



ASI Financial Services
Annual Budget Process

Budget Training

Outline



Budget Process (slide 3)



Club
Accounts &
Allocation
Process
(slide 4)



ASI Budget
Request
Packet
through
Teams
(slide 6)



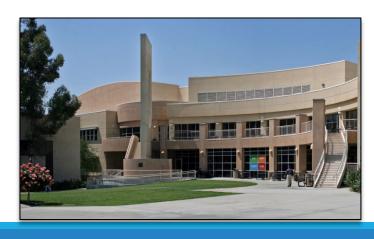
What NOT to include (slide 13)



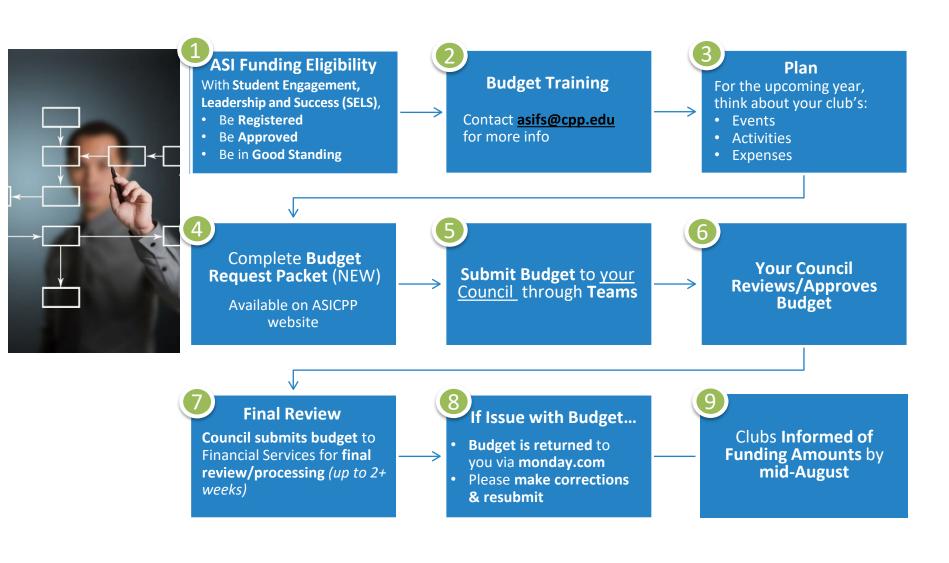
Deadlines (slide 14)



Other Sources of Funds (slides 15-18)



BUDGET PROCESS



Club Accounts & Allocation Process



Clubs have two accounts:

- 1. (3XXXXX) Agency Account
 - Club Generated Deposits
- 2. (17XXXX) ASI Account
 - ASI funding
 - Can't deposit into this account

ASI Annual Budget Allocations are released in two phases:

- 70% during Fall Semester
- 30% during Spring Semester

P&L Detail Report

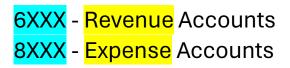
Date from 07/01/20 To: 02/13/21

Project From: 123456 To: 123456

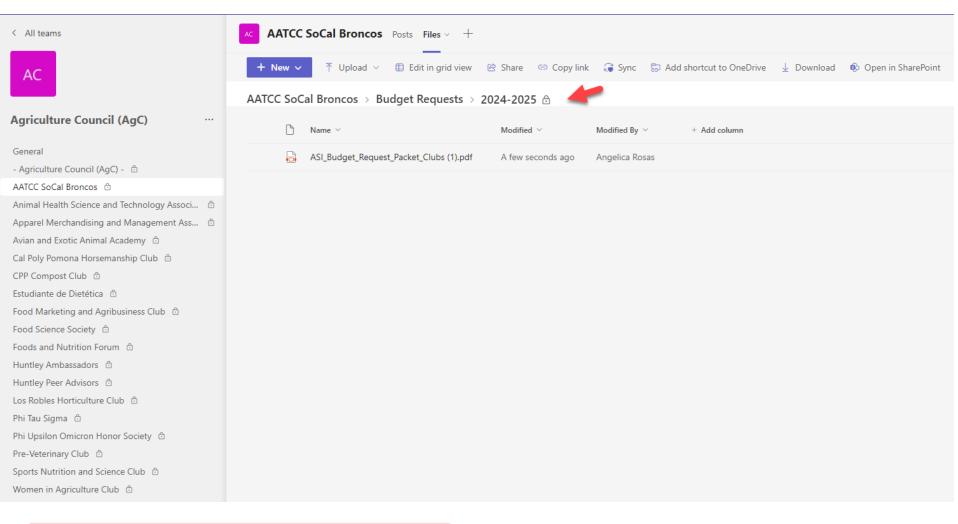
Budgets: 2020_WORKING



Project ID Account	Trans Number	Desc.	Date	Type	Income Expense	Purchase Orders	Account To Date	Working Budget	Variance to Date	% of Budget Note
12345 <u>6</u>	Billy Bronco Clu	b			LApense	Olucia	10 Date		Date	
6007-00	Council Budget	Augmentation	07/01/2	20				2,524.97		
	237443	Fall Allocation-70%	09/13/2	20 GJ	1,767.57					
	246275	Spring Allocation-30%	02/13/2	21 GJ	757.40					
	TOTAL - 6007-0	0	02/23/2	21	2,524.97		2,524.97	2,524.97	0.00	100%
6013-00	Carryover - Desi	gnated	07/01/2	20				6,068.90		
	238607	Carryover YE 18-19	07/01/2	20 GJ	6,068.90					
	TOTAL - 6013-0	0	04/01/2	20	6,068.90		6,068.90	6,068.90	0.00	100%
6015-00	Carryover - Unde	esignated	07/01/2	20				0.00		
		No Trx	07/01/2	20		0.00				
	TOTAL - 6015-0	0	04/01/2	20		0.00	0.00	0.00	0.00	
8000-00	General Expens	es for Clubs	07/01/2	20				8,593.87		
	T-Shirts	Caelyn Oei	10/28/2	20 PMTRX	835.00					
	MAIL Oct -Nov	Student 1	01/28/2	21 PMTRX	29.98					
	MARKETING	Student 2	01/28/2	21 PMTRX	32.16					
	Mail Jan	Student 3	01/28/2	21 PMTRX	14.99					
	MARKETING	Student 4	01/28/2	21 PMTRX	14.99					
	Office Supplies	Student 5	01/28/2	21 PMTRX	10.50					
	TOTAL - 8000-0	0	04/01/2	20	937.62		937.62	8,593.87	7,656.25	11%
Project Total										
Revenue					8,593.87	0.00	8,593.87	8,593.87	(0.00)	100%
Expense					937.62	0.00	937.62	8,593.87	7,656.25	11%
Rev - Exp		Account Balan	ce as of Today		7,656.25	0.00	7,656.25	0.00	7,656.25	



Rev – Exp = Account Balance



NEW PROCESS:

Budget submissions are now done through **MS Teams**!

- 1. Submit budgets to your council through MS Teams
- 2. Council then submits to Financial Services through MS Teams

Request Form



ASSOCIATED STUDENTS INCORPORATED CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA BUDGET REQUEST FORM

GENERAL INFORMATION	
Group Name	
Purpose	
Budget Year	

	INCOME						
#	Category	Description	Amount				
1							
2							
3							
4							
5							
_		TOTAL INCOME	\$ 0.0				

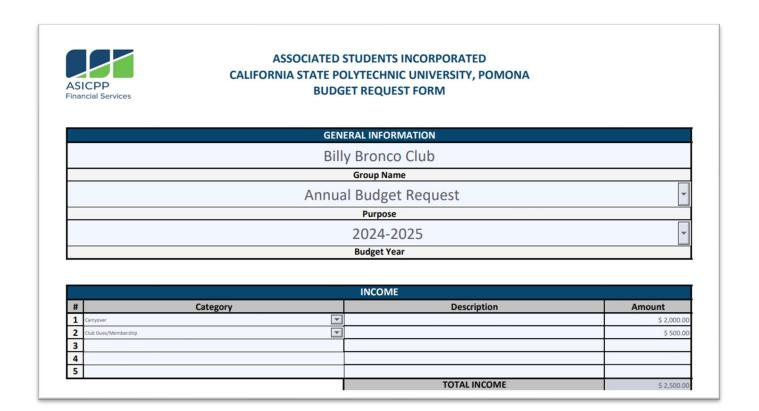
		•	
		EXPENSES	
#	Category	Description	Amount
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
		TOTAL EXPENSES	\$ 0.00
		BALANCE (INCOME - EXPENSES)	\$ 0.00

Line-Item **Explanation**

	72		
		GENERAL INFORMATION	
		Group Name	
		Purpose	
		Purpose	
		Budget Year	
		INCOME	
	Category	Description	Amount
		Explanation	
	Category	Description	Amount
		Explanation	
	Category	Description	Amount
1.			
		Evaluation	
		Explanation	•
		Explanation	·
		Explanation	· ·
		Explanation	•
		Explanation	•
	Calanna		Amount
	Category	Description	Amount
	Category		Amount
	Category	Description	Amount

Questionnaire

	ASSOCIATED STUDENTS INCORPORATED CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ASICPP Financial Services	BUDGET QUESTIONNAIRE
	GENERAL INFORMATION
	Group Name
	Purpose
	Budget Year
	budget rear
1 What is the purpose	of your organization?
2 Approximately how	many students are served by your organization?
l	
3 Provide a list of offic	ron most robublers coordinators and addition for your remaintion as noncontain
3 Provide a list of offic	cers, event schedulers, coordinators, and advisors for your organization, as appropriate. Position Name
3 Provide a list of offic	
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3. Provide a list of office	
3 Provide a list of office	
3 Provide a list of office	
	Position Name
	Position Name



Amount Requested / Relined

INCOME

- Carryover: Unspent Funds at Year End: The remaining balance in your ASI account when preparing
 the budget, taking into consideration any further spending that will be done in the current fiscal year.
- Please note: Any actual carryover in excess of budgeted carryover will be repossessed.
- Fundraising, club dues, etc.: This is the amount you plan to fundraise throughout the year
- (Fundraising in not a requirement)

Budget Request Form (Cont.)

P&L Detail Report

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

Project From: 123456 To: 123456

Budgets: 2020_WORKING



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		No Trx	07/01/2	20		0.00				
	TOTAL - 6015-0	0	04/01/2	20		0.00	0.00	0.00	0.00	
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Expense					937.62	0.00	937.62	8,593.87	7,656.25	11%
Rev - Exp		Account Balan	ce 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
Office Supplies (50.00)
T-Shirts (900.00)
Estimated Carryover \$ 5,150.00

Profit & Loss Statement

GENERAL INFORMATION
Billy Bronco Club
Group Name
Annual Budget Request
Purpose
2024-2025
Budget Year

	INCOME						
#	Category	Description	Amount				
1	Carryover		\$ 2,000.00				
2	Club Dues/Membership		\$ 500.00				
3							
4							
5							
		TOTAL INCOME	\$ 2,500.00				

EXPENSES						
# Category		Description	Amount			
6 Events - Social Events	V		\$ 1,000.0			
7 Marketing - Apparel	v		\$ 600.0			
8 Conferences - Airfare	¥		\$ 1,500.0			
9 Other Expenses		Stoles/Sashes for Graduating Seniors	\$ 500.0			
10 Events - Workshops	▼		\$ 200.0			
11 Events - Meetings (Non-General)	•		\$ 200.0			
12 Marketing - Website Fees	v		\$ 100.0			
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
	_	TOTAL EXPENSES	\$ 4,100.0			

Expenses



Expenses: Each expense line item represents how much your club will approximately spend throughout the year.



Total Income – Total Expenses = Total Request

Budget Request Form (Cont.)

BALANCE (INCOME - EXPENSES)

Line-Item Explanation (Income)

ASICPP

Finan	cial Services BUDGET	LINE HEM EXPLANATIONS	
	G	ENERAL INFORMATION	
	В	illy Bronco Club	
		Group Name	
	Ann	ual Budget Request	*
		Purpose	
		2024-2025	*
		Budget Year	
		INCOME	
#	Category	Description	Amount
1	Carryover	▼	\$ 2,000.00
		Explanation	
22.5	M. Unemont Frieds		

1 Carryover	▼		\$ 2,000.00
	Explanation		
23-24 Unspent Funds			
# Category	Des	cription	Amount

#	Category	Description	Amount
2	Club Dues/Membership		\$ 500.00
		Explanation	
Clu	ıb Dues 25 members x \$20 = \$500		

#	Category	Description	Amount
3			
		Explanation	

#	Category	Description	Amount
4			
		Explanation	
l			

Line-Item Explanation will be entered on the description of each item you enter

(Expenses)

Please ensure that you have a <u>breakdown</u> for each line item & to double check your calculations of the expense are correct

TOTAL INCOME	\$ 2 500 00

EXPENSES

#	Category	Description	Amount
6	Events - Social Events		\$ 1,000.00
	Fundamentam		

Various Socials will be organized througout the year in order to promote interactions and build strong connectiorns. 1. Bowling (Chapparal Lanes: \$15/persons x 20 attendees = \$300), mini golf (Boomers: \$10/person x20 attendees = \$200) Fall Events = Room Rental \$400 Food \$100 = \$500)

Category	Description	Amount
Marketing - Apparel		\$ 600.00
Evnlanation		

Purchasing jackets for e-board members and customize with club logo (MPrint - 4/members x \$50 jackets= \$200, customized 4 jacketsx \$50= \$200), Purchasing T-Shirts for all members : \$20 t shirts for 10 members)

#	Category	Description	Amount
8	Conferences - Airfare		\$ 1,500.00
	Evalenation		

Annual Conference in San Diego, About 4 members go annually. Registration fees \$375 x 4 members

#	Category	Description	Amount
9	Other Expenses	Stoles/Sashes for Graduating Seniors	\$ 500.00
	Evaluation		

Stoles ordered for graduating members \$100 stoles x 5 members

#	Category	Description	Amount
10	Events - Workshops		\$ 200.00
	Evolunation		

Throughout the year we host workshops for all CPP Campus. This involves professional development: Supplies, refreshments, printing flyers for event: \$200

What NOT to include

Refreshments at regularly scheduled business meetings

(refreshments for guest speaker events, workshops and training are allowed)

- <u>Events/fundraisers</u> with the intent of generating additional income
- **Premiums** for:
 - Individual student health insurance, excess medical, and auto insurance
 - Group liability/Group travel accident insurance
- Honoraria, stipends, or speaker's fees to any Cal Poly Pomona or auxiliary employee...
 - ...unless they are "off the clock" and not performing their campus or auxiliary duties
- Students <u>Scholarships</u>
- Cash, gift cards for prizes

Please reference ASI Smart Spending for a complete list

Club Budget Deadlines

Agriculture Council

April 12

College of Education
& Integrative
Studies (CEIS)
March 31

College of
Environmental
Design (ENV)
March 22

College of Letters,
Arts, & Social
Sciences (CLASS)
April 15

Collins College of
Hospitality
Management
March 22

Engineering Council
March 31

Greek Council
March 15

Multicultural
Council
April 12

Science Council
April 16

Student Interest Council (SIC) April 12 United Business
Student Senate
(UBSS)
April 12

Club Budget Deadlines can also be found here: Club Budget Deadlines



Other Sources of Funds on Campus



Additional Budget Requests

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

- Registered Student Clubs (with the exception of new 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.

Reference ASI Financial Guideline & Stipulations for any further details.

Additional Budget Requests



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**.

Reference ASI Budget Guidelines and Stipulations for any further details.

Student Event Fund

Important Update: March 11, 2024. Student Event Fund Applications are closed for Academic Year 2023-2024.

The Student Event Fund supports CPP individual students and clubs/organizations with funding for professional engagement opportunities, conferences, certifications and more!

- Review the CPP Travel Website for all policies on what is reimbursable. As of January 12, 2024, the complete CSU Travel Reimbursement Procedures can be found here in the CSU Policy Library.
- 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 before the event/travel date.
- Note: Though clubs and organizations may apply for conference travel or events, it is preferred that students apply individually. Please come to SELS during normal business hours to discuss how to split up expenses for group travel.
- After the conclusion of travel, all documentation must be submitted
 within seven (7) days. This usually includes complete original
 itemized receipts, a full conference agenda/schedule, or a conference
 certificate of completion. Send all receipts to sels@cpp.edu.
- SELS takes up to two weeks to organize your reimbursement packet.
 Once it is complete, you will be sent a signature request from Adobe Sign.
- Upon your signature in Adobe Sign, your packet will be sent to Accounts Payable.
- It may take up 2-3 months depending on the complexity of your reimbursement packet.



Applications can be submitted online at cpp.edu

Conclusion



Request **P&L's (Profit & Loss) statements** from ASI Financial Services (**Must be an authorized signer**)



Budget Requests will be submitted via **MS Teams**. Councils will upload the request to Monday.com where you can track the status of your request.



Follow the example and instructions that are on this presentation when completing the packet. Request for a copy of your previous budget if applicable.



When in doubt, ask questions!



Be aware of your council's deadline (Slide 14 of the PowerPoint)



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

Questions?



Email: asifs@cpp.edu

Website: https://asi.cpp.edu/services/club-services

Budget Guidelines and Stipulations

Smart Spending