



# UCONN

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## Graduate Student Senate

### **Budget Frequently asked Questions:**

#### ***Who can apply for a budget?***

Any graduate organization or department may apply for a budget.

#### ***How is a Budget Request different than a Special Allocation Request?***

A Special Allocation is meant for a one-time expense.

#### ***Why should my organization make a budget?***

This allows the Senate to know what the disbursement level will be for the year, and it allows your organization to be able to plan events without wondering if the Senate Floor will pass your funding request.

#### ***I've never done a budget before. How do I start a budget?***

To start your organization needs to list the events and costs from the previous year. Then add to the list any new events or expenses. From this combined list decide how many events you will be able to do. Put these events and expenses in the proper format and submit the budget before the due date. Prepare to justify your expenses at the Budget Hearing.

#### ***What is the format for a budget?***

There is a sample budget on the Graduate Student Senate webpage or you can get one from the Graduate Senate Office.

#### ***What events or items can I put on my budget?***

You can put any yearly expense that you can justify the cost for.

#### ***What is a Budget Hearing?***

A Budget Hearing is an allotted amount of time set aside to distribute a block of money to qualified organizations. Each budget is evaluated individually. During this evaluation the members of the Hearing Committee critique each budget making sure that it is a fair amount to give to the organization based on the overall performance and history of the organization. Then each budget is approved. The approved budgets go to the Senate Floor for final approval.

#### ***Who attends a Budget Hearing?***

The Treasurer of the Senate runs the Budget Hearing. There is generally a committee that assists the Treasurer. The body of the Hearing is made up of the organizations that have submitted a budget. Each organization has one voting member.

#### ***When are these Budget Hearings?***

Budget Hearings will generally be held at the end of the year or at the beginning.

#### ***Will I receive all the money I ask for?***

Your organization will probably not receive the full amount proposed. If you have good justifications for your expenditures and/or if you have reasonable expenses, then you will stand a greater chance of getting the full amount you ask for in your organization's budget.