

BGSA BUDGET GUIDELINES

The following is a first draft (October 2009) created by BGSA Officers Plaut, Koerner, Sawyer, and Krabbenhoft. This is meant to be a guideline for future BGSA officers to draft a budget for the upcoming year.

We estimated PB funds to be approximately \$900 per semester, or \$1800 for the year. Based on this figure, we planned an operating budget dividing this money up for our year based on the following percentages. We hoped to 'subsist' on PB Funds alone, and use funds generated from fundraising, etc., for ad hoc or discretionary spending, such as replacing aging computer pod equipment (self generated account, slush fund, and biology department account are used as such).

The budget should be generated at the end of the spring semester by the current officers and presented to the incoming officers. This will eliminate work-load on incoming officers. The budget will apply the start of the Fall semester of each year. Only 1 budget for the entire year is necessary. It is based on current available funds to eliminate over-spending. Any funds not used that year will roll over for the following budget allocation.

We propose the estimated \$1800 in PB Funds be appropriated as follows:

New Student Luncheon: 20%

Publication Reimbursement: 10% (rolled over into the next year's Pub Reimbursement if not spent – treasurer must keep track of this)

Social Chair: 30%. Of this, we suggest that 8% of the PB Funds (roughly \$150) be spent on each of the fall New Student Welcome Reception and the spring get-together. The remaining 14% of the PB Funds should be directed towards a diversity of social events geared towards getting the majority of BGSA members to participate at some point during the year.

Professional awards (discretionary): 10% (this could include the proposed 'graduation award' or other similar awards to BGSA members et al.)

Food/snacks for meetings: 20%

Unappropriated (money not allocated to any particular cause): 10%