How to Tutorial: Submitting GPSAFC and Law School Budget Requests

PRESENTER:
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DATE:
Updated August 2018

GPSAFC –Deadlines

- Budget Application Deadlines:
  - Friday, August 31 for events taking place after September 7, 2018 or later.
  - Friday, September 28 for events taking place after October 6 or later.

- Everything must be completed by deadline—all electronic signatures, support documentation uploaded, if speaker graduated less than 5 years---letter of support from advisor, etc.

"GPSAFC Funding Guidelines 2017"

- Please refer to this guideline before submitting budget requests. It contains all the information needed, specifically: eligible and ineligible expenses, Tier funding and how it is applied, GPCI funding and how to apply, etc.

- Please note---these Guidelines will be amended and updated sometime Fall of 2018 to include more accurate information.

- Click here for guideline.

Getting Started. Log into OrgSync and go to your portal (using Latino American Law Student Association with permission). Once at the portal, click on "more" than select "treasury".

Click on "manage budget"

LALSA   ×   Student Organizations   ×   +

https://orgsync.com/72339/treasury

panera catering menu

Most Visited   Procurement Gateway   common spot log in   Cornell Accounting   Law School MRM

Cornell University   Search for anything...   Admin   My Memberships   Linda   112

Grad-Prof Student Orgs

LAW - Latino American Law Student Association

Home   People   Events   Files   Forms   News   More   65 Members   Settings

Treasury

Budgets

Manage budgeting and activity funding, including submitting a budget request.

Manage Budgets

https://orgsync.com/72339/budget

In the drop down menu under "period" the current budget period will automatically be displayed. Click on the "New Budget" button:

Enter information:
-Budget Title—give your overall budget a name, i.e. "2017-18 Program and Events"—or something similar—whatever you choose to name the overall submission.

Budget Title

Events/Programs for 2018-19 Academic Year

Enter-Budget Details—this is where you submit items that are event specific:
-Item Title---Title of event/program for which you are submitting an expense request. In this case "General Meeting Fall 2018"

Budget Details

BUDGET ITEM   ✕

Item Title

General Meeting Fall 2018

-Category---for GPSAFC TIER funding the category is ALWAYS "PROGRAM"
-Under No. Line Item:
  -General
  -Description—insert and describe the expenses for this particular program/event. MUST include number of attendees and price per person. Any requests more than $300 for item MUST include back up support---to be added in the "Upload Document" section.

Category

Program - 905

No. Line Item	Description	Request a Budget	
General	Pizza for 35 x $4.30 pp	150.00	✕
+ Add Line Item		$ 150.00	

Summary

First general meeting of the year to discuss events/programs for entire year, elect 1L representative(s) and encourage attendance and participation. Expect 35 students, held at Myron Taylor Hall and open to graduate community.

See next slide for entire first entry.

SALSA | michael avenatti - Google ... | Order Details | +

https://orgsync.com/73470/budget/create_budget_request

michael avenatti

Most Visited | IWANT DOC | OrgSync | Financial Dashboard | WorkDay | Travel Reimbursement | CommonSpot | MRM

Cornell University | Search for anything... | Admin | My Memberships | Linda 125

Events/Programs for 2018-19 Academic Year

Budget Period

GPSAFC 2018-19 Annual Budget (19-01 May 5/1-8/31)

Budget Details

BUDGET ITEM ✕

Item Title

General Meeting Fall 2018

Category

Program - 905

No. Line Item	Description	Request a Budget	
General	Pizza for 35 x $4.30 pp	150.00	✕
＋ Add Line Item		$ 150.00	

Summary

First general meeting of the year to discuss events/programs for entire year, elect 1L representative(s) and encourage attendance and participation. Expect 35 students, held at Myron Taylor Hall and open to graduate community.

Add Budget Item

Total for Budget Fund: $ 150.00

When done with the first event/program, click on "Add Budget Item" to add another entirely different event/program and make budget requests as needed for each specific event/program.

First general meeting of the year to discuss events/programs for entire year, elect 1L representative(s) and encourage attendance and participation. Expect 35 students, held at Myron Taylor Hall and open to graduate community.

Add Budget Item

Total for Budget Fund: $ 150.00

Example of event using GPSAFC and Law School Funding---insert all GPSAFC requested funds first because you cannot combine funding sources in the same request.

Item Title

Fall Diversity Panel: Diversity Awareness in school and in the workplace

Category

Program - 905

No. Line Item	Description	Request a Budget	
General	Spkr from NYC C2C bus (return same (	180.00	✕
General	Reception Taste of Thai 30 x $10 pp	300.00	✕
General	Ground Transportation for Spkr in NYC	60.00	✕
＋ Add Line Item		$ 540.00	

Summary

Bringing in a former alumni that graduated 2001 to participate on a panel with 2 current law professors regarding diversity awareness in school and eventually in the workplace. Expect 30 students, held at Myron Taylor Hall and open to the graduate community. See attachment for Taste of Thai Menu.

To now request Law School funds for the same event, click on "Add Budget Item"

Suggest requesting funds from Law School that cannot be requested via GPSAFC because of their restrictions and vice versa.

Myron Taylor Hall and open to the graduate community. See attachment for Taste of Thai Menu.

Add Budget Item		Total for Budget Fund:	$ 630.00

Copy and Paste Title into "Item Title" and add at end (Law School Funds), then select "Law School Funding (separate from GPSAFC" in the drop down menu under "category"

BUDGET ITEM ✕

Item Title

Fall Diversity Panel: Diversity Awareness in school and in the workplace (Law School Funds)

Category

Law School Funding (separate from GPSAFC)

In drop down menu under "No. Line Item" select "Law School Funding (separate from GPSAFC)" and then describe your expense and add amount of the budget request.

No. Line Item	Description	Request a Budget	
Law School Funding (s ⌄	Dinner: 3 panels + 4 students x $55	385.00	✕

Describe event in "Summary" and include how event meets mission statement and/or goals for the year.

BUDGET ITEM   ✕

Item Title

Fall Diversity Panel: Diversity Awareness in school and in the workplace (Law School Funds)

Category

Law School Funding (separate from GPSAFC)   ⌄

No. Line Item	Description	Request a Budget	
Law School Funding (s ⌄	Dinner: 3 panels + 4 students x $55	385.00	✕
+ Add Line Item		$ 385.00	

Summary

Bringing in a former alumni that graduated 2001 to participate on a panel with 2 current law professors regarding diversity awareness in school and eventually in the workplace--which meats one of our goals for the year of being more inclusive and sensitive to diversity issues.

Add Budget Item		Total for Budget Fund:	$ 1,075.00

Continue to request GPSAFC and Law School Funds for subsequent planned events that will be held through April 15, 2019. This includes however many events are planned using GPSAFC and/or Law School funds. Example of what could be the last entry in a budget submission.

BUDGET ITEM   ✕

Item Title

3L End of Year Dinner (Law School Funds)

Category

Law School Funding (separate from GPSAFC)   ⌄

No. Line Item	Description	Request a Budget	
Law School Funding (s ⌄	14 people at $35 pp	490.00	✕
＋ Add Line Item		$ 490.00	

Summary

End of year brunch at Coltivares on Sunday, April 14, 2019. Event meets our goal of community building and inclusiveness--particularly going into the next academic year.

Add Budget Item   Total for Budget Fund: $ 2,075.00

Be sure and upload any supporting documents in the "Upload Document" section such as menus, food calculations, letters of support from advisor for alumni speaker that graduated within last 5 years, previous year's supporting documents, etc.

Upload Documents

If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB.

There are no uploads for this request.

Upload

Once all planned programs/events budget submissions are completed but you wish for another person to review (L. Majeroni or someone else) then hit "Save and Finish Later".

Submit	Save & Finish Later ←

Once everything is finalized and you are satisfied with the budget then the President, Treasurer and Advisor must go back to the budget and under the "comment section" enter the phrase "I am the [insert president, treasurer, advisor] and I approve this budget.

Hit "Save & Finish Later" after each comment. Once everyone has given their approval and satisfied with budget you can hit "Submit" or hit "Submit" before everyone has given their approval—either way is fine. Just have to complete all and submit by the deadline.

💬 **Comments**

Elie Martinez
I am the LALSA Treasurer and I approve this budget.
September 27, 2017 1:45 PM

Lizbeth Cordova
I am the LALSA President and I approve this budget.
September 27, 2017 2:01 PM

Angela Cornell
Faculty Advisor Approves this Budget Request.
September 27, 2017 9:41 PM

A word about GPSAFC GPCI Funding Request. The funding requirements for this funding source remains unclear for now. GPSA is in the process of clarifying these instructions but in essence it states that student groups can request up to $200 in Graduate and Professional Community Initiative (GPCI) funds when requesting funds from their Tier assignment but this source of funding is outside the Tier allocation (example would be requesting $300 of Tier funds for a program and an additional $200 of GPCI to use in that same program). Currently those instructions can be found on page 11, Line 281.

Category

GPCI Events - 945

After submitting budget requests, the Finance Commission meets by the dates indicated in their printed calendar to determine approvals or denials. If the budget has been approved, your budget will be set to "deferred" with a comment in the comment section that it is approved and will then convert to "approved". If it is "denied" there will be comments in the comment section stating reasons why budget was denied, if it remains at "pending" it is likely to be missing something (signatures, information, etc.) which the commission will state in comment section and most likely moved to next budget cycle.