



Budgets & Allocations

SPRING 2016

Covered in this Module

- *Timeline* of B&A Period
- *Attendance* at April GBM
- *Step-by-step* creation of budget

Timeline / *Budget & Allocations*

- Jan 26: B&A Cycle officially starts today!
- **Feb 21: Budgets due at 11:59 p.m.**
 - PAC groups need budget pre-approval!
- Feb 24–Mar 3: Budget Interviews
 - Sign up for slot when spreadsheet is sent out
 - Meet with SAC liaisons to walk through budget
- Apr 4: Budget briefs released
 - You will see amount funded and reasons for decision

Timeline / *Budget & Allocations*

- **Apr 13: Written appeals due at 11:59 p.m.**
 - You must write to us explaining the necessity of an unfunded item (at that price) and Exec will review
- **Apr 18: Final appeal decisions released**
- **Apr 20: Budget & Allocations GBM**
 - *You must attend to secure your group's 2016-17 budget*

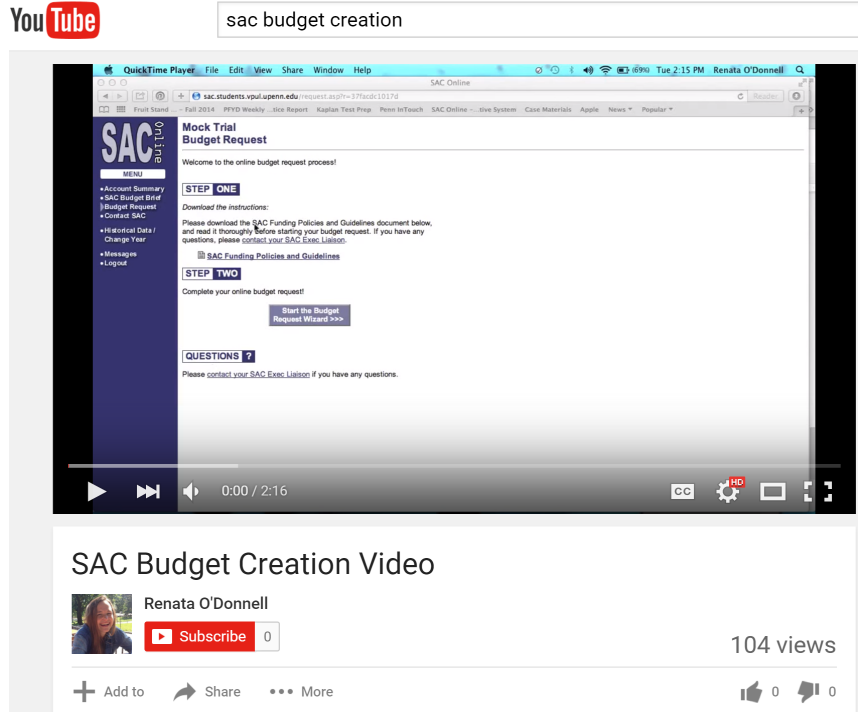
Attendance / *April 20 GBM*

- Crucial to attend in order to accept budget
- If your group does not attend, your budget will be frozen until the fall
 - Upon unfreezing, 5% cut implemented
- *An entire slide has been devoted just to say how absolutely crucial it is to attend the April GBM*

Timeline / *Budget & Allocations*

Concerned about creating your budget?

- Come to our office hours!
 - <https://goo.gl/2WCfa8>
- Reach out to your liaison
- Check out this PowerPoint and video (feat. Renata) posted to the website
 - <youtu.be/EsUP4c-7KUQ>



The image shows a YouTube video player displaying a screen recording of a web browser. The browser's address bar shows the URL `sac.students.vpsu.upenn.edu/request.asp?r=375adcd017d`. The page content is titled "Mock Trial Budget Request" and includes a navigation menu on the left with items like "Account Summary", "SAC Budget Brief", "Budget Request", "Contact SAC", "Historical Data", "Change Year", "Messages", and "Logout". The main content area has a "STEP ONE" section with instructions to download the "SAC Funding Policies and Guidelines" document. Below this is a "STEP TWO" section with a "Start the Budget Request Wizard" button. A "QUESTIONS" section at the bottom asks users to contact their SAC Exec Liaison if they have any questions. The video player interface includes a play button, a progress bar at 0:00 / 2:16, and a "Subscribe" button for the channel "Renata O'Donnell", which has 0 subscribers and 104 views.

N.B. / *Alternative Funding*

- Ask us about alternative funding sources!
- Especially relevant for cultural events (incl. food), conferences

The screenshot shows a web browser at penncfa.com. The page title is "Common Funding Application". Below the title, it states: "The Common Funding Application (CFA) is a one-stop online tool for student groups to request funding from multiple funding sources at once." A reminder says: "Reminder: Apply for funding at least 3 weeks before your event!".

Under "First-time user?", there are links to:

- How to Use the Common Funding App
- Infographic about the Funding Sources
- Funding Calendar
- Funding Sources Info Table

On the right side of the page is a "Login" form with fields for "Username" and "Password", a "Submit" button, and a link for "Need an account? Sign up".

At the bottom of the page, it says "Made at Penn | © 2016 Penn Labs".

NEED FUNDING?

Apply for UA Contingency!

The Undergraduate Assembly has over

\$10,000

in last-resort funding for student events and initiatives!

UA Contingency is for events that are

- Open to all**
Your event must be open to the entire Penn undergraduate community
- In need**
You must have sought out funding from every other possible source first
- Fully planned**
You need to submit a detailed, line itemed budget

APPLY AT PENNCFA.COM