Budget Orientation Information Packet
Fiscal Year 2015-2016

For Councils, Departments, and Programs Requesting ASI Funding

Prepared by Gary Au
Vice President of Finance
October 13, 2014

Dear Program Director:

Hello and welcome to the annual ASI Budget Orientation! The 2015-2016 fiscal year budget process begins today. With your leadership, Associated Students, CSUF, Inc. will enter the upcoming fiscal year prepared for financial success.

This packet is your detailed guide to planning a budget that is appropriate for your individual program. I encourage you to carefully read the entire packet before creating your budget request. By doing so, you will be empowered with the knowledge to create a strong proposal.

While you create your budget, it is important that you:

• Remain committed to the Mission Statement of ASI
• Be conservative and fiscally responsible
• Provide clear, concise justification for your funding request
• Include both the quantitative information as well as detailed descriptions about the nature of your program’s activities and services

This packet includes the ASI Mission Statement, 2015-2016 Annual Budget Development Timeline, Budget Preparation Instructions, Definitions of Line-Item Expenses, and ASI Budget Policies. It also includes guidelines on how to structure your proposal and contains criteria that the ASI Finance Committee and ASI Board of Directors will use to deliberate on each budget request.

All of this information in this packet is also available online at the ASI Budget and Financial Statements website: http://asi.fullerton.edu/government/budgetAndFinancialStatements.asp

Please type and email a final copy of your budget to me at asivpfinance@fullerton.edu and to as clerical@fullerton.edu. The Excel file must be received no later than 5:00 PM on Friday, January 9, 2015. Absolutely no exceptions will be made if your budget is not received by this deadline.

The ASI Executive Staff and Administrative Staff will provide as much assistance as you need to help you with your budget preparation. Please feel free to approach me with questions at any time. I am available to you by telephone at (657) 278-4225 and by email at asivpfinance@fullerton.edu.

Sincerely,

Gary Au
Vice President of Finance
Associated Students, CSUF, Inc.
Associated Students, CSUF, Inc.
Mission Statement

The Associated Students, California State University, Fullerton, Incorporated (ASI) is the recognized student government at California State University, Fullerton, advocating student interests on-campus and in local, state, and national forums. The ASI strives to develop relevant and quality-minded services, facilities, and experiences, which are responsive to members of the campus and surrounding communities.

The ASI fosters meaningful student development opportunities through leadership, volunteer, and employment experiences. In addition to out-of-classroom learning opportunities, the ASI provides campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services. In recognition of its responsibility to enhance student life, the ASI encourages and supports the activities of all California State University, Fullerton recognized student organizations whose activities stimulate individual and group participation within the university community.
Associated Students, CSUF, Inc.
2014-2015 Annual Budget Development Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mon., Oct. 13, 2014</td>
<td>Mandatory Budget Orientation&lt;br&gt;Legislative Chambers, 10 AM-11 AM</td>
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<tr>
<td>Thurs., Oct. 16, 2014</td>
<td>Mandatory Budget Orientation&lt;br&gt;TSU Alvarado AB, 12:00 PM-1:00 PM</td>
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<tr>
<td>Fri., Oct. 17, 2014</td>
<td>Mandatory Budget Orientation&lt;br&gt;TSU Presidents’ Room, 1:00 PM-2:00 PM</td>
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(Please attend one orientation)

| Fri., Nov. 7, 2014 | Budget Request (Part 1) submitted to ASI Executive Offices (TSU-207) by 5 PM. Electronic must be submitted |
| Fri., Jan. 9, 2015 | Budget Request (Part 2) submitted to ASI Executive Offices (TSU-207) by 5 PM. Electronic must be submitted; no late proposals will be accepted. NO EXCEPTIONS WILL BE MADE. |

| Mon., Jan. 12, 2015 | Budget Hearing Schedule posted in the ASI Executive Offices (TSU-207) (Will also be emailed out during the week) |

Budget Hearings will begin at 1:40 PM or immediately following the Finance Committee Meeting

| Thurs., Jan. 29, 2015 | Session I – 1:40 PM, Legislative Chambers 2 |
| Thurs., Feb. 5, 2015 | Session II – 1:40 PM, Legislative Chambers 2 |
| Thurs., Feb. 12, 2015 | Session III – 1:40 PM, Legislative Chambers 2 |

| Thurs., Feb. 19 – Thurs., Feb. 26, 2015 | Finance Committee Deliberations<br>The Committee will enter into deliberations on Thursdays at 1:30 PM or immediately following their regular meeting. |
| Fri., Feb. 26, 2015 | Committee recommendations sent to ASI President |
| Mon., Mar. 9, 2015 | ASI President’s budget proposal released |

| Thurs., Mar. 12 – Thurs., Mar. 19, 2015 | Consideration of budget proposal by the Finance Committee<br>The Committee will deliberate every Thursday during their regular meeting. Additional special meetings may be held if needed. |
| Tues., Mar. 24 – Tues., Apr. 21, 2015 | Consideration of budget proposal by the Board of Directors<br>The Board will deliberate every Tuesday during their regular meeting. Additional special meetings may be held if needed. |

After approval from the Board of Directors, the ASI President has the option to veto the budget within nine legal days, in accordance with ASI bylaws.

| Mon., May 4, 2015 | 2015-2016 Budget forwarded to the University President for approval<br>Meeting with University administrators |
| Mon., May 4 – End of May 2015 | Presentation to the University President and/or Representative |

*Spring Recess occurs March 30th - April 5th*
Associated Students, CSUF, Inc.
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.

- **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 budget is available online. Use your current year budget as a guide for your 2015-2016 proposal; you will be provided with a copy of your 2014-2015 budget via email. In the file, is a summary of your budget and an income & expense detail (commonly 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. 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.
Associated Students, CSUF, Inc.

Definition of Line Item Expenses

-8020 **Student Leadership Awards**
Scholarships or non-compensating stipends to students for serving the funded programs as executive officers, chairs, vice chairs, directors, etc.

-8050 **Supplies**
Expendable items used in the operating of a program or department. Examples are:

  a) Office Supplies including pens, pencils, paper clips, envelopes, staplers, staples, scissors, printer cartridges, ribbons, diskettes, computer paper, toners, binders, labels, file folders, desk calendars, tape, stationery, etc.

  b) Hospitality Supplies to include soft drinks, packaged food items, paper and plastic ware, other food items required by contractual agreements (other than catered events).

  c) Other Expendable Supplies may include T-shirts, paint, costumes, props, decorations, poster stakes, trophies, awards, plaques, batteries, gift certificates, prize awards, sheet music, recording tapes and CD’s.

-8051 **Printing and Advertising**
Costs for designing and printing of brochures, business cards, posters, forms, flyers, and other materials related to the operation and promotion/public relations of various programs and departments. All photocopying costs. Costs for newspaper ads and other recruitment costs.

-8052 **Communications**
Office telephone monthly usage costs, postage and mailing costs, freight costs. Includes all costs related to installation and disconnect of all voice, data, and fax lines.

-8056 **Repairs and Maintenance**
Costs of supplies, parts, and outside labor necessary to repair and maintain furnishings and equipment.

-8065 **Personnel Service, FT**
Full-time staff salaries.

-8165 **Benefits, FT**
All employer-paid costs (benefits) related to full-time staff. Examples are: PERS and LTD; FICA; Workers’ Compensation Insurance; Health, Dental and Vision Insurance Premiums; Life Insurance and AD&D; Employee Assistance Program.
Personnel Services, PT
Part-time Student Wages (hourly employees) – Student Assistants, Work Study Students and Non-Students, part-time employees.

Benefits, PT
All employer-paid costs (benefits) related to part-time (student assistants, work study students) employees. Examples are FICA and Workers’ Compensation Insurance.

Contracts/Fees/Rentals
1. **Contracts:** Catered meal costs (on- or off-campus); copier and fax machine service agreements; entertainment contracts; speaker fees and related transportation costs; custodial contracts; computer technology lease agreements.

2. **Fees:** Program/Project funding allocations (AICA, AICC, BICC, CICC, ECSICC, EICC, HHDICC, HSSICC, NSMICC, and SCICC), to include all expenses (except travel) related to programs or projects funded by AICA, AICC, BICC, CICC, ECSICC, EICC, HHDICC, HSSICC, NSMICC, and SCICC Councils; chargebacks for services rendered by the University and TSU (projectionist fees, security services, Staff Pro services); parking permits, employment testing fees (audiometry and cardiopulmonary function); pre-placement costs (background checks, drug testing, medical exams); CPR and first aid training fees; administrative service fees; software license fees; computer technical support fees, audit and legal fees; entry fees; athletic program guarantees; operating fees and permits; bank and other financial fees.

3. **Rentals:** Equipment rentals (includes lighting, sound, and staging equipment); film rentals; pager rentals; retreat, camp, and facilities (dancehalls, ballrooms, meeting rooms) rentals; costume, prop, and decoration rentals.

Travel
All costs related to travel/transportation including airfare, vehicle rental fees, lodging, meals, parking, registration fees, and personal vehicle mileage reimbursement.

Vehicle Expense
Costs to license and maintain company-owned vehicles: insurance, registration, and smog check, fuel, and maintenance.

Dues and Subscriptions
Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, resource materials, etc. Does NOT include personal membership dues or fees.
-8082  **Staff Development**
All expenses related to workshops and other professional development expenses. Videos, retreats, trophies, staff gifts as they relate to staff development.

-8084  **Insurance**
Cost of insurance related to specific activities/programs. Other organizational insurance.

-8086  **Utilities**
Cost of heating and cooling, electricity, gas, water, and sewer.

-8094  **Research Grants**
Awards provided to students for the purpose of conducting academic research projects.

-8369  **Scholarships**
Financial awards provided to CSUF students according to guidelines established by the ASI Scholarship Committee.

-8397  **Presidential Discretionary (ASI President & CEO only)**
Expenses related to the general mission of ASI.
Associated Students, CSUF, Inc.
Annual Budget Policies

All programs and services receiving ASI funding are encouraged to become familiar with ASI Policies, Procedures, and Budget Language regulating the expenditures of ASI fees. Non-compliance with these policies may result in the withholding of ASI funds.

1. ASI shall reimburse for mileage. Drivers must complete necessary paperwork prior to departure in order to receive reimbursement. ASI shall not reimburse any group or individual for mileage traveled between home and campus.

2. ASI shall not fund t-shirts—including shirt set-up and production costs—at more than $10 per shirt. Such t-shirts are for the promotion of ASI, its councils, and programs. Money shall not be spent on t-shirts for individual clubs and organizations.

3. ASI shall not fund printing duplication costs at more than the stated University reprographic rates.

4. Executive Senate organizations may spend a maximum of $250 of student fees for a banquet or year-end event for members of the particular council or program. This figure does not include awards for members. ASI shall not fund banquets or year-end events for individual clubs and organizations. Any exceptions must be approved by the Vice President of Finance in written form.

5. ASI shall not fund clubs for the following: flyers to promote club meetings, computers, network equipment, website design, website maintenance, outreach events, and anything related to a course requirement.

6. No organization may advertise in the Daily Titan other than in the classified section without prior approval from the ASI Vice President of Finance.

7. All programs must order office supplies through the Administrative Offices, TSU-218. Organizations failing to do so will not be reimbursed. The ASI Vice President of Finance must approve exceptions prior to purchase.

8. The Director of Leader & Program Development, or the ASI Executive Director, must sign all contracts before making commitments for events.

9. ASI shall not fund University Programs and Departments in its annual budget, with the exception of University Athletics, the Irvine Campus, and the Arboretum.

10. Executive Senate organizations shall file a Budget Expense Report with the ASI Vice President of Finance at the first monthly meeting of the Executive Senate. The ASI Vice President of Finance may freeze the budget of an organization that fails to submit such a report. Reinstatement of allocated funds shall occur with approval from the Finance Committee and the Board of Directors.
11. All Councils and Programs must submit a written report to the Executive Vice President and Chair of the Board of Directors at the end of each semester detailing any approved allocations in either Contracts/Fees/Rentals or Travel. This report must contain a summary statement explaining how ASI funds were used for each proposal. The ASI Vice President of Finance may freeze the budget of a program or council that fails to submit such a report. Reinstatement of allocated funds shall occur with approval from the Finance Committee and the Board of Directors.

12. Funding for student travel shall abide by the following criteria:

   A. Individuals may receive up to $500 for travel per fiscal year. The Finance Committee shall entertain requests for exceptions to this travel policy for any proposal approved by a funding council. All decisions made by the Finance Committee are final.

   B. Clubs/Organizations may receive up to $500 total per organization per fiscal year for the student or students representing their organization when such representation is a requirement to maintain membership in their national organization. The amount allocated for this travel will not be included in the $500 for travel per fiscal year that any of these students may receive individually.

   C. Travel meals shall not be funded, unless travel occurs for official ASI business.

   D. Funds allocated by the Titan Student Centers Governing Board shall abide by this policy. Registration fees for the ACUI Regional and National conference shall not apply to the $500 limit.

   E. The Board of Directors may make exceptions to this policy through Budget Language or a majority vote of the Board.

13. Awards, plaques, and trophies shall be limited to $35 per award. This policy may be waived by the ASI Vice President of Finance.

14. The Titan Student Centers operating budget shall follow these policies. The Titan Student Centers’ Director shall report to the Board of Directors quarterly on the activities and programs of the Titan Student Union and Student Recreation Center.

15. The following ASI managers shall make quarterly reports to the Board of Directors on the activities and programs of their respective department as described in their budget language:

   a. Director of Leader & Program Development
   b. Director of Financial Services
   c. Director of Human Resources
   d. Information & Technology Administrator
   e. Senior Marketing Manager
   f. Children’s Center Director
16. For Executive Senate:

   A. Member organizations may not receive ASI funding from more than one source per event.

   B. The Finance Committee and the Board of Directors must approve any single expenditure equal to or greater than $3,000.

   C. All funded events must be open to all CSUF students.

   D. All programmed events must be held on campus, unless approved by the Finance Committee and the Board of Directors.

   E. ASI sponsorship shall be announced before and after every event.

17. Travel Funding Line-Item Regulation

   A. Line-item transfers into Travel will not be considered by the Board of Directors before March 15 of the current fiscal year.

   B. Transfers shall not exceed 15% of the current fiscal year’s allocated Travel budget.
The Associated Students, CSUF, Inc. strives to create and maintain high-quality programs that provide students with opportunities to participate in campus life and to enhance their educational experience. By providing these programs, Associated Students, CSUF, Inc. hopes to facilitate connections and partnerships within the campus community, draw students together to empower their voice, and create a sense of campus community.

To assist any person or program in making a budget request, the following funding criteria and procedures have been established. The Finance Committee will use these criteria as a framework for reviewing and evaluating budget requests.

1. The individual or groups requesting funds must present a reasonable case for representing CSUF student interests or concerns.
2. The amount of the funding request must be compatible with the objectives of the program.
3. Funding for the program must provide outcomes that are consistent with the objectives established by the ASI Board of Directors.
4. Funding of the program must be consistent with the legal and fiscal obligations of the ASI.
5. Funding of the program must be consistent with policies established by CSUF.

To determine which proposals will receive funds and to what extent, the ASI Finance Committee will review each eligible proposal using the following criteria:

1. Is this an existing ASI program?
2. Does this program provide students with an educational/entertainment opportunity not available in the classroom? To what degree?
3. Does this proposal meet a need not currently met by any existing program?
4. Does this program complement any existing program?
5. Does this program meet an existing need in an innovative way?
6. Is this program student run?
7. How many students does this program involve (organizational leadership)?
8. How many students does this program reach (program effect)?
9. Does this program co-sponsor events with other programs, whether or not it receives funds from ASI?
10. Does this program have the potential to raise partial/full support on its own?

Each program will be granted a maximum of 10 minutes to present its request to the Finance Committee. Because the purpose of this portion in the budget process is to clarify and explain the written request, it is advisable that you use this time for that purpose. Please do not simply re-read your request, but expand upon your program’s needs for ASI funds. This time period will also be used for questions and answers.

The Finance Committee members will not debate your request during the budget hearings.
Associated Students, CSUF, Inc.
Annual Budget Request Format

To allow better evaluation of your proposal, please include the following information in your budget request.

**PART 1 (Due Nov. 7, 2014)**

I. **General Information**
   A. Briefly describe your program, including its statement of purpose.
   B. Describe the history of your program and any on-campus events that your program hosts.
   C. List the specific and measurable goals that your program will achieve by the end of the 2014-2015 fiscal year.

II. **Organizational Structure**
   A. Who is involved with your program?
      1. List the names of the individuals holding leadership positions, their leadership title, and the on-campus phone numbers at which they may be reached. Place an asterisk by the names of those individuals who receive student leadership awards from Associated Students, CSUF, Inc.
      2. What is the overall student participation in your program?
      3. What is the overall faculty, staff, and administration participation?
   B. Discuss the structure and function of your program this current fiscal year (2014-2015).
   C. List the advisor(s) to your program and the on-campus phone numbers at which they may be reached.

III. **Activities**
   A. List activities and events sponsored by your program this current fiscal year, and state how many students attended the activities. If the activity has not yet taken place, state how many students are expected to attend.
   B. Specify how students and other members of the campus community benefit from your program. Comment on the educational, cultural, recreational, and entertainment values. *It is extremely important to answer this question thoroughly.*
   C. Briefly describe your publicity, promotional, and recruitment techniques.
PART 2 (Due Jan. 9, 2015)

IV. Funding Alternatives

A. Clearly indicate how your program would be affected if it received less funding.

B. Has your program attempted to generate funding from any of the following sources (please explain): University or departmental funding, Instructionally Related Activities funding, fund-raisers, in-kind donations, or community support?

V. Funds Requested

A. Clearly and precisely demonstrate a breakdown of the expenses related to your proposal. If you will be including revenue other than ASI fees in your program, you must consult with the ASI Vice President of Finance before submitting your budget request.

VI. Additional Information

A. You may include other information vital to your request, such as letters of recommendation, media reporting on your activities or events, photographs, and the like.