Associated Students Inc.
Budget Request Process

A guide to requesting a budget for fiscal year 2018-2019

Associated Students Incorporated (ASI)

Associated Students Incorporated is a non-profit auxiliary which exists to support the educational mission of CSU Channel Islands.

- ASI facilitates learning and development through integrative and co-curricular approaches
- Identifies and responds to major student issues and initiatives
- Implements sound business practices which uphold the fiduciary responsibility associated with the management of student fees
- Funds the operation and facility of the CI Student Union

ASI Board of Directors

- The Board of Directors is comprised of nine students, three University Administrators, one University Faculty member, and one community member.

- The ASI Board is responsible for the oversight and management of ASI, which includes the allocation of ASI funds.

BASC

- Budget Allocation and Spending Committee (BASC)
  - The BASC was created as a committee of the ASI Board of Directors tasked to oversee the process of ASI budget requests.

  - The BASC is comprised of six ASI Board Members—four students and two non-students.

  - The BASC presents all budgets to the ASI Board who can either approve, amend, or deny the budget requests.

Spring 2018 Budget Request Timeline

January 16: ASI office sends budget request packets to student organization president, vice president, treasurer, and advisor.

February 12: Requestors must email (monica.campos@csuci.edu) the completed Budget Request Power Point no later than 5:00 p.m.

IMPORTANT: Budget Request Power Points turned in after the deadline of February 12 by 5:00 p.m. will not be accepted.

Step 1: Determine if your organization is eligible for funding?

- **Student Organizations:** All student organizations seeking funding must be registered with the University by the SEAL Center. Student organizations seeking funding must be open to membership to all CI students, regardless of race, color, religion, nationality, gender, national origin, age, disability, sexual orientation, economic status, marital status, veteran status, GPA or parenthood.

- **Political Organizations:** Organizations will not be considered for funding to advance any candidate or ballot issue in an off-campus election, or to finance off-campus lobbying or political activities of non-students.

- **Athletic Organizations:** The BASC shall ***not*** fund any sports club, as they are eligible to receive funding from the recreation and athletic fee.

Step 1: continued...

- The ASI Board of Directors oversees financial management of the Student Body Association Fee. **Any campus recognized organization may request funding through ASI.** ASI is committed to providing funding on a fair, equitable, and transparent basis. Funding is limited; therefore, allocations are made based on the following criteria:
  - Enhances the ASI Statement of Purpose.
  - Accessible to the entire student body and reaches as many students as possible.
  - Enhances significant out-of-classroom cultural, social, educational, or recreational opportunities.
  - Improves student life at CI.
  - ASI funding for student organizations is insufficient to meet 100% of the needs and requests for all CI student organizations. Budget requests should reflect effort to obtain funding through other means such as fundraising, participation fees, or donations. Efforts made to secure other funds will be considered in the allocation process
  - ASI funds cannot be used for events/requests connected to academic course requirements.

Quick Facts

	Eligible Expenditures	Ineligible Expenditures
Food	Integral part of the program/event	When used as a promotional tool to get people to attend.
	Contractual Obligation	If event/ program can be sustained without the use of food.
Supplies	Paper, posters, printing, etc.	Promoting or campaigning ballot/election topics related to off-campus voting or politics
Awards/ Honoraria	Individual awards/gifts valued under $50 (after tax, etc.)	Individual awards/gifts valued over $50
Contract	Performers, speakers, hired crew	When the same services are available on campus
Promotional Items	Laundry totes, pencils, etc. (bulk items)	Does not enhance the mission of the University and ASI
	Educational/awareness themed items	Not open for receipt to all CI students
Venues	Special event locations	A suitable on-campus location is available
Seminar/Event	Event directly related to the purpose of the organization	Limits what types of students are eligible to attend
Rentals	Sound equipment,chairs,media,etc.	Equipment is available through campus resources
Travel	ASI Employees and ASI entity leaders only	University employees and student organizations

Consider thoroughly other University and private sources of funds before coming to the ASI Budget Allocation and Spending Committee. Efforts made to secure other funds will be considered in the allocation process.

Budgeting for Food

- **Use of University Auxiliary Services (UAS):** Please review the BFA Administrative Detail: #130.01 located at this link regarding use of UAS for all campus food purchases: https://www.csuci.edu/vpbfa/vp-business-and-financial-affairs/documents/ad-130-01-uas-food-services.pdf

- When budgeting for food and beverage, it is recommended that you base your pricing estimates on the most current UAS catering menu located at http://uas.csuci.edu/catering/

Step 2: Review/Complete Budget Documents

I. Prior to building your budget, read the **Budget Allocation and Spending Procedure**, which can be found at: https://asi.csuci.edu/documents/other/approved-4-20-17-basc-procedures.pdf

II. Complete the ASI Budget Request Power Point.

III. All documents can be found at: http://asi.csuci.edu/documents.htm

Budget Request Power Point:
Come up with a plan

- Create a plan for the event or expenses you are requesting funds for. If you are planning for events, think of all the expenses involved with the event you want to host.
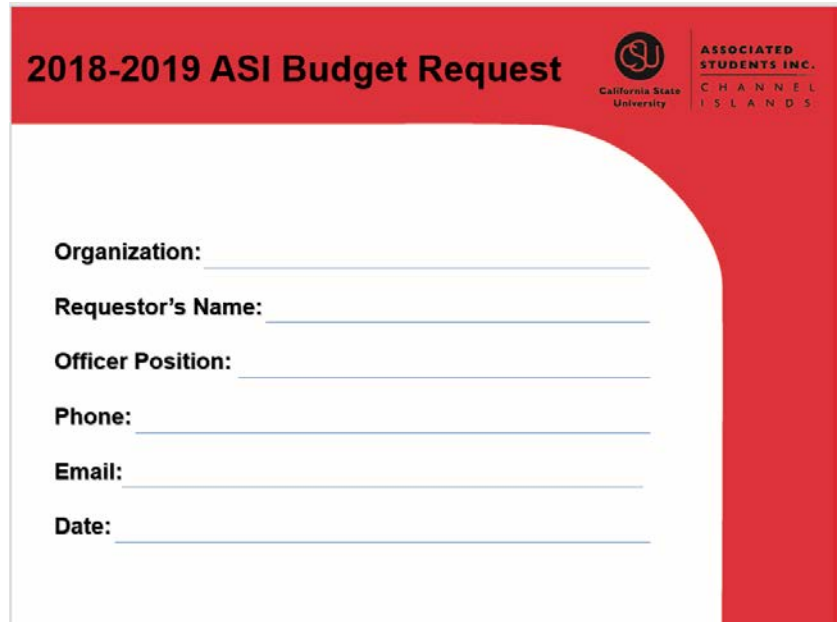
- Use this plan to fill out the budget form in the Power Point presentation

Account	Program / Initiative Name - Description	Amount
660002_Printing		$150.00
660003_Supplies and Services - Other		$200.00
613001_Contractual Services		$500.00
613801_Professional Services		$500.00
613802_Honorarium Fees		$300.00
660816_Membership Dues & Fees		$450.00
660833_Promotional Items		$250.00
660834_Awards & Gifts		$100.00
660820_Business Meals_Hospitality		$500.00
TOTAL		$2,950.00

ASI Budget Request Power Point: Continued

- The first page looks like this ➡

- Fill out slides 1, 2, 4 & 5

- Use slide 7 as an example on how to fill out the form in slide 8 and on

- To enter your expenses into the grid, **double click** the grid to pull up the linked Excel sheet. Enter your expenses (they will total automatically).

2018-2019 ASI Budget Request

ASSOCIATED STUDENTS INC.
CHANNEL ISLANDS
California State University

Organization: _____

Requestor's Name: _____

Officer Position: _____

Phone: _____

Email: _____

Date: _____

Account	Program / Initiative Name - Description	Amount
660002_Printing		$150.00
660003_Supplies and Services - Other		$200.00
613001_Contractual Services		$500.00
613801_Professional Services		$500.00
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TOTAL		$2,950.00

Double Click

B. ASI Budget Request Power Point Cont....

- Complete one slide for every event in your budget request.

- Expenses not related to any event, e.g. office supplies, promotional, etc., should be listed on the miscellaneous expense slide located at the end of the Power Point.

Initiative, Program or Event

Expected number of attendees (if applicable): _____

Why ASI funding? Please provide a description of the initiative, program or event and justification for receiving ASI funds.

Account	Program / Initiative Name - Description	Amount
660002_Printing		
660003_Supplies and Services - Other		
613001_Contractual Services		
613801_Professional Services		
613802_Honorarium Fees		
660816_Membership Dues & Fees		
660833_Promotional Items		
660834_Awards & Gifts		
660820_Business Meals_Hospitality		
TOTAL		$

B. ASI Budget Request Power Point Cont....

- If more slides are needed, duplicate the slide by following these steps:
  - Select the slide you would like to be duplicated (it will be outlined in red).
  - Right click the slide and these options with pop up.
  - Click on "Duplicate Slide." Then make necessary adjustments.
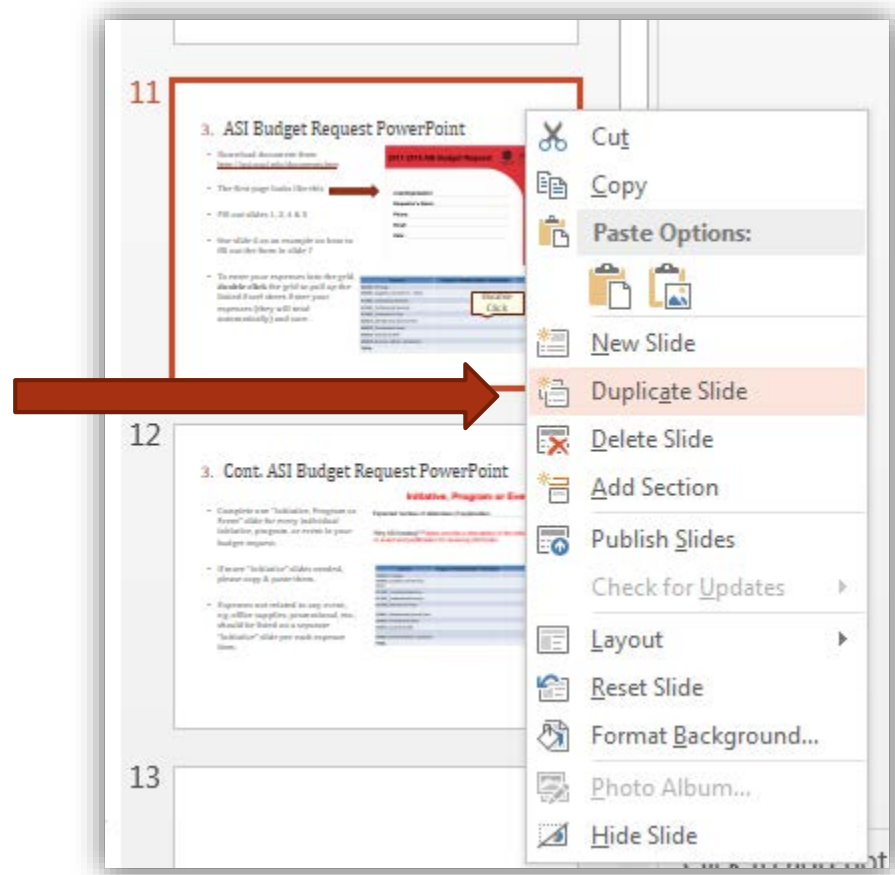
Step 3: Submit Budget Request

- Email ASI Budget Request Power Point to ASI Budget Support Coordinator at (monica.campos@csuci.edu)

- Type the following in the subject line:
  - "Budget Request – Your Student Organization Name"

- Submit by Monday, February 12th at **5:00 p.m**.

- Late submissions will **NOT** be accepted.

If you would like a copy of your 2017-2018 request or current budget report please email monica.campos@csuci.edu or 805-437-3929.

After Submitting Your Budget Request

- After reviewing all budget requests, the BASC will determine an allocation amount to recommend to the ASI Board. *Please note that funds are not guaranteed.*

- In April 2018, the ASI Board will review the BASC's recommended budget allocation and provide a final budget recommendation to the University President for approval.

- Once final budget approval is received by the University President, ASI budget requestors will be notified of their final approved budget allocation.

- ASI will provide all budget requestors with a completed budget Excel containing approved allocated funds.

- Approved allocated funds will be available upon university presidential approval after July 1, 2018. Time frame may vary and is subject to change.

Questions?

Please contact

Monica Campos
ASI Budget Support Coordinator
at Monica.Campos@csuci.edu or
805-437-3929.

Office Hours:
Monday - Friday
8 a.m.- 5 p.m.

Thank you!