



**Budget Orientation Information Packet**  
**Fiscal Year 2016-2017**

For Councils, Departments, and Programs Requesting ASI Funding

**Prepared by Laura Romine**  
**Vice President of Finance**



**November 1, 2015**

Dear Program Director:

Hello and welcome to the annual ASI Budget Orientation! The 2016-2017 fiscal year budget process begins today. With your leadership, Associated Students, CSUF, Inc. will enter the upcoming fiscal year with excellent proposals, destined for a great budget and 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, and contact me if you have any questions or need any clarification.

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, 2016-2017 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 email a final copy of your budget to [asivpfinance@fullerton.edu](mailto:asivpfinance@fullerton.edu) and [asclerical@fullerton.edu](mailto:asclerical@fullerton.edu) no later than **5:00 PM on Friday, February 19, 2016**. Late submissions will not be considered; no exceptions. Earlier submissions are encouraged, which would allow me to review your proposal and address any errors.

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 reach out to me with questions at any time. I am available at (657) 278-4225 and [asivpfinance@fullerton.edu](mailto:asivpfinance@fullerton.edu).

Sincerely,

**Laura Romine**

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.**  
**2016-2017 Annual Budget Development Timeline**

<b>DATE</b>	<b>EVENT</b>
November/December 2015	ASI VP of Finance holds individual meetings with Executive Senate leaders After each meeting, email sent including: <ul style="list-style-type: none"> <li>- Orientation Packet including Timeline and Budget Request Format</li> <li>- Part 1 &amp; Part 2 (15-16)</li> <li>- Part 2 Excel Template (16-17)</li> </ul> Director of Financial Services holds individual meetings with Department heads
<b>Thursday, January 28, 2016</b>	Mid-Year Revise of 2015-2016 Department Budgets (during first Finance Committee meeting of the year)
January/February 2016	ASI VP of Finance and Director of Financial Services hold follow up meetings as necessary
Friday, Feb 19	<b>Budget Request (Part 1 &amp; 2) electronically submitted to <a href="mailto:asivpfinance@fullerton.edu">asivpfinance@fullerton.edu</a> and <a href="mailto:asclerical@fullerton.edu">asclerical@fullerton.edu</a> by 5 PM.</b> <i>Early submissions are encouraged and no late proposals will be accepted. No exceptions.</i>
Thursday, Feb 25	Budget Hearing Schedule sent to all Programs and Councils *Director of Financial Services creates consolidated budget document for VP of Finance and President's review and consideration.
Thursday, March 3 Thursday, March 10 Thursday, March 17	<b>Budget Hearings</b> Session I – 1:35 PM, Legislative Chambers 2 <b>Budget Hearings</b> Session II – 1:35 PM, Legislative Chambers 2 <b>Budget Hearings</b> Session III – 1:35 PM, Legislative Chambers 2
Monday, March 21	ASI Presidential Budget Proposal released
Thursday, March 24	Finance Committee Deliberations & Consideration of Presidential Budget Proposal <i>The Committee will deliberate during their regular meeting. Additional special meetings may be held if needed. Director of Financial Services makes appropriate corrections/edits/modifications to the budget based on Finance Committee recommendations and in support of the VP of Finance.</i>
<i>Spring Break (March 28<sup>th</sup> – April 3<sup>rd</sup>) Budget Proposal supporting documents or “guts” are created (pie charts, etc.)</i>	
Tuesday, April 5 Tuesday, April 19	Consideration of budget proposal by the Board of Directors <i>The Board will deliberate during their regular meeting. Additional special meetings may be held if needed. Director of Financial Services makes final corrections/edits/modifications to the budget in support of the VP of Finance in preparation for submission to the University President.</i>
<b><i>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.</i></b>	
Monday, April 25, 2016	2016-2017 Budget forwarded to the University President for approval
By end of May 2016	Presentation to the University President and/or Representative <i>ASI President and Vice President of Finance present the ASI Budget for approval.</i>

\*CHESS occurs March 12-14

## **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 2016-2017 proposal; you will be provided with a copy of your 2015-2016 budget via email, which includes a budget summary and an expense detail. It is important that the totals for each line item in your 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.
- 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.
- 8069**     **Personnel Services, PT**  
Part-time Student Wages (hourly employees) – Student Assistants, Work Study Students and Non-Students, part-time employees.
- 8169**     **Benefits, PT**  
All employer-paid costs (benefits) related to part-time (student assistants, work study students) employees. Examples are FICA and Workers' Compensation Insurance.
- 8074**     **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-employment 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.

**-8077**     **Travel**

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

**-8078**     **Vehicle Expense**

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

**-8079**     **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 clothing or apparel—excluding set-up and production costs—at more than \$10 per unit for the promotion of ASI, its councils, and programs. Money shall not be spent on clothing and apparel individual clubs and organizations. The policy may be waived by the ASI Vice President of Finance.
3. ASI shall not fund printing duplication costs at more than the stated University Digital Print Services 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, community outreach events with the purpose of recruiting potential students, 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 of 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 an Executive Senate Budget Report with the ASI Vice President of Finance prior to the monthly Financial Officer Caucus meetings. The ASI Vice President of Finance may freeze the budget of an organization that fails to submit such a report, following the procedures of ASI Policy Statement #504. 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 Regional and National conferences 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 \$50 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. Director of Marketing and Communications
  - 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 \$5,000.
  - 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.

## **Associated Students, CSUF, Inc. Annual Budget Guidelines**

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

Please include the following information in your budget request, **DUE FEBRUARY 19, 2016.**

## **PART 1 – Word Document**

### **1. Organizational Information**

- A. Who is involved with your program?
  - a. List the names of the individuals holding leadership positions, their leadership title, the on-campus phone number at which they may be reached, and their position's email, if applicable. Place an asterisk by the names of those individuals who receive student leadership awards from Associated Students, CSUF, Inc.
  - b. What is the overall student participation in your program?
  - c. What is the overall faculty, staff, and administration participation?
  - d. List the advisor(s) to your program and the on-campus phone number and email at which they may be reached.
- B. Briefly describe your program, including its structure, history, statement of purpose, and the way that it functions.
- C. List the specific and measureable goals that your program will achieve by the end of the 2015-2016 fiscal year.

### **2. Program Activities & Student Benefit**

- 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.
  - a. Please highlight any on-campus events that your program hosts.
- 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. Be very specific.*
- C. Briefly describe your publicity, promotional, and recruitment techniques.

### **3. 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?

## **PART 2 – Excel Document**

### **4. Funds Requested (Budget Summary & Expense Detail)**

- 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 for the first time in this proposal, you must consult with the ASI Vice President of Finance before submitting your budget request.