GSSF MIDYEAR BUDGET RETURN REQUEST

**Student Services Finance Committee**

**Room 4301 ● 333 East Campus Mall ● 265-9020**

**SSFC Chair** [**ssfc@asm.wisc.edu**](mailto:ssfc@asm.wisc.edu)

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_ Submission Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Contact Name (must be an authorized signer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Contact E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SSFC Chair Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) Approved\_\_\_\_\_\_Denied \_\_\_\_\_\_\_\_\_\_

Midyear returns are a voluntary opportunity for groups to return funds no longer necessary. For example, funds may be returned for staff vacancies or unexpected cost savings resulting in underspent lines. Returns will be reallocated to the ASM Grant Allocation Committee for other RSOs to access through grants.

Please complete the information below to request your midyear return to SSFC for the current fiscal year. Please be aware that:

* Midyear returns may be submitted along with the Midyear Report or until Friday, **March 12, 2021.**
* Email one copy of this form to the SSFC Chair (ssfc@asm.wisc.edu). Once the document has been reviewed, the SSFC Chair will contact the organization regarding the request.
* Budget changes need to be made in whole numbers (versus cents).
* The SSFC Chair will approve midyear budget returns at his or her discretion. Upon request, returns may be brought before the whole Committee for review.

If you encounter any problems, or need any questions answered, please feel free to contact:

SSFC Chair [ssfc@asm.wisc.edu](mailto:ssfc@asm.wisc.edu)

ASM Funding Advisor [ksteigleder@wisc.edu](mailto:ksteigleder@wisc.edu)

**Midyear Budget Return Narrative:**

1. Please numerate the amount of each line to be returned.
2. Please explain why the funds you are returning are no longer necessary.