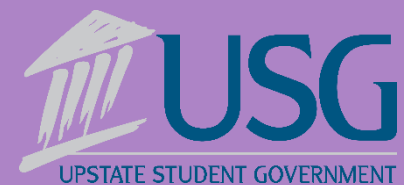


BUDGETS

UPSTATE STUDENT GOVERNMENT
SUNY UPSTATE MEDICAL UNIVERSITY



BUDGET TYPES

YOUR CLASS/ORGANIZATION BUDGET MAY BE MADE UP OF MONIES FROM TWO SOURCES

Class Funds

- \$5 per student plus \$100
- Does not carry over year to year

Club/Organization Funds

- Budget Request Spring Semester
- Based on Previous Activities
- Presence Check-In Attendance Required
- No carry-over
- Budget in account June 1 – May 31

Fundraised Monies

- Monies earned through fundraising events
- Remaining funds carry over each year in account
- More flexibility what can be spent
- All monies must be deposited into organization/class account

BUDGET NOTES

- USG Budget Approval Process
- Monthly Budget Report handed out at USG meetings
 - Sent to CAB Info Center after USG meeting each month
- Funds accessed by pre-paid expenditures and reimbursed
- Checks can also be issued in advance with invoice
- Original itemized receipts or invoices are required
- All monies collected **MUST** be deposited into group's USG account within 24 hours
- Monies may **NOT** be directly given to charitable organizations (i.e. any cash collected)
- See additional information in fundraising and reimbursement modules
- Upstate is tax exempt – no taxes are reimbursed for in-state purchases