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# Funding Process and Accounts

## Revelle College Council

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### Financial Charge of Revelle College Council

To distribute money in a manner that will most effectively benefit the students of Revelle College.

### Weekly Funding Process Guidelines

1. Read the RCC Financial Bylaws. Email the budget and event descriptions to Director of Finance. Funding requests must be received at least 7 days before the event by Monday at noon.
2. A representative must be present at Finance Committee Meeting. Finance Committee will review budgets during the same week and Council will approve Finance Committee's recommendations each week. Be prepared to answer any questions Finance Committee has (know your budget!).
3. Organizations are no longer required to present their budgets in front of Council. Finance Committee will speak about the funding request during RCC meeting. Council will vote on the funding request.
4. Director of Finance will inform organization about the decision within 24 hours of RCC meeting. Once you receive this email, you can begin making your purchases!
5. Event must take place within 7 days of proposed event date unless organization notifies Director of Finance, who will notify Finance Committee. Once Finance Committee gives approval, organization's funding will be carried over.
6. Post event report must be submitted electronically within 7 days after the event to Director of Finance. Funding for future events will not be approved if this form is not turned in within 7 days. Any leftover money CANNOT be used for another event.
7. RCC will only fund up to the amount approved. Any expenditure over this amount comes out-of-pocket.

Finance Committee Meeting Times vary each quarter depending on Committee's availability.

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## Questions to Consider When Making a Budget

- ★ Does attendance match amount of food/items purchased?
- ★ Does the budget include tax, shipping/handling, CRV, etc?
- ★ Are any of the items available in the Leadership Space?
- ★ Are the items being purchased from the most cost effective place?
- ★ Would it benefit the organization to buy in bulk?
- ★ How do you plan to advertise and reach out to Revelle students?
- ★ What is the goal of your event? What are you hoping to accomplish?

## Accounts

- ★ General Unallocated (GU): 20% of income for academic year. Only used for RCC operations.
- ★ Internal: 55% of income for academic year. Reserved for RCC Standing Committees
  - ❖ CAB, CAN, Grad Committee, Revellations, RCO, RPB, RTSN, Welcome Week Committee
- ★ Special Projects: 20% of income for academic year. For programming events that will unite the entire Revelle College community.
- ★ Mandated Reserves: 5% of income for the academic year. A three-fourths (3/4) affirmative vote of RCC is required to use these funds. A minimum of \$20,000; only used for Revelle College emergencies.

## Line Items

The following items are specifically allocated to certain events or organizations from the estimated income before being split into the aforementioned accounts. Use of these funds, with the exception of the President's Discretionary Fund, must be reviewed by Finance Committee and passed by RCC with a majority vote.

- ★ President's Discretionary Fund: \$1,000
- ★ RCC Operating Budget
  - ❖ Council Binders: \$100
  - ❖ Election Packets and Promo Materials: \$100
  - ❖ RCC Public Meetings: \$300 (\$100 per meeting)
- ★ Welcome Week Committee: \$1,800
- ★ Emerging Leaders Program Annual Event: \$6,500
- ★ Revelle Semi-Formal: \$8,000
- ★ Revellution: \$25,000
- ★ Watermelon Drop and Pageant: \$2,000
- ★ Spring Quarter 10<sup>th</sup> Week Barbecue: \$500
- ★ ROC Welcome Week Recruitment: \$500
- ★ CABreakfast: \$4,650

