BUDGET REQUESTS

Student Clubs, ASI Groups, or IRA Groups

ASI Student Clubs and Organizations

General Club Budget Guidelines

A. All student clubs and organizations must be registered, approved, and in good standing with the Office of Student Life and Cultural Centers (OSLCC) to be eligible for ASI funding.

B. All clubs and organizations must attend the mandatory workshop conducted by ASI Financial Services, as part of the annual registration process.

C. Budget requests shall first be submitted to the respective Academic or At-large Council. If additional funding is needed, the budget request can be submitted to the ASI Finance Committee through the ASI Treasurer.

D. All student groups, except ASI annually-budgeted groups, Diversity Programs and Councils, must provide a minimum of 20% of alternative funding sources to cover all annually funded expenses. Student clubs and organizations must generate an amount equivalent to 20% of the actual allocation from the council. Alternative funding sources may include, but are not limited to fundraising, personal contributions, club membership dues, and must exclude other ASI funding. The 20% of alternative funding must be held in the club's Agency or Cal Poly Pomona Foundations, account no later than February 1st of the current fiscal year. Inability to meet this deadline will result in the club's or organization's 30% allocation to be withheld, and they will be ineligible to receive any additional ASI funds. Non-compliance with this guideline may also result in the suspension of the club's ASI account for the remainder of the fiscal year.

E. Clubs and organizations that have been inactive for two (2) consecutive years shall have their carryover repossessed and transferred to the following accounts: New Programs and Augmentations (65% of funds), ASI Prior Years II (15% of funds), ASI Prior Years III (10% of funds), and The Green Initiative Fund (10% of funds).

F. The guidelines must be strictly adhered to.
CSU Travel Procedures and Regulation G-001 (Effective January, 2016)

Requesting from Council

Student groups must first submit a budget request to their respective Academic or At-large council to request funding. Each council has a set deadline to submit your budget to them so you may check with your appropriate council for more details. You may also check with your council to determine the proper procedure to request additional funding. Budgets will be reviewed and approved by your council. Councils are responsible for submitting completed budget request packets along with budget transfer forms to Financial Services for final review and posting which takes up to two weeks.

A completed annual budget request packet shall include:
1. Budget Request Form
    a. May be obtained from the ASI website under Financial Services
       http://asi.cpp.edu/services/financial-services/
    b. Requests must be typed and completely filled out
    c. Must be signed by President, Treasurer, and the current faculty advisor
2. Line-Item Explanation
    a. All income and expense line items must be specifically detailed to show how the totals were derived.
3. Budget Questionnaire
    a. Briefly describe how the funds requested will be used
    b. Include information such as, but not limited to
        ▪ Name of event or project
        ▪ Date(s) if applicable
        ▪ How many individuals will be participating
        ▪ Location of event
        ▪ How it will benefit members and Cal Poly Pomona

Requesting from ASI Finance Committee (Mid-Year Budget Request)
In order to be eligible for mid-year ASI funding, clubs are required to submit and obtain funding approval for their Annual Budget from their council. A copy of the Annual Budget must be verified and on file with ASI Financial Services.

Rules and Guidelines for Mid-Year Budget Request
A. The budget request packet must be submitted to the ASI Treasurer no later than 45 days prior to the scheduled program/event to be funded.
B. All mid-year budget requests must be submitted for review and acceptance by the ASI Treasurer before the event occurs. Mid-year budget request for events that occur between July-September may be submitted during the following Fall Semester on a reimbursement basis.
C. Mid-year budget cannot be submitted for retreats, banquets, or other general club expenses.
D. 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.

Fund Requests from the Green Initiative Fund (TGIF):
A. Registered student clubs and organizations shall not request funding over $15,000 from TGIF for any on- campus sustainability project or activity.
B. Allocations from TGIF shall be subject to the provisions of the ASI Reserves Policy and Sustainability Committee Code.
C. Student clubs and organizations may not receive multiple allocations from TGIF for the same project or activity.
D. The Finance Committee can allocate up to a total of 70% of the account for the fiscal year. The remaining 30% may only be allocated upon 2/3 approval of the seated Senate.

ASI Groups

Council Guidelines

Academic and At-large Councils shall receive their ASI funding in two (2) phases: 70% of their total funding during Fall Semester (phase I), and the remaining 30% of their total funding during Spring Semester (phase II). Councils must allocate 75% of phase I and phase II funding to their clubs and organizations.

A. Councils shall distribute funding to their clubs and organizations through the submission of a completed Budget Transfer Form to ASI Financial Services. The Council's elected e-board shall decide how much to allocate to each club based on selected criteria.

B. The president, treasurer or designee(s) from each At-large and Academic Council is required to attend a minimum of two workshops to be conducted by ASI Financial Services every fiscal year. The first workshop shall cover the administration of council funds and allocations to clubs and organizations. The second workshop shall focus on the preparation of their annual budget for the following fiscal year. These presentations shall be conducted by ASI Financial Services.

IRA Groups

Refer to Approved IRA Advisory Committee Guidelines for full version

Annual Budget Process

A. A representative from each IRA group, both new and existing, must attend the mandatory annual budget workshop conducted by ASI Financial Services before submitting the annual budget requests.
B. The IRA Advisory Committee establishes the Annual Budget timeline and may issue Annual Budget Stipulations guiding the budgeting process and request.
C. Each existing IRA-funded group submits an annual budget request packet to ASI Financial Services by the prescribed deadline, based on the approved IRA Annual Budget timeline.
D. A completed annual budget request packet shall include:
    1. IRA Budget Request Form
        a. May be obtained from the IRA website
           http://www.cpp.edu/~cppira/index.shtml
        b. Must be signed by the authorized student representatives and advisor
    2. Line-Item Explanation
        a. All income and expense line items must be specifically detailed to show how the totals were derived
    3. IRA Budget Questionnaire
        a. Briefly describe information on your group
        b. Include information such as, but not limited to:
            ▪ Name of group
            ▪ Number of members

- Purpose of your group
- Goals of your group
- Outcomes from prior year activity

E. A newly approved IRA group is eligible to participate in the annual budget process that follows approval and may receive IRA annual budget funding no earlier than the fiscal year following the approval year.

F. The Committee meets to deliberate on the recommended IRA budget allocations. The Committee must prepare a balanced IRA Annual Budget to recommend to the University President, via the Chief Financial Officer.

G. The University President approves the distribution of IRA funding and the recommendations of the committee are advisory only.

H. The final IRA Annual Budget is public information and is made available upon request. ASI Financial Services notifies the Committee Co-Chairs about such requests. Any questions pertaining to the final IRA Annual Budget are directed to the Co-Chairs.

I. IRA-funded groups are notified by the ASI Financial Services of their approved allocations and are required to submit a relined budget if the allocation is different from what was requested. The relined budget is submitted to ASI Financial Services by the prescribed deadline and reviewed and approved by the ASI Executive Director. The group subsequently completes an IRA Account Signature Card form with ASI Financial Services.

J. Seventy percent (70%) of the approved IRA Annual Budget allocations are released upon approval of the relined budget by the ASI Executive Director. The remaining thirty percent (30%) balance is released during the Winter Semester, following confirmation of fall and winter enrollment numbers by the university.

K. An IRA-funded group that has a documented need for early release of the thirty percent balance of its approved IRA Annual Budget allocation may submit the prescribed form to ASI Financial Services for review and approval by the ASI Executive Director.

Carryover

A. IRA-funded groups may carryover funds to the next fiscal year and include such carryover in their proposed IRA Annual Budget Request.

B. The excess of actual carryover over budgeted carryover for any given fiscal year shall revert back to the IRA Reserve Fund.

Mid-Year Budget Requests

A. Mid-Year Budget Requests that are not part of the IRA Annual Budget process, shall be submitted to ASI Financial Services for review and transmittal to the IRA Co-Chairs for placement on the committee meeting agenda as an action item.

B. A completed Mid-Year Budget Request shall consist of the completed Budget Request form, detailed line-item explanation, response to questionnaire, and authorized signatures from the advisor and student representatives.

IRA Group Advisors
    A. Each IRA Group is required to have at least one University faculty or staff advisor approved by the appropriate department chair or administrator.

Groups that receive funding support from ASI Annual Budget are
    A. Not eligible to receive IRA Annual Budget funding during the fiscal year following the approval year
    B. Not eligible to receive IRA Annual Budget funding, with the exception of Athletics

Closing of IRA Accounts
    A. In the event that funding is no longer needed by an IRA-funded group, a formal written request addressed to the Committee Co-Chairs, shall be submitted by the group to ASI Financial Services, indicating the reason(s) and effective date of the closure for the account. Groups must reapply for eligibility as new group once the account is closed and shall be subject to the same procedures noted in the Annual Budget section.

    B. Any IRA Group that has been inactive for three consecutive fiscal years shall be removed from the list of IRA-funded Groups and any remaining funds shall revert back to the IRA Reserves Account.

New IRA Groups

Criteria for Eligibility
1. The proposed activity must be substantially related to an instructional program and be a direct extension of the in-class experience.
2. The proposed activity must be considered essential to the quality of the educational program.
3. The proposed activity must have direct faculty/staff involvement in the management and supervision of the program.

Eligibility Application Procedure
1. The application for IRA status comes from a department or academic discipline and is typically the joint request of students and faculty members.
2. The application must be approved by the department chair and dean of the college/division of the sponsoring department or academic discipline before being forwarded to ASI Financial Services for review.
3. ASI Financial Services provides the application and any related information to the IRA Advisory Committee for review and recommendation.
4. After evaluating the application, the committee forwards its recommendation regarding approval to the President of the University.
5. The President of the University makes the final determination of IRA status.