



Hello Treasurers,

As many of you already know, Kutztown University is continuing to face budget issues in the upcoming year. With a decline in enrollment comes a decline in student activity revenue. The Budget and Finance Committee will attempt to allocate as much money to your student organization as is feasible, but please bear with us in these difficult economic times. We anticipate that enrollment numbers for this year and next are going to impact student organizations budgets. I ask that when completing your budget requests for the 2022-2023 school year, please only request the amount of money that is absolutely needed to run a successful organization. The Budget and Finance Committee will not be approving allocations for the following budget items:

- Refreshments for general meetings of any kind
- Excessive office supplies (i.e. Stocking up for the following year)
- Conferences that are requesting more than three students to attend. If more than three students plan to attend, the added cost will have to be covered by the student group's private account.

Please provide the Budget and Finance Committee with as much detailed documentation as possible so that we can make an informed decision regarding the allocation for your organization. Please also provide a detailed breakdown of what is needed and proof of fundraising and community service will better your chances of receiving the funding requested. Additionally, please include detailed information on all fundraising previously done as well as ideas for the current 2021-2022 academic year. I understand the current conditions students are under with COVID-19 issues, so the Budget and Finance Committee will take all of the into consideration when going through budget packets.

If you have any questions, please do not hesitate to contact me at [ghuda101@live.kutztown.edu](mailto:ghuda101@live.kutztown.edu) or the KUSSI office.

Thank you,

Garrett Hudak  
Executive Treasurer  
Chairperson of Budget & Finance Committee  
Kutztown University Student Government Board