Budgeting Training

Introduction to Budgeting
Budgeting is an essential skill for effectively managing the finances of your club. By creating a budget, you can plan and allocate funds to meet the needs of your club throughout the semester.

Your club or team MUST be registered as an active organization by the deadline posted for registration or re-registration in a given semester in order to be eligible for funding that semester!

Importance of Planning Ahead
It is crucial to plan ahead and consider your budget needs early in the semester. By doing so, you can ensure that you have enough time to create a comprehensive budget proposal and submit it within the specified deadlines and ensure all of your purchases arrive on time.

Creating a Budget Proposal
To request funding for your club sports team, you must create a budget proposal that outlines your expected expenses for the semester. Make sure to include all necessary items such as equipment fees, uniforms, events, league membership fees, and registration fees. Be sure to include as much information as possible and include links. A well-prepared budget proposal increases your chances of receiving the necessary funds.

Submission Process and Deadlines
Once your budget proposal is complete, it's important to submit it on Engage by the deadline specified in the Fall/Spring Budget Request Timeline. Adhering to the submission deadline ensures that your proposal will be considered for funding. Tentative decisions on budget proposals will be made according to the dates listed in the timeline.

Contacting Treasurers and Student Engagement
If you have any questions or need assistance with budgeting, don't hesitate to reach out to the treasurers at hc-treasurers@haverford.edu and Student Engagement at hc-engage@haverford.edu. They will provide you with the necessary guidance and support throughout the budgeting process.

Fall 2023 Budget Request Timeline

Organization Re-Registration Timeline
- 8/28/23 Organization Re-Registration opens in Engage
- 9/5/23 Organization Re-Registration deadline in Engage for participation in Fall Student Activities Fair
- 9/7/23, 7p-9p Student Activities Fair in Alumni Field House
New-Organization Registration Timeline
- 9/6/23 New Organization Registration opens in Engage
- 9/12/23 New Organization Registration closes in Engage
  - Fully submitted applications must include the written application in Engage & 5 unique members, which must include 2 co-heads & 1 co-treasurer
- New Organization Interviews: 9/13/23 & 9/14/23 (times during the day on Friday, 9/15 if needed)
- Decisions communicated by email to New Organizations by 9/16/23

Regular Semester Budget Timeline
- 9/18/23 Budget opens in Engage (must be a fully approved organization in Engage to be eligible for submitting a regular semester budget)
- 9/24/23 Budget closes in Engage (at 11:59p)
- 9/25/23 Schaf audits all budget requests for policy alignment and presents any policy denials to Co-Treasurers
- 9/26/23 - 10/01/23 Co-Treasurers review budgets in Engage and make allocations
  - Budgets should have a first review by end of day on October 1st. Budgets that have pending questions may take longer to receive an allocation
  - Appeals to decisions can be made directly to aschafsnit@haverford.edu & jmulhall@haverford.edu between the dates of October 2nd & October 6th 2023

Mid-Semester Budget Timeline
- 11/6/23 Budget opens in Engage (must be a fully approved organization in Engage to be eligible for submitting a regular semester budget)
- 11/10/23 Budget closes in Engage (at 11:59p)
- 11/11/23 Schaf audits all budget requests for policy alignment and presents any policy denials to Co-Treasurers
- 11/13/23 - 11/17/23 Co-Treasurers review budgets in Engage and make allocations
  - Budgets should have a first review by end of day on November 17th
  - Budgets that have pending questions may take longer to receive an allocation

Frequently Asked Questions (FAQ)
Q: How early should I start thinking about my club’s budget needs?
A: It is required to plan ahead and consider your budget needs early in the semester to allow ample time for budget preparation.

Q: What should I include in my budget proposal?
A: Ensure that your budget proposal includes all necessary items such as equipment fees, uniforms, events, league membership fees, and registration fees and links.

Q: Where should I submit my budget proposal?
A: Submit your budget proposal on Engage, following the specified deadlines in the Fall/Spring Budget Request Timeline.