Budget Training Workshop

ASI Financial Services
Spring Semester 2023
Agenda

01 Budget Process
Learn how to be eligible for the 23-24 ASI Funding

02 Budget Request
Learn how to submit a budget request on myBAR

03 ASI Fund Restrictions
What not to include in your budget

04 Budget Training Resources
Training Resources that are available in the ASIFS website

05 Other Sources of Funds
Additional Budget Request and Student Event Fund

06 What’s next?
Council's deadlines and conclusion
Budget Process

Learn how to be eligible for the 23-24 ASI funding.
Be registered, approved, and in good standing with the Student Engagement, Leadership and Success (SELS) to be eligible for ASI funding.

Attend Budget Training Workshop

Plan= Think about what events, activities, and/or expenses your club will have for the upcoming year.

Complete the Annual Budget Request Packet available at MyBar

Submitting the budget through MyBar to your Council

Budgets will be reviewed and approved by your council

Councils will submit budgets to Financial Services for final review and posting, which takes up two weeks.

If your budget has an issue, your budget will be returned to you on MyBar. Please ensure you make corrections and resubmit through MyBar.

Clubs will be informed of their funding amounts by mid August
You will need a treasurer, president and advisor to approve your budget. Make sure your club’s Roster on myBAR is updated.
Learn how to submit a budget request on myBAR
How to Submit a Budget Request Form on myBAR

1. Under My Organizations, Click the “gear” icon.
2. Select Finance
3. Click Budget
4. Create Request: Create Budget Request
5. Select your council and click **Annual Budget Request**. If you don’t know your council, please email asifs@cpp.edu and CC Arven Ariola acariola@cpp.edu.

*Note: the “Council Budget Request (23’24)” is for councils’ budget request submission only.*
Step 1: Complete the following:

A. **Request Title**: The title of your club.

B. **Description**: Brief description of your club - Optional
Step 2: Complete the Budget Questionnaire (7 Questions)

**Budget Questionnaire**

1. What is the purpose of your organization?
   - Our purpose is to provide trainings and workshops for clubs and orgs

2. Approximately how many students are served by your organization?
   - We serve about 600 students in our organization.

3. Provide a list of officers, event schedulers, coordinators and advisors for your organizations, as appropriate.
   - Arven Ariola (Budget Analyst), Yanelle Vargas (Budget Asst)

4. Describe your assessment of the current year's activities and the results.
   - This year, we provided more trainings for club and orgs and ensured that they are well informed during the trainings.

5. Did you receive additional funding from the ASI Finance Committee during the year?
   - No / Yes, we received an amount of $6,000 from the Finance Committee

6. List your organization's sources of income.
   - Fundraising, sponsorships/donations, students ASI fee

7. What are your organization's goals for next year?
   - Our goals are to improve on... to train more... create activities for clubs... increase fundraising... budget better
ANNUAL BUDGET: INCOME & EXPENSE LINE ITEMS

STEP 3: BUDGET INCOME

DEMONSTRATE ON MYBAR
### Profit & Loss Statement and Estimated Carryover

**Carryover as of 02/01/2023**

**Expenses**

- **Pending DRs**
  - $56.25

- **Virtual Events: Feb 1, 2023 - Jun 30, 2023**
  - $1,500.00

- **Office Supplies**
  - $50.00

- **T-Shirts**
  - $900.00

**Total Expenses**

- $2,506.25

**Estimated Carryover**

- $5,150.00

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**Note:**

- Estimate your expenses up until 06/30/2023.
- You can request the P&L Statement to determine your carryover at asifs@cpp.edu.
- Only put the carryover amount, if any, from your ASI fund account #17xxxx.
- Any actual carryover in excess of budgeted carryover shall be repossessed.
Budget Section - Other Sources of Income

1. **Carryover**: The money/funding left over from the previous year **ASI account #17XXXX**.

2. **Club Dues/Membership**: The income you plan on fundraising or contributing.
There are 5 sections under Expenses:
1. Events
2. Marketing
3. Conferences
4. Supplies
5. Other Expenses – anything not listed in the section.
Club’s Budget Approval Process:
Regardless of who submitted the budget, it will first go to the Club Treasurer’s Review.

Council’s Budget Approval Process:

FS’s Budget Approval Process:
What not to include in the budget.
ASI Fund Restrictions

- Honoraria, stipends, or speaker's fees.
- Refreshments/Food at General Meetings
- Events or Fundraiser with the intent of generating additional income.
- Alcohol/Tobacco

- Scholarships.
- University-funded programs and activities
- IRA-funded groups
- Insurances
- Support or opposition of any candidate for public office.
Budget Training Resources

Training Resources that are available in the ASIFS website
ASIFS Website: Training Library

- Budget Manual for Clubs and Orgs
- Budget Training Workshop
- Budget Guidelines and Stipulations
- Smart Spending Manual
- Contact ASI Financial Services asifs@cpp.edu or Arven Ariola acariola@cpp.edu.

Website: asi.cpp.edu/financial-services/
Other Sources of Funds

- Additional Budget Request
- Student Event Fund
Additional Budget Requests

Registered Student Clubs and Councils may be eligible for additional funding if the annual budget amount allocated was deemed insufficient.

Reference ASI Financial Guideline & Stipulations for any further details.

• With the exception of new clubs, registered Student Clubs are required to submit and obtain funding approval for their annual budget from their registered Council first.

• New registered Student Clubs unable to receive an annual budget from their registered Council may apply for funding through this process.

• Retreats, banquets, or other general club expenses are not eligible for additional budget request.

• For student groups that submit a mid-year budget request to the ASI Finance Committee and/or the ASI Senate, a maximum of $6,000 per group per year shall be funded, not to exceed $750 per person for a conference, convention, or program.

• More than one request is permitted per budgeted year, not to exceed a total of $6,000.
Additional Budget Requests

Submit the budget request to the ASI Treasurer

Make a brief presentation at a regularly scheduled meeting of the Finance Committee and/or the ASI Board of Directors.

The ASI Treasurer will notify the requesting group of action taken by the Finance Committee and/or the ASI Board of Director.

Reference ASI Budget Guidelines & Stipulations for any further details.
The Student Event Fund supports CPP individual students and clubs/organizations with funding for professional engagement opportunities, conferences, certifications and more!

Applications will be reviewed monthly and are **due by the 15th of each month**. If you have an event to attend or need to travel, your application must be submitted at least one month prior to event/travel date.

Note: Individual students may apply for conference travel, and clubs and organizations may apply for conference travel or events.

**Student Event Fund Application**

Interested in applying? Simply click the button below.

[Apply Now!]

Contact: sels@cpp.edu or andreamontes@cpp.edu
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What’s Next?
The following deadlines have been provided to ASI Financial Services by each individual Council.

Please ensure you meet your respective deadline in order to proceed to the next step of the budget process. If you have any questions, please contact your council.

- Agriculture Council- March 31, 2023
- College of Education and Integrative Studies- March 24, 2023
- College of Letters, Arts & Social Sciences- March 17, 2023
- Engineering Council- March 10, 2023
- Environmental Council- March 17, 2023
- Greek Council- March 27, 2023
- Hospitality Management Council- March 10, 2023
- Multi-Cultural Council- March 15, 2023
- Science Council- March 18, 2023
- Student Interest Council- March 31, 2023
- United Business Student Senate- March 10, 2023
Conclusion

To be eligible for the 23-24 ASI funding, you must be registered, approved, and in good standing with SELS. Your club president and treasurer must attend a budget workshop.

Submit your 23-24 Budget Request through myBAR under your council. Please see your council’s budget submission deadline on slide 25. Don’t forget to update your Club’s Roster on myBAR.

Budget Training Resources are available in the Financial Services website under Training Library.

Remember that there are other sources of funds: (Additional Budget Request- ASI Treasurer & Student Event Fund-SELS).

Follow the examples and instructions that are on this presentation when completing the Budget Request on myBAR. You may request a copy of your previous year’s budget and/or P&L Statements at asifs@cpp.edu.

When in doubt, ask questions!
Financial Services now offers in-person and virtual services from 9 a.m. to 5 p.m., Monday through Thursday. From 10 a.m. to 2 p.m., in-person services will be provided at the one-stop Student Club & Organization Service Center (SCOSC.) Staff will continue to be available by email on Fridays.

Please email asifs@cpp.edu for more information: general questions, payment questions, budget, or deposit.

**Budget Office Hours via Zoom**

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<tr>
<th>Day</th>
<th>Time</th>
<th>Zoom ID: 719 244 6104</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>11 a.m. – Noon (Budget Questions)</td>
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<tr>
<td>Thursday</td>
<td>2 – 3 p.m. (Budget Questions)</td>
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Contacts

Arven Ariola
Budget Analyst
ASI Financial Services

Janette Santana
Manager
ASI Financial Services

ASI Financial Services

Microsoft Teams Video/Telephone Call
Please use individual staff email addresses to connect