University of Connecticut Graduate Student Senate
Tier II RSO Budget Approval Process Flow Chart (Financial Policies and Procedures, Section 5)

Start Here:
Did the Tier-II RSO attend an Information Session held by GSS Treasurer at the beginning of the academic year? (GSS FPP 5.1)

Yes

Contact GSS Treasurer to review the Financial Policies and Procedures regarding budgeting and reimbursement procedures.

No

The Tier-II RSO needs to ensure that two financial points-of-contact are registered (Treasurer and another Executive Committee member of Tier-II RSO) (GSS FPP 5.2.1)

Yes

Register contacts for the Tier-II RSO with the GSS Treasurer and GSS Communications Director.

No

If budget is NOT submitted or is submitted late, then the Tier-II RSO will not be eligible for the budgeting process (GSS FPP 5.2.3)

Yes

The Tier-II RSO must submit a correctly formatted budget by 11:59 PM (EST) on January 31st to the GSS Treasurer. (GSS FPP 5.2.2, budget template on GSS Website)

If budget is NOT submitted or is submitted late, then the Tier-II RSO will not be eligible for the budgeting process (GSS FPP 5.2.3)

No

The GSS Treasurer will convene the GSS Finance Committee to set standard costs, review submitted paperwork, and assess Tier-II RSO budgets proposals. Further information will be requested if needed. The committee will produce a set of revised Tier-II RSO budgets in this initial review, and return them to the Tier-II RSO for evaluation. (GSS FPP 5.4.2)

If Tier-II RSO wishes to appeal

In March, budget appeal hearings between the GSS Finance Committee and 1-2 representatives of the Tier-II RSO will be held. Tier-II RSO reps may make their case and bring supporting documents as needed. Budgets may be negotiated at this phase.

*If no Tier-II RSO reps are present during the hearing, then the Tier-II RSO must accept the GSS Finance Committee’s decision on the proposed budget, and relinquish their rights for appeal. (GSS FPP 5.5.4)

Tier-II RSO is satisfied and does not wish to appeal.

Written appeal of the Tier-II RSO revised budget must be submitted in writing to the GSS Vice President within 5 days of the budget hearing session. The appeal must state a dollar amount being requested for each specific activity or event, and must satisfy 1 of 2 procedural conditions. (GSS FPP 5.7.1, 5.7.1.1 and 5.7.1.2).

Approval of appeal by ⅔ vote in the Executive Committee will allow for the appeal to be added to the upcoming GSS Senate meeting agenda. At the GSS Senate meeting, a member of the Tier-II RSO appealing shall be present to justify the appeal, along with the GSS Treasurer to explain the Finance Committee’s decision (GSS FPP 5.7.2, 5.7.3).

If approved by two-thirds Senate vote, then the appeal will be added to the recommended proposed GSS budget. This decision by the Senate is final (GSS FPP 5.7.4).

The GSS Finance Committee recommended comprehensive budget (Including compiling all Tier-II RSO budgets) will be presented to the Senate for a vote. This vote shall be considered final. (GSS FPP 5.6.3 and 5.6.4).