

CampusGroups Budgeting Guide

Overview for Allocators

During the semester prior to when your budget needs to go live, you (as the financial head of your board) need to establish which groups should have access to each budget and when the deadline is for submissions.

Once this information has been established, set a meeting with the Campus Finance team to create your budget with the necessary criteria. The Campus Finance team is responsible for setting up group access to your budget as well as enacting changes to the budget stage.

After your budget is created, you can allow submissions under the normal Mass Funding process.

Review can proceed as normal, but the actual funds will not be available to spend until they are disbursed by the Allocations Committee (AC).

Funds will be distributed by the AC based on the Student Activities Fee (SAF) for the current semester, once the SAF is officially determined.

Any transactions prior to the disbursement will result in a potential negative balance in your club funds, as the SAF funds will be routed there.

Once funds are disbursed to your board, funds can be routed to the individual clubs within your board, officially approving the mass funding decisions from the prior semester.

Accessing Board Budgeting Tools

1. Log in to community.case.edu with CWRU SSO.
2. Navigate to your board group page by clicking the group tile under “My Groups” on the homepage, or using the “Groups” dropdown on the top menu bar.
3. On the left sidebar/officer tools menu, select **Money**, then **Budgeting**.