

## ASI Budget Allocation and Spending

**Procedure:** ASI Budget Allocation and Spending

**Effective Date:** TBD

### I. Purpose

The Associated Student Incorporated (ASI) has developed a budget allocation process for campus entities seeking ASI funds. These entities include but are not limited to ASI Administration, ASI Entities, the Division of Student Affairs, registered student organizations and other special requests. A written process increases efficiency, creates a consistent ASI funding process, maintains oversight of ASI allocated money, and allows for the opportunity to request funding in a manner that is consistent with the campus.

### II. Accountability

X	ASI Board of Directors	X	ASI Professional Staff	X	ASI Entity Leaders
X	Student Union Student Employees	X	Budget Support Staff	X	ASI Entity Advisors
X	Budget Allocation Spending Committee		ASI Student Employees		
	ASI Entity Organization Members				

### III. Applicability

X	Board Members	X	ASI Professional Staff		Student Employees
	Students	X	Staff	X	University Administrators
X	Student Organizations				

The ASI Board of Directors oversees financial management of the Student Body Association Fee. Any campus recognized organization may request funding through ASI. ASI is committed to providing funding on a fair, equitable, and transparent basis. Funding is limited; therefore, allocations are made based on the following criteria:

- Enhances the ASI Statement of Purpose.
- Accessible to the entire student body and reaches as many students as possible.
- Enhances significant out-of-classroom cultural, social, educational, or recreational opportunities.

- Improves student life at CI.
- ASI funding for student organizations is insufficient to meet 100% of the needs and requests for all CI student organizations. Budget requests should reflect effort to obtain funding through other means such as fundraising, participation fees, or donations. Efforts made to secure other funds will be considered in the allocation process.

#### IV. Definitions

Award – an item bestowed upon an individual, group or entity in recognition of service to the university or achievement benefiting the university.

Prize – an item given at a campus event through either a drawing or participation in a competition.

Honoraria – a payment in recognition of professional services that are rendered nominally without charge. Honorariums are typically arranged in advance and are set by the host, as opposed to the speaker/performer charging a pre-set fee for services.

Equipment/Other Assets – an item that can be reused and remains an asset from year to year (i.e., camera, electronics, pop up tent, machinery, costumes, etc.).

Ineligible Organizations – an organization which, under these guidelines is ineligible for general operational funds, which may not request funds from the BASC.

#### V. Procedure

##### A. Composition of the Budget Allocation and Spending Committee:

1. The ASI Board designates the funding allocation process to the ASI Budget Allocation and Spending Committee (BASC).
2. This Committee will be comprised of six ASI Board Members with the majority being students the ASI Vice Chair, and the ASI Treasurer and one non-student Board Member must sit on the committee. All committee members obtain their position on the BASC by a recommendation of the ASI Chair and approval by the ASI Board. For informational purposes one ex-officio ASI and Business and Financial Affairs employee will sit on the BASC and will be non-voting. The ASI Vice Chair will serve as the BASC Chair.
3. If vacancies occur, the member will be replaced according to the original placement of said position.

##### B. Internal Controls:

1. The ASI Board has a number of controls in place which allow for oversight and management of the ASI budget. The ASI Board is comprised of nine students and five Presidential appointments (three university administrators, one faculty member and one community member). The ASI Board hires an outside auditor on an annual basis to ensure ASI is practicing good financial management and has solid internal controls.

2. The BASC is empowered to make all decisions regarding the recommendations of budget allocations. However, if an organization believes procedural protocol is not followed, this organization may submit a written appeal noting alleged procedural violation to the ASI Chair.
3. All members of the BASC must sign a Committee Member Agreement denoting the expectations of the members to act in the best interest of the University and ASI.

**C. Funding Eligibility:**

1. General Requirements: All student organizations seeking funding must be recognized by the University via Student Organizations & Involvement. Student organizations seeking funding must be open to membership to all CI students who are charged the Associated Student Fee regardless of race, color, religion, nationality, gender, national origin, age, disability, sexual orientation, economic status, marital status, veteran status, GPA or parenthood. ASI provides funding for programs, initiatives and services that seek to benefit the CI student body.
2. Athletic Organizations: The BASC shall not fund any sports club, as they may receive funding from the recreation and athletic fee.
3. Academic Departmental Organizations: An academic departmental organization may be considered for funding unless any of the following apply:
  - i. Students receive academic credit for membership.
  - ii. Membership is limited to students from specific departments.
  - iii. The organization's primary purpose is to help students attain professional degree status.
  - iv. The organization's primary purpose is to help students attain an internship, scholarship or employment.
  - v. The organization has selective membership.
4. ASI funds cannot be used for events/requests connected to academic course requirements.
5. Political Organizations: Organizations will not be considered for funding to advance any candidate or ballot issue in an off-campus election, or to finance off-campus lobbying or political activities of non-students.
6. Priority Funding: ASI is pleased to provide funding to eligible organizations. Please note that ASI prioritizes funding to ASI operations, ASI Entities and Student Organizations as these groups derive primary funding from the Student Body Association Fee.
7. Awards and Honoraria:
  - i. The BASC will fund awards/honoraria that are open for receipt to the entire student body.
  - ii. Items that the IRS considers cash or a cash equivalent or those that are considered taxable income cannot be paid for or reimbursed by ASI. Cash and cash equivalent includes items such as gift certificates or gift cards, cash, or checks. Items that are valued at more than \$50 are not considered de minimis, and under IRS code are considered taxable income.

8. Food: Food may NOT be purchased with ASI funds when used as a promotional tool. Food may ONLY be purchased with ASI funds in the following situations:
  - i. It is part of contractual obligations.
  - ii. It is a critical part of the program (the critical factors of programs are assessed by the BASC on an individual basis).
    - a. It is open and advertised to all CI students.
  - iii. It is an important aspect of the co-curricular education of the program/event and enhances the mission of the University.
    - a. It is open and advertised to all CI students.
  - iv. Meetings or retreats scheduled to last four consecutive hours or more and overlaps the normal breakfast/lunch/dinner hour.
  - v. It is open and advertised to all CI students.
9. Collaboration:
  - i. Collaboration between ASI entities, student organizations, and/or campus areas is strongly encouraged.
  - ii. All areas involved should be in agreement about how funds will be spent.
  - iii. All areas involved should divide up the costs for the event or program prior to submitting a budget request. Separate budget requests must be submitted for each area's portion of the total costs noting the collaboration information on the request.

**D. Ineligible Funding:**

1. ASI will not fund a request that does not enhance the mission of the University and ASI, as well as tie directly to the purpose of the organization.
2. ASI will not fund events that are not open, advertised, and accessible to the entire student body.
3. ASI will not fund any expenditure in violation of the Operating Agreement between the Board of Trustees and ASI.
4. ASI will not fund partisan political events, campaigns, or ballot issues.
5. ASI will not fund material that is slanderous, libelous, or discriminatory.
6. ASI will not fund the purchase or distribution of illegal substances, alcohol, tobacco products, or weapons.

**E. Spending Parameters:**

1. Expenditures:
  - i. When making requests to use funds, proper request processes are required. If processes are not used properly, use of funding will be denied.
2. Reimbursements:
  - i. Reimbursement will not be provided for expenses that exceed the amount of funding available in the student organization's budget.
  - ii. Individuals seeking reimbursement are responsible for getting approval from budget managers and/or treasurers before incurring expenses.

- iii. Budget managers and treasurers are responsible for verifying there are sufficient funds to reimburse expenses.

**F. Funding Timeline:**

1. Annual Budgets:

- i. Campus organizations must request their annual ASI budget during the fall semester (for the upcoming fiscal year starting July 1st). At the start of the spring semester, the ASI Office will provide a detailed timeline which includes mandatory meetings, form deadlines, presentation schedules and BASC meetings.

2. Special Requests:

- i. Campus organizations can make special requests during the fiscal year by contacting the ASI Vice Chair/BASC Chair. All requests must adhere to BASC procedure guidelines.

**G. Annual Report:**

1. On the Friday before pre-finals week of the spring semester, each ASI funded organization will be expected to provide the BASC with an annual report via CI Sync noting how their ASI funds were utilized and an assessment of each event/initiative including attendance, learning outcomes, suggestions for future similar events, and how their events/initiatives met the University and their organization mission statements.
2. In order to maintain accurate records, ASI has the right to verify all funded organizations' account activity which includes but is not limited to profit and loss statements, price quotes, receipts, check requests and invoices.
3. Organizations who fail to meet this expectation will be ineligible for future funding allocations for the upcoming fiscal year.

**H. Violation of Funds:**

1. All funds must be spent in accordance with written policies and procedures of ASI and the University. It is the responsibility of those Individuals given authority to spend to use the proper purchasing methods, submit receipts timely and ensure that funds are not over-expended. Reviews will be done quarterly to ensure that expenses are recorded appropriately and timely.
2. A funding violation occurs when an organization uses funds allocated by the BASC for ineligible spending described in Article V. Violations of this procedure shall be determined by the BASC. The BASC Chair will notify the organization if it is determined that a violation of the ASI Budget Allocation and Spending process has occurred. The BASC may place sanctions on current and/or future funds (e.g. freezing current funds, suspending future funds, and/or reimbursement to ASI). An organization may appeal the BASC decision using the appeals process described in Section B.2.

**I. Fiscal Year:**

1. Funds enter the organization's account at the beginning of the fiscal year, which begins July 1st and remain in the account until June 30th of the following year; student organizations may access their funds once registered with CI Student Leadership Programs.

## **J. Year End Balances:**

1. ASI funding that is not utilized in the fiscal year will revert back to ASI reserves.
2. If an organization goes over their allotted ASI budget, the discrepant funds will be deducted from the organization's other source of funds and/or their allocation for the following fiscal year.

## **ASI Operations and ASI Entities**

### **A. Funding Guidelines:**

1. Funding Request: ASI Operations and ASI Entities will request new funds in addition to their base budget. All significant changes to their budget must be requested in the annual budget process.
  - i. Each request will be considered individually. Funds for on-campus programs will be given priority over off-campus programs. The purpose of this provision is to enhance CI student involvement on campus.
  - ii. ASI Operations may request morale funds.

## **Student Organizations**

### **A. Funding Guidelines:**

1. Funding Requests: No organization shall assume that because the BASC financially supported their activity/event in the past that they are entitled to future financial support.
  - i. Each request will be considered individually. Funds for on-campus programs will be given priority over off-campus programs. The purpose of this provision is to enhance CI student involvement on campus.
  - ii. Student Organizations may request up to \$3,000 for the fiscal year.
2. Prizes:
  - i. Prizes will not be funded through ASI. Money for prizes must be fundraised.
3. Travel and Registration:
  - i. Per the ASI Risk Management Policy, the BASC will not fund travel nor individual registration for student organizations.
  - ii. ASI may fund group registration on a case-by-case basis.
4. Membership in Local, Regional, and National organizations:
  - i. ASI may fund membership in local, regional, or national organizations or associations on a case-by-case basis.
5. Equipment:
  - i. ASI will not fund equipment which can be borrowed or obtained through University resources.
  - ii. All equipment or other assets must remain with the student organization. The treasurer is responsible for transferring all equipment to the incoming student organization president whenever there is a change of leadership.

- iii. Any equipment or other assets must be recorded in the ASI student organization equipment inventory list. The treasurer must provide ASI with proof at the time of transfer. Any items with an original purchase price of \$250 or more must be presented to ASI office for verification at the time of transfer.
- iv. If a student organization dissolves, all equipment or other assets purchased with ASI fees must be transferred back to ASI.

6. Reallocation of Funds:

- i. Funds allocated for events or programs must be spent on events or programs and may not be reallocated.
- ii. Funds allocated for non-event related equipment or promotional items may be reallocated toward an event.
- iii. Reallocated funds must be recorded in the organization's annual budget report.

**B. Ineligible Funding:**

- 1. ASI will not fund student organizations that infringe upon students' rights or well-being.
- 2. Student organization officers, officials, or members may not personally derive any benefit or gain, or receive preferential treatment related to the purchase of equipment, supplies, or services for their student organization. This includes the purchase of graduation regalia.

**C. New Student Organization Funding:**

- 1. New student organizations, those that were not in existence during the prior year's budget process, may request up to \$250 from ASI Administrative Support Coordinator without the approval of BASC. The student organization must be registered in order to obtain funds and must provide a budget for how the \$250 will be spent. The ASI Executive Director will approve funding these requests if funds are available.
- 2. New student organizations may also request an additional \$750 if all the terms above are satisfied.
  - i. The club must develop and present a budget request to BASC for consideration.
  - ii. The BASC may approve the request for additional funding if the request falls within these procedures and if there are available funds in the ASI budget to cover the requested amount.

**D. Fundraising:**

- 1. Student organizations are encouraged to fundraise to support their fiscal budget as well as purchase items ASI cannot fund.
  - i. Student organizations that engage in fundraising must follow CI and ASI policies and procedures.

# Campus Requests

## A. Funding Guidelines:

1. Funding Requests: No organization shall assume that because the BASC financially supported their activity/event in the past that they are entitled to future financial support.
  - i. Each request will be considered individually. Funds for on-campus programs will be given priority over off-campus programs. The purpose of this provision is to enhance CI student involvement on campus.

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(Tear here and turn in with Budget Packet)

By signing below, I acknowledge that I read and understand the procedures set forth in the BASC process.

\_\_\_\_\_

Area/Organization Name

\_\_\_\_\_

Requester Name

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

Approver Name

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

**(Supervisor or Advisor)**