

STANDARD OPERATING PROCEDURE

End of Year Budget Report

Each student organization is required to submit an End of Year Budget Report. Completed budget reports from the current academic year are to be submitted by May 1st to the Student Affairs Office (gmssa@bu.edu).

Budget reports must be prepared on the provided *Student Organization Budget Document*.

If a student organization does not use all funds that were allocated to them for the academic year, the funds do not roll over into the next academic year.

For student organizations that run throughout the summer term, their budget report should include predicted expenses for the summer months (ending August 31st).