

# Budget Guidelines & Stipulations

## **Policy Statement**

The *ASI Budget Guidelines and Stipulations* protect the financial and legal interests of the Associated Students, Inc. (ASI), the CPP, and the CSU by ensuring compliance with federal, state, local laws; California State University System (CSU) and California State Polytechnic University Pomona (CPP) policies, procedures, and regulations; audit standards and good business practices; and viewpoint neutral procedures related to the allocation of mandatory student fee funds.

All entities funded by the ASI Fee and the ASI Facilities & Operations Fee shall comply with this policy by adhering to the *ASI Budget Guidelines and Stipulations*.

Non-compliance with these budget guidelines and stipulations may result in ASI sanctions determined to be appropriate by the ASI Treasurer, in consultation with the ASI Director of Financial Services and the ASI Executive Director, including and up to non-eligibility for ASI annual and mid-year funding support. For additional information or clarification refer to the Smart Spending Manual, visit the ASI Financial Services website and consult the ASI Treasurer or the ASI Director of Financial Services.

## **Annual Budget Requests**

1. **Eligibility**: Registered Student Clubs and Councils, recognized Heritage Programs, and ASI Departments
2. **Budget Workshop**: The president and the treasurer of each registered Student Clubs and Councils shall attend the mandatory budget workshop conducted by ASI Financial Services as part of the annual registration process to submit a budget request. In addition, the president and the treasurer of each registered Council shall also attend a second budget workshop regarding the administration of council funds and allocations to registered Student Clubs.
3. **Notification**: ASI Financial Services shall notify registered Councils and Heritage Programs regarding their recommended ASI allocations based on the Student Opportunities Initiative.

4. Upon final budget approval, ASI Financial Services shall notify all groups of the approved amounts.
5. Submission Deadlines: Registered councils are required to set deadlines for registered Student Clubs. All deadlines shall be communicated to the groups and posted on the website by ASI Financial Services. ASI Departments shall be notified separately of their budget deadlines.
6. Budget Request Submission: Registered Student Clubs shall submit the Budget Request Forms to their respective registered Council. All others shall submit directly to ASI Financial Services.
7. Viewpoint Neutrality: All ASI fee-funded organizations (i.e., Board of Directors, Finance Committee, registered Councils) shall maintain a documented viewpoint neutral process for allocating ASI funds. CPP registered Councils shall be signed by authorized officers and submitted annually to ASI Financial Services during the budget process.
8. Budget Transfer Submission (registered Councils only): In addition to submitting a budget for themselves, registered Councils shall distribute at least 85% of their ASI funding to registered Student Clubs. Each registered Council's elected Executive Board shall decide how much to allocate to registered Student Clubs based on viewpoint-neutral funding criteria. Registered Councils shall submit the following:
  - Budget Transfer Form indicating the amount to be transferred to each registered Student Club
  - Viewpoint-Neutral Funding Process Form signed by authorized officers documenting the organization's viewpoint-neutral budget allocation process.
  - Budget Request Forms submitted by registered Student Clubs
9. All ASI Departments receiving an approved ASI budget allocation must develop and justify their budget requests annually. ASI Departments shall deliberate internally to review, adjust, and balance all budget requests before submitting to ASI Financial Services. ASI Financial Services shall consolidate all budget requests to submit a balanced budget to the Board of Directors.

## **Release of Funds**

1. ASI annual budgets shall be released in two phases to protect against unexpected enrollment decline. Upon final approval of the ASI Annual Budget, seventy percent (70%) shall be released to ASI fee-funded groups (ASI reserves, registered Student Clubs and Councils, Heritage Programs, and ASI Departments). The release of the thirty percent (30%) balance shall be contingent on actual enrollment through Fall Semester. The ASI Board of Directors shall act on any recommendation to release less than 30% of the annual budget allocations with a 2/3 vote of the seated Board.
2. F&O annual budgets shall be released to ASI Departments in lump sums (100%) upon final budget approval. The source of F&O budget is the F&O fees collected in the prior year. Therefore, the release of F&O annual budgets is not contingent upon current year's actual enrollment.

## **Additional Budget Requests**

1. **Eligibility:** Registered Student Clubs and Councils may be eligible for additional funding if the annual budget amount allocated was deemed insufficient.
  - a. ASI Treasurer or ASI Financial Services shall consult with the Bronco Leadership Center & Cultural Centers (BLC) and the appropriate ASI Senator to confirm that the registered Student Club or Council requesting additional budget is in good standing and provide the information to the ASI Finance Committee.
  - b. If the budget request is dismissed by the ASI Finance Committee or the ASI Board of Directors, the request shall not be eligible for resubmission for the same program or event unless an exception is recommended by the ASI Treasurer.
  - c. Except for new clubs, registered Student Clubs are required to submit and obtain funding approval for their annual budget from their registered Council first. A copy of the Annual Budget must be verified and on file with ASI Financial Services.
  - d. New registered Student Clubs unable to receive an annual budget from their registered Council may apply for funding through this process.
  - e. Retreats, banquets, or other general club expenses are not eligible for additional budget request.
2. **Submission Deadlines:** Additional budget requests are considered on a rolling basis. However, requests shall be submitted before the event occurs. Additional budget requests for events between July and September may be submitted after the fact, but expenses shall reflect actual expenditures.

3. **Budget Request Submission:** Budget Request Form shall be submitted to the ASI Finance Committee through the ASI Treasurer.
  - a. The requesting group shall provide a budget presentation at a regularly scheduled meeting of the ASI Finance Committee and/or the ASI Board of Directors. Failure to present to the ASI Finance Committee and/or the ASI Board of Directors shall result in dismissal of the club's request.
  - b. The budget request must reflect the approved allocation from the registered Council.
4. **Funding Cap:** Additional funding request is capped at \$6,000 per group per year, 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. Mid-year budget requests are funded by the New Programs and Augmentation (NP&A) fund.
5. **Notification:** The ASI Treasurer shall notify the requestor of the final decision, including the approved amount (if applicable), of the additional budget request.
6. **Event Cancellation:** In the event the funded program/event is canceled, the registered Student Club or registered Council must notify Financial Services to return funds to ASI.
7. The following shall apply to funding requests from The Green Initiative Fund (TGIF)
  - a. Budgets requests shall not exceed \$15,000 from TGIF for any on-campus sustainability project.
  - b. Allocations from TGIF shall be subject to the provisions of the ASI Reserves Policy and Sustainability Committee Code.
  - c. Multiple allocations from TGIF for the same project are not allowed.
  - 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.

### **Unspent Funds at Year End**

1. Any unspent (carryover) ASI Department funds at year end shall revert to ASI reserves. For registered Student Clubs and Councils, any actual carryover in excess of budgeted carryover shall be 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).
2. The ASI Board of Directors reserves the right to repossess, by a majority vote, carryover from any organization with designated allocations.
3. Registered Student Clubs 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)