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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 student body fees under the direction of ASI that meet the needs of the corporation and the students it serves. The Associated Students of Cal State LA, Incorporated (ASI) shall fund only registered clubs and organization's programs and services in a manner consistent with State guidelines for the distribution of student body funds. The following stipulations serve as a means of leveraging student body fees to support students and the programs they planned.

**2. REFERENCES**

- [ASI Bylaws](#)
- [ASI Financial Policies](#)
- ASI Funding Price List
- California Education Code
- [Cal State LA policies and procedures](#)
- [California State University Policies](#)

**3. DEFINITIONS**

**4. ALLOCATION OF ASI FUNDS**

**4.1 Authority**

- 4.1.1 As stated in the ASI Bylaws (Article VI, Section 5), the Board of Directors shall approve the appropriation of Associated Students, Inc. funds in accordance with Title 5, California Administrative Code, the Education Code and the Corporations Code of the State of California, and applicable policies of the Board of Trustees of the California State University. Implementation of any such provisions, however, is subject to the review and approval of the University President in accordance with Section 42402 of Title 5 California Code of Regulations.
- 4.1.2 ASI Finance Committee has been delegated the authority by the Board of Directors to allocate funding, in accordance with these policies and within the limits of the approved annual budget, with a majority vote of the committee.
- 4.1.3 The Club Funding Committee is granted the authority to approve funding allocations to registered student clubs up to \$2,000 and within the limits of the approved annual budget.
- 4.1.4 The ASI Board of Directors reserves the right to review, change, or rescind approved funding allocations made by the Finance Committee.
- 4.1.5 The ASI Executive Director is responsible for the overall management of the ASI budget and in this capacity shall have the right to temporarily freeze the allocation

of funds by the Finance Committee to prevent a detrimental financial impact to the corporation. In such situations, the Executive Director shall immediately inform the Board of Directors of the rationale for the temporary freeze and articulate a plan to address the problem.

- 4.1.6 The ASI Vice President for Finance and ASI staff shall oversee and track all allocations and disbursements, providing the Finance Committee and the Board of Directors with regular updates.

#### **4.2 Funding Eligibility**

- 4.2.1 ASI shall consider proposals for student events held during the academic year by registered clubs and organizations.
- 4.2.2 Funding eligibility shall be restricted to recognized clubs/organizations in good standing with the University. Failure to maintain university recognition may result in recall of the allocated funding.
- 4.2.3 Programs, events, and activities must be open and advertised to all Cal State LA students.
- 4.2.4 Insurance Requirements- Clubs may be required to work with University Risk Management and/or Procurement for contracted services and performers to ensure CSU liability and insurance requirements are met.
- 4.2.5 ASI may consider funding requests from university departments for their sponsored programs on a case-by-case basis (see section 7 below).

#### **4.3 Funding Allocation and Distribution**

- 4.3.1 Procedures to request funding from ASI shall be articulated and posted on the ASI website and advertised to registered student clubs.
- 4.3.2 Funding requests shall be reviewed and considered by the Finance Committee. Student clubs shall not be required to attend the meeting during which their funding request is considered, but an allocation may not be approved if the Committee has unanswered questions about the proposed event request.
- 4.3.3 Once approved, the requesting club will receive an Award Letter from ASI specifying the total amount and the individual expenses.
- 4.3.4 Approved funds shall only be issued as a reimbursement for the exact items and amounts that were approved by ASI and stated in the Award Letter. If the club/organization uses the funds for anything other than the approved expenses, ASI may not issue the full funding allocation.
  - 4.3.4.1 After the event and upon receiving the Award Letter, the club/organization may submit a request for reimbursement for the requested expenses.
  - 4.3.4.2 Receipts, paid invoices, and other forms of proof of purchase must be submitted.
  - 4.3.4.3 Clubs and organizations should submit funding requests no less than 10 business days prior to the date of the event to provide time for their event planning efforts.
  - 4.3.4.4 ASI may consider allocating funds after an event has occurred in which case ASI will require proof of all purchases with the submittal of the funding request. Post-event funding requests will only be considered in the semester when they occur. The last day to submit a funding request is the last day of scheduled classes for the semester.
  - 4.3.4.5 The request for reimbursement must be submitted within 15 days after the event. Failure to request reimbursement may result in a loss of the

allocated funds.

- 4.3.5 ASI shall not pay club expenses directly. Approved funds shall be deposited into the club's on-campus account held with the University Student Union, where the club may access and use the approved funds.
- 4.3.6 For nationally recognized organizations that have bank accounts off-campus, ASI will issue a reimbursement check which the student officers can deposit in their off-campus accounts.

#### **4.4 Requirements for Approved Funding Requests**

- 4.4.1 Only pre-approved expenses/activities, as stated in the Award Letter will be reimbursed.
- 4.4.2 Request for reimbursement must be submitted within 15 business days of the event date to the ASI Office. If the Request for Payment is not submitted within 15 business days, ASI may revoke the approved funding and reallocate the funds to another club/organization. In such a situation, the club requesting funds would become solely responsible for all expenses associated with their event. ASI shall not be responsible for unpaid bills or reimbursements.
- 4.4.3 Approved allocations are assigned appropriate expiration dates determined by the ASI Finance Committee and/or ASI Vice President for Finance. Expenditures must be recorded 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 operating hours and University holidays.
- 4.4.4 Clubs/organizations receiving funding from ASI shall be required to include the following statement on their marketing materials when listing the sponsors of the program, "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." The ASI logo may also be included on shirts and other merchandise with written approval from the ASI Director for Graphics and Marketing.
- 4.4.5 Events requiring contracted services must be coordinated with the Center for Student Involvement (CSI). A copy of the fully executed contract must be submitted with the request for reimbursement for the payment to be issued.
- 4.4.6 There shall be a maximum amount to be funded each semester to clubs/organizations based on the approved ASI Budget. The ASI Finance Committee shall establish the maximum funding amounts annually and communicate this to clubs each semester and clearly state this amount in the Funding Price List.

#### **4.5 Funding Price List**

- 4.5.1 ASI shall establish a Funding Price List annually as a guideline that articulates standardized costs for programming expenses, such as hospitality, food, merchandise, etc. The Funding Price List shall be reviewed and approved annually by the Finance Committee and presented to the Board of Directors as an information item.
- 4.5.2 ASI will post the Funding Price List on the ASI website and email it to Cal State LA clubs/organizations each semester.
- 4.5.3 All required documentation as stated in the Funding Price List must be submitted with the request and/or reimbursement paperwork.

#### **4.6 Prohibited Expenses**

- 4.6.1 Alcohol, tobacco, marijuana, firearms, medications, or any controlled substances
- 4.6.2 Office supplies for student organization operations (e.g., paper, pens, clips, rubber bands, etc.) unless specifically used for an event.
- 4.6.3 Utilities costs - Telephone, internet, electricity, etc.
- 4.6.4 An organization's or individual member's local, state, regional, or national membership fees
- 4.6.5 Expenses associated with the membership recruitment of non-Cal State LA students
- 4.6.6 Programs for the benefit of, or targeted to, non-Cal State LA Students
- 4.6.7 Scholarships or scholarship donations
- 4.6.8 Expenses for club/organization meetings
- 4.6.9 Programs exclusively benefiting or targeted to members of a specific group and is not open to all Cal State LA students
- 4.6.10 Salaries, fees, honorariums for Cal State LA instructors, tutors, or faculty and staff
- 4.6.11 Events held off-campus without university supervision or direction

#### **4.7 Additional Funding Requirements & Limitations**

- 4.7.1 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. Off campus events, like on-campus events, must be approved by CSI to receive funding from ASI.
- 4.7.2 ASI shall fund 50% of expenses when an event is a fundraiser or if the club is charging for attendance/participation. The club is required to present a report of the revenue generated prior to ASI distributing the funds to the club's account.
- 4.7.3 Allocations for the purchase of admission into events, such as movie tickets and other performances, that charge a per person fee, shall only be reimbursed with the submittal of an actual attendance sheet and receipts from the performance or event and reimbursed for only those individuals who attended. Additional tickets that were purchased and not used, shall not be reimbursed by ASI.
- 4.7.4 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. ASI can provide clubs/organizations with a list of currently known sweatshop free manufacturers.
- 4.7.5 Gift cards, cash cards, and other cash-equivalents shall only be allowed when they are used as prizes or awards and must be documented with a Lucky Prize Form.

### **5. EQUIPMENT & SUPPLIES**

**5.1.** ASI may allocate funds to registered clubs for programming supplies that are necessary for the success of the program. ASI does not provide funding for equipment, which shall be defined as: tangible property that facilitates business operations, such 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.

**5.2.** ASI may fund the rental of equipment for the purpose of an event.

- 5.1.1 A rental quote must be submitted with the funding request and a fully executed agreement, authorized by the University, shall be required for the reimbursement

of funding. ASI shall not consider rental agreements signed by others who are not authorized university staff.

- 5.1.2 The transportation, use, and care of the rental equipment is at the risk of the renter/organization. University supervision may be required for use of equipment.
- 5.1.3 ASI shall not be responsible for rental equipment.

## **6. STUDENT ORGANIZATION TRAVEL**

- 6.1.* ASI may provide funding for registered student clubs/organizations to 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.
- 6.2.* Requests for travel reimbursement shall follow all applicable CSU and Cal State LA procedures and policies
- 6.3.* Requests for Academic/Student Organization Travel events must be submitted no less than six weeks prior to the initial date of travel and travel requests must include signed and completed travel request forms for each student traveling.
- 6.4.* ASI shall fund up to 70% of the travel costs (transportation, lodging, and registration fees). Additional funding limitations on travel are included in the Funding Price List.
- 6.5.* ASI will only fund the travel costs for currently enrolled Cal State LA students. ASI does not fund travel event costs for non-Cal State LA students, Staff, or Faculty.

## **7. UNIVERSITY DEPARTMENTS**

- 7.1.* ASI's mission and responsibility is to redistribute student body fees in support of currently enrolled students at Cal State LA. ASI may provide funding for the sponsored programs and services of University departments on a one-time basis, if there is a demonstrated direct benefit to students, and if funding is available.
- 7.2.* Departmental funding may not be used for salaries, wages, or benefits for departmental employees.
- 7.3.* Prior funding of a department, area, or program is not a basis for continued funding.
- 7.4.* Departments receiving over \$3,000 shall:
  - 7.4.1.* 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.
  - 7.4.2.* 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.
  - 7.4.3.* Provide 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.
  - 7.4.4.* Report on the success and failures of programs, projects, and activities which were undertaken.
  - 7.4.5.* Provide recommendations as to how progress can be made to better serve the students in regard to the programs, projects, and activities that were undertaken.

7.5. 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

**8. PROCEDURES**

Additional funding procedures are documented in the Administrative Procedures for ASI and are available on the website or by request at the ASI Office.

**Policy History:**

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