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ASSOCIATED STUDENTS OF CAL STATE LA, INC.

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## Financial Policies

### POLICY 204 - Funding Policy

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#### 1. PURPOSE:

To provide guidelines for the allocation and disbursement of ASI funds that meet the needs of the corporation and the students it serves. The Associated Students, Incorporated (ASI) will provide funding in a manner consistent with the state guidelines for the distribution of student body funds. In addition, ASI at Cal State LA has placed additional general stipulations on all funding as a means of leveraging ASI dollars to the best use of the students served.

#### 2. REFERENCES:

ASI Bylaws  
Policy 201 - Finance Committee Code of Procedures  
Policy 210 - Request for Payment Processing  
Policy 226 - Club Funding Committee Code of Procedures

#### 3. DEFINITIONS:

External Funding Requests - Requests made by university-recognized organizations, academic departments, and university administrative units to provide supplemental financial assistance.

#### 4. University-Recognized Organizations

4.1 ASI will fund events held in the Fall Semester and Spring Semester. ASI will fund one-semester term before the initial date of an event in the same academic year. Term parameters will be specified by the Cal State LA academic calendar

<http://www.calstatela.edu/academicresources/academic-calendar>

- 4.1.1 Clubs and organizations must submit funding requests no less than 10 business days prior to the date of the event to receive funding.
- 4.1.2 ASI may fund after the event has occurred in the case of an error by ASI or failure of the Club Funding Committee to meet on a scheduled date, with approval from the Club Funding or Finance Committee.
- 4.1.3 Insurance Requirement- Clubs may be required to work with University Risk Management for contracted services and performers to ensure liability and insurance requirements are met.

#### 4.2 Budget Eligibility

- 4.2.1 Budget eligibility for the upcoming fiscal year must be restricted to recognized organizations in good standing with the University and the activities must be open and advertised to all Cal State LA students.
- 4.2.2 Failure to maintain university recognition may result in recall of remaining allocated funding for the given time they are unrecognized.
- 4.2.3 Allocations are to be expended only for such items and programs approved by the ASI Club Funding Committee, Finance Committee and/or the Board of Directors.

- 4.2.4 ASI requires all Clubs and Organizations requesting funds for purchase of clothing and garments of any kind, to buy such items from a sweatshop free manufacturer and provide proof the business is sweatshop free.
- 4.2.4.1 ASI will provide clubs and organizations with a list of currently known sweatshop free manufacturers.
- 4.3 ASI shall not fund:
  - 4.3.1 Office supplies for student organization operations (e.g., paper, pens, clips, rubber bands, etc.) unless specified the items will be used for marketing purposes or as a fundraiser.
  - 4.3.2 Telephone expenses
  - 4.3.3 Equipment as defined in the Equipment section below.
  - 4.3.4 An organization's or individual member's local, state, regional, or national membership fees
  - 4.3.5 An organization's or individual member's off-campus travel expenses except as provided in the Travel section below
  - 4.3.6 Membership recruitment of non-Cal State LA students
  - 4.3.7 Programs for the benefit of, or targeted to, non-Cal State LA Students
  - 4.3.8 Activities considered high risk/liability by the ASI.
  - 4.3.9 Scholarships or scholarship donations
  - 4.3.10 Programs which are not in compliance with ADA standards
  - 4.3.11 Programs exclusively benefiting or targeted to members of a specific group and is not open to all Cal State LA students
  - 4.3.12 Race or gender specific awards ceremonies or programs
  - 4.3.13 Non-advertised programs occurring during an organization's regularly scheduled meeting(s)
  - 4.3.14 Salaries, fees, honorariums for Cal State LA instructors, tutors, or faculty
  - 4.3.15 Events held off-campus without university supervision or direction
  - 4.3.16 Off-campus events solely for recreational and/or leisure events
- 4.4 ASI funded events shall be held on campus unless a compelling reason can be made as to why the University is not a proper venue for the event. A written reason must be provided with the funding proposal if requesting funds for off campus events.
- 4.5 To access and expend allocated money, certain documents are required for accounting and auditing purposes. Pre-arrangements for expenditures or questionable expenditures should be processed with the ASI Executive Director.
- 4.6 Payments are not guaranteed for expenditures not associated with programs previously approved by the ASI Finance Committee/Board of Directors. Items can be purchased once they are approved by the Club Funding Committee. A Finance Committee Award letter will provide official documentation of allocations from the meeting. This notice is an indication that an allocation has been included in the ASI Budget.
- 4.7 ASI will distribute ASI Direct Funding Price List to Cal State LA campus clubs and organizations reflecting rates for hospitality, food, clothing, etc. at which ASI will fund club/organization events
- 4.8 The specific content of the Price List will be subject to suspension regarding certain requests from clubs/organizations.
- 4.9 The specific content of these guidelines may be suspended in certain cases upon a 2/3 vote to do so by the ASI Club Funding Committee.
- 4.10 All required documentation as stated in the Club Funding Price List must be submitted for PAYMENT or REIMBURSEMENT of an approved expenditure.
- 4.11 Reservations/catering through the University Auxiliary Services (UAS) will be reimbursed prior to any other reimbursement.

- 4.12 It is the responsibility of the Club to provide a copy of the event flyer, and an award letter to UAS and to ASI within seven business days of the award.
- 4.13 The ASI Vice President for Finance signature on an award letter will serve as official authorization for payment of an approved UAS BEO.
- 4.14 Only pre-approved expenses/activities, as stated in the Award Letter will be reimbursed.
  - 4.14.1 Request for PAYMENT or REIMBURSEMENT must be submitted within 15 business days of the event date to the ASI Administrative Office.
  - 4.14.2 If the Request for Payment is not submitted within 15 business days, ASI has the right to revoke the previously approved funding requested sum and not pay the organization and/or vendor. At this time, the organization requesting funds would become solely responsible for any remaining balance from their event NOT ASI.
  - 4.14.3 Approved allocations are assigned appropriate expiration dates determined by the ASI Finance Committee and/or ASI Vice President for Finance. Fund expenditures must be documented before the expiration date, or those specific event funds may revert back to ASI for additional allocations from the "Unallocated Funds" line item. Other organizations and your organization as well, can request an allocation or re-allocation of these funds. Deadlines are determined in accordance with ASI office and operating hours and University holidays.
- 4.15 The ASI Vice President for Finance and ASI Administrative Office will oversee and track all allocations and disbursements providing the Finance Committee and Board of Directors with regular updates. See Policy 210 for details on the Request for Payment (RPP) process.
- 4.16 ASI Executive Director may stop all expenditures in any budget line item upon depletion of budget allocation and bring it to the attention of the ASI President and ASI Vice President for Finance.
- 4.17 Fliers need to have "Sponsored by the Associated Students, Inc.", and/or a copy of the ASI Logo included in all publicity, publications, advertisements, press releases, clothing, and other promotional items. Unfortunately, ASI cannot fund events for which the "Sponsored by the Associated Students, Inc.," or a copy of the ASI Logo is omitted, even when this occurs unintentionally. A sample of the above item(s) needs to be attached to your original receipts and submitted to the ASI business office upon request for payment. The ASI Vice President for Finance or Executive Director may indicate whether the following disclaimer is necessary on all flyers:
  - 4.17.1 "Funded by the Associated Students, Inc. The views expressed herein are those of the campus organization and are not necessarily those of the Associated Students, Inc."
- 4.18 Events requiring contracted services will be coordinated with the Center for Student Involvement (CSI). A copy of the executed contract must be submitted with the Funding Request.
- 4.19 No recognized club/organization shall be awarded more than \$3,000 in one term.
  - 4.19.1 Term parameters will be specified by the Cal State LA academic calendar.
- 4.20 ASI only funds 50% of expenses when an event is a fundraiser

## 5. EQUIPMENT & SUPPLIES

**Equipment** shall be defined as tools/power tools, machines, computers, network equipment, or non-consumable items with a useful life of over one year that assists a person in achieving an action beyond the normal capabilities of a human. Tangible property that facilitates business operations.

**Supplies** shall be defined miscellaneous materials that are instrumental to producing the program provided ASI considers it essential and necessary to the program's success.

- 5.1 ASI will fund the reasonable rental of required equipment for the purpose of the event.
  - 5.1.1 A rental agreement quote will be required.
  - 5.1.2 Use of the rental equipment is at the risk of the renter/organization. University supervision may be required for use of equipment.
  - 5.1.3 Club/Organization will assume all risk, both known and unknown.
  - 5.1.4 ASI assumes no responsibility to damages of the equipment while in transportation or use.

## 6. STUDENT ORGANIZATION TRAVEL

Travel Events – Events that occur off-campus and involve an overnight stay.

ASI provides funding for student organizations recognized by the Center for Student Involvement (CSI) who attend or engage in academic-related or professional development events that occur off-campus and involve an overnight stay. The funding focuses on, but is not limited to, student organizations that participate in competitions which enhance the prestige of the university locally, nationally and internationally.

- 6.1 Request for Academic/Student Organization Travel shall follow all applicable Procedures.
  - 6.1.1 Requests for Academic/Student Organization Travel events must be submitted no less than six weeks prior to the initial date of travel.
  - 6.1.2 Requests for Academic/Student Organization Travel event funding are handled on a funds available basis.
  - 6.1.3 ASI will **only** fund up to 70% of the student organization travel event costs (transportation, lodging, and registration fees)
    - 6.1.3.1 Transportation will be limited to:
      - 6.1.3.1.1 ASI will not fund travel utilizing 15 passenger van.
      - 6.1.3.1.2 If personal vehicle is used, CSU mileage rate will be used for reimbursement
      - 6.1.3.1.3 If rental vehicle is used, ASI will reimburse the cost of the rental and gas.
      - 6.1.3.1.4 Airfare will be reimbursed at cost.
- 6.2 Lodging will be limited to the CSU room rate.
- 6.3 ASI does not reimburse meals for travel
- 6.4 At least 30% of the total travel event costs should be funded by the University or sponsoring student organization.
- 6.5 ASI will **only** fund the travel event costs for Cal State LA students. ASI does not fund travel event costs for non-Cal State LA students, Staff, or Faculty.
- 6.6 A letter of support must be submitted. The letter must be signed by at least two of the following representatives:
  - 6.7 host academic department chair/advisor.
  - 6.8 host academic dean/associate dean/Vice President
- 6.9 Roster of all travelers must be submitted.
- 6.10 Approved participants must be active student members of the club sponsoring their participation

## 7. UNIVERSITY DEPARTMENTS

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 semesterly reports to the Finance Committee no later than one week after the last day of the semester or shall lose consideration for future funding.

- 7.1 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.
- 7.2 All funds will be deposited into an ASI Trust 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.
  - 7.2.1 Trust Accounts will require authorized signatures each year
- 7.3 All external organizations budgeted over \$3,000 shall submit the following information:
  - 7.3.1 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.
  - 7.3.2 Success and failures of programs, projects, and activities which were undertaken.
  - 7.3.3 Recommendations as to how progress can be made to better serve the students in regard to the programs, projects, and activities that were undertaken.
- 7.4 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 account. Funds will not be rolled to the following year
- 7.5 Referenda changing the student body fee with a specification as to how additional money is to be spent shall be binding to the Board for the first three years of implementation. No modification of the ASI budget shall be required to implement headcount adjustments.
- 7.6 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.

**Commented [FD1]:** Why is this in Policy 206? This should be in Policy 218.

**8. APPENDIX**

List and provide links or attach the following: procedures pertaining to the policy, any documents referred to in the policy,

**Policy History:**

Date Approved: 07/05/02	Date Revised: 10/09/14
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