



Annual Budgeting Information Worksheet for 2015-16

Organization: _____

2015-16 President: _____

2015-16 Treasurer: _____

2015-16 Advisor: _____

List all other 14-15 officers and their positions:

President Email: _____

Phone: _____

The key to budget month is reading the criteria carefully. Please make sure you are very thorough in your descriptions or you may be cut simply because the finance committee misunderstands what you are requesting. In addition, for the sake of the finance committee members please don't pad your budgets but only request what you actually need. You will have a better chance of keeping line items if they are reasonable. Help us and we will do our best to help you!

WE JUDGE REQUESTS BASED ON THESE STANDARDS:

- 3.1a Degree of positive promotion and reflection of the ideals, interest, and goals of the SMU community.
- 3.1b Appeal to the student body through its activities and programs.
- 3.1c Degree of student participation in the programs per dollar spent for the program; including the number of students participating and the number of students served by the event.
- 3.1d Attempts to secure funding from sources other than ASSMU.
- 3.1e Disclosure of non-ASSMU funding to the Finance Committee
- 3.1f Appropriate historical budget expenditures and uses.
- 3.1g Benefits offered to the students involved.
- 3.1h Past record of revenues and expense to evaluate the history of spending

<i>Item Description (Type as much as you want, the more the better!)</i>	<i>Cost</i>
	\$

Grand Total: \$ _____