



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL
REPORTING AND BUDGETING GUIDELINES FOR EXTERNAL
ORGANIZATIONS RECEIVING
OVER \$3,000

POLICY 206

SUBJECT: *Reporting and Budgeting Guidelines for External Organizations Receiving Over \$3,000*

1.0 PURPOSE:
To establish policy and procedures regarding the distribution of large-scale funding

2.0 REFERENCES:
None

3.0 POLICY:
ASi provides funding through a variety of mechanisms, including referendum funding and major financial support for programs on campus. Except as specified in this document, prior funding of a department, area, or program is not a basis for continued funding. All external organizations receiving over \$3,000 shall submit semester reports to the Finance Committee no later than one week after the last day of the semester or shall lose consideration for future funding.

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4.0 DEFINITION:
None

5.0 PROCEDURE

5.1 Recipients of funding in the amount of \$3,000 or more shall be exempt from general funding request guidelines in favor of these reporting requirements.



5.2 All external organizations budgeted over \$3,000 shall submit the following information:

5.2.1 A detailed financial status report showing how the general student population benefited from the monies spent and a detailed accounting for how the funds were expended.

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5.2.2 Success and failures of programs, projects, and activities that were undertaken.

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5.2.3 Recommendations as to how progress can be made to better serve the students in regards to the programs, projects, and activities that were undertaken.

5.2.4 A general description of how resources are to be spent in the next semester.

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5.3 Referenda changing the student body fee with a specification as to how additional money is to be spent shall be binding on the Board for the first three years of implementation. No modification of the ASI budget shall be required to implement headcount adjustments.

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5.4 Beyond the first three years, referenda are advisory to the Board of Directors. Adjustments for headcount shall require a change in the ASI budget which may or may not adjust the amounts for a given referendum line.

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5.5 All funds will be deposited into an ASI sub-account that will provide each organization with immediate access to their funds. Funds will be distributed according to a funding schedule that will be provided each year.

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5.5.1 A trust account memo will be required each year to authorize account signatures.

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5.6 All funds that are allocated to the external organization are to be used during the current fiscal year. All funds not used by the end of the fiscal year will be rolled back to the ASI trust account. Funds will not be rolled to the following year.

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6.0 Anna Bing Arnold Children's Center Referendum

6.1 Amendments to the funding level of Anna Bing Arnold Children's Center require written notice at least one year in advance of the scheduled



budget adjustment. Notice must be given from the ASI Board of Directors in writing to University President, Director of Anna Bing Arnold Children's Center Referendum, and UAS. Per the approved referendum, funding for the center will not fall below the approved minimum unless a new referendum is passed according to the recent Student Fee Policy Executive Order.

Policy History:

Approved: 06/03/99
Approved: 11/20/14
Pending: _____

