

## *Existing Student Organization Budget Form*

<u>Line Items</u>	<u>2012-2013 Budget</u>	<u>2013-2014 Requested</u>	<u>Exempt?</u>	<u>Rational</u>
<b>The John Calvin Club</b>				
Revenue	\$0.00			
Refreshments	\$100.00			5 meetings a semester @ \$10 per meeting
Honoraria	\$50.00			1 speaker a semester @ \$25 per speaker
Copy Center	\$50.00			5 poster runs throughout the year @ \$10 a run
Transportation	\$100.00			1 day trip this year (\$50 van rental, \$50 for gas)
Programming	\$100.00			5 main events @ \$20 an event
<b>Total</b>	<b>\$400.00</b>			

Please fill in the **2013-2014 Requested** column with the appropriate amounts and provide rational in support of the requested numbers.

1. The total budget of this organization may increase by a maximum of 25%.
2. Additional line items may be added but must stay within the 25% increase.
3. Place \$0 in the 2012-2013 Requested column if the line item is not requested for next year.
4. Place a **check mark** in the exempt column if the line item **is to be exempt** from the 40% budget cuts during interim because the cost will be incurred only during second semester.
5. All requests for equipment that will be used for more than the upcoming year should be submitted using the Capital Improvements Request
6. All requests for funds not guaranteed to be spent should not be budgeted for but instead requested next year as an Ad-Hoc request
7. The rational column should contain calculations to show how the requested numbers were achieved. Rational reading "Same as last year" will not be accepted.
8. Additional calculations/support can be attached to this form should the rational column not provide enough room.

Respectfully submitted,

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(Signature of 2012-13 Chairperson)

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(Signature of 2012-13 Advisor)