



**STUDENT GOVERNMENT  
ASSOCIATION**  
OFFICE OF THE VICE PRESIDENT OF FINANCE

KATLYN MARTIN | [sga.finance@slu.edu](mailto:sga.finance@slu.edu)

## FY 2019 ANNUAL FUNDING TIMELINE

### February 24th: Kickoff

This meeting is **mandatory** for all CSOs wanting to apply for Annual Funding. This meeting will cover the timeline, directives, and steps and procedures to achieve funding.

### April 1st: Budgets Due

All budget requests are due via SLU Groups, using the budget template provided on the SGA website. CSOs must use the provided budget template in order to have their budget reviewed. Late budgets will only be accepted for funding at the VP of Finance's discretion. Updated SLU Group pages, executive board elections, Intent to Return Forms, Internal budgets, and Equipment Inventories are also due by this date.

### April 2-5th: Annual Funding Hearings Sign-Ups

Sign-up sheets will be located in the SGA Commons, please limit to one time slot per group. Spots are available on a first come, first serve basis.

### April 6-8th; 13-15th: Annual Funding Hearings

While not required, Hearings are strongly encouraged so the Finance Committee can gain a better understanding of the budget request. **CSOs that do not attend an Annual Budget Hearing will lose the right to appeal the Finance Committee's Recommendation.** Groups requesting less than \$5000 will need to send one old and one new executive board representatives. Groups requesting more than \$5000 will need to send two old and two new executive board representatives. If old and new executive board members are the same, they can count for both old and new representatives. In these hearings, the Finance Committee will ask questions and take notes. One representative from the CSO will sign off on these minutes at the end of the hearing to confirm that all of the notes are accurate.

### April 16th: Budgets Returned

An email stating that budget recommendations have been uploaded will be sent to executive board members listed on SLU Groups.

### April 21st: First Appeals

Those CSOs unhappy with their budget recommendations will be eligible to Appeal specific line items before the full Senate. CSOs wishing to appeal will receive more information once budgets have been reuploaded. All other budgets will be approved at the beginning of First Appeals.

### April 24th: Second Appeals

CSOs that went through First Appeals and are still unhappy with the recommendation will have an opportunity to Appeal a second time before the full Senate. More information will be given to those CSOs wishing to Appeal again. After Second Appeals, all budget allocations are final.

### July 1st: Budget Approvals via SLU Groups

All budgets will be approved on SLU Groups by this date and the money will be accessible for groups.