

FY22 JFC Metrics

The Office of the Student Body Vice President for Finance

Fiscal Year 2022 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: \$3,000
 - ii. One Story: \$2,250
 - iii. Blitz Booth: \$800
- b. Groups building a booth for the first time can receive an extra \$1,000.
- c. Capital expenses do not have a cap, but should not be granted if they were budgeted for within the last 3 years.

2. Buggy

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

- a. All non-capital expenses (excluding safety equipment) 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.
 - iv. Safety equipment is capped at \$500 per organization.
- b. Capital expenses do not have a cap, but should not be granted if they were budgeted for within the last 3 years.

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 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 travel are capped at \$275 per person per year.
- d. Organizations are free to apply for additional funding in exceedance of this metric should the needs arise.

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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: Non-personalized food for any event the organization has that is outside of its regular meetings and open to the public. Please make sure the event is described properly.
 - ii. Food - GBM: Food for any general or regular organization meeting or events limited to its membership.
 - 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.
 - v. Food - Ingredients and Supplies: Ingredients and supplies used for preparing food.
 - vi. Food - Other: Miscellaneous food not under any of the categories above.
- b. Food - Recruitment: Cap at \$200 per year.
- c. Food - GBM: Cap at \$600 per year.
- d. Ingredients and supplies (non-prepared food) do not count against any food metric.

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. Guidelines

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

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- 1) Second year JFC-funded organizations can receive up to and at most \$2500.
- 2) Large events are defined as events open to the CMU community that sell at least 75 tickets.
- 3) Revenue will be applied towards line items limited by metrics first.
- 4) JFC Members must disclose organizational affiliations in advance of any discussion and recuse themselves from discussion.
- 5) Standard organization websites not requiring additional computing power will be capped at the level of a Small Virtual Server in the [Computing Services Price List](#), plus the prevailing rate for a standard domain name.
- 6) Total food expenses are capped at the maximum of \$1000 or 20% of the event food budget

8. Merit

JFC philosophy involves both Metrics and Merit. This is a non-exhaustive list of some of the factors the JFC uses to gauge the Merit of funding various line items.

- a. Campus Impact: For a given cost, the JFC prefers funding line items that it perceives as having the greatest impact on the largest number of students, or that contribute towards university wide goals such as (strengthening CMU's reputation, diversity and Inclusion, sustainability, etc...).
- b. Historical Precedent: The JFC keeps its decisions somewhat similar and stable from year to year, unless there is good reason not to.
- c. Fiscal Responsibility: The JFC rewards organizations that comply with university financial rules
- d. Consistency: The JFC tries to apply its funding decisions equally to all organizations.
- e. Utilization: The JFC has historically given preference to organizations that utilize most of their JFC allocation. However, this will be much less of a factor this year due to Covid 19.
- f. Line Item Description: The JFC is more likely to fund line items that have clear descriptions.

Ratified at 12/06/2020 JFC Meeting.