

Student Association Board of Finance	Group Name:	BoF Member:	Date:	
2020-2021 Budget Packet Rubric	1	2	3	Score
Did the Student Organization answer the basic questions regarding themselves?	Student Organization did not successfully answer basic questions	Student Organization answered some but not all of the questions	Student Organization answered all questions	
Total amount spent as of today	Student Organization did not spend any funds	Student Organization spent less than or equal to 20% with an explanation	Student Organization spent more than 20% with an explanation	
Did the Student Organization plan on spending the remaining funds?	NO		YES	
Student Organization remaining spending expenses	Student Organization did not provide a list	Student Organization provided a list, but it spends more than it received	Student Organization provided a list, but it spends less funds than it received	
Student Organization events/ programming requests to other expenses	Student Organization did not express the amount spent on events	Student Organization expressed a minimum amount of event detail	Student Organization provided a detailed outline of hosted events with expense	
Student Organization events per person cost	Student Organization did not provide a breakdown of cost	Student Organization provided a vague breakdown of per person cost	Student Organization provided a proper breakdown of expense	
Non-fundraising events the Student organizations has held this year	Student Organization did not provide a list or breakdown of expense	Student Organization provided a vague list and minimal breakdown of expense	Student Organization provided a proper list and breakdown of expense	
Total budget Student	Student Organization did	Student Organization	Student Organization	

Organization is requesting for 2020-2021	not provide proper data	provided minimal data or total request does not match the list of requests from Spreadsheet	provided proper data. Total matches with excel spreadsheet	
If asking for more than was allocated last year, please explain why	Student Organization requested more funding but provided little to none explanation of extra funding use	Student Organization requested more funding and provided a decent explanation of extra funding use	Student Organization requested more funding and provided a very detailed, well thought out list	
Excel Spreadsheet	Student Organization did not provide a spreadsheet	Student Organization provided a vague spreadsheet or total does not match list of requests	Student Organization provided a clear and concise spreadsheet	
Final Score	10-16 POOR	17-23 ALRIGHT	24-30 GREAT	