

Associated Students, CSUF, Inc.

2010-2011 Budget Preparation Instructions

The following forms and informational material will assist you in preparing the financial portion of your budget request. The following budget data must be completed, typewritten, and included as part of your budget request. As stated previously, 15 three-hole-punched copies are required.

- Line Item Definitions: Located on the budget website is a listing of all line items currently in use, as well as their definitions. This list is also attached to this informational packet for your convenience. Please read it carefully so that the appropriate items are budgeted in the correct line item.
- Income and Expense Detail: An electronic version of your program's current year income and expense detail is included online. Use your current year budget as a guide for your 2010-2011 proposal. Copy the summary and expense detail worksheets corresponding to your budget into a new workbook. Once you have made your updates, please **SAVE THE FILE AS: 'Program Name' 2010-2011** (e.g. Camp Titan 2010-2011). Whereas the first worksheet is the summary of your budget, the second worksheet serves as your budget income and expense detail (this is also referred to as your support schedule). It is important that the totals for each line item in your income and expense detail are the same as the totals on the summary page. Income and expense totals must be the same. If your department/program does not generate any income, then your request for student fees (-6000) will be equal to your total expenses. If your department/program generates income, then your request for student fees (-6000) will be the difference between total expenses and any other income generated. Enter this difference under INCOME, Student Fees. Should you see the need to change any formulas or the format of your current income and expense detail, please schedule an appointment with the ASI Vice President of Finance.
- Wage Summary Form: Use this form to calculate benefits to be budgeted for personnel services (full time/part time), based on the needs of your organization. Submit this form with your budget request.
- Previous ASI Funding: A copy of your program/department 2009-2010 ASI budget is located on the ASI budget website. If your program is requesting ASI funding for the first time this year, please arrange an appointment with the ASI Vice President of Finance as soon as possible.