

BUDGET PREPARATION FOR YOUR STUDENT ORGANIZATION

Important Questions

Use the following questions to help your organization plan and prioritize your budget.

1. What is the purpose of your organization?
 - a. Do your expenses align?
2. What are your organizational goals?
 - a. What expenses might you have to meet those goals?
3. Review the past and current expenses either through bank statements, your HSC Net Finance tab, or saved documents on HSC Net.
4. Do your research
 - a. Obtain quotes on potential costs – shop around
 - b. Do not make estimates – get real numbers
5. What expenses are the most important? Number them according to priority.
6. Review what your sources of income are.
 - a. Membership Dues
 - b. Fundraising
 - c. Donations
 - d. TTUHSC SGA Senate Funding

Major Components of a Budget

Potential Income:

- Dues
- Fundraising
- Funding

Potential Expenses:

- Meetings
 - Speaker
 - Food
- Events
 - Food
 - Rentals
 - Publicity
 - Equipment
- Leadership Development (Conferences)
 - Registration Fees
 - Flight/Car Rental
 - Gas
 - Lodging
 - Food

- Transportation
- Promotional
 - Member swag
 - Awards/Recognition
- General Supplies

Important Reminders about TTUHSC SGA Senate Funding

- Funds allocated are to supplement the organization budget and not to fund all organization expenses.
- You are only allowed to provide food at two meetings a year.
- When requesting to purchase drinks they have to be coke products.
- Travel is only allowed if related to student organization and not for individual academic purpose.

Adapted from: The University of Houston Center for Student Involvement *Preparing a Budget* (2023).