sure the event is described properly
 - ii. Food - GBM: Food for any general or regular organization meeting.
 - iii. Food - Recruitment: Food for recruiting people to come to your organization meetings.
 - iv. Food - Alcohol: All alcohol should be listed under this category. The JFC Bylaws dictate that alcohol cannot be funded unless approved by a $\frac{3}{4}$ supermajority of the JFC and a $\frac{2}{3}$ supermajority of Senate and GSA.
- b. Food - Recruitment: Cap at \$200 per year.
- c. Food - GBM: Cap at \$600 per year.
- d. All Food categories in total are capped at \$1000 per year.

“The JFC will fund up to \$200 per year for recruitment, and up to \$600 per year for food at general body meetings, with no organization receiving more than \$1000 a year total for food.”

FY20 JFC Metrics

5. Miscellaneous Metrics

Goal: Adjust budgets to additional metrics for even and fair budgeting.

- a. For advertising, cap all costs according to the following schedule:
 - i. General Club/Organization Promotion: \$100 per year
 - ii. Normal Event: \$20 per event instance
 - iii. Large Event: \$100 per event instance
 - iv. Large Banner: \$100 per instance.
 - v. Hanging a Doherty Banner: \$350 per instance.
- b. Gifts/Prizes/Honorariums: Cap all at \$30 per person.
- c. Registration fee: Cap at \$100 per person per year.
- d. AB Tech expenses: Use the AB Tech Price guide to adjust the expense amount accordingly.

6. New Organizations

Goal: Ensure new organizations can prove stability and commitment before granting them larger budgets.

- a. Newly recognized or funded organizations have a budget cap of \$1000.

7. Fundraising

Goal: Support organizations that do their own outside fundraising

- a. The JFC will subsidize any fundraising costs up to half the organization's total revenue for the year with a cap of \$500. Please note that this is only for non-event fundraising and that large fundraising events have no funding cap.

8. Guidelines

Guidelines are non-binding but are recommendations for JFC advisors.

- 1) JFC members should meet with each of the representative organizations to go over its budget to ensure everything looks as they intend it to and that everything is clearly communicated before budget submission.
- 2) Second year organizations are recommended to have a budget cap of around \$2500.