Fiscal Year 2018
Budget Packet

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Welcome from the Vice-Chair

Thanks for your interest in the GPSA Budget Process for Fiscal Year 2018! Providing funding for student groups is an important priority for the Finance Committee, and our annual budget process provides a useful avenue for student groups to receive money from the GPSA. The Finance Committee will be working hard to ensure it is able to craft a balanced and thoughtful budget for FY 2018.

Enclosed in this budget packet is the information necessary for you to submit an application to the Finance Committee. I ask that every student group which is eligible and willing to apply give adequate time and effort to their application. In that way, you help the Finance Committee understand why providing funding to your group is important for the success of our graduate and professional students on campus.

For the most up-to-date information about the budget process, including any scheduling changes, please visit the Annual Budget page on the GPSA's website. If you have any questions regarding the process or the application, please feel free to contact me and/or the Chair, at tscholten@unm.edu and gpsafin@unm.edu, respectively.

Thank you for the work you do in leading student organizations on campus. I hope that through participation in this budget process, we are able to help you help your members.

– Travis Scholten, Vice-Chair, GPSA Finance Committee
GENERAL INFORMATION

What is the GPSA Budget Process? – The Graduate and Professional Student Association (GPSA) provides an opportunity for Chartered Student Organizations to apply for an annual budget. These budgets are intended to assist with operational and recurring costs that the student organization anticipates. An annual budget is not intended to cover one time expenditures such as money for events or travel, these funds can be requested through GPSA's appropriation process.

Who is eligible to apply? – To be eligible an organization must be 1) chartered through the Student Activities Center, 2) have active graduate or professional student membership, and 3) NOT be a Recognized Department Student Association (RDSA) that has, or intends to, directly apply for and receive Pro-Rated Benefits (PB) funding from GPSA.

How are decisions regarding funding made? – The Finance Committee (FC) holds hearings and deliberations to discuss each funding request. Each request is reviewed on a case by case basis, and the FC will consider the impact the organization has on the graduate and professional student body, sources of funding, and a group's ability to present an organized and thought-out request.

The FC will forward its recommendation to the full GPSA Council and the Council may either accept the FC's recommendation, or make changes to it. After the Council has passed a finalized, balanced budget, it will be reviewed by the GPSA President before it is signed into GPSA law.

What should a group expect to receive? – It is not possible to anticipate whether the amount of budget requests will be greater than the amount of money GPSA has available to distribute. Organizations should not anticipate that they will automatically be allocated the amount that they requested. Because of this it is important to make requests reasonable and supported by facts.

Please note that, according to the Bylaws of the Association, groups which are not GPSA Decision Making Bodies (e.g., standing committees) may not received budget funding greater than $1000. Further, groups which have not participated in the GPSA Budget Process within the past two years may not receive funding greater than $500.

Are there attendance requirements? – Yes! Organizations should make sure that they have a representative present on their behalf for a budget workshop and for their assigned budget hearing. Failure to have a representative at both will result in disqualification from the budget process. Organizations are not required to be present for the March Council Meeting at which the budget is passed, but all Council meetings are open to attend and an individual or organization may make comments during the gallery and media section of the agenda.
SPRING BUDGET TIMELINE

Budget Workshops ...........................................................................................................*January 26, 27, 30
Application Deadline ........................................................................................................... **February 17
Hearing Schedule Announced ......................................................................................... February 20
Deadline to Request Schedule Change ................................................................. ***February 22
Budget Hearings .............................................................................................................February 27 & 28
Committee Recommendations Announced ......................................................... March 7
Council Meeting with passage of Budget ................................................................. March 25

* January 26 - 12:00 PM in the SUB, Acoma A&B
  January 27 - 12:00 PM in the Domenici Center, West Wing, Room B-102 (lower level)
  January 30 - 5:30PM in the SUB, Trail/Spirit
** Applications must be submitted and received no later than 5:00 PM
*** Requests for scheduling changes must be submitted by 5:00 PM

APPLICATION CHECKLIST

- Ensure that the organization is chartered through the Student Activities Center.
- Make sure the organization has active graduate/professional students
- The organization cannot be an RDSA/RGSA that applies for and directly receives GPSA Pro-Rated Benefits (PB) Funds
- Have a representative from the organization attend a GPSA Budget Workshop
- Check e-mail for GPSA Budget Application
- Save the application as “organization name-FY_2018” (ex: Graduate Employees Together-FY_2018). Do not use abbreviations or acronyms
- Fill out the form completely:
  - Round to the nearest whole dollar for every line-item
  - Include as much detail as necessary in the detail sheets
  - Multiple lines may be used to categorize certain line-item requests
- Submit an electronic copy of the form to the FC Chair at gpsafin@unm.edu. Electronic submissions must be sent no later than 5:00 PM on February 17. A response will be sent within 24 hours of submission. This response shall constitute receipt of the application.
- Check your email for notice of the budget hearing schedule. The hearings accommodate many, many organizations and the scheduling is not typically negotiable.
- Make any emergency requests to change hearing time. These requests must be made before February 22, at 5:00 PM.
- Prepare for the presentation at the budget hearing. Always have a backup presenter
- Don’t be late or miss your scheduled hearing!
BUDGET HEARING INFORMATION

All groups applying for funding through the GPSA Annual Budget Process will be asked to attend a budget hearing. It is not certain if the available funding will be enough for all of the submitted requests. Subsequently, the budget hearings are an important part of applying for funding. Please have at least one graduate representative present at the assigned hearing time and make sure that preparation is made in order to facilitate discussion with the committee.

Hearing Schedule: The budget hearings will be announced no later than Friday, February 20th. Notice will be posted in the GPSA Office, the GPSA website, and email notifications will be sent out to the email address(es) on each properly submitted application. The Finance Committee Chair will try to accommodate organizations if there is a problem with their scheduled hearing, but it is ultimately the organizations' responsibility to make their hearing.

Hearing Format: Each organization will be allowed up to 5 minutes to present their budget request to the FC. Information may be provided about the organization in general as well as the specifics of the request. After the request is presented, the FC will have the opportunity to ask questions to the organization. After committee questions are complete the Finance Committee will enter into deliberation, deliberation can occur at the time with the organization present or the organization may be dismissed and deliberation may occur later in the day. The committee may make reductions or other changes to the request. During committee deliberation the organization is not allowed to ask questions or communicate with members of the committee.

After the Hearings: After all the requests have been heard the FC may return to them during a final set of deliberations in order to balance the budget or make further adjustments. Once the committee has finalized a balanced budget, it will be passed by the committee and sent to the GPSA Council to be voted on March 25, 2017. Finally, the GPSA President will approve a balanced budget. Funds from the Annual Budget Process will not be available until the start of the next fiscal year (typically, July 1 of the current calendar year). Your organization will be required to attend an SGAO spending workshop before access is given to the funds.
LINE ITEMS - DEFINITIONS

Groups requesting a budget should utilize the line items defined below. The FC may recategorize or otherwise regroup line items at its discretion.

**Advertising** – Advertising via the Daily Lobo, fliers, or other sources of publication or notice for meetings, events, recruitment, or other organization-related business.

**Computer Costs** – For purchase of computer hardware and software components.

**Computer Supplies & Printing** – Accessories to include paper, ink, toner, and other supplies not included in computer costs category.

**Copying Services** – Any service related to copying of printed material.

**Educational Supplies & Subscriptions** – Items that are related to and enhance the purpose and mission of the organization, typically, but not limited to, books, manuals, DVDs, and magazines.

**Equipment Repair & Maintenance** – For the purchase of equipment and also the costs associated with maintenance and repair of the equipment. Equipment may be electronic or other physical equipment regularly used by the organization.

**Event** – Costs associated with planning, organizing, and hosting an event sponsored by the student organization. Costs for one-time events should be funded through an appropriation during the academic year.

**Food & Refreshments** – For the Annual Budget Process this item is used for requesting funding for food associated with meetings, recruitment, and general operation. Food for large and specific events should be requested under an event line-item or through an appropriation during the semester.

**General Operating** – Expenses that do not fit into any of the listed categories.

**Office Supplies** – Expenses associated with stocking and upkeep of an on-campus office.

**Professional Services** – Cost of services provided by an outside, non-university source.

**Rentals** – May include facility/space rental or equipment rental.

Please note the following line items typically will not be funded as part of a budget application:

**Travel** – Expenses associated with student travel should be made through an appropriation during the semester before the time of travel. Travel costs associated with bringing a(n) outside person(s) to New Mexico should be included under a professional services line-item.
**Honorarium** – Payment given to a person for their services in a volunteer capacity for which fees are not traditionally required. UNM policy prohibits University funds from being given as honorarium to UNM staff or faculty.

**UNM COST SHEET REFERENCES**

The following entities at UNM can provide some services for student groups. See the links for cost information.

- **UNM Copy Center** – paper printing and copying, among other services
- **UNM Bookstore** – writing supplies, books, software
- **Daily Lobo** – advertising and notices
- **UNM Mailing Services** – postage rates