Welcome to the Party!
$ Budgets $

Associated Students Incorporated

WHY ASI and Budgets?  Timeline  Location of Forms

CI SYNC Forms  Social Media

Presented by Lundon Templeton, ASI Budget Assistant
WHY?
Why ASI/Budgets?:

Who is ASI?
ASI is a non-profit corporation with the primary purpose of supporting the educational mission of CSU Channel Islands. Governed by a Board of Directors, made of students, admin, faculty, and a community member. ASI implements sound business practices which uphold the fiduciary responsibility associated with the management of students fees. ASI strives to be transparent in all aspects of the budgeting process.

Why ASI?
The CSU system mandates that all Student Organizations’ funds are held by the individual universities. CI has asked ASI to oversee student organizations’ accounts.
We would like the students to take the ownership of their organizations funds and know how to use them effectively and appropriately.

Why Budgets?
Budgeting is a very important tool that allows individuals and organizations to track their funds and plan their spending each fiscal year.
Clubs and orgs have officers called Treasurers that track the funds allocated to each organization.
Budgets are great to learn about, not only for your organization, but for your personal life as well.

• Budget requests will be Allocation and Spent in the Spring Semester
• A budget is reviewed made if necessary and
• The budget will be sent to the President of the U
• Once the President signs the budget, a congratulatory email will be sent to clubs who requested a budget
• $3,000 is the maximum allowable student organization
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Budget Timeline
• Budget requests will be submitted to the Budget Allocation and Spending Committee (BASC) in the Spring Semester
• A budget is reviewed by the committee, changes made if necessary and then approved or denied
• The budget will be sent from the BASC to the ASI Board as a recommendation, the ASI Board then reviews and sends their recommendation to the President of the University
• Once the President signs and approves the budget, a congratulatory email will be sent to the clubs who requested a budget by the ASI Budget Assistant
• $3,000 is the maximum allocation for each student organization
Location, Location, Location
Budget Forms

Where are the forms located?

http://asi.csuci.edu/documents.htm

Tip! If you don't know what to purchase, ask me first! :)

Tip! Each registered club has two accounts.
ASI01: (ASI Allocated Funds)
ASI02: (Fundraised Funds)

Which forms will I find there?

- ASI Governing Documents
- ASI Budget Request Forms
- General Budget Operating Forms

Tip! When registering a new club, you can apply for a program code through the ASI Budget Assistant.

Tip! All funds must be deposited at the Student Union Information Desk within 48 hours.

Tip! No gift cards will be purchased or reimbursed.

Tip! No award can be purchased over $50 total per individual!

Where are the Rules and Regulations?

Budget Allocation and Spending Committee

The BASC Procedures are located here:
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CI Sync Forms
1. ASI Credit Card Request Form
2. ASI Budget Report Request Form
3. ASI Administration of Student Organizations Funds Agreement and Disposition of Inactive ASI02 Accounts Funds Form
4. ASI 2015-2016 Annual Report
Need to Know!

When requesting catering, the ASI Budget Assistant must be CCed on the final BEO to University Glen Hospitality Services! If this is not done, payment will not be provided and food will not be served!
Social Media
Student Union Facebook: CI Student Union

Student Union Instagram: @cistudentunion

YouTube: CSU Channel Islands' Student Union

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Questions?