

# Student Organization Projected Annual Activity & Budget Form

Organization Name: \_\_\_\_\_

Budget for year: \_\_\_\_\_ to \_\_\_\_\_

Submitted by: \_\_\_\_\_ Submit Date: \_\_\_\_\_

Organization Beginning Account Balance: \$ \_\_\_\_\_ Organization Account Number: \_\_\_\_\_

**Activities and Event Projected Budget:**

Activity/Event (include anticipated date)	Projected Expenses (if any)	Funding Source (if any)	Projected Revenue (if any)	Profit/Loss (if any)
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
<b>Total</b>	\$ _____	_____	\$ _____	\$ _____

**Travel and Conference Projected Budget:**

Travel/Conference	Projected Expenses (if any)	Funding Source (if any)	Projected Revenue (if any)	Profit/Loss (if any)
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
<b>Total</b>	\$ _____	_____	\$ _____	\$ _____

**Miscellaneous Expense Projected Budget:**

Miscellaneous	Projected Expenses (if any)	Funding Source (if any)	Projected Revenue (if any)	Profit/Loss (if any)
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	_____	\$ _____	\$ _____
<b>Total</b>	\$ _____	_____	\$ _____	\$ _____

Totals	Projected Expenses (if any)	Funding Source (if any – SGA or SFC)	Projected Revenue (if any)	Profit/Loss (if any)
Activities and Event Projected Budget	\$ _____	_____	\$ _____	\$ _____
Travel and Conference Projected Budget	\$ _____	_____	\$ _____	\$ _____
Miscellaneous Expense Projected Budget	\$ _____	_____	\$ _____	\$ _____
Total	\$ _____	_____	\$ _____	\$ _____

Funding Requests from (if applicable)	Campus SGA	College SFC	Need by Date	Total
Activities and Event Projected Budget	\$ _____	\$ _____	_____	\$ _____
Travel and Conference Projected Budget	\$ _____	\$ _____	_____	\$ _____
Miscellaneous Expense Projected Budget	\$ _____	\$ _____	_____	\$ _____
Total	\$ _____	\$ _____	_____	\$ _____
Funding Amount Received in Previous Year	\$ _____	\$ _____	_____	\$ _____
Funding Amount Utilized in Previous Year	\$ _____	\$ _____	_____	\$ _____

Please submit form electronically to [shair@tcc.edu](mailto:shair@tcc.edu) or via paper copy to Sara Hair, Chesapeake Student Leadership & Development – Student Center room 3218A. Any questions please contact 822-5123 for further assistance.

This form is due by the first Friday in October annually, and is not an approval for funding, travel, or event requests. This form provides needed and necessary information to the SGA, SFC, and the Department of Student Leadership & Development regarding anticipated annual budget needs and anticipated student organization activities. This document can be updated and modified as needed throughout the year. It is here to help your organization, SGA, SFC, and Student Leadership & Development budget, forecast, and plan.

Additional information, budget sheets and/or budget presentations may be requested by SGA, SFC, or the Department of Student Leadership & Development.

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### Departmental Use Only

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Funding Amount Awarded: \$ \_\_\_\_\_ Funding Amount Denied: \$ \_\_\_\_\_

SGA Approval: \_\_\_\_\_ Student Life Approval: \_\_\_\_\_

SFC Approval: \_\_\_\_\_ SFC Advisory Approval: \_\_\_\_\_

## Glossary of Terms

**Organization Budget** - Budget for entire year

**Budget for Year** - starting date of budget and ending date of budget year e.g. 20XX – 20XX

**Organization Beginning Account Balance** – amount of funds (if applicable) in the organizations account in the business office. Contact the Business Office for an account balance if you are not certain

**Organization Account Number** – account number (if applicable) utilized by the business office to process deposits and withdrawals for your organization. Contact the Business Office for the account number if you are not certain

**Projected Expenses** - Should include all foreseeable expenditures during the year, even if you are not requesting funding for that specific expense

**Activity/Event** - List all activities or events, please add an additional Activity & Budget form for additional activities or events as needed

**Activity/Event Anticipated Date** – What specific (or approximate) date/month is the activity/event happening

**Projected Expenses** -Any projected expense that will be incurred during the activity/event. Please be as specific as possible in order to better anticipate needs

**Funding source** - Where is the funding for the expense coming from? E.g. club funds, donation, etc. Please be as specific as possible in order to better anticipate needs

**Projected Revenues** - Any projected revenue that will be collected during the activity/event. Please be as specific as possible in order to better anticipate needs

**Miscellaneous Expenses** - Any expense that is incurred during the year but does not go towards a specific activity, event, travel, or conference expense

**Profit/Loss** - Should equal the sum of the event, travel, or miscellaneous expense revenue less expenses

**Total** – should equal the column total for each section (activity/event, travel/conference, miscellaneous, and funding requests)

**SGA** – Chesapeake Student Government Association of which membership is comprised of the President of Chesapeake campus SGA, the Vice-President of Chesapeake campus SGA, their executive board members and the Student Senate

**SFC** – College-wide Student Federation Council of which membership is comprised of the President of SGA and the Vice-President of SGA from each campus (Chesapeake, Norfolk, Portsmouth, Virginia Beach)

**Funding Requests from** – This should be the total amount you would like to request for each type of projected budget and should indicate where you are requesting funding from. E.g. Activities/Events \$400.00 from SGA and \$1,000.00 from SFC in order to cover the anticipated costs associated with these activities.

**Funding Amount Received Previously** – Amount of funding awarded by the SGA or SFC in the previous budget year

**Funding Amount Utilized Previously** – Amount of funding awarded by the SGA or SFC in the previous budget year that was utilized during that budget year