

CLUBS & SOCIETIES BUDGET FORM

Event Description and Details

Section 1

Organisation: _____ **Date: Received:** _____
Function: _____ **Venue:** _____
Expected Number of attendees: _____ **Date:** _____ **Time:** _____

Documents needed for Budget Approval:

Minutes	Yes	No		List of Marshalls (<i>stud/ tel no</i>)	Yes	No	<i>Parties/Trip/Travel</i>
Venue Confirmation	Yes	No		Medics Confirmation(<i>stud/tel no</i>)	Yes	No	<i>Parties/Trip/Travel</i>
Campus Control Confirmation	Yes	No		Contact list students names/stud no/tel no.	Yes	No	<i>Trips/Travel</i>
Contracts	Yes	No					
Terms & Conditions	Yes	No		<i>Hiring equip/Transport</i>	Yes	No	<i>Trips/Travel</i>
Liquor License	Yes	No		<i>No bottles allowed</i>	Yes	No	<i>Trips/Travel</i>
Sponsors/Donations	Yes	No		Vehicle Confirmation	Yes	No	
Quotes / Vendors Application Form	Yes	No		Private Event			
Posters	Yes	No		<i>Vetted</i>	Public Event		

BUDGET

Section 2

<u>Estimated Expenses</u>	<u>R</u>	<u>Estimated Income</u>	<u>R</u>
TOTAL		TOTAL	

Treasurer's Name: _____ **Student Number:** _____
Signature: _____ **Contact Number:** _____
Alternative Number _____ **Email Address:** _____

CAMPUS CONTROL APPROVAL

Signature: _____ Date: _____

STUDENT GOVERNANCE OFFICE APPROVAL

Signature: _____ **Finance Officer** Signature: _____ **Student Development Practitioner**
 Date: _____

Signature: _____ **Head Of Department**
 Date: _____

Account Balance	DEBIT	
	CREDIT	
	GRANT	

COMMENTS & REASONS: _____

Signature: _____
Dean Of Students (Over R15,000)

Purpose of this form?

This form is called a budget form and is a requirement for any expenditure made by a Club and Society (CSO).

Where can I find this form?

Copies are available from SRC Reception or Student Governance Offices.

How do I complete this form?

There are three sections to this form.

Sections 1 and 2 are for the relevant CSO to complete.

Section 3 is for office use in the Student Governance Office

Section 1

In this section basic details of the nature of the expenditure need to be provided.

This includes the organisation name, the date, time and venue of your event.

Please provide the number of attendees if applicable

The form is also a checklist for the relevant documentation needed expenditure to be processed.

Please consult with the SDP regarding which documents apply to the budget to be submitted.

Section 2

Section 2 makes reference to the expenditure

Here, the financial aspect of the budget must be reflected - Income and Expenses

Remember, only approved suppliers can be used.

Use the Vendor List or ask the SDP for assistance with this

A quote from each supplier for the expenditure must be attached.

Any estimated income must reflect on the budget

After this, the treasurer is required to sign the form and provide their contact details.

I have completed the form, now what?

After completing the form you need to hand it in to the SRC Administration

Ensure all supporting documentation is also submitted with this form .

Any queries need to be raised through your SDP.

Query Section: _____ **Date:** _____ **SDP:** _____ **Date:** _____

Student Governance Query List		<i>Check the box marked with a ✓</i>	
Organisation:			
1 Previous Copy of Budget Form NOT RECEIVED		4 Previous Year T-Shirts not Purchased	
2 Events report		5 Other	
3 Income Outstanding (Sales/Donations/Sponsorship)			
Comments / Feedback			
Date: _____		Resolved	<input type="checkbox"/>
		Un-Resolved	<input type="checkbox"/>