

## ASI & SC Budget Formulation Policy

### PURPOSE

To provide guidelines for formulation, development, and approval of the annual Associated Students, Inc. (ASI) and University Student Center (SC) budget.

### POLICY

The ASI & SC Budget Committee, in conjunction with the ASI & SC Executive Director and with appropriate campus consultation, shall prepare the budget. Each year, by the first meeting of the spring semester, the ASI and SC Board of Directors shall establish the budget formulation timeline as presented by the ASI Vice President of Finance and SC Vice Chair of Finance. Upon approval by the ASI and SC Board of Directors, the budgets shall be forwarded to the campus President, Vice President of Business and Finance, and the Vice President of Student Affairs with any appropriate explanation by the first week in ~~May~~ June.

This policy was voted on and approved by the:  
ASI Board of Directors on February 2, 2021  
SC Board of Directors on February 11, 2021

The following signatures by the ASI President and SC Chair verify the approval of the ASI and SC Board of Directors:

Cynella Aghasi

Cynella Aghasi (Feb 12, 2021 12:25 PST)

Cynella Aghasi- ASI President

Feb 12, 2021

Date

Melannie Castellanos

Melannie Castellanos (Feb 17, 2021 08:06 PST)

Melannie Castellanos-SC Chair

Feb 17, 2021

Date

*\* This policy may be amended by a two-thirds vote of the ASI and SC Board of Directors.*

## **PROCEDURE**

### **A. Annual Budget Development**

1. The ASI & SC Executive Director, will meet with ASI & SC Directors, Managers and Coordinators of various budget groups to develop a draft budget to present to the Budget Committee.
2. The ASI & SC Executive Director, assisted by the ASI Vice President of Finance and SC Vice Chair of Finance, will compile (by Budget Committee) all submitted requests and set hearing dates for representatives to present their respective budget cases for evaluation of estimated needs.

### **B. Criteria for Determining Budget Recommendations**

1. The program to be funded aligns with the organization's Mission, Vision, Values, Strategic Plan and Priorities .
2. The services and programs, administered by the ASI and SC Board of Directors, serve the students. The services and programs have the highest ASI and SC funding priority, i.e., informational, entertainment, educational any other services that promotes the SC as being the center of student life on campus.
3. Monetary Feasibility: The program or service viable in light of the available ASI and SC funds. The program benefits a large number of students and the campus community.

### **C. Budget Hearings**

1. Each budget group or program director/manager/coordinator will have the opportunity to justify its requests in front of the ASI & SC Budget Committee.
2. The quality of the presentation to the ASI & SC Budget Committee may be a factor in getting the budget request approved. Each presenter must: have all forms completed as required; the information on the form(s) must be accurate and justifiable; and attention to detail, quality of supporting arguments, apparent level of commitment are important factors as well.
3. There will be a question and answer period conducted by the Budget Committee.
4. If additional information or questions arise after the hearing, the Budget Committee may require a director/manager/coordinator to reappear to answer questions.

### **D. Approval of Annual Budget**

1. The Budget Committee shall present the annual budget to the ASI and SC Board of Directors for approval.
2. There must be a first reading and discussion by the Board of Directors of the budget.
3. Prior to the Board of Directors voting on the budget, there must be a second reading of the budget. Approval of the annual budget requires a simple majority vote by the Board of Directors.
4. If the Board of Directors does not approve the budget, the budget is referred back to the Budget Committee with all objections and recommendations outlined.
  - a) The Budget Committee must consider the objections and/or recommendations and return a final budget recommendation to the Board of Directors prior to the next scheduled meeting to vote to approve or not approve.
5. Once the Board of Directors approves the budget, it is sent to the Vice President of Student Affairs, Vice President of Business and Finance and the University President for review and approval.
6. If the University President does not approve the budget, it is referred back to the Board of Directors with all objections outlined.

E. Chancellor Executive Order 369

1. E.O. 369 dated January 1, 1982 details the entire budget process. It is included as Addendum A.