



**STUDENT GOVERNMENT  
ASSOCIATION**  
SAINT LOUIS UNIVERSITY

## **FY20 ANNUAL FUNDING TIMELINE**

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VICE PRESIDENT OF FINANCE

### Annual Funding FY20 Timeline:

#### **February 9th: 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.

#### **March 18<sup>th</sup> at 11:59pm: 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.

#### **March 19-22nd: Annual Funding Hearings Sign-Ups**

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

#### **March 29-31st; April 5-7th: 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 \$4000 will need to send one old and one new executive board representatives. Groups requesting more than \$4000 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 8th: Budgets Returned**

An email stating that budget recommendations have been uploaded will be sent to executive board members listed on SLU Groups as well as corresponding First Appeals information

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**April 11th at 5pm: First Appeals Sign-Up Deadline**

**April 13th: First Appeals**

Those CSOs that are in Good Standing, attended a Funding Hearing, and feel that the Annual Funding Directives were unfairly applied to their budget request will be eligible to Appeal specific line items before the full Senate. CSOs wishing to appeal will receive more information once allocated budgets have been uploaded to SLUGroups . All other budgets will be approved at the beginning of First Appeals. CSOs with revoked appeals privileges will not be allowed to appeal allocations.

**April 14<sup>th</sup>: Second Appeals Information Sent**

An email will be sent to organizations that attended First Appeals for information about requesting for a Second Appeal.

**April 16th at 5pm: Second Appeals Sign-Up Deadline**

**April 24th: Second Appeals**

CSOs that went through First Appeals and still think that the directives were unfairly applied in their budget 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.

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*NOTE: No late submissions of budgets will be accepted and failure to comply with this outline as well as information presented at Leaders of the Pack and the Annual Funding Kickoff may result in a potential cut to CSO budgets.*

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