



**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
123456	<b>Billy Bronco Club</b>									
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					
	<b>TOTAL - 6007-00</b>		<b>02/23/21</b>		<b>2,524.97</b>		<b>2,524.97</b>	<b>2,524.97</b>	<b>0.00</b>	<b>100%</b>
6013-00		Carryover - Designated	07/01/20					6,068.90		
	238607	Carryover YE 18-19	07/01/20	GJ	6,068.90					
	<b>TOTAL - 6013-00</b>		<b>04/01/20</b>		<b>6,068.90</b>		<b>6,068.90</b>	<b>6,068.90</b>	<b>0.00</b>	<b>100%</b>
6015-00		Carryover - Undesignated	07/01/20					0.00		
		No Trx	07/01/20			0.00				
	<b>TOTAL - 6015-00</b>		<b>04/01/20</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
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					
	<b>TOTAL - 8000-00</b>		<b>04/01/20</b>		<b>937.62</b>		<b>937.62</b>	<b>8,593.87</b>	<b>7,656.25</b>	<b>11%</b>
<b>Project Total</b>										
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		<b>Account Balance as of Today</b>			<b>7,656.25</b>	<b>0.00</b>	<b>7,656.25</b>	<b>0.00</b>	<b>7,656.25</b>	

6XXX - Revenue Accounts  
8XXX - Expense Accounts

$$\text{Rev} - \text{Exp} = \text{Account Balance}$$

## Profit & Loss Statement

The screenshot shows the Microsoft Teams interface for the 'AATCC SoCal Broncos' team. The left sidebar lists various teams, with 'AATCC SoCal Broncos' selected. The main area shows the 'Files' tab for the '2024-2025' channel. A red arrow points to the '2024-2025' channel name. Below the channel name, a table lists files. The first file is 'ASI\_Budget\_Request\_Packet\_Clubs (1).pdf', uploaded 'A few seconds ago' by 'Angelica Rosas'.

AC AATCC SoCal Broncos Posts Files +

+ New Upload Edit in grid view Share Copy link Sync Add shortcut to OneDrive Download Open in SharePoint

AATCC SoCal Broncos > Budget Requests > 2024-2025

Name	Modified	Modified By	+ Add column
ASI_Budget_Request_Packet_Clubs (1).pdf	A few seconds ago	Angelica Rosas	

# 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**







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

GENERAL INFORMATION	
Billy Bronco Club	
<b>Group Name</b>	
Annual Budget Request	
<b>Purpose</b>	
2024-2025	
<b>Budget Year</b>	

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

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 is not a requirement )*

Budget Request Form (Cont.)



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Pending DR's	(56.25)
Virtual Events - Feb -June	(1,500.00)
Office Supplies	(50.00)
T-Shirts	(900.00)
<b>Estimated Carryover</b>	<b>\$ 5,150.00</b>

# 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		\$ 1,000.00
7	Marketing - Apparel		\$ 600.00
8	Conferences - Airfare		\$ 1,500.00
9	Other Expenses	Stoles/Sashes for Graduating Seniors	\$ 500.00
10	Events - Workshops		\$ 200.00
11	Events - Meetings (Non-General)		\$ 200.00
12	Marketing - Website Fees		\$ 100.00
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
TOTAL EXPENSES			\$ 4,100.00

BALANCE (INCOME - EXPENSES)

\$ 1,600.00

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.)

# Line-Item Explanation (Income)

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

INCOME			
#	Category	Description	Amount
1	Carryover		\$ 2,000.00
Explanation			
23-24 Unspent Funds			

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

#	Category	Description	Amount
3			
Explanation			

#	Category	Description	Amount
4			
Explanation			

**Line-Item Explanation** will be entered on the description of each item you enter  
  
(Expenses)

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

		TOTAL INCOME	\$ 2,500.00
<b>EXPENSES</b>			
#	Category	Description	Amount
6	Events - Social Events		\$ 1,000.00
<b>Explanation</b>			
Various Socials will be organized throughout the year in order to promote interactions and build strong connections. 1. Bowling (Chapparral 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
7	Marketing - Apparel		\$ 600.00
<b>Explanation</b>			
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
<b>Explanation</b>			
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
<b>Explanation</b>			
Stoles ordered for graduating members \$100 stoles x 5 members			
#	Category	Description	Amount
10	Events - Workshops		\$ 200.00
<b>Explanation</b>			
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)
- **Events/fundraisers** 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 Scholarships**
- **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

*Reference ASI Financial Guideline & Stipulations for any further details.*

- **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.**

# Additional Budget Requests

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**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.**

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](mailto: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](http://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](mailto:asifs@cpp.edu)

**Website:** <https://asi.cpp.edu/services/club-services>

[Budget Guidelines and Stipulations](#)

[Smart Spending](#)