

## Section 5 | Budget and Allocations

*Recent policy changes will appear in hi-lighted and italicized font.*

### QUICK TIPS

#### **Who determines each club's allocated budget?**

The Sport Club Allocations Board (SCAB).

#### **What does my club need to do to get money allocated from Recreational Services?**

- Fill out Budget Request Form and submit by given deadline.
- Give Budget Presentation to Sport Club Allocations Board.

#### **When do I need to turn anything in or give my club's presentation?**

*The Budget Request Form submission deadline is August 27. Clubs that properly submit a Budget Request Form will be scheduled for a Budget Hearing to present the club's budget in front of the SCAB. Budget Hearings will take place on August 30-31.*

#### **Where do I find the form?**

Budget Request Forms can be found on Engage under the "Documents" section on the Sport Club home page.

#### **Where do I turn in the paperwork?**

Completed Budget Request Forms should be uploaded on Engage to the "Budget Request Form Upload" form under Forms on the Sport Club home page.

#### **What does the SCAB take into consideration when making allocations?**

The SCAB will take into consideration needs, use of previously allocated money, and the previous year's Sport Club Points Standings.

#### **What other accounts are there for managing club money (allocations, donations and expenses)?**

None. All club revenue is required to be deposited to the clubs account through Recreational Services.

#### **What other opportunities are there for requesting additional SCAB/University funding?**

Unspent SCAB funds may be available for clubs who have qualified for regional or national competitions. These additional funds may be made available in the Spring Semester.

## Budget & Allocations | Definitions

### Sport Club Allocations Board (SCAB)

- a. Each spring semester, elections are held within the SCP to vote in five individuals, two of which will be the SCAC Chairperson and Vice Chairperson, to the Sport Club Allocations Board (SCAB).
- b. This committee will meet for budget hearings at a to be determined time by the Sport Programs Office. During this time, the SCAB will listen to each club that has submitted a budget request form give a budget request presentation. After hearing every budget request, this committee will determine how to allocate money for every Sport Club based on the budget request hearings. The budget hearings and budget deliberations will be open to anyone who would like to attend.
- c. This committee will also look at additional requests in the spring semester based on any additional available funding.

### Requirements for the student members of the Sport Club Allocations Board (SCAB)

- a. Student must be returning for the fall semester with plans to be enrolled in spring.
- b. Student must be able to attend all budget hearings and deliberations.
- c. Only one student per club can run for election and only one student per club can be on the board.
- d. Maintain good standing with the SCP and the University as a club member throughout term.

### Election

- a. Will be held annually at the April SCAC meeting.
- b. Five students will be elected to the committee, two of which will be the SCAC Chairperson and Vice Chairperson.
- c. One non-voting ex-officio member will also be elected to the committee. The ex-officio member can speak, but is not allowed to vote in the deliberations.
- d. There will also be an alternate selected in case committee members leave the committee.
- e. The ex-officio member would replace the first member who leaves. The first alternate would replace the second member who leaves.
- f. In the event three or more original committee members leave the committee, an election for a replacement will be held at the next scheduled SCAC meeting.
- g. The election will be by secret ballot. There will be a list of names provided to the voting representatives and they will check off those they want to vote for.
- h. Each person who wants to run for a position will have the opportunity to make a brief speech to the SCAC, making a case for him or herself.

## Budget & Allocations | Budget and Funding Requests

### Sport Club Allocations Board Budget Requests

A club that wishes to be funded through SCAB must be a Recognized Student Organization (RSO) and must be accepted to, and active with, the SCP for an entire semester before any funds will be allocated. “Active” is defined as attending the SCAC meetings and following SCP policies and procedures. Budget hearings are held at the beginning of the fall semester.

**Budget Request Forms** are due *August 27* and serve to outline the expenses that a club anticipates for the year. An attached explanation may accompany the request form to show the specific breakdown of how the club is going to use the funds they are requesting (i.e. item, quantity, and cost).

### Sport Club Allocations Board Budget Hearings & Deliberations

The Budget Hearings are held in the fall semester to determine budget allocations for each club. Clubs present their budget to the SCAB. The SCAB will hear each club’s budget presentation and then meet to deliberate on how much to fund each club for the entire year. The SCAB will determine how much to fund each club based on the previous year’s point standings, the effectiveness of each club’s presentation, the previous year’s performance, and by each club’s needs for each particular year.

The Sport Club Allocations Board also meets to review member organization requests for additional funding, when such funds are made available through End-of-the-Year Reallocation.

### SCAB Allocated Budget

Once the SCAB has finished the allocation process, each club awarded allocation money has the given amount to spend on club needs, pending recognition as an RSO and being in good status with the SCP. It is the responsibility of each club to keep track of that club’s expenditures throughout the year and keep an accurate balance of what funds are left in this account.

### Deadline for Spending Allocated Budget

All clubs must spend or submit an expense request form by *March 23*. Unspent funds are swept into the general Sport Club Program account for reallocation. Clubs can submit a funding request to the Sport Club Allocations Board by *March 23* to receive funding from SCP reallocations.

## **Budget & Allocations | How to Complete the Budget / Funding Request Process**

### **How do I fill out the Budget Request Form properly?**

A Budget Request Form can be obtained by visiting the Sport Clubs home page on Engage and looking under **Documents**. Download the form, complete it in its entirety, and upload the form to Engage by going to the Sport Clubs home page on Engage, clicking **Forms** and **Budget Request Form Upload**. When filling out a Budget Request Form properly, particular fields must be completed before submission. One purpose of the form is to allow clubs to think critically about their club's budget for the year to make sure they are being financially responsible and planning ahead. The second purpose of the form is to provide a snapshot of the club's budget to the SCAB. Provided below are overviews of the different categories and why they are needed.

#### **Club Name**

Make sure to include your sport club's name.

#### **Date of Request**

Put the date on which you are completing the form.

#### **President's Name**

Put the Club President's name.

#### **Treasurer's Name**

Put the Club Treasurer's name.

### **BUDGET CATEGORIES**

**For all categories, if you need to add additional lines, please do so by right clicking on the row number on the far left and clicking "Insert".**

#### **Personnel Payment**

Include a breakdown of how much you plan to pay to coaches/instructors and officials for any tournaments/matches/competitions that you will host this year.

#### **Transportation**

Sport Clubs are required to travel for competition. Include estimated costs that will be spent on paying for gas for trips, renting vehicles from fleet services, or for airfare to national competitions.

#### **Hotel Rooms**

Include estimated costs for hotel rooms for different trips the club plans to take for the year.

**Equipment**

Sport Clubs are always in need of equipment for their sport. Include an estimate of what equipment will be needed in the upcoming year, and the associated costs.

**Facility Rentals**

If your club rents facilities for practices or to host games/matches, include the estimated number of costs for those rentals.

**Affiliation Dues**

If you are required to pay membership dues in a governing body or organization, include those costs here.

**Workshops and Clinics**

Your club may attend workshops and clinics throughout the year. Include estimated costs for those in this section.

**Miscellaneous**

If there are any costs that your club will incur that do not fall within these categories, include brief descriptions and costs here.

**Total Projected Expenses**

The formula in this cell should automatically total the amounts you have entered in all the categories above.

**Income**

Clubs are required to collect member dues and are encouraged to fundraise. Please include how much you estimate your club will receive in income from these two methods. Include each fundraising activity as a separate line.

**Total Projected Income**

The formula in this cell should automatically total the amounts you have entered in the income categories above.

**Total Request for Allocated Funds**

Include the amount your club would like to request from the SCAB. This amount cannot be more than your expenses minus your income.

Example of a Properly Completed Budget Request Form

**SPORT CLUB BUDGET REQUEST FORM**



Recreational Services

Club Name: Rock Climbing Date of Request: 8/20/21  
 President's Name: Jane Doe Treasurer's Name: Jessica Jones

*Provide a detailed description of your clubs projected expenses for the 2021-2022 academic year:*

Expense Category	Item Detail	Cost
Personnel Payment (Coach's/Instructors/Officials/ Trainers/Lifeguards)	Coach/Instructor Fall Semester	\$ 500.00
	Coach/Instructor Spring Semester	\$ 500.00
Transportation (Gas, Vehicle Rentals, Flights)	Gas for Trip to Iowa State Competition	\$ 100.00
	Gas for Trip to Marshall Competition	\$ 300.00
	Gas for Trip to Oklahoma State Competition	\$ 500.00
Hotel Rooms (Trips and Estimated Costs)	2 Hotel Rooms x 1 Night in Ames	\$ 200.00
	2 Hotel Rooms x 2 Nights in Huntington	\$ 400.00
	2 Hotel Rooms x 2 Nights in Stillwater	\$ 400.00
Equipment (Pieces of Equipment and Cost)	Helmets	\$ 100.00
	Chalk	\$ 75.00
Facility Rentals (# of Reservations and Cost)	Rock Wall at CRWC x 2 nights/week - Fall Semester	\$ 1,000.00
	Rock Wall at CRWC x 2 nights/week - Spring Semester	\$ 1,000.00
Affiliation Dues (Conferences, Regional/National)	National Rock Climbing Association Membership	\$ 1,500.00
Workshops & Clinics	N/A	\$ -
Miscellaneous (Items Outside of Categories)	Awards for Hosting Rock Climbing Competition	\$ 500.00
	Registration Fees for Iowa State Competition	\$ 100.00
	Registration Fees for Marshall Competition	\$ 100.00
	Registration Fees for Oklahoma State Competition	\$ 100.00
<b>Total Projected Expenses:</b>		<b>\$ 7,375.00</b>

Income (Dues Collection, Fundraising)	Fall Semester Member Dues - 15 members - \$50/each	\$ 750.00
	Spring Semester Member Dues - 15 members - \$50/each	\$ 750.00
	Entry Fees from Rock Climbing Competition	\$ 1,000.00
<b>Total Projected Income:</b>		<b>\$ 2,500.00</b>

**Total Request for Allocated Funds: \$ 4,000.00**

## **Budget & Allocations | Fundraising and Accounting**

### **SCP End-of-the-Year Reallocations**

Additionally, the Sport Club Program sweeps all unspent allocated budget funds each Spring and makes these funds available to active organizations for reallocation. Clubs can submit a funding request to the Sport Club Allocations Board during the Spring to receive funding from SCP sweepings. The due dates and request procedures are announced at prior SCAC meetings.

### **Depositing Funds into Sport Club Account**

Deposits must be made in-person at the Field House Member Services counter. It is encouraged to submit deposits on the same day that they are received to prevent loss. Member Services will complete the deposit transaction and then hand you a receipt for your records.

Once you have a receipt, submit it to your club's Assistant Director noting what the deposits were for, and the amounts. This will ensure accurate record keeping on your club's account ledger, should questions arise later.

### **Dues**

It is required that all Sport Clubs charge their members' dues at least \$50 per semester (average). Dues should cover the costs of running the club successfully including travel, equipment, operational costs, uniforms, etc. The dues amount should be reconsidered each year in development of the club's financial plan. Every member in a club must pay the same amount in dues.

Dues can be paid through check, cash or U-Bill.

### **U-Bill Dues Payments**

Club members can pay their dues via U-Bill. In order to do so, the club Treasurer must collect a U-Bill Dues Form from the club member wishing to pay their dues via U-Bill. Completed forms must be legible and submitted to the club's Assistant Director. If there are multiple club members wishing to pay dues via U-Bill, all forms should be submitted to the Assistant Director at the same time.

### **Fundraisers**

Fundraising by Sport Clubs is actively encouraged to add additional funds to the club account. All fundraised monies must be put into the Sport Club's University account. Should a club need a W-9 or Tax ID number, this can be found online through a search for the University's tax information which is public record. However, Sport Clubs do not fall under the University's non-profit status which means fundraisers/donations are not tax-deductible.

### **Cash Box for Fundraisers/Events**

Cash Boxes can be rented from the Student Organization Business Office (SOBO) for fundraising events where you will be collecting cash and/or making change. If you wish to rent a cash box, contact your Assistant Director.

## Budget & Allocations | Fundraising and Accounting

### How to Process U-Bill Payments

1. Print the U-Bill Dues form located under **Documents** on the Sport Club home page on Engage. A separate form is required for each club member who wishes to pay using this method.
2. Have each member complete the form and sign the form.
3. Submit all the physical copies of the U-Bill Dues Forms to your assigned Assistant Director.

### Example of a Properly Completed U-Bill Dues Form:



### UNIVERSITY OF IOWA SPORT CLUB U-BILL DUES FORM

*Handwriting must be legible. If completed information cannot be read, the form will not be processed.*

Club Name: ROCK CLIMBING

Total Dollar Amount to be Charged for Dues: \$ 200.00

U-Bill Information:

Full Name on Iowa One Card: CARRIE A. CARD

UI ID Number: 01234567 (include all leading zeros)

***By signing this form, I agree to pay membership dues in the amount of \$ 200.00 to be charged to my University of Iowa U-Bill***

Printed Name: CARRIE CARD

Signature: Carrie Card

Date: 9/2/2021

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#### **This form will not be accepted if:**

- Information is not legible.
- The form is not entirely and properly completed.
- 90 or more days have passed since the person being charged has signed.



## Budget & Allocations | How to Navigate the Budget Hearing / Deliberation Process

### Budget Hearings

1. The budget hearings will be held *August 30-31*.
2. All SCAB members are required to be present for hearings.
3. Clubs will sign up for 15-minute blocks of time at the submission of its budget request to the Sport Club Office.
4. Each club will provide a detailed budget request to the Sport Club Allocations Board prior to the budget hearing. This budget request will be due *August 27*. These requests will be compiled into a binder for the SCAB prior to the hearings.
5. Each club will have the 15-minute block of time to present their budget and answer any questions from the committee.
6. SCAB will hear every budget request prior to the Budget Deliberations.
7. Expected information to be provided would include; fundraising details, club dues, price quotes, and any other information that will aid the committee in allocating money fairly.
8. All budget hearings will be open to the rest of the SCP to attend, though conversation will only be allowed between the committee and the presenting club.
9. An Assistant Director of Sport Programs will sit in on all hearings and will be available to answer any questions about past or future budget expenditures or any other club-related business.

### Budget Deliberations

1. Budget Deliberations will take place as soon as possible following the Budget Hearings.
2. They will be open to the rest of the SCP members to attend, though conversation will be limited to the committee and clubs that are asked a specific question.
3. SCAB Chair will lead committee through process of allocating money to each club.
4. The committee will consider the point system and information provided in the budget packets and at the budget hearing in deciding how to allocate funds.
5. Each SCAB member will have one vote in deciding allocations. A minimum of three votes from committee members is needed in order to make any approvals.
6. The Assistant Director will sit in on the deliberations as an advisor to the SCAB, however, the Assistant Director will not possess a vote in the process.

### Sport Club Program Reallocations

Each Spring, active SCP organizations can request additional funding from the Sport Club Allocations Board from unspent funds from other SCP organizations. Clubs can submit a funding request to the Sport Club Allocations Board prior to the announced due date. The due dates and request procedures will be announced at prior SCAC meetings. The same process for fall allocations will be followed for SCP Sweepings Reallocation each Spring.