

BUDGET PROCEDURES

1. Create a budget on one Budget Form using the guidelines in the Budget Policies handout.
2. Submit budget to SBA President and Treasurer by **August 1st** via hardcopy and/or email.
3. Budget will be reviewed by the Finance Committee, which makes recommendations to the SBA Board, and then returned to the organization with such recommendations.

The finance committee considers the following factors when making recommendations to the SBA Board: (1) the goals of the SBA, (2) the goals of the organization, (3) the organization's past activities, (4) the level of participation from the general law school community in organization events, (5) participation among organization members, and (6) the level of use of past awarded budgets.

4. Budget will be reviewed and voted on by SBA board.

Attendance of the *organization* President and/or Treasurer is required at this meeting, which will be made known to the organization at least 5 days before it commences, so that any appeals may be made and so that all the reasons for decisions made by the SBA Board will be made known to the interested parties.

5. Appeals may be made to SBA board.

In the event of the denial of a budget request, an organization may appeal the decision to the SBA Board itself. The burden of proof is on the organization to establish good cause that the denial should be withdrawn in part or in whole. Such appeals should take place at the budget meeting in which the SBA board is voting on the organization's budget.

6. SBA Board votes on any appeals and makes final budget determination.