



**ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: 06/03/99  
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**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:

A.S.I. 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 quarterly reports to the Finance Committee no later than one week after the last day of the quarter or shall lose consideration for future funding.

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.
- 5.2.2 Success and failures of programs, projects, and activities which were undertaken.
- 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 during the next quarter



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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 to the Board for the first three years of implementation. No modification of the A.S.I. budget shall be required to implement headcount adjustments.
- 5.4 Beyond the first three years, referenda are advisory to the Board of Directors. Adjustments for headcount shall require a change in the A.S.I. budget which may or may not adjust the amounts for a given referendum line.
- 5.5 All funds will be deposited into an A.S.I. 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.
- 5.5.1 A trust application will required each year to authorize account signatures.
- 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 A.S.I. trust account. Funds will not be rolled to the following year.

