



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

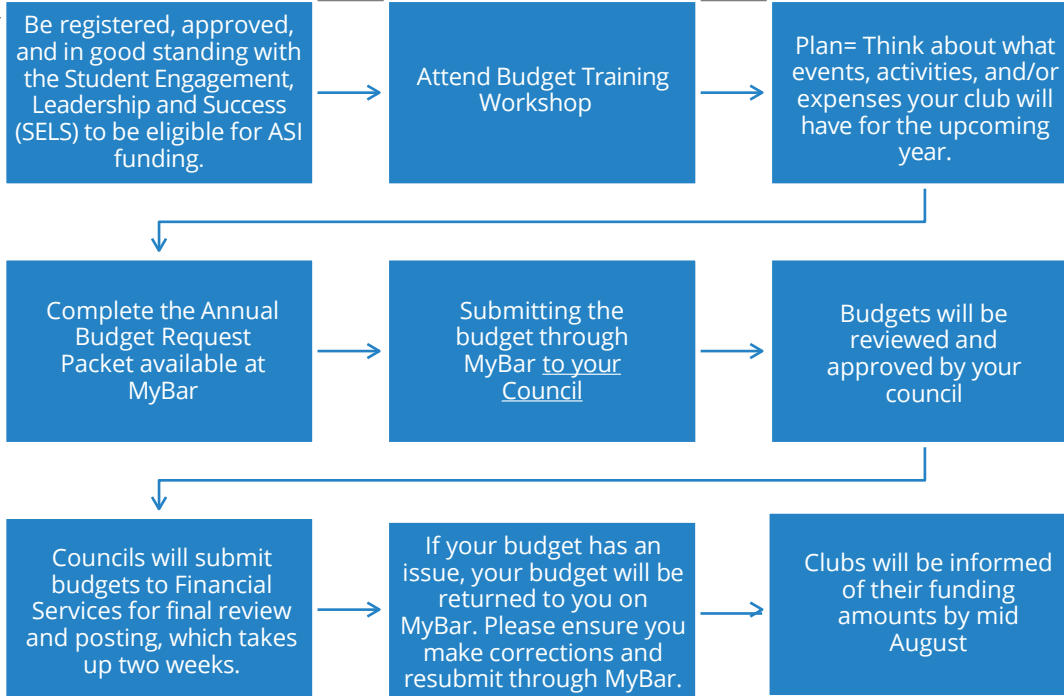
01

Budget Process

Learn how to be eligible for the 23-24
ASI funding.



Budget Process



Update Roster on myBAR



Officers

[VIEW FULL ROSTER](#)

TREASURER

Arven



PRESIDENT

Yarele



SECRETARY



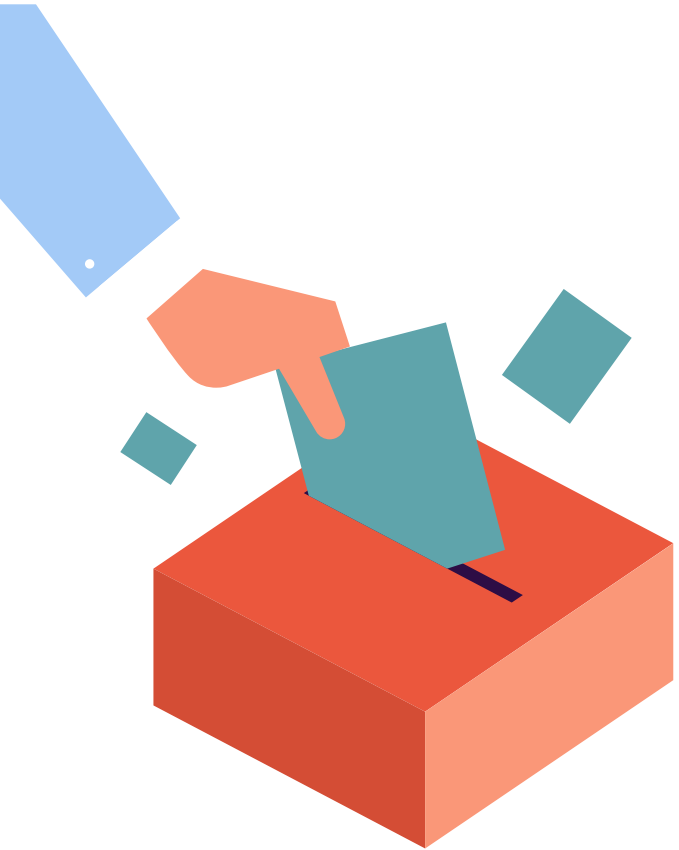
VICE PRESIDENT



ADVISOR

Bronco Billy

You will need a treasurer, president and advisor to approve your budget. Make sure your club's Roster on myBAR is updated.



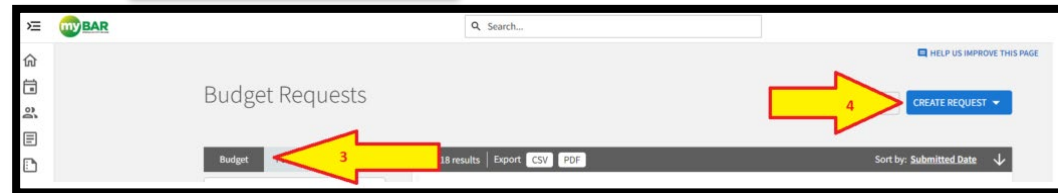
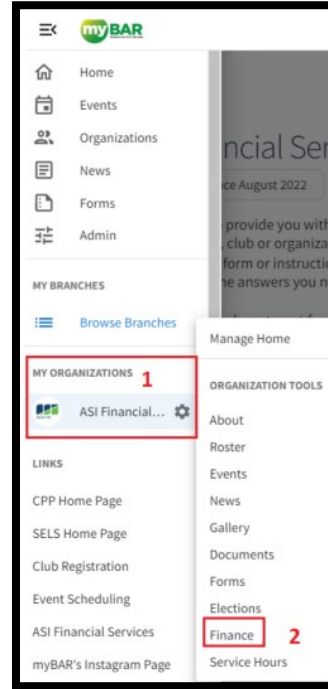
02

Budget Request

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*



Select your Council

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.

Create New Budget Request

Select a Process or Budget to Start Your Request

Process: **Agriculture Council Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under the Agriculture Council.
Budget: [Annual Budget](#)

Process: **College of Education and Integrative Studies (CEIS) Council Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under the College of Education and Integrative Studies (CEIS) Council.
Budget: [Annual Budget](#)
23-24 Budget Request

Process: **College of Environmental Design Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under the College of Environmental Design Council.
Budget: [Annual Budget](#)
23-24 Budget Request

Process: **College of Letters, Arts, and Social Sciences (CLASS) Council Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2022-2023 budget request for all clubs/orgs that fall under the CLASS Council.
Budget: [Annual Budget](#)
23-24 Budget Request

Process: **Collins College of Hospitality Management Council (HMC) Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under HMC.
Budget: [Annual Budget](#)

Process: **Engineering Council Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under the Engineering Council.
Budget: [Annual Budget](#)

Process: **Greek Council Budget Request 23'24**
Available from 2/3/23 12:00 AM to 2/4/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under Greek Council.
Budget: [Annual Budget](#)
23-24 Budget Request

Process: **Multicultural Council (MCC) Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under MMC.
Budget: [Annual Budget](#)
23-24 Budget Request

Process: **Science Council Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under the Science Council.
Budget: [Annual Budget](#)
23-24 Budget Request

Process: **Student Interest Council (SIC) Budget Request (23'24)**
Available from 2/3/23 11:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under the SIC.
Budget: [Annual Budget](#)
23-24 Budget Request

Process: **United Business Student Senate (UBSS) Council Budget Request (23'24)**
Available from 2/3/23 12:00 AM to 2/3/24 12:00 AM
2023-2024 budget request for all clubs/orgs that fall under the UBSS Council.
Budget: [Annual Budget](#)

Annual Budget: Name of Club & Description

Step 1: Complete the following:

- A. Request Title:** The title of your club.
- B. Description:** Brief description of your club - Optional

Budget: Annual Budget

REQUEST

* Request Title (Required Field)

Name of club A

Description

Clubs description - optional B

CANCEL < PREVIOUS NEXT >

The image shows a web form titled 'Annual Budget' with a 'REQUEST' tab. It contains two main input fields. The first is labeled '* Request Title (Required Field)' and contains the text 'Name of club' followed by a red arrow pointing to the letter 'A'. The second is labeled 'Description' and contains the text 'Clubs description - optional' followed by a red arrow pointing to the letter 'B'. At the bottom of the form are three buttons: 'CANCEL', '< PREVIOUS', and 'NEXT >'.

ANNUAL BUDGET: QUESTIONNAIRE

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) , Yarele Vargas (Budget Assit)

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

P&L Detail Report

Date from 07/01/20 To: 02/13/21

Project From: 123456 To: 123456

Budgets: 2020_WORKING



| Project ID Account | Trans Number | Desc. | Date | Type | Income Expense | Purchase Orders | Account To Date | Working Budget | Variance to Date | % of Budget Note |
|-----------------------|-----------------------------|-----------------------------|-----------------|-------|-----------------------------------|--------------------|--------------------|--------------------|---------------------|------------------|
| 123456 | Billy Bronco Club | | | | | | | | | |
| 6007-00 | | Council Budget Augmentation | 07/01/20 | | | | | 2,524.97 | | |
| | 237443 | Fall Allocation-70% | 09/13/20 | GJ | 1,767.57 | | | | | |
| | 246275 | Spring Allocation-30% | 02/13/21 | GJ | 757.40 | | | | | |
| | TOTAL - 6007-00 | | 02/23/21 | | 2,524.97 | | 2,524.97 | 2,524.97 | 0.00 | 100% |
| 6013-00 | | Carryover - Designated | 07/01/20 | | | | | 6,068.90 | | |
| | 238607 | Carryover YE 18-19 | 07/01/20 | GJ | 6,068.90 | | | | | |
| | TOTAL - 6013-00 | | 04/01/20 | | 6,068.90 | | 6,068.90 | 6,068.90 | 0.00 | 100% |
| 6015-00 | | Carryover - Undesignated | 07/01/20 | | | | | 0.00 | | |
| | | No Trx | 07/01/20 | | | 0.00 | | | | |
| | TOTAL - 6015-00 | | 04/01/20 | | | 0.00 | 0.00 | 0.00 | 0.00 | |
| 8000-00 | | General Expenses for Clubs | 07/01/20 | | | | | 8,593.87 | | |
| | T-Shirts | Caelyn Oei | 10/28/20 | PMTRX | 835.00 | | | | | |
| | MAIL Oct -Nov | Student 1 | 01/28/21 | PMTRX | 29.98 | | | | | |
| | MARKETING | Student 2 | 01/28/21 | PMTRX | 32.16 | | | | | |
| | Mail Jan | Student 3 | 01/28/21 | PMTRX | 14.99 | | | | | |
| | MARKETING | Student 4 | 01/28/21 | PMTRX | 14.99 | | | | | |
| | Office Supplies | Student 5 | 01/28/21 | PMTRX | 10.50 | | | | | |
| | TOTAL - 8000-00 | | 04/01/20 | | 937.62 | | 937.62 | 8,593.87 | 7,656.25 | 11% |
| Project Total | | | | | 8,593.87 | 0.00 | 8,593.87 | 8,593.87 | (0.00) | 100% |
| Revenue | | | | | 937.62 | 0.00 | 937.62 | 8,593.87 | 7,656.25 | 11% |
| Expense | | | | | 7,656.25 | 0.00 | 7,656.25 | 0.00 | 7,656.25 | |
| Rev - Exp | Account Balance as of Today | | | | 7,656.25 | 0.00 | 7,656.25 | 0.00 | 7,656.25 | |
| | | | | | Pending DR's | | | (56.25) | | |
| | | | | | Virtual Events - Feb -June | | | (1,500.00) | | |
| | | | | | Office Supplies | | | (50.00) | | |
| | | | | | T-Shirts | | | (900.00) | | |
| | | | | | Estimated Carryover | | | \$ 5,150.00 | | |

| Profit & Loss Statement | |
|---|-------------------|
| Carryover as of 02/01/2023 | \$7,656.25 |
| 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 |

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 reprocessed.

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.

ASI Club

| | | |
|-------------------------|--|--------------|
| Requested Total | | (\$5,450.00) |
| Reviewer Adjusted Total | | (\$5,450.00) |

| Sections (5) | # of Line Items (2) | Amount |
|-------------------------|---------------------|--------------|
| Other Sources of Income | 2 | (\$5,450.00) |
| Events | 0 | \$0.00 |
| Marketing | 0 | \$0.00 |
| Supplies | 0 | \$0.00 |
| Other Expenses | 0 | \$0.00 |

Budget Section:

Other Sources of Income

| | | | |
|---|-------------------------------|-----------------------|---------------------|
| 1. Carryover 17XXXX <input checked="" type="checkbox"/> | Carryover (Income) | 1 x | (\$5,150.00) |
| | | | (\$5,150.00) |
| <hr/> | | | |
| 2. Club /Dues <input checked="" type="checkbox"/> | Club Dues/Membership (Income) | 1 x (\$300.00) | (\$300.00) |
| <hr/> | | | |

Budget Section – Expenses

There are 5 sections under Expenses:

1. Events
2. Marketing
3. Conferences
4. Supplies
5. Other Expenses – anything not listed in the section.

| | | | |
|---|------------------|----------------|------------|
| Budget Section: | | | |
| Events | | | |
| 1. General Meetings | General Meetings | 1 x \$120.00 | \$120.00 |
| | | | |
| Budget Section: | | | |
| Marketing | | | |
| | | | |
| Budget Section: | | | |
| Conferences | | | |
| 1. New York conference (Airfare) | Airfare | 7 x \$1,000.00 | \$7,000.00 |
| | | | |
| Budget Section: | | | |
| Supplies | | | |
| | | | |
| Budget Section: | | | |
| Other Expenses | | | |
| <i>Anything not listed in the section, please list them here.</i> | | | |
| 1. Additional Allocation for new clubs | Other Expenses | 1 x \$5,000.00 | \$5,000.00 |
| | | | |
| | | | |

Budget Workflow Approval Process

Club's Budget Approval Process:

Regardless of who submitted the budget, it will first go to the Club Treasurer's Review.

Step: Club Treasurer Review

FORWARD TO NEXT STEP | RETURN FOR FOLLOW-UP

Additional Reviewers
Additional reviewers only apply to current step. ADD REVIEWER
No reviewers have been manually added to this step.

↓

Step: Club President Review

BACK TO PREVIOUS STEP | FORWARD TO NEXT STEP
RETURN FOR FOLLOW-UP

Additional Reviewers
Additional reviewers only apply to current step. ADD REVIEWER
No reviewers have been manually added to this step.

↓

Step: Club Advisor Review

BACK TO PREVIOUS STEP | FORWARD TO NEXT STEP
RETURN FOR FOLLOW-UP

Additional Reviewers
Additional reviewers only apply to current step. ADD REVIEWER
No reviewers have been manually added to this step.

Council's Budget Approval Process:

Step: Council Treasurer Review

BACK TO PREVIOUS STEP | FORWARD TO NEXT STEP
RETURN FOR FOLLOW-UP

Additional Reviewers
Additional reviewers only apply to current step. ADD REVIEWER
No reviewers have been manually added to this step.

↓

Step: Council President Review

BACK TO PREVIOUS STEP | FORWARD TO NEXT STEP
RETURN FOR FOLLOW-UP

Additional Reviewers
Additional reviewers only apply to current step. ADD REVIEWER
No reviewers have been manually added to this step.

↓

Step: Council Advisor Review

BACK TO PREVIOUS STEP | FORWARD TO NEXT STEP
RETURN FOR FOLLOW-UP

Additional Reviewers
Additional reviewers only apply to current step. ADD REVIEWER
No reviewers have been manually added to this step.

FS's Budget Approval Process:

Step: Financial Services Review

APPROVE REQUEST | DENY REQUEST
BACK TO PREVIOUS STEP | RETURN FOR FOLLOW-UP

Additional Reviewers
Additional reviewers only apply to current step. ADD REVIEWER
No reviewers have been manually added to this step.

Request History

✓ **Approved**
11/4/2022, 3:37PM by Yarele Vargas

Yarele Vargas
11/4/2022, 3:29PM Audience: Requesters And Reviewers

Congratulations! Your council has approved you for an allocation of \$. Please keep in mind that the 70% of your allocation will be posted in your ASI account, and the remaining 30% allocation will be posted in Spring.

As a reminder, your budget proposal includes travel, and you must have travel forms completed and turned in no later than 3 weeks prior to departure. Please find the link here https://asi.cpp.edu/wp-content/uploads/2022/06/ASI-Travel-Packet_062922.pdf for your reference.

If you have any questions, please contact ASI Financial Services asifs@cpp.edu.

03

ASI Fund Restrictions

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.

04

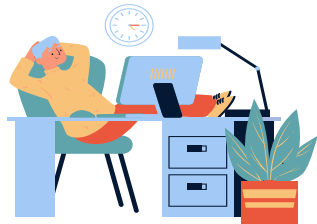
Budget Training Resources

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/

05

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.

Student Event Fund

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

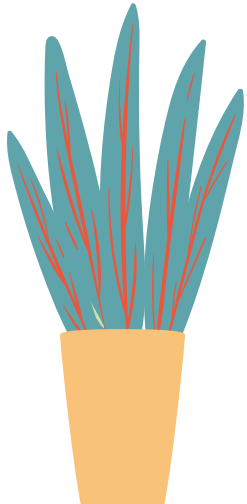
Interested in applying? Simply click the button below.

Apply Now!

Contact: sels@cpp.edu or andreamontes@cpp.edu

06

What's Next?



2023-2024 Club Budgets Submission Deadline

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!**

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.

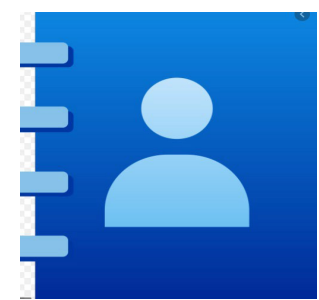
Please email asifs@cpp.edu for more information: general questions, payment questions, budget, or deposit.

Budget Office Hours via Zoom

| | |
|----------|---|
| Tuesday | 11 a.m. – Noon (Budget Questions) Zoom ID: 719 244 6104 |
| Thursday | 2 – 3 p.m. (Budget Questions) Zoom ID: 719 244 6104 |

Email: asifs@cpp.edu

Website: www.asi.cpp.edu/financial-services/



Contacts

Arven Ariola

Budget Analyst
ASI Financial Services

- acariola@cpp.edu

Janette Santana

ASI Financial Services
Manager

- jksantana@cpp.edu

**ASI Financial
Services**

- asifs@cpp.edu

Microsoft Teams Video/Telephone Call

Please use individual staff email addresses to connect