

# Leaders of the Pack Finance Discussion

Ronald Clark  
VP of Finance

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# Retrieving budgets on SLU Groups



**Login**

This application uses the SLU Central Authentication Service  
<https://login.slu.edu>



**Google Apps**

Go to Google Apps    Learn More

## Welcome to mySLU

mySLU is a central hub for online tools here at Saint Louis University.  
mySLU recently relaunched with a new look and feel, but the same features you've come to depend on.

### To login, click the login button to the left

mySLU is one of the applications on campus using Central Authentication Service.  
When you click on the login button, you'll be redirected to <https://login.slu.edu> to login.

### What's inside

- **Students:** Register for classes, grades, and campus resources.
- **Staff:** Access your timesheets, update contact information, Reporting tools.
- **Faculty:** Links to class information, email your students, find your advisees.

In addition there are links to dozens of applications including Banner, Blackboard, Qualtrics, Cognos, WebFocus

**Login to mySLU  
(myslu.slu.edu)**

 People Finder	 Banner Self-Service	 Blackboard Learn	 Google Apps	 SendThisFile	 My Files	 Student Housing	 Payment Suite	 Cliqbook & Concur Expense	 OASIS	 WebXtender
 Cognos	 WebFOCUS Dashboard	 ODS Self Service Reporting	 Activity Insight	 SLU Card eAccounts	 Cards/Stationery Orders	 Qualtrics Survey Tool	 SLU Appointments	 SLU Groups	 Facilities Service Request	 IT Service Request
 SkillSoft	 ITS Software Downloads	 Fuze Meeting								

**Click on "SLU Groups"**



## Student Government Association

- Home
- News
- Profile
- Events
- Roster
- Gallery
- Documents
- Forms
- Service Hours
- Elections
- Finance
- Manage

Primary Contact  
Luella Loseille



**Click on your organization's page and select "finance."**

# Student Government Association

- Home
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## Finance

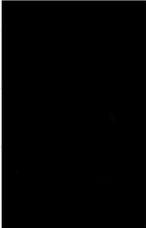
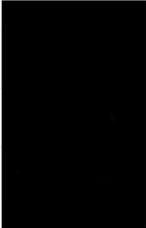
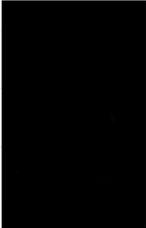
+ CREATE FUNDING REQUEST

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

Funding Requests

Accounts

**Click on "Funding Requests"**

SGA Funding		Denied		 
Annual Funding 2012-2013		Canceled	Finance Committee Review	 
Annual Funding 2012-2013		Unapproved	Finance Committee Review	  
Legion 1818 Funding		Denied	Finance Committee Recommendation	 
Annual Funding Budget 2012-2013		Canceled	Finance Committee Review	 
Annual Funding 2011-2012		Canceled		 
SGA Annual Funding FY16		Canceled	Finance Committee Review	 
SGA Annual Funding		1/20/2012 12:35:52 PM	Canceled	 
Annual Funding FY15		6/8/2014 6:21:42 PM	Completed	SGA Final Approval  
SGA Annual Funding FY16		7/17/2015 1:03:57 PM	Completed	SGA Final Approval  

Showing 1 - 10 of 10

**Click on your Annual Funding Request for FY16**

## Stage History

Date	Stage	Comment	Changed By
3/3/2015	Finance Committee Review		Ronald Clark
3/29/2015	Finance Committee Recommendation	The Finance Committee recommends a funding allocation of [REDACTED] pending Senate's approval.	Ronald Clark
7/17/2015	SGA Final Approval	The SGA Senate approved an allotment of [REDACTED] for FY16, to be used only for approved line-items in the attached budget.	Ronald Clark

**Scroll down. At this point, requests should be in the SGA Final Approval stage.**

## Funding Request: 000564

CHANGE STAGE

Organization: Student Government Association

Contact: [Ronald Clark](#)

Subject: SGA Annual Funding FY16

Account: Student Activity Fee

Category: Annual Funding Request

Description:

Request No: 000564

Status: Completed

Requested Amount: Approved Amount: 

Approved On: 7/17/2015 1:03:57 PM

Approved By: Ronald Clark

✓ Comments: The SGA Senate approved an allotment of \$  for FY16, to be used only for approved line-items in the attached budget.

## Additional Information

Click this link to download the Annual Funding budget template:

[FY2016 Annual Funding Budget Template](#)

Upload your completed Annual Funding budget by clicking on the "Upload File" button below:

[StudentGovernmentAssociationAnnualFundingFY16.xlsx](#)

Please choose one of the following:

**Scroll back up and click on the budget to download the annual budget that was approved by SGA.**



Open the budget...

Sample Budget - Microsoft Excel non-commercial use

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles

Forecasted Year Expenditures 2014-2015						
CSO Name: TEMPLATE						
Office Supplies:						
Name	Description	Date (MM/DD/YYYY)	Total Funding Allotted	Amount	Student Activity Fee	Dues
Printing	At IMC	Year-round	\$13.00	\$13.00	\$13.00	\$0.00
Trip to Cancun	Eboard retreat. Requesting 60% of total costs.	Spring Break 2015	\$0.00	\$342,123.00	\$205,273.80	\$0.00
Conference	Conference for the organization. Details for this conference (ex. Location and registration cost) not yet released	Fall 2014	SPOT FUNDING ELIGIBLE	\$0.00	\$0.00	
Notes: Trip to Cancun: Internal event, undue burden.						
Sponsorships:						
Name	Description	Date (MM/DD/YYYY)	Total Fuding Allotted	Amount	Student Activity Fee	Dues

The column titled, "Total Funding Allotted" shaded green contains the SGA-approved amount for each line item.



**This budget's second line item says that no funding was awarded for the "Trip to Cancun" of the amount requested from the Student Activity Fee.**

**(SGA funding for "Printing" may not be transferred to pay for "Trip to Cancun")**

Sample Budget - Microsoft Excel non-commercial use

Forecasted Year Expenditures 2014-2015							
CSO Name: TEMPLATE							
<b>Office Supplies:</b>							
Name	Description	Date (MM/DD/YYYY)	Total Funding Allotted	Amount	Student Activity Fee	Dues	
6	Printing	At IMC	Year-round	\$13.00	\$13.00	\$13.00	\$0.00
7	Trip to Cancun	Eboard retreat. Requesting 60% of total costs.	Spring Break 2015	\$0.00	\$342,123.00	\$205,273.80	\$0.00
8	Conference	Conference for the organization. Details for this conference (ex. Location and registration cost) not yet released	Fall 2014	SPOT FUNDING ELIGIBLE	\$0.00	\$0.00	
Notes: Trip to Cancun: Internal event, undue burden.							
<b>Sponsorships:</b>							
Name	Description	Date (MM/DD/YYYY)	Total Funding Allotted	Amount	Student Activity Fee	Dues	
13							
14							
15							
16							
17							
18							
19							

Sample Budget - Microsoft Excel non-commercial use

File Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles

Forecasted Year Expenditures 2014-2015						
CSO Name: TEMPLATE						
<b>Office Supplies:</b>						
Name	Description	Date (MM/DD/YYYY)	Total Funding Allotted	Amount	Student Activity Fee	Dues
Printing	At IMC	Year-round	\$13.00	\$13.00	\$13.00	\$0.00
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Notes: Trip to Cancun: Internal event, undue burden.						
<b>Sponsorships:</b>						
Name	Description	Date (MM/DD/YYYY)	Total Funding Allotted	Amount	Student Activity Fee	Dues

Of the cut request, a reason is given in the "Notes" cell underneath.

**This budget's third line item says that a Zero Dollar Allocation was requested and granted by the Finance Committee. This means that the CSO is eligible to apply for Spot Funding as soon as the costs of the event can be determined.**

Sample Budget - Microsoft Excel non-commercial use

Forecasted Year Expenditures 2014-2015							
CSO Name: TEMPLATE							
<b>Office Supplies:</b>							
Name	Description	Date (MM/DD/YYYY)	Total Funding Allotted	Amount	Student Activity Fee	Dues	
6	Printing	Year-round	\$13.00	\$13.00	\$13.00	\$0.00	\$0.00
7	Trip to Cancun	Eboard retreat. Requesting 60% of total costs. Conference for the organization. Details for this conference (ex. Location and registration cost) not yet released	Spring Break 2015	\$0.00	\$342,123.00	\$205,273.80	\$0.00
8	Conference	Fall 2014	SPOT FUNDING ELIGIBLE	\$0.00	\$0.00	\$0.00	
Notes: Trip to Cancun: Internal event, undue burden.							
<b>Sponsorships:</b>							
Name	Description	Date (MM/DD/YYYY)	Total Funding Allotted	Amount	Student Activity Fee	Dues	
13							
14							
15							
16							
17							
18							
19							





# Requesting funds and reimbursements

(Simply put, contact your Staff Finance Advisor)

# Staff Finance Advisors

- **Club Sport CSOs:** Eric Anderson  
([andersew@slu.edu](mailto:andersew@slu.edu))
- **Multicultural CSOs:** Luis Garay  
([garaylh@slu.edu](mailto:garaylh@slu.edu))
- **Parks College CSOs:** Ann Scales  
([ascales2@slu.edu](mailto:ascales2@slu.edu))
- **All other CSOs:** David Young  
([youngdv@slu.edu](mailto:youngdv@slu.edu))