



Minutes

Finance Committee

📅 Thu September 9th, 2021

🕒 1:15pm - 2:30pm PDT

📍 ASI Boardroom - Titan Student Union

👥 In Attendance

1. **Call to Order**

Christopher Carlsen, Finance Committee Chair, called the meeting to order at 1:17 p.m.

2. **Roll Call**

Members Present: Arnwine, Carlsen, Diaz, San Gabriel

Members Absent: None

Liaisons Present: Chammas, Mitchell, Nettles

Liaisons Absent: None

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

3. **Approval of Agenda**

Decision: (San Gabriel-m/Diaz-s) The agenda was approved by unanimous consent.

4. **Approval of Minutes**

a. **08/26/2021 Finance Committee Minutes**

Decision: (San Gabriel-m/Diaz-s) The August 26, 2021 Finance Committee minutes were approved by unanimous consent.

5. **Public Speakers**

Members of the public may address TSC Board of Trustees Facilities Committee members on any item appearing on this posted agenda.

None

6. **Reports**

a. **Chair**

Carlsen shared met with ASI staff, McDoniel, Ehrlich, and Nettles regarding coming to the Committee to present information regarding Financial Services. Last week participated in the recording for the President's Convocation event for students. Several other Student Leaders participated as well.

b. **Director, Student Government**

Asha Nettles, Director of Student Government, provided highlights from her written report. The report is an attachment to the minutes.

7. **Unfinished Business**

None

There was no unfinished business.

8. **New Business**

a. **Action: Policy Concerning Funding Provided to Students and Student Organizations**

The Committee will consider approving the amendments to Policy Concerning Students and Student Organizations.

FC 001 21/22 (Diaz-m/San Gabriel-s) A motion was made and seconded to approve the recommended changes to ASI Policy Concerning Funding Provided to Students and Student Organizations.

Carlsen yielded to Nettles to review the changes to the policy.

Nettles provided an overview of the policy and shared the following:

- 45 day requirement to submit paperwork for reimbursements or payments
- Clarification about retroactive funding
 - This came up as if we are requiring equal access to funding opportunities and that those requests are reviewed and considered to the same standard - they should all be held to a similar deadline standard
 - Travel requests allowed as student may have late summer opportunities that the current year council cannot approve or allocate across fiscal years
- Events/activities taking place within the fall and spring semesters - essentially when the student body is present and available to attend said events/activities
- Additional guidelines on clothing and apparel
- Any mentioned of LPD updated to ASI
- Any mention of Treasurer/Secretary updated to Treasurer

Carlsen opened the floor to questions.

Carlsen asked for clarification on item J regarding timing of purchases. Nettles provided clarification.

Carlsen asked if in the past clubs/orgs held events during the summer. Nettles clarified that all events must be free and open to all students to attend. To ensure this provision is met, events must occur during fall and spring semesters.

Diaz asked a follow up question and requested clarification regarding a club/org holding an event via Zoom at the end of the year or the beginning of summer and providing the link to the student body/college would that be eligible. Nettles shared that for events during finals/end of year, the organizations often are not able to meet the deadlines relating to the closing of the budget year.

Carlsen asked when the new budget is available. Nettles shared the new budget year begins July 1st.

Carlsen asked if conference attendance is allowed in June. Nettles confirmed that ASI will work with programs if all planning and approvals are in place.

Carlsen opened the floor to discussion.

Nettles shared councils previewed the recommended policy changes over the summer.

The Committee moved into a roll call vote to approve the recommended changes to ASI Policy Concerning Funding Provided to Students and Student Organizations.

Decision: FC 001 21/22 (Diaz-m/San Gabriel-s) Roll Call Vote: 4-0-0 The motion to approve the recommended changes to ASI Policy Concerning Funding Provided to Students and Student Organizations was adopted.

b. Information: ASI Financial Services

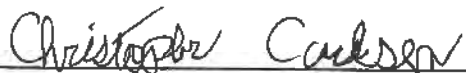
The Committee will receive information about the responsibilities and oversight of ASI Financial Services and its work with the Finance Committee.

Carlsen introduced Carolyn Ehrlich, Acting Director of Finance to provide an overview of the ASI Financial Services department and how the Committee will work with the department during the year. Ehrlich provided information on her background and experience. She shared a presentation overview of Financial Services. The presentation is an attachment to the minutes.

9. Announcements/Member's Privilege

10. Adjournment

Christopher Carlsen, Chair, adjourned the meeting at 1:54 p.m.



Christopher Carlsen, Finance Committee Chair



Susan Collins, Recording Secretary

Roll Call 2021-2022

09/09/2021 FINANCE Committee Roll Call

Attendance	Board Members			
			Present	Absent
HSS	ARNWINE	MARCUS	1	
SECRETARY (ARTS)	DIAZ	MORGAN	1	
HSS	SAN GABRIEL	HANNAH	1	
CHAIR/TREASURER	CARLSEN	CHRISTOPHER	1	
			Present	Absent
			4	0

Attendance	LIAISONS			
			Present	Absent
CHAIR (CBE)	CHAMMAS	MARY	1	
PRESIDENT	MITCHELL	JOSHUA	1	
DIR SG	NETTLES	ASHA	1	
			Present	Absent
			3	0

*Recording Secretary: Susan Collins

ACTION ITEMS:

Roll Call Votes	start 001		001 - PC Funding to Students/Orgs		
			Yes	No	Abstain
HSS	ARNWINE	MARCUS	1		
SECRETARY (ARTS)	DIAZ	MORGAN	1		
HSS	SAN GABRIEL	HANNAH	1		
CHAIR/TREASURER	CARLSEN	CHRISTOPHER	1		
			Yes	No	Abstain
			4	0	0

To: ASI Finance Committee
From: Asha Nettles, Director of Student Government
Date: Thursday, September 9, 2021

TODAY IS ALL DAY ASI!

Welcome REBECCA HESGARD, Student Government Coordinator!

ASI Executive Senate

- Began regular meetings with the chairs and/or treasurers about council items
- Core staffing with executive senate is set

Finance Committee Planning:

- Working with Chris, Carol and Carolyn to set committee targets for the year
 - Budget timeline
 - Capital requests

Announcements:

- **ASI Research Grants:** Applications open now and due October 29, 2021 at 5pm
 - Application: <https://asi.fullerton.edu/services#Grants>
 - Info Packet : https://asi.fullerton.edu/wp-content/uploads/asi_research_grants_20212022_application_information_sheet.pdf
- **ASI Scholarships:** Applications open now and due October 8, 2021 at 4pm
 - Application: <https://asicsuf.wufoo.com/forms/asi-fall-2021-scholarships/>

ASI Involvement Opportunities

- **Instructionally Related Activities Fee (IRA) Committee:** The IRA Committee provides funding for educational experiences and activities directly related to courses offered at CSUF. Associated Students, CSUF, Inc. administers the IRA fee and provides support to faculty, staff, advisors, and students who participate in courses that benefit from this fee. Every year, the IRA Committee accepts funding proposals and submits a proposed budget to the University President under which IRA funds are utilized. This Committee is chaired by the ASI President or designee, and is composed of one student and one faculty member from each college, and three non-voting ex-officio members. Students will enjoy learning about the variety of high-impact, high student engagement classes that are offered on campus and help make decisions as to which of those classes are funding with IRA funds. The IRA Committee meets a couple times in the fall and a few times in the spring to consider funding requests any other IRA related requests. **NSM**
 - Interest Form: <https://asicsuf.wufoo.com/forms/ira-committee-student-representatives-202122/>
- **Student Representatives on Academic Senate Committee:** ASI is looking for student representatives to serve on a number of Academic Senate and University-Wide Committees. Serving as a student representative on a committee is essential to providing the student voice in the process of shared governance between students, faculty, administration and staff here at CSUF
 - <https://asicsuf.wufoo.com/forms/student-reps-academic-senate-committee-202122/>
- **Student Fee Committees:** There are two committees responsible for reviewing certain campus based students fees. Student Fee Advisory Committee (SFAC): The Student Fee Advisory Committee is made up of students, faculty, and staff who review proposals for the establishment or adjustment of certain fees as well as periodically reviewing certain existing fees. Following the fee review process, the committee drafts a report to the University President detailing their findings and any recommendations. Student Success Initiative Advisory Committee (SSIFAC): The Student Success Initiative Fee Advisory Committee was created in 2014, with the

implementation of the SSI Fee. This committee is made up of students, faculty, and staff who work to ensure accountability and transparency are occurring with SSI funds by reviewing quarterly presentations from SSI-funded areas.

- Application: <https://asicsuf.wufoo.com/forms/sfac-and-ssifac-interest-form-20212022/>
- **Provost Advisory Committee:** The Provost is looking for students to serve on their Advisory Board. These students would give feedback and student voice to the campus' academic affairs leadership throughout the year. The collective of the representatives will be diverse in background (first generation, non traditional/traditional, underrepresented students, etc), diverse in entry (starting as a freshman, transferring from another institution) and diverse in campus involvement. The form below will ask you to briefly share your background and campus involvement.
 - Application: <https://asicsuf.wufoo.com/forms/csun-provosts-advisory-board-202122/>

POLICY CONCERNING FUNDING PROVIDED TO STUDENTS AND STUDENT ORGANIZATIONS

PURPOSE

The following policy has been established with the intention of providing clear guidelines regarding funding provided to students and recognized student organizations for events, activities, and travel through a funded or funding organization or contingency. Students and recognized student organizations receiving funding should be aware of their requirements and guidelines throughout the proposal, planning, implementation and reimbursement processes.

POLICY CONCERNING FUNDING PROVIDED TO STUDENTS AND STUDENT ORGANIZATIONS1

PURPOSE	1
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	2
STANDARDS/REGULATIONS/PROCEDURES	3
1. OVERSIGHT	3
a. Check Request and Original Receipts/Invoices	3
b. Funding In Excess Of \$5,000.....	3
c. Contingency Funding	3
d. Line-Item Transfers To or From Travel	4
e. Club Agency/University Accounts	4
f. Academic Related Expenses	4
g. Agendas and Minutes	4
h. Secret Ballot Voting.....	4
i. Fundraising and Donations	4
j. Retroactive Funding	4
2. EVENTS AND ACTIVITIES	4
a. ASI Acknowledgement	5
b. Collaborative Programming.....	5
c. Speakers and Performers	5
d. Retreats.....	5
e. Banquets	5
3. TRAVEL	5
a. Individual Student Travel Funding.....	5
b. Club/Organization Travel Funding	5
c. Destination Restrictions for Travel Funding.....	6
d. Travel Funding Contract.....	6

e. Travel Request Form 6

f. University Travel Requirements 6

g. Travel Reimbursement Requirements 6

h. Travel Reimbursement Details 6

i. Travel Reports 7

j. Use of Private Lodging 7

k. Per Diem 7

a. Awards, Gifts, Plaques and Trophies 8

b. Clothing, Apparel, and Promotional Items 8

c. Websites and Online Services 9

d. Equipment and Non-Consumable Items 9

e. Gift Cards 9

f. Graduation Honors 9

g. Newspaper and Off-Campus Advertising 9

h. Off-Campus Outreach 9

i. Professional Organization Memberships 9

WHO SHOULD KNOW THIS POLICY

- Budget Area Administrators
- Management Personnel
- Supervisors
- Elected/Appointed Officers
- Volunteers
- Grant Recipients
- Staff
- Students

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Agency Account	A financial services account used by a recognized student organization to manage funds
Contingency	A funding source intended to support unexpected or supplemental needs, including new and innovative proposals.
Expressive Conduct and/or Speech	Expressive conduct and/or speech includes actions that do not involve written or spoken words, but do contain a message, such as displaying posters and circulating newsletters, hosting debates and guest speakers, and political lobbying, as well as written and spoken words protected by the First Amendment to the United States Constitution.

Funded Organization	A recognized student organization that has been granted a budget allocation to use, but not allocate to other member organizations.
Funding Organization	A recognized student organization that has been granted a budget allocation to both use and allocate to other member student organizations.
Line Item	A sub-section of a budget allocation designated for a specific use or type of expense.
Non-consumable Items	Items with a useful life of over one year.
Retroactive Funding	Funding that is requested for an event/travel after the event/travel has taken place
Travel Funding Contract	Contract detailing trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements.
University Account	A fund account external from ASI Financial Services used by a university or other auxiliary department or program.
Viewpoint Neutrality	In funding decision-making for events and activities involving expressive conduct or speech, the use of narrow, objective, and definite standards that do not involve the exercise of judgment or formation of an opinion concerning the content of an event or activity, or the viewpoint or ideology of the student organization making the request.

STANDARDS/REGULATIONS/PROCEDURES

1. OVERSIGHT

In order to ensure and maintain adherence with the philosophy and regulatory requirements connected to the use of student fees for this type of funding, a variety of oversight policies have been established. These policies have been established in accordance with standard accounting practices to ensure compliance with all ASI policy and appropriate use and disbursement of ASI funding. The receipt of funds by a funding organization and/or a funded organization shall constitute acceptance of these policies where applicable.

a. Check Request and Original Receipts/Invoices

Any reimbursement or payment requires a completed check request and original receipts or invoices. The receipts or invoices must be itemized, show either payment made or balance due, and show the vendor's contact information. Electronic receipts or similar may be accepted when appropriate. If an invoice has a balance due to the vendor, ASI pays the business directly. An invoice can only be used for the reimbursement if it indicates that payment has been made and no balance is due. Invoices must be legitimate and contain the name, address, and phone numbers of the business.

Check requests and documentation for reimbursements or payments are due 45 days after the date of the event or the last date of travel.

b. Funding In Excess Of \$5,000

Any funding provided to students or student organizations in excess of \$5,000 for a single expense must be approved by the Finance Committee.

c. Contingency Funding

Contingency funding is available to all students and student organizations and is intended to be available for unexpected or supplemental needs, as well as new or innovative programs. Students and student

organizations connected to a funding organization or academic college will first be referred to that source of funding, but may receive contingency funding when other funding sources are unable to be used. Requests for contingency funding must be approved by the Finance Committee.

d. Line-Item Transfers To or From Travel

Any line-item transfer to or from a funded or funding organization's travel line item must be approved by the Treasurer/~~Secretary~~. Any line-item transfer of this nature in excess of \$1000 must be approved by the Finance Committee. Line-item transfers of this nature will not be considered until after January 1 of the fiscal year.

e. Club Agency/University Accounts

Events and travel funded under this policy are not processed through club agency or university accounts without advance notice and arrangements. Club agency and university accounts cannot be reimbursed unless this advance notice and arrangements have been made.

f. Academic Related Expenses

Events and travel funded under this policy must not be connected to any course or academic requirement. Funding may not be used for speakers, lecturers, and/or materials related to the instruction of a course. Travel funded under this policy may not be used for any registration, fees, tuition, travel costs and/or other related expenses for any course, seminar, instruction, and/or workshop that provides academic units/credit or continuing education units (CEUs).

g. Agendas and Minutes

Funded and funding organizations managing allocated budgets must prepare, distribute, post, and approve agendas and minutes in accordance with applicable law and regulations. Further, these organizations must provide copies of all agendas and minutes to ~~Leader & Program Development ASI~~.

h. Secret Ballot Voting

Funded and funding organizations must use some form of conspicuous voting for any action involving the use or allocation of funding under this policy and the election of leadership. Forms of voting such as this include hand-raising, roll call, standing, etc. Secret ballot voting is not allowed.

i. Fundraising and Donations

Funding under this policy is not available for fundraising activities or financial donations/contributions to charitable organizations, events, or philanthropies.

j. Retroactive Funding

Retroactive funding may be requested for eligible travel that has occurred before the first funding council meeting of the fall semester. That travel cannot not have taken place before the start of the fiscal year. The funding request must include all receipts and documents required for a travel proposal and reimbursement and must be made to the respective council by the third official council meeting of the fall semester.

Retroactive funding for events and activities may not be requested after that event and/or activity has taken place.

2. EVENTS AND ACTIVITIES

Events and activities funding provided under this policy are intended to support and enhance the curricular, co-curricular, and/or student life experience of California State University, Fullerton students. Events and activities funded under this policy must be free and open to and must not be designed to exclude or hinder the attendance of any or all interested CSUF students.

Events and activities funded under this policy must take place within the fall and spring semesters of the fiscal year.

a. ASI Acknowledgement

All events funded under this policy must to acknowledge ASI as a funding source. The ASI logo needs to be include on all designed and printed materials, such as posters, flyers, handbills, and digital advertisements used on social media, at a clear and conspicuous size and location. In addition, the funding provided by ASI under this policy must be acknowledged during the event or activity program or announcements and with signage at the event or activity, when possible.

b. Collaborative Programming

Events and activities funded under this policy may receive funding from more than one source so long as the collaboration and funding requests are clear and transparent throughout the proposal and allocation processes.

c. Speakers and Performers

Event and activity funding provided under this policy is available for speakers, performers, and the like. If funding is used for this purpose, the individual, organization, or entity providing the performance must be payed directly and will be required to provide an invoice and appropriate tax documentation. A student or student organization may not be reimbursed for this type of funding expense.

d. Retreats

Retreat events and activities funded under this policy may only be for funded or funding organizations managing allocated budgets. Retreat events and activities for other student organizations are not fundable under this policy.

e. Banquets

Banquet events and activities funded under this policy may only be for funded or funding organizations managing allocated budgets. Banquet events and activities for other student organizations are not fundable under this policy.

3. TRAVEL

Travel funding provided under this policy is intended to support, but not entirely subsidize, travel by students and student organizations to conferences, conventions, competitions, workshops, or other professionally or officially organized events.

a. Individual Student Travel Funding

Travel funding under this policy may be provided to individual students for attendance and participation in professionally or officially organized events. With the exception of direct registration fee and other pre-arranged and authorized expense payments, all funding provided under this policy shall be disbursed on a post-travel reimbursement basis. An individual student may be provided up to \$500 of travel funding per fiscal year, regardless of the funding source, under this policy when the student is not determined to be an Active Participant in at least one event they travel to. An individual student may be provided up to \$750 of travel funding per fiscal year, regardless of the funding source, under this policy when the student is determined to be an Active Participant in at least one event they travel to. An Active Participant is defined as an individual that is planning, presenting, performing, competing, and/or volunteering in or at the event. Whether determined an Active Participant or not, a student may only be provided a maximum of \$750 of travel funding per fiscal year, regardless of funding source, under this policy.

b. Club/Organization Travel Funding

When required in order to maintain membership or chartering from a regional, state, or national organization, travel funding may be provided to a student organization to support attendance at a required conference, convention, or similar event. A student organization may receive up to \$500 per fiscal year for this type of funding in addition to the cost of the required registration fee(s). This type of funding shall

be limited to supporting the student(s) required to represent the student organization and shall be considered separately from any travel funding allowable under this policy for individual students.

c. Destination Restrictions for Travel Funding

Travel funding provided under this policy cannot be used for or in connection with travel to international destinations outside of the United States or its territories or for travel to states, regions, territories, and/or other destinations prohibited by ASI, CSUF, CSU, State of California, or Federal regulations.

d. Travel Funding Contract

Each student being provided funding under this policy must complete and sign a Travel Funding Contract, which details trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements, prior to departing on any trip. The Travel Funding Contract shall be submitted to the funding source to be maintained by the advisor and ~~for Leader and Program Development ASI~~.

e. Travel Request Form

A Travel Request Form must be submitted as part of the proposal process for any funding being provided under this policy. The form may be submitted per individual student or for a group of students so long as a roster of students and breakdown of funding accompanies the form.

f. University Travel Requirements

The University requires that each student traveling to conferences complete certain paperwork. Students should work with their advisor or Assistant Dean for details.

g. Travel Reimbursement Requirements

In order to be reimbursed for travel, ASI requires that student meets all necessary requirements of travel, including, but not limited to:

- Executive Senate Travel Request Form
- Delegate Contract Form
- University Travel Requirements
- Written Post Travel Statement
- Original Receipts for Travel, Lodging and Registration
- Original Tickets and Boarding Passes or Proof of Travel

h. Travel Reimbursement Details

The following types of expenses are fundable under this policy:

Registration – Receipts provided for reimbursement must show the conference or event details, payment transaction details, and the name of the registrant being reimbursed.

Lodging – Receipts provided for reimbursement must show the vendor and location details, payment transaction details, and the name of the registrant being reimbursed.

Modes of Transportation – Receipts and boarding passes, when required, must show payment transaction details and the name of the registrant being reimbursed.

- Airline – Funding is available only for coach or economy class travel. Original boarding passes must be submitted for each flight in order for reimbursement to be processed.
- Train or Bus – Funding is available only for coach or economy class travel. Original boarding passes or tickets must be submitted in order for reimbursement to be processed. Punched ticket stubs are also accepted.
- Public Transportation – Funding is available only for coach or economy class travel. Original receipts are required.
- Taxi or Ride Share Service – Funding is available only for coach or economy class travel. Original receipts are required.

Travel by Personal or Rental Automobile – Funding under this policy is available for a student using a personal or rental automobile as their means of transportation.

- All students who are funded to drive must submit the proper authorization request form, a copy of their currently valid driver's license and automobile insurance, and pass the university's online defensive driver training and provide the certificate of completion.
- Personal Automobiles – Funding is available for personal automobile mileage up to the rate set by the State of California.
- Rental Automobiles – Funding is available for rental automobile costs and fuel with original receipts. Mileage is not reimbursed for rental vehicles. It is required that the insurance provided by the rental agency be purchased in order to be eligible for reimbursement. Funding is not available for the rental of vehicles larger than a minivan or small SUV.
- Area Limitation for Driving – funding is not available for driving to outside of the following area: to the North, San Francisco Bay Area; to the East, Phoenix/Tucson; and to the South, San Diego

i. Travel Reports

Each student receiving funding for travel under this policy must complete both a written and in person report on their experience. The written report must be submitted to the funding source for processing with the student's reimbursement. The written report should be a minimum of 350 words summarizing the topics, panels, and speakers the student attended sessions for and what the student learned from the sessions and how the information will be brought back to CSUF and benefit the student's organization and campus as a whole. The in person report must be given to either the student's organization or funding source covering the content of the event and how it will benefit the organization and campus as a whole.

j. Use of Private Lodging

Funding under this policy is not available for rental of private rental properties.

k. Per Diem

Funding under this policy is not available for meals or per diems.

4. VIEWPOINT NEUTRALITY IN FUNDING DECISIONS

Events and activities funding provided under this policy is intended to be available for all interested student organizations. Funding decisions made by funding organizations or the ASI Finance Committee for events and activities funding provided under this policy must be made in a viewpoint neutral manner and adhere to the policies described herein.

a. Applicability

This viewpoint neutrality requirement shall be applicable to all events and activities funding provided under this policy and made available for request by student organizations through a funding organization or contingency funding through the ASI Finance Committee. This viewpoint neutrality requirement only applies to the funding decision-making process. Individual events and activities funded under this policy may maintain, advocate, or promote a particular view or ideology.

b. Scope of Viewpoint Neutrality Requirement

This viewpoint neutrality requirement pertains only to funding requests for events and activities that will be engaged or involved in expressive conduct or speech.

c. Funding Decision-Making Process

Requests for funding for events and activities funded under this policy must be considered in a viewpoint neutral manner. Funding decisions cannot be based upon or awarded on any consideration of the viewpoints or ideology expressed, communicated by, or associated with the requesting student or student organization or the event or activity for which funds are being requested.

d. Objective Criteria Used by Funding Organization

Consideration of a funding request for an event or activity involving expressive conduct and/or speech shall use and adhere to the viewpoint neutrality requirement that mandates an objective criteria based upon, but is not limited to, whether the requesting student organization is registered and in good standing with the University; the event or activity will be free and open to all interested CSUF students; and, whether the funding requested will be used for an authorized purpose under this policy.

e. Funding Limitations

Funding to a student organization can be used in support of an event or activity that maintains, advocates, or promotes a particular view or ideology. However, funding under this policy shall remain subject to all other applicable ASI policies and procedures, including ASI Policy Concerning Corporate Budget, which prohibits funds being used to support or oppose any candidate for political office or ballot measure proposed to the people of California or the United States as mandated by Education Code section 89300 and California Code of Regulations Title 5 section 42659.

f. Written Decision for Denial or Lesser Amount

Individualized funding decisions by a funding organization that deny a funding request or approve less than the requested amount require the funding organization to issue a written explanation describing the reasons for its decision within three (3) business days after the decision is made.

g. Appeal Process

A student or student organization whose funding request was denied by and/or received less than the requested amount from a funding organization shall have the right to seek a review of the decision by submitting a written request to the ASI Finance Committee within three (3) business days after the student or student organization receives the written explanation describing the reasons for the decision. The ASI Finance Committee shall conduct a public hearing within ten (10) business days after receiving the request. In advance of the public hearing, the ASI Finance Committee shall submit the request to the Vice President for Student Affairs or designee for review and will accept an administrative recommendation, if one is offered. The ASI Finance Committee shall review the request, any administrative recommendation provided, allow the student or a representative from the student organization to offer any further information for the ASI Finance Committee to consider, and make a decision within ten (10) business days after the hearing by issuing a written decision. The decision by ASI Finance Committee shall be final. If the funding decision was made by the ASI Finance Committee, then the request for a review shall be to the ASI Board of Directors who will follow the same procedures as stated herein. If applicable, the decision by the ASI Board of Directors shall be final.

5. ADDITIONAL FUNDING GUIDELINES

a. Awards, Gifts, Plaques and Trophies

ASI funds awards, gifts, plaques and trophies up to \$50 per individual award.

b. Clothing, Apparel, and Promotional Items

Clothing, apparel, and promotional items are fundable under this policy only if they are for a specific event or activity. Funding for clothing, apparel, and promotional items not promoting a specific event or activity is only available to funded or funding organizations managing allocated budgets. All clothing, apparel, and promotional items funded under this policy must include the ASI logo/mark or other acknowledgement when possible. The cost for these items may not exceed \$11 per unit, not include any set-up, imprint, shipping, handling, or tax charges.

Clothing, apparel, and promotional items for funded or funding organizations managing allocated budgets are to be finalized and ordered by the last week of classes of the spring semester and items to be

received by June 15th. Items ordered at the end of the semester are to be for general funded or funding organization promotion and cannot be perceived as gifts to individuals.

c. Websites and Online Services

Funding under this policy is not available for the creation or maintenance of websites or other online webhosting services.

d. Equipment and Non-Consumable Items

Funding under this policy is not available for equipment, including computer or network equipment, or non-consumable items with a useful life of over one year.

e. Gift Cards

Funding under this policy is not available for gift cards, gift certificates or other cash value items, such as these.

f. Graduation Honors

Funding under this policy is not available for graduation related chords, sashes, ribbons, medals or any others type of honorific.

g. Newspaper and Off-Campus Advertising

Funding under this policy is not available for newspaper, including the Daily Titan, or off-campus advertising.

h. Off-Campus Outreach

Funding under this policy is not available to sponsor outreach events with the purpose of recruiting potential students from elementary, middle, high school or community college students.

i. Professional Organization Memberships

Funding under this policy is not available for individual or personal membership or dues to professional organizations. This type of expense can only be funded if the membership fees or dues are included in the cost of attendance to a conference or event and cannot be separately itemized.

DATE APPROVED: 11/17/2020



CALIFORNIA STATE UNIVERSITY, FULLERTON™

Resolution: Policy Concerning Funding Provided to Students and Student Groups

Sponsors: Christopher Carlsen

WHEREAS, The Associated Students Inc., CSUF (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by the ASI Board of Directors, which sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI has committed to increasing professional development opportunities for students and promoting leadership opportunities to clubs and organizations through student involvement and engagement; and

WHEREAS, ASI provides funding to in accordance with ASI Policy Concerning Funding Provided to Students and Student Organizations; and

WHEREAS, recent inquires from the groups that ASI provides funding to as well as a review of our policy revealed several areas to address including reducing the amount of time between expense and reimbursements or payments to students, clarification on retroactive funding and clarification on clothing, apparel and promotional items; and

WHEREAS, ASI remains committed to its task of programming of student activities and funding of campus organizations; therefore let it be

RESOLVED, ASI approves the amendments in the Oversight, Events and Activities and Additional Funding Guidelines sections as well as the amendments in the Definitions section; and let it be finally

RESOLVED, that this Resolution be distributed to the students and student organizations utilizing funding through funded and funding councils and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the twenty-first day of September in the year two thousand and twenty-one.

Mary Chammas
Chair, Board of Directors

Morgan Diaz
Secretary, Board of Directors

FINANCIAL SERVICES



**ASSOCIATED
STUDENTS INC**

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Finance



Accounting & Financial Services

- Executes the Management and Use of Fees
 - ASI – “Associated Student Body” fee
 - TSC – “Campus Union” fee
 - CSU & CSUF guidelines / regulations
- Separate processes/oversight from campus fees
 - Autonomy & Flexibility
 - Risk

Finance



Accounting & Financial Services

Legal Responsibilities

- Protect the organization's assets
- Oversee the organization's financials
- Make sure best practices are implemented

Duties of the Board

- Care - serve in good faith, act as a prudent person
- Inquiry - make reasonable inquiry when circumstances suggest it is needed
- Loyalty - put the interests of the organization before your own
- Investment - make sure best practices are used with investment assets

Finance



Accounting & Financial Services

- Accounts Receivable, Accounts Payable, Cash Management, Payroll Recording, Reporting
 - Student Organizations / Agency Funds
 - Athletics
 - IRA
 - ASI – Children’s Center, ICC
 - TSC/TSU – SRC, UCC, TBB and Info Services, Food Pantry

Finance



Accounting & Financial Services

- Annual Audit
 - Ensures compliance with CSU, CSUF, GAAP, GAS
 - External firm
 - Results reported to campus Controller & Chancellor
 - Work with Admin & Finance
 - Audit Committee
- Occasional CSU Audits

Finance



Budget – Process begins in December

- ASI Fee
 - Student Government
 - Exec Offices; BOD; Commissions; Elections
 - Programming & Services
 - Programming Board; AICA; Spring Concert; Research Grants; Camp Titan
 - Administration
 - Admin; Accounting; Human Resources; Children's Center
 - Funded & Funding Councils

Finance



Budget – Process begins in December

- TSC Fee (TSC = TSU + SRC)
 - Administration
 - Admin; IT; Marketing
 - Building Engineering
 - Titan Student Union
 - Titan Recreation
 - Programming
 - Shared expense with ASI Fund

Finance



Budget

- Funded Campus Groups

INTER-
FRATERNITY
COUNCIL

MULTI-
CULTURAL
GREEK
COUNCIL

NATIONAL PAN-
HELLENIC
COUNCIL

PANHELLENIC

RESIDENT
STUDENTS
ASSOC

ARBORETUM

ATHLETICS

Finance



Budget

- Funding Groups & Interclub Councils

AICC	BICC	BLACK STUDENT UNION	CICC	CS ICC	EICC	ECS ICC
------	------	---------------------------	------	--------	------	---------

HHD ICC	HSS ICC	MESA COOPER- ATIVA	NSM ICC	SC ICC	SWANA ICC
---------	---------	--------------------------	---------	--------	--------------