

# YOUR RSO BUDGET: TIPS & TRICKS

## CHECK OUT COMMON ITEMS

---

ASUU offers items that are commonly used such as tents, water coolers, disposable utensils, cups, colored pencils/markers, etc.

## MAP OUT ANNUAL EVENTS AND COSTS

---

Meet with your student org and discuss the events for the year. What will you need? How much will it cost? Will you be within budget for the year?

## SPENDING CATEGORIES

---

Remember to consider your total anticipated cost of programs, including food/drink, supplies, sporting goods, fees, space rentals, and any other categories that may be applicable to you.

## ASSIGN CLEAR ROLES

---

Make sure your organization is clear on who will be doing the budget proposal. This can be your organization's treasurer or other assigned individual.

## RECORD

---

Keep all invoices/receipts, and bank statements of purchases made. Keep them organized in a folder on your computer or a physical file in a safe place.

## ADJUST BUDGET

---

Adjust your budget as needed. You may receive more members in your organization and encounter additional expenses. Remember to adjust your budget throughout the year.



# My RSO Budget:

Year:
Semester:

Org. Name: \_\_\_\_\_

Event:	Date of Event:	Items Needed:	Estimated Cost:	Receipt/Doc. Submitted	Actual Cost:
				■	
				■	
				■	
				■	
				■	
				■	

<b>Total:</b>
---------------

<p><b>Deadlines:</b>            Priority Fall Deadline: Sunday, September 15th.            Fall Deadline: Monday, September 30th.</p>
---

<p><b>Yearly Funding Limit:</b>  <b>\$4,000</b></p>
---