

# CFO FY15 Budget Supplemental Form - Instructions

In order to properly evaluate your FY15 budget application, the Joint Finance Committee (JFC) needs a full picture of your organization's financial situation. The OrgSync budget form allows you to request funding for your organization's various *expenses*, but does not provide JFC with information on your organization's *revenue* sources. The Supplemental Form is designed to provide JFC with this revenue data.

When listing your organization's revenue sources (example on the next page), please include **all sources of revenue for the requested fiscal years**. You may exclude minor revenue sources: those that account for \$50 or less of your organization's revenue. The following is a non-exhaustive list of revenue sources that you should include on the supplemental form, as applicable:

1. Revenue from ticket sales
2. Revenue from products/services sold
3. Funding from other campus offices or programs
4. Funding from other agencies or programs (e.g., Johnson County)
5. Revenue from advertising/promotions
6. Revenue from donations and University of Iowa Foundation accounts
7. Revenues from any fees or dues charged to students
8. Revenues from contracts with other campus/student organizations

The excel form asks you to provide a label and description for each revenue source - please note: JFC committee members may not be experts in the terminology unique to your organization, therefore you should endeavor to provide the clearest possible description of your revenue sources.

When completing the form, you should combine revenues into appropriate categories (again, see the example on the next page). For instance, if your organization charged ticket prices for three different events, you do not need to report revenue from each event; instead, *combine the events into a single "event ticket revenue" category*.

Once complete, **please attach the Supplemental Form to your organization's FY15 OrgSync budget request**. You can do this in the documents section of the OrgSync form. Please note, your application will not be considered complete unless the form is attached.

Please do not hesitate to let us know if you have any questions regarding the Supplemental Form, or any portion of the CFO FY14 budget process. Our email address are below:

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