



Budget Training Workshop

Presented by ASI Financial Services

Outline

- ***Budget Process***
- ***ASI Budget Request Packet***
- ***What not to include***
- ***Deadlines***
- ***Other Sources of Funds***
- ***Mid Year Budget Requests***

Process

- Complete Registration Process at myBAR
- Attend Budget Training Workshop
- Plan for all events of the year
- Complete The Annual Budget Request Packet
- Turn your Budget Request Packet to your Council
- Budgets will be reviewed and approved by your council
- Budgets will be submitted to Financial Services for final Review and posting which takes up two weeks.
- If there are any issues with your budget we will email you to the email you provided.

Budget Request Packet



ASSOCIATED STUDENTS, INC.
 CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
BUDGET REQUEST FORM

ASI Budgeted Group		

Budget Year		
Budget Line Item	Current Budget	Amount Requested/ Relined
INCOME		
1 ASI Allocation	-	
2 Carryover		
3 Fundraising, club dues, etc.		
4		
5	-	-
TOTAL INCOME	\$ -	\$ -
EXPENSES		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
TOTAL EXPENSE	\$ -	\$ -
TOTAL REQUEST	\$ -	\$ -

- Mid-Year Budget Request
- Annual Budget Request
- Reline Request
- Budget Plan

Treasurer or Authorized Officer

Name

Signature

Phone Number/E-mail Address

Date

President or Authorized Officer

Name

Signature

Phone Number/E-mail Address

Date

Advisor

Name

Signature

Phone Number/E-mail Address

Date

ASI Budget Request

1. Budget Request Form
2. Line Item Justification
3. Questionnaire

requests must be typed, completely filled out and contain three original signatures (**advisor** and two other authorized representatives)

Note: If requesting budget reline, total request should be \$0.00

Budget Request Form

Budget Line Item		Current Budget	Amount Requested/ Relined
INCOME			
1	ASI Allocation	1,650.00	
2			
3			
4			
5		-	-
TOTAL INCOME		\$ 1,650.00	\$ -
EXPENSES			
6	Quarterly Meetings		2,000.00
7	Speakers		1,500.00
8	Conference		8,000.00
9	Retreat		1,000.00
10	Stoles		800.00
11	T-Shirts		500.00
12	Banquet		800.00
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
TOTAL EXPENSE		\$ -	\$ 14,600.00

Amount Requested / Relined Column

Expenses:

- These numbers represent how much your club will approximately spend, on each line item, throughout the year.

Clubs receive their ASI Funding in two phases:

1. 70% during Fall Semester
2. 30% during Spring Semester

Budget Request Form

Budget Line Item		Current Budget	Amount Requested/ Relined
INCOME			
1	ASI Allocation	1,650.00	
2	Carryover		300.00
3	Fundraising, club dues, etc.		2,860.00
4			
5		-	-
TOTAL INCOME		\$ 1,650.00	\$ 3,160.00

Amount Requested/Relined

Income:

1. ASI Allocation: This line should be blank because your club has not yet received an allocation for this year.
2. Carryover: Leftover funds from the previous year. This will be a projection of spending for current year 18-19.
3. Fundraising, club dues, etc.: This is the amount you plan to fundraise throughout the year. This will be done automatically through excel formula. But double check to make sure.

***Please note that you are only required to fundraise a minimum of 20% of the actual allocation from the council.**

Budget Request Form

Budget Line Item		Current Budget	Amount Requested/ Relined
INCOME			
1	ASI Allocation	1,650.00	
2	Carryover		300.00
3	Fundraising, club dues, etc.		2,860.00
4			
5		-	-
TOTAL INCOME		\$ 1,650.00	\$ 3,160.00
EXPENSES			
6	Quarterly Meetings		2,000.00
7	Speakers		1,500.00
8	Conference		8,000.00
9	Retreat		1,000.00
10	Stoles		800.00
11	T-Shirts		500.00
12	Banquet		800.00
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
TOTAL EXPENSE		\$ -	\$14,600.00
TOTAL REQUEST		\$ -	\$11,440.00

Total Request

- Total Expense minus Total Income equals Total Request.

*This will be done automatically through excel formula. But double check to make sure.

Line Explanation Form

Income

Income Line 1		Total
ASI Allocation		
		\$ -
Income Line 2		Total
Carryover		
Money, or allocation left in the ASI Club account		\$ 300.00
Income Line 3		Total
Fundraising, club dues, etc.		
What your plan is for raising money for the upcoming year. For example , food dales, car wash, dues, etc.		\$ 2,860.00
Income Line 4		Total
0		
		\$ -
Income Line 5		Total
0		
		\$ -
Total Income		\$ 3,160.00








Line Explanation Form

Expenses

Expense Line 6	
Quarterly Meetings	Total
We plan on having 4 events this year/ club together	
BBQ: Food \$250 Parking \$50 Supplies \$300 = \$600 Kayaking: day rental for 50 people \$500	\$ 2,000.00
Movies: Tickets and food for 12 students \$400 Dinner nights: Food \$300 and supplies \$200 = \$500	
Expense Line 7	
Speakers	Total
Fall recruitment: \$500 Speaker fee for 2 hours \$250 for food to encourage attendance	
Spring Sendoff \$500.00 Speaker fee for 2 hours \$250 for food to encourage attendance	\$ 1,500.00
Expense Line 8	
Conference	Total
Hotel \$4,000 for 20 people to attend annual convention at Las Vegas for 2 nights	
Food \$2,000 all 20 members will be fed for 2 days	\$ 8,000.00
Registration \$2,000 all fees paid	
Expense Line 9	
Retreat	Total
our cub will go to big bear this year to further bond and connect	
Cabin rental for 2 nights and 3 days	\$ 1,000.00
Expense Line 10	
Stoles	Total
All of our graduates will receive Stoles	
10 graduates \$80 x 10 = \$800	\$ 800.00
Expense Line 11	
T-Shirts	Total
20 members x \$20 = \$400 plus setup up and shipping fees \$100	
	\$ 500.00
Expense Line 12	
Banquet	Total
End of the year banquet	
Room rental= \$500.00 Decorations \$300.00	\$ 800.00
Total Expense	
	\$ 14,600.00

Make sure to have a breakdown for each line item (please double check your math is accurate)

Quotes or Estimated Prices

<p>690 Gateway Blvd South San Francisco, CA, 94080 United States, 800-617-3053</p>  <p>★★★★☆ South San Francisco 1.1 miles to City center 3.0 miles to San Francisco International Airport (SFO)</p> <p>Excellent 4.2 / 5</p> <p>1,060 verified guest reviews</p>	<p>\$197 \$154 nightly price</p> <p>✓ free cancellation ✓ pay now or at hotel</p> <p>Continue</p>
<p> Hotel Focus SFO (Last booked 1 hour ago)</p> <p>111 Mitchell Ave South San Francisco, CA, 94080 United States, 800-646-9340</p>  <p>★★★☆☆ South San Francisco 0.71 miles to City center 2.5 miles to San Francisco International Airport (SFO)</p> <p>Fair 2.8 / 5</p> <p>1,136 verified guest reviews</p>	<p>Special Deal</p> <p>\$107 \$89 nightly price</p> <p>Continue</p>
<p> La Quinta Inn San Francisco Airport North (Booked 1 hour ago)</p> <p>20 Airport Blvd South San Francisco, CA, 94080 United States</p>  <p>★★★★☆ South San Francisco 0.56 miles to City center 2.6 miles to San Francisco International Airport (SFO)</p> <p>Good 3.4 / 5</p> <p>1,118 verified guest reviews</p>	<p>\$143 nightly price</p> <p>✓ free cancellation ✓ pay now or at hotel</p> <p>Continue</p>
<p> Holiday Inn San Francisco International Airport (Last booked 2 hours ago)</p> <p>275 S Airport Blvd South San Francisco, CA, 94080 United States, 800-660-8922</p>  <p>★★★★☆ South San Francisco 0.81 miles to City center 2.3 miles to San Francisco International Airport (SFO)</p> <p>Good 3.6 / 5</p> <p>575 verified guest reviews</p>	<p>Great Rate</p> <p>\$258 \$144 nightly price</p> <p>Continue</p>

➤ Please attach quotes, flyers and price descriptions to all expense line items.

Responses To Questionnaire

ASI Budgeted Group:

Budget Year:

RESPONSES TO QUESTIONNAIRE

1. What is the purpose of your organization?
2. If you are a council, provide information on which clubs receive funding for the previous and current year, the amount funded and the purpose of the funding
3. Approximately how many students are served by your organization?
4. Provide a list of officers, coordinators and advisors for your organization, as appropriate
5. Describe your prior and current year events, attendance and outcome
6. Did you receive funds or plan to seek additional funding from the ASI Budget Committee or the IRA Fee Committee during the last fiscal year?
7. Describe attempts or receipts to generate funds from other sources
8. What are your organization's goals for current year?

What not to include

- Refreshments at regularly scheduled business meetings or personal events such as birthdays, showers, wedding and similar occasions
- Events or fundraisers with the intent of generating additional income
- Premiums for individual student health insurance, excess medical, and auto insurance, as well as group liability and group travel accident insurance
- Political & Religious Events
- Salaries & Benefits for Staff or Faculty
- Scholarships
- All other items listed in the Financial Guidelines and Stipulations. Please check our website.

Deadlines

- Club Budgets must be submitted to their councils by Friday, April 13, 2018
- Councils must submit all club budgets to Financial Services by Friday, May 11, 2018
- The 20% of alternative funding will be held in the club's Agency account. Dates to be determined in the fall.
(Inability to meet this deadline will result in the club's 30% allocation being withheld, and will not be eligible to receive any additional ASI Funds from councils)
- Councils must submit all budget transfer forms releasing the 30% allocation to clubs in the Spring, dates to be determined.

Other Sources of Funds on Campus

Administrative Fund

FOR OUTREACH PROGRAMS AND STUDENT DEVELOPMENT

ACTIVITIES

This sponsorship fund is intended to support Cal Poly Pomona outreach programs and student development activities including conference attendance, training, and workshops. Funds will be allocated to individual students and officially recognized Cal Poly Pomona clubs/organizations. An individual or group may be funded once per fiscal year. Awards are available up to \$1,000. A committee of staff, administrators and students will assess each request and allocate funds once per quarter (excluding summer quarter).

The Administrative Fund is designed to assist you in meeting your goals, however, it's not intended to be the sole support of funding for your program or event. Matching funds are highly recommended and will be considered in both the decision-making process and the amount funded.

SPONSORED BY:

Office of the President	Division of Information Technology
Division of Academic Affairs	Division of Student Affairs
Division of Administrative Affairs	Division of University Advancement

APPLICATION INFORMATION

RETURN COMPLETED APPLICATIONS TO:

Office of the Vice President for Student Affairs

CLA 98 -T6-12

(909) 869-4424

Mid-Year Budget Requests

Mid-Year Budget Request

- ▶ Budget requests shall first be submitted to the respective Council. If additional funding is needed, the budget request can be submitted to the ASI Finance Committee through the ASI Treasurer.
- ▶ Mid-year budget requests shall **not** be submitted for **retreats, banquets**, or other general expenses. The Financial Guidelines and Stipulations provide details regarding the ASI funds' purposes.

Mid-Year Budget Request

- ▶ Budget requests up to \$2,500: The Finance Committee will take action on the budget request.
- ▶ Budget requests over \$2,500: The Finance Committee will make recommendations to the ASI Senate.
- ▶ Please plan accordingly!

Mid-Year Budget Request Process

- ▶ Submit the budget request to the ASI Treasurer no later than **45 days** prior to the scheduled program/event to be funded.
- ▶ Once approved, the group will be notified by the ASI Treasurer of their obligation to attend the next Finance Committee meeting **at least 4 business days** prior to the meeting date.
- ▶ Make a brief presentation (**5 - 7 minutes**) to the Finance Committee and respond to questions from the committee.
- ▶ The ASI Treasurer will notify the requesting group of action taken by the Finance Committee in a timely manner.

Questions?

Website: www.asi.cpp.edu
email: asifs@cpp.edu