

SGA: Joint Finance Committee FY22 Budget Review Procedure

Quick Link to the JFC BlueJeans Budget Review Meeting (All Dates):

<https://bluejeans.com/6774570714>

Overview

The Joint Finance Committee (JFC) Budget Review Sessions for the FY22 cycle will be held entirely on [BlueJeans](#) using the built-in [Breakout Feature](#) - similar to how the bill review process has been in the Fall 2020 semester. Your organization must have [signed up for a review slot](#) at least 24 hours in advance in order to be placed on the budget review agenda. Please ensure that you have access to a quiet space and a computer with at least a microphone.

- If you need to reserve a quiet space, please visit the [Library's Room Reservation Website](#) for more information.
- If you need access to a computer with a microphone, please visit the [Library's Laptop Check-out Info Webpage](#) to learn where you can check out a device.

Budget review meetings are casual but very structured, however, no formal presentation is needed. You will be asked to speak about your organization and budget request as well as answer any questions that the committee may have. It is advised that you review the [RSO Policy](#) before attending the meeting. If you have documents or other materials you would like the committee to review, please place them in your budget quote folder before your scheduled meeting time or email them to [Josh Eastwood](#), the Joint VP of Finance for SGA, with your organization's name in the subject line. It is further advised that you run a [Test on BlueJeans](#) to ensure that your device, or peripherals, are working correctly.

Online Procedure

Over 100 budgets were submitted to JFC to review and per the RSO Policy, all RSOs must meet with JFC to review their organization's submission. This year a further obstacle of COVID has been put in place so all reviews will be held online. Due to these factors, a maximum of 15 minutes is permitted with JFC to review the budget submission - review step 3 for a breakdown of that 15 minutes. Adjustments to the budget submission will not occur during the review as this time will only be used for information collection and clearing up any ambiguity. However, depending on the complexity of your organization's budget additional communication between your organization and JFC may need to occur.

1. Join the JFC BlueJeans Meeting

- The link to the meeting, regardless of date or sign-up time, is: <https://bluejeans.com/6774570714>.
- If you are having issues with the link, immediately email, or Slack on the GECH channel, [Josh Eastwood](#).
- It is asked that you join at least 5 minutes before your scheduled meeting time.
- You will automatically be placed in the "Lobby" so there is a chance it may look as though no one is in the meeting but, this is not the case.

2. Wait for Your Organization to be Called On

- While JFC is reviewing other funding requests or prepping for new ones, you will be in the "Lobby."
- Someone from JFC will join the "Lobby" and call for the next organization in line based on the review sign-up times - please let them know if there are multiple people from your organization there to present.
- When it is your organization's turn, you will be moved into the "JFC Meeting Room."
- JFC tends to run a little behind, so please check the "Lobby" chat to see if there are any meeting specific updates.

3. Present Your Budget Request

- Once you have been moved into the "JFC Meeting Room," you will have 15 minutes with JFC. Please note that additional communications will occur if necessary.
- Your funding request will be shared on the screen for you and JFC to reference - any materials you sent over before the meeting will have already been shared with JFC, and all members have access to the quotes folder.
- The review session will be structured as followed:
 - [Segment 1](#) (3 minutes): Overview of the organization and the budget request. Simply provide context to what your organization does and why your organization is requesting these items.

- Segment 2 (5 minutes): Introduction of new quote materials and walkthrough of all quotes. You will be asked to provide any quotes for items your organization has yet to do so as well as explain any discrepancies found by JFC between your quotes and the request.
 - Segment 3 (7 minutes): Open questions. JFC will proceed to ask any questions about your request, quotes, or pieces of information they need to assess your budget against the RSO Policy.
 - You are not required to turn your camera on unless you feel comfortable doing so; however, you will be required to speak so, please ensure that your microphone is working properly with BlueJeans.
 - Due to the incredible number of budget requests, the 15 minutes will be heavily moderated. Additional communications may need to occur depending on the complexity of your organization's budget. Furthermore, adjustments to your budget will not be occurring during the review session but rather is a time of information review and collection.
4. Complete the Meeting
- After you have completed the budget review of your request you can leave the call.
 - Please be aware, adjustments to your budget will not be occurring in the budget review but that does not mean changes will not be made.
 - Keep an eye on your email for any communications from JFC about your budget, either about pricing documentation or additional questions.

If you have any questions about this procedure or JFC, reach out to [Josh Eastwood](#), the Joint VP of Finance for SGA