SAF Workshop
Budget Application Process
SAF Overview

$142.00 per student per year

Dispersed to fund student life on campus

Available to any CSI-recognized student organization

Governed by the SAF Manual

• READ THE MANUAL
Budget Categories

**Annual Budgets**

Provided to groups with history of successful campus engagement
Application due in the Spring, funding awarded over the Summer

**Supplemental Budgets**

Intended for new clubs or clubs without funding history
Funding awarded on event-by-event basis
Supplemental Budgeting

- 4 requests per Fiscal Year
- Requests are due 3 months in advance
- $1,500.00 per year
- Covers events, equipment, or fees
Annual Budgeting

- Single allocation for entire Fiscal Year
- Requires detailed proposal and previous SAF budget
- Funds can be spent at the discretion of E-Board.
# Annual Budgeting Decisions

<table>
<thead>
<tr>
<th>Budget Criteria</th>
<th>Previous allocations</th>
<th>Consistency of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Efficiency of previous spending</td>
<td>Sustainability</td>
</tr>
<tr>
<td></td>
<td>Cost per student</td>
<td>Exclusivity</td>
</tr>
<tr>
<td></td>
<td>Club experience and seniority</td>
<td>Funds available</td>
</tr>
</tbody>
</table>
Spending Restrictions

- Drugs, alcohol or tobacco
- Charitable contributions
- Items to be donated
- Fundraisers
- Class projects
- Security Deposits
- Late fees or penalties
- Financial vehicles
- Payments to students
- Trophies, prizes or gifts
- Giveaways (incl. T-shirts)
- Sales tax
Additional Restrictions

$12: Maximum cost of food per expected attendee

$750: Organization fees or chapter dues

$500: Conferences or competitions

Only required for Supplemental Budgets, but still a nice benchmark for annual budgeting.
All student organizations are exempt from sales tax.

The SAF does not reimburse sales tax costs.

More information can be found at the SABO website.
Advertising

The Finance Board is happy to fund advertising fees

Snapchat filters, facebook ads, flyer printing costs, etc.

Parade is a useful app developed by NU students
Accessibility

• All events on campus must be open to the entire student body.

• All clubs requesting funding must be open to the entire student body.

• Auditions and interviews are allowed
Spending Reports

Must be submitted within 30 days of your expenditure.

Additional **Mid-Year** and **Year-End** Reports are required for Annual Budgets, alongside 30-day reports.

Save all receipts and proofs-of-purchase

All forms can be found at the Finance Board page on Engage.
All of September is Welcome Month
There is no separate budget process

Make sure to include Welcome Week funding in your Annual Budget request

Reserve space during Call for Programs, no separate form.
• The SAF considers “durable equipment” any item with a useful lifespan exceeding 2 years or a cost exceeding $200.00.

• Durable equipment must be stored on campus in a method and location approved by your CSI program manager.

• Equipment inventory is the responsibility of the club, the Finance Board may perform equipment audits during the year.
How to Apply
Budget application walkthrough
neu.campuslabs.com/engage

• This is the website for clubs finances
Manage your organization content and review submissions.

Administrator Tools
Organization Search

Search Organizations

My Memberships

Center for Student Involvement
Finance Board

(Showing 1-2 of 2)
Your club here

Finance Board

338 Members

Primary Contact: David Hope
### Finance

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

#### Finance Board Budget Requests

<table>
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<tr>
<th>Status</th>
<th>Request Name</th>
<th>Process</th>
<th>Submitted</th>
<th>Amount</th>
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<tr>
<td>Returned For Revi</td>
<td>Test 8/8/19</td>
<td>November 2019 Supplemental Budget</td>
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</table>
Important Links + Info

SGA
NortheasternSGA.com
FinanceBoard@northeastern.edu
Office Hours:
332 Curry Student Center
   Mondays 6-7pm
   Thursdays 7-8pm

Northeastern
studentlife.northeastern.edu/csi
northeastern.edu/sabo
sabo434@northeastern.edu
nucsi@northeastern.edu
432 Curry Student Center