

MUSKEGON COMMUNITY COLLEGE

CLUB BUDGET REQUEST FORM

Request for School Year _____

CLUB _____ New _____ Ongoing _____

OFFICERS

President _____

Vice President _____

Treasurer _____

Secretary _____

Other _____

Number of members presently in club _____

Total number of members anticipated next year _____

Brief description of club's aims and goals for this year. How do your club's goals relate to "enrichment of lives of students and the community?"

PROJECTED INCOME / REVENUES

1. Account balance at end of previous fiscal year (June 30) _____

2. Dues anticipated _____ @ \$ _____ + _____
Members Yearly

3. Projected income (Totals from back page) + _____

4. TOTAL anticipated REVENUES = _____

PROJECTED EXPENSES / REQUEST

5. Projected expenses (Totals from back page) _____

6. TOTAL anticipated REVENUES **Amount from line 4** - _____

7. Subsidy REQUESTED from Student Organizations Committee = _____

DATE	EVENT or PROJECT	PURPOSE	PROJECTED EXPENSE	ACTUAL EXPENSE	PROJECTED INCOME	ACTUAL INCOME

TOTALS: \$ _____ \$ _____ \$ _____ \$ _____

Details supporting above projections should be available upon request.

The Student Organizations Committee realizes that it is virtually impossible to derive completely accurate estimates, but be as realistic as possible. If after receiving your club's budget allocation you find it to be inadequate, a hearing may be requested from the Student Organizations Committee for additional funds. If your income is less than anticipated (due to perhaps less membership), you are expected to defray expenses, never exceeding your budget allocation.

The Student Organizations Committee reserves the right to call in officers to re-evaluate budgets at any time and revoke funds that are being misused. A current membership list may also be requested. The club, through its officers, is ultimately responsible for the legitimate use of student activity funds.

PERSONS PREPARING BUDGET (Please Sign):

Officer(s) _____

 Office
 Office

Advisor _____