

Club Budget Approval Process

Student Activities Department & Student Fund – KFUPM

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1. Executive Summary

This page explains how a Club President prepares and submits the club's annual budget for review in Student Activities and final approval by the Student Fund.

This process covers:

- Preparing an itemized budget with clear justification and a tentative date for competitions.
- Review by the Club Supervisor and Director, including return-for- changes when needed.
- Final Student Fund review, with approval or return-for-revision.
- Follow-up and escalation paths if the process stalls due to inactivity.

Note: after the budget is approved, funds will be released through petty cash requests and competition awards disbursement requests financial process.

2. Key Characteristics of This Process

Student Activities review comes first

The budget is reviewed by the Club Supervisor and then the Director before it is forwarded to the Student Fund.

Follow-ups help prevent stalled budgets

If a required revision is not completed within about one week, a follow-up/escalation path helps keep the process moving.

Accountability stays with the club

The Club President remains responsible for the budget content even if staff step in to keep the process moving.

3. Key Process Logic

- Each budget item needs a clear justification (why it is needed, what goal it supports, value to students, and why this amount). Competition-related items also require a tentative event date.
- The Club Supervisor and Director either approve the budget or return it with comments for the Club President to revise.
- After the budget is forwarded to the Student Fund, the Student Fund either approves it or returns it to the Club President for revision. Revised budgets go through Supervisor and Director approval again before being sent back.
- If a required revision is not completed within about one week, the process includes a follow-up/escalation path so the budget is not blocked by inactivity.

4. Process Actors and Responsibilities

Role	Responsibility
Club President	Accountable Initiator. Drafts the budget, provides justification, and remains accountable for the content throughout the process, including during administrative escalations.
Club Supervisor	Endorser. Reviews for completeness, realism, and compliance. Ensures corrections requested by higher authorities are properly reflected before resubmission.
Director – Student Activities	Strategic Authority & Continuity Steward. Validates alignment with Student Activities strategy and policy. Coordinates escalations and corrections to prevent operational delays. Exercises delegated, policy-bound adjustments strictly for continuity and compliance purposes.
Student Fund	Final budget approver. Reviews pricing and compliance and either approves the budget or returns it for revision.

5. Process Map (BPMN)

BPMN Diagram Notice: This document export excludes the interactive BPMN diagram.

To view the full process map, please visit:

ba-dsa.pages.dev → Club Budget Approval Process

6. Process Walkthrough & Business Logic

Step	Actor	Action	Business Rules
1.0	Club President	Prepare budget with justification	Include an itemized budget and a clear justification for each item. For competitions, include a tentative event date.
1.1	Club President	Submit to Club Supervisor	Sends the budget for Supervisor review.
2.0	Club Supervisor	Review and decide	Reviews the budget and either endorses it or returns it to the Club President with comments for revision.
2.1	Club President	Revise and resubmit (if returned)	Updates the budget based on comments, then resubmits to the Club Supervisor.
2.2	Club Supervisor / Director	Follow up after ~1 week (if stalled)	If the required revision is not completed within about one week, the Supervisor follows up and may escalate to the Director. The Director may apply limited, policy-compliant edits to keep the process moving while the Club President remains accountable.
3.0	Director – Student Activities	Review and decide	Reviews the budget and either approves it for forwarding or returns it with comments for revision (which then follows the revise/resubmit loop again).
4.0	Director – Student Activities	Forward to Student Fund	Sends the approved budget to the Student Fund and waits for an outcome (approved or returned for revision).
4.1	Student Fund	Review and decide	Reviews pricing and compliance and either approves the budget or returns it to the Club President for revision.
5.0	Club President	Revise after Student Fund return (if needed)	Revises the budget based on Student Fund comments, then sends it through Supervisor and Director approval again before it is re-sent to the Student Fund.

Step	Actor	Action	Business Rules
6.0	Student Fund	Final approval	Approves the budget and communicates the approval outcome back to Student Activities. (Policy note: fund release may occur after approval, but is not modeled in the BPMN.)

7. Exception Handling

Scenario A: Budget revision is not completed (about one week)

Trigger: The budget is returned for revision and the revision is not completed within about one week.

Timeout: 1 week (modeled in BPMN).

Escalation Path:

1. The Supervisor attempts follow-up with the President.
2. If inactivity persists, the request is escalated to the Director.

Continuity Action:

- The Director may apply limited, policy-compliant edits to keep the process moving.
- The Club President remains accountable for the budget.
- Adjustments are limited to compliance, policy enforcement, or continuity needs and do not constitute discretionary budget ownership.

Scenario B: Student Fund returns the budget for revision

Trigger: The Student Fund returns the budget with comments for revision.

Resolution Path:

- The budget returns to the Club President for revision.
- The Club President revises the budget, then it is reviewed and approved again by the Club Supervisor and Director before being re-sent to the Student Fund.

Policy Note (Not Modeled in BPMN)

Direct negotiation between students and the Student Fund is intentionally avoided to maintain institutional consistency.

Scenario C: Student Fund-related revision is not completed (about one week)

Trigger: After the Student Fund returns the budget for revision, the revision is not completed within about one week.

Outcome: The Director may complete a continuity revision and re-send the budget to avoid delays (the Club President remains accountable).

8. Inputs & Outputs

Inputs

- Itemized budget breakdown
- Activity justification
- Vendor quotations (where applicable)
- Tentative Competition Date (Mandatory for competitions)

Outputs

- Budget approval decision communicated by the Student Fund
- Documented revision history and comments (if applicable)

Policy note (not modeled in BPMN): fund release/disbursement may occur after approval through a separate financial process.

9. Governance, Accountability & Reporting

Accountability Principle

The Club President remains accountable for budget content throughout the process.
Administrative interventions do not transfer ownership.

Cycle Time Targets

Policy (not modeled in BPMN)

- **Submission to Director decision:** \leq 5 business days (excluding student revision time)
- **Student Fund review:** \leq 3 business days

Audit & Traceability

Policy (not modeled in BPMN)

All approvals, rejections, comments, escalations, and administrative adjustments must be recorded.