

**ASSOCIATED STUDENTS  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
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**2015-2016 CODE ON FINANCE**

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## 2015-2016 CODE ON FINANCE

### ASSOCIATED STUDENTS CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

#### I. GENERAL LANGUAGE

**A. The association.** Associated Students, California State University, Northridge (CSUN), Incorporated, is a non-profit auxiliary corporation at CSUN. All students regularly enrolled at CSUN are members of the Associated Students. Each student contributes an Associated Students fee to support campus-wide programs and activities which supplement and enrich students' educational experience at CSUN.

**B. Decision making.** The Associated Students (AS) is governed by a student-elected Senate, also known as the Board of Directors. The student-elected AS President serves as Chair of the Board. The Board acts on all financial matters upon recommendations from the AS Finance Committee (See Article II for further information on the Finance Committee.). These actions are then forwarded to the President of the University or his/her designee for review and, as appropriate, approval. So, the typical flow of decision making begins with the Finance Committee; moves to the AS President and Board, and then to the University President. Unless otherwise noted in legislation or until completion of an Amendment to the Budget form, all Senate actions related to financial matters are considered in effect upon adjournment of the meeting in which they are made.

**C. The fee.** The Associated Students Fee (or student body organization fee) is collected by CSUN from virtually all regularly enrolled students. In 2015-2016 the fee collected equals \$90.00 per student per semester for fall and spring semesters. The summer 2015 fee is \$53.00 per student. The overall fee level and some of the specific allocations from that fee have been established through student referenda and are enacted through the annual budgeting process. Other allocations are established through the annual and supplemental budgeting processes. The budget is available in the AS Administration Office in the University Student Union Suite 100, or on line at <http://www.csun.edu/as/>

**D. Authority.** The authority for this system comes from Title V. of the California Education Code, a copy of which can be found at the AS Administration Office. It is clarified through Executive Orders of the California State University system, which can be found at <http://www.calstate.edu/eo/EO-1054.html> On the CSUN campus, the AS financial system is a part of the Operating Agreement between the AS and the University, a copy of which can be found at [www.csun.edu/as](http://www.csun.edu/as). The AS Constitution also defines the allocation processes; it can be found at [www.csun.edu/as](http://www.csun.edu/as). Budgeting and expenditures through the Associated Students fee must be in consonance with local, state and federal laws; CSU and CSUN policy, and AS Constitution and policies. This document governs the 2015-2016 fiscal year budget.

## II. FINANCE COMMITTEE

### A. Voting Members

1. Chair of Finance
  - a. The Chair of Finance shall be appointed by the AS President and confirmed by the AS Senate.
  - b. The tenure in office for the Chair of Finance shall be one year, to be concurrent with the term of the AS President. Should the office be vacated during the school year, the new appointee shall serve for the remainder of said term.
  - c. The Chair of Finance may be removed only at the discretion of the AS President.
  - d. The Chair of Finance shall Chair the Finance Committee.
2. Academic College Members
  - a. College Members - One (1) member from each of the Academic colleges who has completed twenty-four (24) units of college work and shall have been declared a major of that academic college, as certified by the University Registrar.
  - b. They shall be nominated by the Senator(s) from their respective college, the President, or the Chair of Personnel, and approved by a majority vote of the Senate.
  - c. The Finance Committee college-based members shall fulfill a term of two (2) years. Members shall retain their positions for a full term or until they change academic colleges or complete their degree objective. Members shall serve on the Finance Committee no more than two (2) terms.
3. Senate Member - One (1) member of the Senate whose term of office on the Finance Committee shall be concurrent with his/her term on the Senate. He/she shall be nominated and confirmed by the Senate. There shall be no other (student) members on the Finance Committee who are also members of the Senate.
4. Assistant Chair of Finance
  - a. The Assistant Chair of Finance may be appointed by the President or the Chair of Finance and confirmed by a majority vote of the Finance Committee or by a majority vote of the Senate if the President opts to provide a stipend for this position.
  - b. The Assistant Chair of Finance shall assume the duties of the Chair of Finance as these duties are delineated by the Chair.
  - c. In the absence of the Chair of Finance, he/she shall assume the duties of the chair.
5. All student members shall be in good standing as certified by the University registrar and defined in the AS Bylaws and shall remain in good standing during the period of membership on the Finance Committee.
6. Student members, excluding the Chair, may be removed for just cause under the following provision: That two-thirds (2/3) of the total voting membership of the Finance Committee recommend removal and a majority of the total voting membership of the Senate confirms removal or by direct action of two-thirds (2/3) of the total voting membership of the Senate. Prior to the Senate vote, a hearing with the Senate shall be held upon request of the individual cited.

### B. Non-Voting Members

1. The Associated Students General Manager or designee.
2. Vice President of Student Affairs or his/her representative.

3. One faculty member appointed by the Faculty President upon request of the Associated Students President, to serve concurrently with that (AS) President.
4. One staff member of the AS Accounting Office.

**C. Meetings**

1. The Finance Committee shall conduct as many meetings as are necessary to execute the general business and prepare the annual budget.
2. Voting members who acquire the equivalent of either three (3) unexcused or five (5) excused meetings per session will be immediately removed from the Finance Committee. An unexcused absence is equivalent to 1.7 excused absences. The Chair of Finance defines, at the beginning of his/her term, what an unexcused/excused absence is. Sessions are defined as: Session I - Summer and Fall semester; Session II - Winter break and Spring semester. Missing an annual budget hearing day is equal to 1 absence.
3. All meetings called by the Chair of Finance shall be conducted according to parliamentary law as set forth in Robert's Rules of Order, Newly Revised.

**D. Quorum.**

1. The AS General Manager or his/her designee, or Vice President for Student Affairs or his/her representative, and at least two (2) student members, or
2. The Chair of Finance and five student members, or the Chair and Assistant Chair of Finance and four (4) student members.

**E. Minutes.**

1. The minutes of the Committee shall be distributed to:
  - a. Members of the Committee
  - b. AS President
  - c. AS Senate
  - d. AS Government Secretary
2. They shall be made available three (3) business days prior to the meeting in which approval of Finance Committee recommendations are to be considered.
3. Permanent files of the minutes and other pertinent information shall be kept by the AS General Manager.

**F. Recommendations to Senate.**

1. All budget amendment requests submitted to the Finance Committee, whether during the academic year or for the annual budget, shall be reported with the recommendation of the Finance Committee to the Senate.
2. A majority vote of those Senate members present will be required to pass recommendations of the Finance Committee. A majority vote of the total voting membership of the Senate shall be required to delete, add to, or alter provisions of the budget or recommendations of the Finance Committee.

**G. Reserves.** The Finance Committee shall assist the Board of Directors in maintaining prudent reserves, governed by policy, and reviewed by and reported to the Board and the campus on an annual basis. The Reserves Policy appears as Appendix B of this document.

### III. ALLOCATIONS PROCESSES

**A. Annual allocation process.** This process establishes the general AS budget for the July-to-June fiscal year. It commences the preceding fall, when all prospective budget areas (or “departments”) submit requests through a process defined in the AS Constitution. During winter, the Finance Committee conducts hearings and recommends a budget to the AS President, who either approves the budget and forwards it to the Senate or returns it with recommendations to the Finance Committee for reconsideration, who then forward the reconsidered budget to the Senate. The budget is reviewed and, as appropriate, approved by the Senate and then sent on to the University President for final review and, as appropriate, approval. Additional information on this process is found in Article XIII. of the AS Constitution. The Chair of Finance will provide the annual budget approval calendar to the Senate by the first Senate meeting of the Fall semester to include the process through which the Senate may recommend balanced amendments to the budget when they review it.

**B. Supplemental funding.** One-half of the funds not spent in a given year “roll over” into the next year’s budget into an AS resource called Unassigned Contingency. Any existing or new budget area (department) may request supplemental funding from Unassigned Contingency through the Finance Committee and Senate in a process defined in the AS Constitution and in Article V of this document. In addition, students may request funding through the Student Travel and Academic Research fund (STAR) during the actual year in which the funding would be used. The process for requesting funding from STAR parallels that from the Unassigned Contingency, and is found in further detail in Appendix D and in the AS Constitution. As such, allocations from either of these reserve accounts are considered amendments to the annual budget.

**C. Other pertinent student fees.** In addition to the AS fee, students pay a semester-based Instructionally Related Activity (IRA) fee, \$15 per student per semester in 2015-2016. The IRA fee supports programs and services directly connected to students’ academic experience. Further information on requesting funding from the IRA fee can be gained at: <http://www.csun.edu/academic-resources-planning/about-instructionally-related-activities-ira-funding>. New in 2008-2009 was the Campus Quality fee. That fee is \$110 per student per semester in 2015-16. Further information about that fee is available at <http://www.csun.edu/studentaffairs/programs-and-resources>.

The CSU Executive Orders 290 (1978), and 429 (1983)\* which established and defined the Instructionally Related fee, state that “Associated Students are no longer expected to provide support for instructionally related activities on a regular basis. Any contracts between the AS and the campus concerning such funding should be considered in light of the IRA fee. It is understood, however, that the AS may, at its discretion, support individual instructionally related projects.” In that spirit, and to avoid duplication of funding, the Associated Students fee allocation decisions consider the eligibility of program requests to receive funding from other sources (General Fund, Instructionally Related Activities, Campus Quality, and so on). \*EO 661 (1996), 740 (2000), 1034 (2008) and 1054 (2011).

**D. Excess enrollment.** Each year’s annual budget is based upon enrollment projections established by the AS General Manager as a part of the annual budget process and consistent with institutional projected enrollment. When the projected enrollment exceeds actual enrollment, as determined at each semester’s census date, the budget is reallocated downward to reflect the shortfall in revenue. When enrollment exceeds projections, the unanticipated revenue is distributed to the AS in accordance with its Code on Finance. This includes allocations to referendum-driven departments (e.g., University Scholarships). After those obligations are met, the remaining “Excess Enrollment” revenue is split in

half, with one half going to Corporate Reserves. The remaining undesignated revenue is automatically placed in Unassigned Contingency.

**E. General.** The Associated Students fee is used to fund events, programs and services. It is not intended to be used to fund the person, organization or department whose event, program or service is funded. Funding received through the AS fee for a program, service, organization, or individual in no way implies endorsement of the program, service, organization or individual nor the point of view that might be expressed thereby. In light of that, neither does the AS assume any tort, financial or other liability for any activity funded through the AS fee. The AS assumes no tort, financial or other liability for events, services or programs produced, coordinated or supported by persons, organizations or departments which it might otherwise fund.

The AS funds its own programs and services and those of chartered organizations and CSUN departments. In the case of the Student Travel and Academic Research fund (STAR), it will consider funding requests from individual students. Requests from any other sources require prior approval from the Chair of Finance and the AS General Manager before consideration. The AS views the fee as a resource to supplement funding that would be already secured by requestors from other organizations, University departments, fundraisers or off-campus entities. Funding is generally available during the July 1 - June 30 fiscal year. Any allocation left unspent on June 30 is split in half, with one half going to Corporate Reserves. The remaining undesignated funds are automatically placed in Unassigned Contingency.

Strong preference will be given to on-campus activities because it represents both responsible risk management and promoting full access to all students to the programs and services funded by the fee.

The AS defines the criteria by which allocation decisions are made as the following:

1. Student-initiated programs
2. Student-managed programs
3. Benefits to students, AS and the University community
3. Revenue-producing aspects of the program activity
4. Evidence that (program) has diligently searched for funds outside the AS
5. Number of students involved in the planning of the program/activity
6. Number of students to benefit from the program
7. Evidence of a similar program already in existence at CSUN or in community
8. Success of past programs/activities sponsored
9. Cost per student participating and/or benefiting from the program
10. Degree of participation of the AS in the program/activity
11. Degree to which the program/activity fits into the general direction of the AS
12. Content of the request (Is the program well thought out? Have possible conflicts been resolved?)

The **intent of the budget** is the general purpose and structure of the overall AS budget and its component departments. The intent of the budget is defined as the intersection of three items: what was requested in either the annual or supplemental funding processes; what was funded by the AS Senate, and, within that, what is a permissible expenditure within AS policy.

Expenditures (invoices, receipts, etc.) dated prior to the approval of funding, transfer, or change of purpose will not be accepted for payment or reimbursement. In other words, the funding, change or transfer must be approved before the resulting expenditure is made except as noted in Travel (below).

Any AS funded activity that fails to adhere to the prescribed procedures will be called before the Finance Committee to explain any discrepancies and may be subject to forfeiture of their AS funds.

When sponsoring a program related to local, state or federal elections, the Associated Students will take all reasonable measures to invite representatives from all registered and qualified candidates, as long as it does not exceed the set budget provided for that program. In the absence of receipt of an invitation, any registered and qualified candidate may request inclusion in the program and must be accommodated. This language can only be amended by a 2/3 vote of the Senate.

#### **IV. SPECIFIC FINANCE CODE**

**A. Expense Types – what is fundable, and what is not fundable** - practices for University programs, and chartered clubs and organizations.

1. **Commonly requested items that are approvable:**
  - a. Educational, Career, Recreational and Cultural events
  - b. Leadership development conferences and activities
  - c. Community service-based events
  - d. Events where the primary audience is CSUN students.
2. Accessibility of programs. Funding is made available based on the degree to which a program or service is accessible to all students paying the fee.
  - a. Events not open to all students.
    - (1.) Programs or services open to only members of organizations are not funded (e.g., honorary awards ceremony for its members only).
    - (2.) Programs may receive reduced or no funding if their admission cost, timing or other quality curtails CSUN student access.
  - b. Events open to all students
    - (1.) Recruitment activities for organizations with closed or mutually selective membership practices may be funded (e.g. NIC groups' rush).
    - (2.) Other programs and services open to all students and produced by organizations with closed or mutually selective membership practices may be funded (e.g. Alpha Phi Alpha, Inc., Black and Gold Pageant).
3. **Commonly requested items that are not typically approvable:**
  - a. Community events where AS fee is used for pass-through
  - b. For-profit activities (i.e. where the intent is to make money for your organization).
  - c. All expenses related to meetings
  - d. Disc jockeys, outside event producers
  - e. Decorations (including balloons, flowers, ribbons, etc.)
  - f. Plaques, certificates, or other awards, including gifts, honorariums and speaker related travel expenses (see Section V. E.1 - Contracted Services).
  - g. T-shirts or other apparel (i.e. sunglasses, ball caps, etc. often used for giveaways). This includes items that are of a personal nature (i.e. individual pins, stoles, uniforms, etc.)
  - h. Food, unless it is essential to the nature of the program.
  - i. Daily Sundial and other paid advertising, including online, radio and TV; and marketing giveaways
  - j. Newsletters, business cards, and one-time use banners
  - k. Payment for CSUN students, faculty and staff except chartered student organizations who perform music or dance as a part of an otherwise AS-funded activity, can receive a maximum in payments up to \$1,000 per fiscal year.

**B. Publicity.** All advertisements for programs supported by AS funds will state:

“Supported by Associated Students, continuing to support a diversity of viewpoints at CSUN”.

Also, the AS does not generally fund Daily Sundial advertising for departments or chartered organizations and instead encourages use of its own advertising on various media.

**C. Defining Sponsorship.** A program is considered to be sponsored by the Associated Students only if legislation so stating has been approved the Board of Directors (Senate). AS chartering or funding *per se* in no way implies sponsorship or endorsement of the program, service, organization or individual nor the point of view that might be expressed thereby. Even if the event is sponsored, AS does not assume any tort, financial or other liability for any such activity funded through the AS fee.

**D. Travel policy** -- The following guidelines apply to funding requests for travel from chartered organizations, departments and through STAR fund except those specific guidelines described elsewhere. Travel guidelines are more explicit than many other policies and regulations because travel is very expensive on a per-person basis.

1. General

- a. Travel for AS officers, employees and volunteers, when in the scope of their duties, when approved by the supervisor, and when in the budget, is generally fully funded.
- b. **If the travel takes you out of the United States, the request must be submitted 45 days before the travel occurs; if funded, the traveler must obtain travel insurance through the Campus Office of Risk Management; the cost may be covered by the Associated Students. Travel within the U.S. should be submitted at least 21 days ahead.**
- c. **Travel Waivers must be completed prior to travel or funding may be withheld.**
- d. Funding for student organization travel is restricted to leadership conferences and competitions, up to \$500 per person and to round-trip airfare and/or mileage; local transportation; lodging, and conference registration fees, and with at least 50% from other sources (i.e., individual contribution(s), donations, fund-raisers, organizational support).
- e. Even though the AS will not cover some travel costs for STAR or student organizations, (e.g., food, or extra costs of lodging above the limits mentioned elsewhere), it is encouraged that all costs be included in the submission.
- f. No individual will be funded for non-AS business travel more than once a year
- g. Only costs that are known to increase between the time a Funding Request is submitted and when funds are allocated (Airfare for example) may be reimbursed despite not having receiving Senate approval prior to their purchase, if they were purchased after the initial request for funds was submitted.
- h. Any travel costs funded by the AS will require the same level of proof as that which is required by California State University, Northridge to prove that the actual travel costs were incurred and that the travel occurred. This may include boarding passes, receipts indicating the locale and date of the expense.
- i. Just as is the case with AS fee support of any student or University program, such fee support does not indicate sponsorship or any financial, tort, legal or other liability for the program, service or effort or travel by the payee.
- j. Normally, student organizations may not use their travel “allowance” to send students to academically related conferences when travelers to the same conference are being supported by funding from STAR.
- k. Student organizations may be funded for travel related expenses like field trips, school visits, museums, when such trips are intrinsic to the nature of the organization, as determined by the Finance Committee.



2. Academic related conferences, where a student has submitted a research or creative work proposal, and their work has been accepted for presentation. (See Appendix D. Student Travel and Academic Research Fund.)
  - a. The financial equivalent of up to \$ 600 each for up to ten individuals will generally be considered for funding for any conference or gathering in any one fiscal year.
  - b. The allocation may otherwise never exceed 50% of the actual cost of travel.
3. Non-academic related conferences (e.g., leadership conference, competition)
  - a. Travelers may be members or officers recognized as the group delegate(s) in a manner consistent with the organization's normal procedures.
  - b. The financial equivalent of up to two individuals will be considered for funding for any one conference or gathering from any one organization per fiscal year.
  - c. Funding is restricted to the lesser of \$500 per person or up to 50% of the actual cost of the conference or gathering.
  - d. Where travel is an essential element of the ability of a student organization's fundamental purpose, as determined by the Finance Committee (intercollegiate sport clubs, Forensics Society, Model United Nations, field trip-focused groups, as historical examples), the Senate may increase the funding from Unassigned Contingency for travel by a 2/3 vote of the total voting membership.
  - e. The allocation may otherwise never exceed 50% of the actual cost of travel.
4. Transportation. For all AS programs/activities travel, the most economical mode of transportation should be employed. Public transportation, whenever possible, should be employed in preference to private automobiles. Where a private automobile is employed, the individual will be reimbursed at a maximum rate equivalent to the state-approved rate (\$0.575 per mile on January 1, 2015.)
5. Lodging
  - a) AS officers, senators, volunteers and employees will have their lodging paid in full when on official corporation business, except during tight budgetary periods, and only when approved by the supervisor and when included in the annual or amended budget.
  - b) Student organization and STAR travelers may use the total lodging cost when calculating their actual cost of travel but will generally be allocated up to \$ 85 per night per person.
6. Food. AS does not fund meals except for those traveling on AS business. However, student organization and STAR travelers may use the following levels when calculating their actual cost of travel. When AS officers or staff are traveling on approved AS business, maximum reimbursement amounts for meals are \$10.00 for breakfast; \$20.00 for lunch, and \$25.00 for supper/dinner. An additional allotment of \$7.00 per day for incidentals (tips, taxes, etc.) is considered after the first 24 hours of travel.
7. Liability. Release Forms, Proof of Insurance, Driver's License, D.M.V Record  
In accordance with Executive Order 1041 requirements, signed waivers must be obtained from each person traveling on an AS funded trip. If an AS-rented or AS-owned or private vehicle is used, valid driver's license, proof of liability, proof of completion of a safe driving course and permission to access the driver's DMV record is required. Forms are available in the AS Administration Office and must be completed PRIOR TO TAKING THE TRIP.

**E. Interpretive/Access services.** Interpretive service, coordinated by the Interpreter Service division of the National Center On Deafness, will be provided, upon request by a deaf or hard-of-hearing student, for attendance at AS meetings and sponsored programs. Other access for students with disabilities may also be funded. Funds may be requested for club/organization programs that are

fundable by the Associated Students, on campus, free of charge to students, and open to the general student body. In 2015-2016, clubs and organizations needing such funds may receive AS fee support up to \$500 in a given year, without requiring Board approval.

**F. Non-compensatory Scholarships.** The President, Vice President, Senators and Senate Committee Chairs may receive scholarships or other equitable financial remuneration approved in the annual budget. In order to receive this, they are required to have met the minimum requirements for their positions, as established in the AS Constitution. All final scholarship allotments are subject to approval by the AS Personnel Board and must be in alignment with labor law, financial aid policy and tax law. Presidential and Vice Presidential scholarships will be adjusted annually to accommodate increases in the local cost of living. Tuition reimbursement for President and Vice President will cover the cost of enrollment to include, when applicable, graduate or out-of-state fees, and parking.

**G. Commencement celebrations.** The fee may be allocated to student organization-sponsored and student organization-produced events that celebrate students' commencement, even when access may be limited by timing, location and participant fees. However, the event may be funded only for costs associated with program elements that are open to all students at no charge. Fundable costs also are limited to a maximum of \$500 (for performance/speaker contracted services and equipment and facility use), plus an amount up to \$ 12.50 per graduating student.

**H. Allocation limits.** The AS Fee is intended to be an equitable, but stable source of funding for clubs and organizations. A limit of \$9,000 will be set for any club and organization within a fiscal year, and a limit of \$3,000 for a single day event. A 2/3rd's majority of the total voting membership of the Senate may choose to increase the allocation beyond these limits, and traveling classified/sport clubs are excluded from the limits.

## **V. REQUESTS FOR BUDGET AMENDMENTS: NEW FUNDING, TRANSFER OR CHANGE OF PURPOSE**

### **A. General**

1. After its initial approval in spring of the prior year as dictated by Article XIII of the Constitution, the Associated Students annual budget can be amended in the following ways.
  - a. Additional funding, typically coming from unanticipated student fees or other sources, can increase the size of the budget.
  - b. Unanticipated reductions in fee or other revenue can decrease the size of the budget.
  - c. Unassigned Contingency funds, Assigned Contingency funds, or funds in the Student Travel and Academic Research (STAR) fund can be allocated to a particular purpose.
  - d. Funds can be transferred between and among departments, projects and accounts.
  - e. The purpose for which funds were originally allocated can be changed to another purpose.
2. Only the following parties may submit budget requests:
  - a. University recognized and AS chartered clubs and organizations.
  - b. CSUN departmental offices and university programs.
  - c. Individual student(s) who have obtained sponsorship through the Chair of Finance or General Manager.
  - d. Associated Students programs.

### **B. Special allocations or amendments (STAR or \$600 or less)**

1. Within a fiscal year, funds are allocated to the Student Travel and Academic Research (STAR) fund (See Appendix A and D) for academic research and presentation, typically up to \$600 per person. Also, up to \$500 per group may be allocated from AS Club and Organization Support for supplemental funding, travel (Leadership Conferences), event insurance, and access (most frequently, interpretive services).
2. Students or student organizations wishing up to \$600, or the standard amounts of these allocations should submit an Online Supplemental Funding Request, or Funds Transfer/Change of Purpose Request (whichever applies) to access these funds (no more than two requests per fiscal year). Students or student organizations wishing to travel should submit an online Travel and Academic Funding Request to access these funds, up to \$500 (for leadership conferences, up to two individuals per group per year).
3. The Chair of Finance or her/his designee, and any one of the AS General Manager, President or Vice President may approve a Travel and Academic Funding Request within the other budgetary guidelines established elsewhere in this document (e.g., no more than ten people to a conference for STAR funding and up to \$600 per person, and no more than 2 people for student organization leadership conference travel, up to \$500 per person).
4. The Chair of Finance or her/his designee, and any one of the AS General Manager, President or Vice President may approve new or additional funding to a chartered student organization or other department in an amount requested up to \$600.
5. A transfer is moving funds from one project to another project for student organizations and from one account to another account for all other kinds of departments or from one department to another department. Changes of purpose are any changes to a department budget which would affect its overall structure or intent. One or two transfers or changes of purpose for up to \$600 in a given fiscal year can be submitted online with a Funds Transfer/Change of Purpose Request and can be approved by the Chair of Finance or her/his designee, and any one of the AS General Manager, President or Vice President. The Sport Clubs Council, when duly constituted, and operating within its constitution, and upon a majority vote of all members, may recommend transfers or changes of purpose up to the full amount allocated to any given sport club. Such actions are subject to the review and approval by the Finance Chair and by any one of the AS General Manager, President or Vice President.
6. The Chair of Finance will report all such authorizations at the next Finance Committee and Senate meetings after they are approved.

**C. Regular allocations or amendments (more than \$600)**

1. Occasional amendments to the overall AS annual budget either within the department or between departments must be referred to the AS Finance Committee for its recommendation to the AS Senate for final action. Such changes include:
  - a. New or additional funding to an existing student organization or other department in an amount greater than \$600.
  - b. Transfers of more than \$600. A transfer is moving funds from one project to another project for student organizations and from one account to another account for all other kinds of departments or from one department to another department.
  - c. More than two transfers of \$600, regardless of the amount requested to transfer.
  - d. Changes of purpose (any changes to a department budget which would affect its overall structure or intent) which involves funding in excess of \$600.

2. Approval by the Senate of these amendments shall be considered as an amendment to the AS annual budget and must follow the same procedure as unassigned contingency budget requests.
3. All budget amendments requests are submitted online. The advisor for the organization must indicate their approval for the submission by email prior to it being considered for funding.
4. Online requests must be submitted three working days (midnight on Tuesday) preceding the next regular meeting of the Finance Committee (typically at 1:00 pm on Monday).
5. The Finance Committee typically hears a presentation by the requestor, and then reviews and deliberates on all properly submitted budget amendment requests.
6. The AS Senate acts on all financial matters upon a recommendation from the AS Finance Committee at its regularly scheduled meeting, typically one week following the Finance Committee meeting at which the request has been considered.
7. The Senate can approve a recommendation of the Finance Committee, when the Finance Committee had quorum, with a simple majority vote of the Senate. Approval of a variation from the Finance Committee recommendation requires a majority of the currently seated Senate.
8. After the AS Senate has taken action on the budget request and the budget is approved or amended, the Person in Charge will be contacted by the Chair, or Assistant Chair of Finance, who will inform them of the allocation approved by Senate, and direct them on how to proceed.
9. The entire budget amendment request and review process typically takes a minimum of four weeks to complete, from submission of request to availability of funds.
10. All requests for budget amendments should be submitted online no later than May 15 of the current fiscal year.
11. Expenditures (invoices, receipts, etc.) dated prior to the approval of funding, transfer, or change of purpose will not be accepted for payment or reimbursement. In other words, the change or transfer must be approved before the resulting expenditure is made except as noted in Travel (above).
12. AS allocations cannot be transferred to non-AS accounts without proper documentation of actual expenses incurred within the intent of the AS budget.

**D. Materials to submit.** The following information is required by the Finance Committee to evaluate proposals:

1. Approval by the faculty or staff advisor.
2. Purpose of organization and its structure.
3. When seeking new funds, evidence that the sponsor of the program/activity has diligently sought funds outside the Associated Students. Include the amount of support funding received or to be received from other sources (include in-kind and financial support).
4. Program goals and objectives: a realistic, precise, clear statement of the goal the program/project is expected to achieve by the end of the funded period. State it in a way that is measurable so that the degree of achievement of objectives can be measured. State the objectives realistically expected in a time sequence from one to five years as applicable. The entire program must relate to the goals.
5. Program. Describe what is going to be done and how it is going to be done, in order to achieve the objectives. Be sure to include the following:
  - a. Timetable. What task will be completed at what point in time?
  - b. Target group. Describe the group to be served, its number of members, and the ways in which it will be served. Indicate the number of students to benefit from the program. Also, explain the possible benefit(s) to the students, Associated Students, and the University
6. Program justification. This can include the history (successful and otherwise); operational details, and how the program will be administered.

7. Evaluation. Describe the procedure to be used in evaluating the program. Describe the standards by which the program will be evaluated
8. Specific financial breakdown within each category of expenses and/or revenue are to be provided on a separate sheet to justify how these figures were derived. Requested budget for each category is to be rounded off to the nearest dollar amount.
9. Where unusual requests are made, bring written estimates of expenses to the Finance Committee hearing.

**E. Budget categories.** The annual budget allocates funds for student organizations and to AS Productions by project – the kind of service or event or program the groups is producing (speakers, festival, career day, etc.). The allocations to University Programs and to all other AS departments are generally first by department and then also by account. Typically, paperwork will not be considered for reimbursement/payment more than 90 days after the purchase/event (but no later than June 15<sup>th</sup>, unless otherwise noted elsewhere in the Code on Finance). All expenses are made from the following categories or account clusters:

1. Contracted Services. For obtaining personal services on a contractual basis where no employer/employee relationship exists as far as the program/activity is concerned. For example: artists, speakers, performers, officials, coaches etc. CSUN faculty and students are not generally eligible for payment in this category except through a department-sourced service requisition (e.g., Public Safety, Physical Plant Management). This excludes audio-visual technicians or other facility or equipment-related service providers, who are instead budgeted under equipment and facility use. Travel expenses only covered when included in speaker fee. **NO REIMBURSEMENTS SHALL BE MADE FROM THIS CATEGORY.**
2. Program costs – Program related supplies, printing (workshop agendas, handouts, programs, etc.); includes dues and office materials.
3. Advertising and promotion. Funds spent to encourage attendance or utilization of programs and services (e.g., printed materials, multi-use banners, website design). (Outside publications or media sources are not fundable).
4. Travel. This category includes transportation (air/bus/auto), food, conference registration or entry fees, and lodging; parking, and mileage or gas. (Also see Section VI.E.)
5. Facility Rental – USU room rentals (including equipment), other hall rentals.
6. Equipment Use - includes bus rental, equipment purchase or maintenance and staffing integrally tied to the rental of some facility or equipment (e.g. a/v technician for sound equipment).
7. Insurance - Above and beyond any coverage already provided by the AS
8. Parking – for speakers and guests.
9. AS Programs and Services only: Staff compensation and benefits (FICA, professional development, retirement, workers' compensation, etc.)
10. Student compensation and benefits (FICA, workers' compensation)

#### **F. Year-end closing adjustments**

1. The Controller will communicate to all departments (budget and agency) by May 15 when the last day to transact business for the fiscal year will be. That last day is typically in mid-June.
2. To facilitate proper year-end closing, the General Manager, upon advice from the Controller and in consultation with the Chair of Finance and the AS President, will authorize transfers and changes of purpose within the fundamental intent of the budget to meet all external vendor obligations and to balance accounts, projects and departments.

## VI. ASSOCIATED STUDENTS PROCEDURES

### A. Accessing Your Funding

1. After a department / club / organization receives funds for their program(s), either through the annual budget process or supplemental funding throughout the fiscal year, they must access their funds through the AS Accounting Services Office (ASO). Accounting is located in the AS Administrative Office USU 100 and is open Monday through Friday, typically 8:00 am to 5:00 pm. During the Fall and Spring semesters, the office is often open until 6pm. The telephone number is (818) 677-2389.
2. What you will need (all forms on website [www.csun.edu/as/forms](http://www.csun.edu/as/forms) and in the AS Administrative and Student Leadership Offices):
  - a. Authorized Signature Form. This form allows the department access to the funds and informs the AS about who is authorized to use the funds and obtain financial information. The faculty/staff advisor must be located on campus and should be available to sign Expenditure Requests when you have them. Under extraordinary circumstances, the General Manager, the Director of Student Involvement and Development, and the Assistant Director of Student Involvement may authorize allocation and expenditure requests in the absence of the normal authorized Advisor.
  - b. Expenditure Request. This form allows funds to be withdrawn from your account by authorizing a check to be issued. This can be a direct payment to a vendor, or a reimbursement to an individual. No cash will be given out. This form requires an original signature from the advisor. If the amount is greater than \$2,000, see section E. and G. below. Payment by ACH may be available on a case by case basis.
  - c. Back up documentation. This is what will accompany the expenditure request as proof of the use of the money. It will be either original receipts for a reimbursement, original invoice for a payment, original contract for a service, Mileage Reimbursement form, or (rarely) the Certificate of Expenditures for lost receipts. W-9 forms will be requested for payments directly to vendors.
3. Signatures. All signatures must be original, in blue or black ink; this includes no stamps or copies. A statement of verification from a CSUN email address will be interpreted as the signature of the owner of that email address.

**B. Prior approval.** No expenditure, promise or commitment of AS fees should be offered without prior, documented approval by the AS Accounting Services Office, AS General Manager, or Chair of Finance. Persons spending, promising, or otherwise committing funds assume complete responsibility as individuals for those expenditures.

**C. Documentation.** All signatures and support information should be provided in black or blue ink. Pencil, photocopies, signature stamps will not be accepted. Facsimile and printed web-site pages are acceptable following consultation with the AS Accounting Services Office. Original receipts are required. Typically, receipts will not be considered for reimbursement more than 90 days after the date of the event.

**D. Timing.** Properly completed and approved expenditure requests may require up to five (5) working days for processing upon receipt by the AS Accounting Services Office. Requests sent by campus mail will take longer (3-4 days on average). All requested "pick up" checks may be obtained from the A. S. Accounting Services Office, typically between 8:00 a.m. and 5:00 p.m.

## **E. Purchasing.**

1. **Purchases of goods or services worth \$2,000 or less** from an approved budget may be made by an authorized individual without prior approval from the AS General Manager. An Expenditure Request shall be filled out for the individual to be reimbursed or the vendor to be paid directly. Attached receipts or invoices with identification of items purchased and vendor must accompany Expenditure Requests. The Expenditure Request with proper signatures should then be submitted to the AS Accounting Services Office (ASO). The purchase **MUST** adhere to the Code on Finance.

2. **Purchases of goods, services or equipment worth more than \$2,000 and less than \$5,000** may be subject to more stringent requirements. These may include the requirement of a Purchase Order. A Purchase Order can be initiated with a properly completed Purchase Requisition (part of the Expenditure Request Form) and submitted to the ASO. A complete justification, along with comparative prices for merchandise and/or service must be included when requesting a Purchase Order. The ASO shall send a copy of the executed **Purchase Order** to the vendor and the designated faculty/staff advisor. Upon receipt of the invoice, the ASO will send the vendor's invoice to the designated advisor. After confirmation of the receipt of satisfactory merchandise and/or services, the Advisor should submit an Expenditure Request along with the invoice to the ASO to be processed for payment, and closure of the Purchase Order.

3. The AS General Manager may determine that a **purchase order** and/or **bids** are necessary. Under normal circumstances, the Administrative Office **will** require three written bids where the price of the specified item is over **\$5,000**.

4. **Miscellaneous purchases or payments.** For processing of payments for dues, entry fees and miscellaneous purchases, complete an Expenditure Request and attach backup information verifying the amount.

5. **Payment issues.** In rare cases where an individual does not have adequate personal funds to make purchases and where Purchase Orders are not acceptable by a vendor, please contact ASO. We will work with you to see if there are other options that might be available for making these types of payments. In all cases, an Expenditure Request along with appropriate documentation shall be submitted to the ASO.

## **F. Contracts.**

1. All contracts regarding the use of Associated Students funds must be coordinated with the AS Administrative Office. The standard forms are available in the AS Administrative Office. In cases where the forms are not applicable, the AS General Manager will initiate the appropriate format for the contracts.

2. All contracts shall be prepared with three original signed copies. After the designated advisor, the payee, and the AS General Manager have approved the contract; copies of the contract shall be distributed by the AS Administrative Office to all concerned parties including the ASO.

3. Only the AS General Manager, or her or his expressly identified designee, may execute a contract on behalf of the Associated Students. When the AS Administrative Office has not been consulted, and contracts are signed by individuals or groups, the AS is not obligated to fulfill the terms of the contract.

4. All AS contracts must conform to legal requirements and to CSU and CSUN policies and must reflect sound business practices including risk and budgetary assessments.

**G. Contracted services.** On occasions when an individual performs a personal service for an AS sponsored activity, the individual will be paid by submitting an Expenditure Request with the attached Personal Services Performed form to the AS Accounting Services Office. This procedure should only be used in instances where no formal contract has to be drawn or in instances where smaller amounts (up to \$2,000) are to be disbursed. For amounts over \$2,000, contract procedures listed under Section VI.E. will be initiated. Expenditures must be made payable to the individual or group who performed. **No reimbursements will be made from this category.**

**H. Campus service procedures.** Use of University services requires the processing of campus requisition forms. The most common are: University Postal Service Request, NCOD Requisition, Parking Requisition, Technology Services Requisition, Reprographics Requisition, Police Services Requisition, Physical Plant Management (PPM) Service Requisition, Finger Printing Requisition, Lock Shop Requisition. To utilize any of these services, contact the AS Accounting Services Office.

**I. Telephone/Postage.** No personal telephone, facsimile transmittals or mailings will be permitted with AS resources. AS funds may be used for payment for telephone or postage services for AS departments by submitting an Expenditure Request with the attached phone bills or receipts to the AS Accounting Services Office.

**J. Student employee and work-study payroll.** All program/activities funded by the AS for student staffing must follow AS payroll procedures. All student staff must be currently enrolled CSUN students. Student employees may work up to 20 hours per week during an academic period and 40 hours per week during a non-academic period. Pay rates are determined by the AS student employee classification system. Before starting to work, students selected for a position are required to provide the supervisor with information on a Notice of Hire form, to be transmitted to CSUN Human Resources. Students must sign in at Human Resources before their first day of employment. Work-study positions require an original Work Study authorization form.

**K. Ticketed events.** The AS Ticket Office provides ticketing services for events when requested no later than 10 days before the scheduled event. A ticketing contract can be obtained from the AS Ticket Office during regular business hours. Printing charges will be assessed based on organization type. The AS Ticket Office is accountable for all tickets released for each event. A completed Box Office Statement on the sale of tickets, including unsold tickets, shall be sent to the AS Accounting Services Office within three (3) days after each event. If tickets are to be sold at times other than regular AS Ticket Office hours or at places other than the AS Ticket Office (typically, at a Box Office at the program venue), cashiers can be provided. The program/activity will be billed for these services at a charge of \$15 per hour and a three-hour minimum is required. For non-chartered entities, other pricing structures will apply.

**L. Records.** Any regular member of the Associated Students may examine **by appointment** during normal business hours any or all Associated Students financial records, records of agency accounts maintained by the General Manager, or any other lawfully accessible records that are property of the Associated Students.

**M. Annual audit.** The AS Audit Committee shall be responsible for recommending to the Senate the Annual auditing firm. Following the audit, the Audit Committee shall forward the report and financial statements to the Senate for acceptance.

**N. Van funding policy.** Associated Students funded the purchase of vans to be used by AS related programs and organizations. There is a cost to rent the vans that is meant to offset the cost of operating and maintaining the vans. At the close of the fiscal year, if revenue earned exceeds the maintenance and usage costs of the vans, then the excess will be held over to future years in a special maintenance reserve funds, explicitly for the maintenance and / or purchase of vans.



## **VII. AGENCY FUNDS**

**A. Scope.** The Associated Students provides financial services to student organizations or projects related to CSUN that are not funded by the AS budget. In providing this service, the AS does not take any legal responsibility for the organization's program.

### **B. Establishing a fund**

1. For organizations sponsoring program activities not funded by the AS, it is necessary to open an Agency Fund with the AS. The establishment of the Agency Fund enables the organization to use campus facilities and services. It also allows student groups to deposit money from fundraising, dues, fees, and other revenue into an account that is exclusively for their use.

2. To establish an Agency Fund, it is necessary for the officers and/or advisor of the organization to complete an Agency Fund Application Form (available on our website - <http://www.csun.edu/as/forms>). This form should be turned into the AS Administrative Office once completed.

3. AS Administration will forward the application form to the University Associate Vice President of Financial Services for signature. After the application is returned to AS, the AS General Manager will sign. The completed application form will be processed by the AS Accounting Services Office (ASO) to open the Fund. Applications forms must be updated at a minimum of every two years to ensure current information and authorization has been obtained.

### **C. Accessing the fund.**

1. The individuals in charge of disbursing funds from the Agency Fund should be knowledgeable of AS procedures to avoid delays in handling of the account. Five working days may be required to process expenditure requests.

2. The ASO will provide monthly fund statements. Fund holders are expected to know their fund balances, and to review their reports on a timely basis. Any questions or discrepancies should be reported as soon as possible, but no later than 60 days after discovery.

3. All forms listed in these procedures can be obtained from the AS Administrative Office or from the website at <http://www.csun.edu/as/forms>.

4. No exceptions to these procedures will be allowed unless the designated advisor seeks and receives approval of the AS General Manager. Any questions regarding these procedures should be directed to the ASO at (818) 677-2389.

## Appendix A. REFERENDA-BASED AND AGREEMENT-BASED ALLOCATIONS

**1. Athletics** -- \$0 in 2015-2016.

**2. University Scholarship Program.** -- \$2.00/student/semester for \$ 153,000 in 2015-2016, and an additional \$11,000 for two scholarships honoring former CSUN leaders, Terry Piper and Jolene Koester. Total allocation for 2015-16 is \$ 164,000.

Financial Aid Advisory Referendum - The AS ("Student Body Association") fee was increased by \$2 per semester effective with the Spring 1994 semester to support increased need-based scholarships which are administered by the Scholarship area of the Financial Aid Office. The University Scholarship Program will first award four \$1,000 scholarships in memory of Phyllis Perkins; Bruce Schentes; Manual Sandoval and Jamie Reyes, and in honor of Dr. and Mrs. James W. Cleary. The AS has established five scholarships to honor departing AS staff members, totaling \$3,600. The balance of the budget will be divided in equal percentages among graduate, upper and lower division awards in ranges of \$500 to \$1,500 according to the level of individual need (as determined by the Scholarship Office). In addition, the AS has established two scholarships to honor former CSUN Leaders – the Terry Piper scholarship (\$3,000) and the Jolene Koester scholarship (\$8,000).

**3. Children's Center.** -- \$5.75/student/semester in 2015-2016, a portion of which (\$ 70,000, or one dollar per student per semester) is assigned to a building maintenance reserve). In 2015-2016, in addition to the funding in compliance with the 1976, 1992 and 2002 referendums, \$ 293,625 was allocated, bringing the total annual allocation to \$ 733,500.

A 1976 student referendum allocated \$0.75 per student per semester to be allocated to the AS Children's Center for operations. In Spring 1992, a referendum passed which allocated \$5.00 per student per semester to establish a fund to support the planning, construction, furnishing and operation of a new Children's Center facility. With the completion of the new facility in 2001, the destination of that fee is now primarily for operations, with approximately \$1.00/student/semester allocated to a long-term maintenance and construction fund.

**4. Academic research.** -- \$0.50/student/semester for \$ 35,000 in 2015-2016 plus \$ 161,750 in funding authorized in agreement pertaining to re-direction of AS fees formerly allocated to athletics scholarships for a total of \$200,000.

This fund was originated through a Fall 1985 referendum to support a multipurpose/ cultural center fund and was later redirected by a Spring 1996 referendum to support academic research by students in the form of the Student Travel and Academic Research Account (STAR). It supports costs related to conducting and presenting original student research or other scholarly and creative works by individual or small groups of students. It is not designed to replace funding for normal instructional expenditures for groups, courses, departments or colleges, responsibility for which rests with the University. Specific policy regarding this account can be found in Appendix D. of this document: "STAR Funding Policy". In addition, an agreement between the AS and CSUN, originally established in 2008-2009, sets the 2015-2016 amount at \$200,000.

Starting in 2011-12, The University Corporation has delegated the allocation of an amount normally around \$20,000 for exceptional fundable programs (STAR and non-STAR), which will be allocated in the normal supplemental process.

**5. Programs and services.** – A Fall 2002 student referendum increased the semester fee by \$4 per student for Spring 2003 and by \$2 each fall semester thereafter. This increase was designated for the programs and services of clubs and organizations and of the Associated Students itself, and is not for use for AS governmental and corporate purposes, nor for University Programs. It was designed to address the diminished buying power of fee dollars due to past and future inflation.

## Appendix B. RESERVES POLICY

- A. Types of Reserves – The AS will establish and maintain appropriate corporate reserves in three areas: Working capital and current operations; capital improvement and replacement, and future operations or requirements.
1. A Working Capital and Current Operations Reserve shall be established and maintained to accommodate any change in the existence of the AS or in the funding base of the AS, due to such matters as, but not limited to, the following: natural disaster; unanticipated precipitous drop in enrollment or in other revenue; delay in the receipt of funding, or dissolution of the corporation. In the case of the closing of the corporation, such funds are protected for use for staff salaries and benefits; insurance premiums; daily operations; audit fees and those expenses necessary for the dissolution of the corporation.
  2. A Capital Improvement and Replacement Reserve shall be established and maintained to provide a sufficient amount of funds to meet major strategic plan objectives for the acquisition or replacement of facilities and major or minor equipment items. This includes acquiring, remodeling, repairing, or upgrading such resources as: facilities; transportation; furnishings; information management systems, or items whose cost is extended across fiscal years. These funds may also be used for ancillary costs associated with the capital acquisition or replacement (e.g., labor, delivery, installation, materials, maintenance, and training).
  3. A Future Reserve shall be established and maintained to accommodate expansion of continuing efforts and creation of new efforts, all of which must be designed to advance the mission of the AS based upon the evolving needs of the organization and the students it serves.
  4. Children's Center Building Reserve. Separate from Corporate Reserves, the AS shall establish and maintain a reserve for the improvement, repair and replacement of any facility elements of the Children's Center or ancillary costs associated with the construction, repair, maintenance, renovation, or operation of that facility. This Reserve shall be funded through a portion of the Children's Center referendum-based fee at a level equal to \$1 per student per semester and any mandatory student fee funding remaining in the Children's Center's prior year surplus.
- B. Proper Levels of Reserves. The AS shall provide for prudently established funding of each and all three Corporate Reserves.
1. Working Capital and Current Operations Reserve. The AS shall maintain a funding level in this reserve equal to the cost of 90 days of normal, mandatory student fee-funded operations, to accommodate the likelihood of occurrence of one or more of the circumstances defining its need in A.1.
  2. Capital Improvement and Replacement Reserve. The AS shall initially maintain a funding level in this reserve equal to 3% of the annual mandatory student fee revenue, or \$100,000, whichever is greater. Thereafter, action by a majority vote of the full membership of the

Board of Directors shall be required to increase funding to this reserve for specific projects or efforts designed to address the purposes for which this reserve was established in A.2.

3. Future Reserve. The AS shall initially maintain a funding level in this reserve equal to 5% of the annual fee revenue or \$200,000, whichever is greater. Annually thereafter, when prudent, an amount of at least 1% of each year's anticipated annual fee revenue shall be added to this reserve for yet-to-be-identified major strategic plans of the organization, as described in principle in A.3. Thereafter, action by a majority vote of the full membership of the Board of Directors shall be required to increase funding (beyond 1% of the annual fee revenue per year) to this reserve for specifically identified major strategic plans of the organization.

#### C. Establishment and maintenance of prudently-established funding levels.

1. Priority for the sequence of funding these reserves shall be (in order):
  - a. Full funding of Working Capital and Current Operations Reserve.
  - b. After the standard for B.1. has been met, full funding of initial level of funding of Capital Improvement and Replacement Reserve.
  - c. After the initial funding standard for B.2. has been met, additional funding for the Capital Improvement and Replacement Reserve shall be provided, as designated in B.2. (above).
  - d. After the standard for B.2. has been met, full funding of initial funding level of the Future Reserve.
  - e. After the initial funding standard for B.3. has been met, additional funding for the Future Reserve shall be provided, as designated in B.3 above
2. Sources of funding
  - a. Funding allocated directly to reserves during annual budget process
  - b. Funding distributed at the close of the fiscal year, equaling one-half of the unspent funds available at the close of a fiscal year (prior year surplus), less any portion of those funds have not been otherwise designated for carry forward into the new year.
  - c. Funding distributed from one-half of each semester's excess enrollment revenue, less those funds designated by referendum for use elsewhere.
  - d. Funding allocated directly to those reserves through action of the Board as prescribed in B. (above).
  - e. Funding for Working Capital and Current Operations Reserve may also be secured from other Reserves, including but not limited to Unassigned Contingency ; Student Travel and Academic Research Reserve; Multi-purpose Center and Renovation Reserves; Blue Lights Reserve; and H. Wambold Scholarship Reserve.

#### D. Spending

1. Allocations from Corporate Reserves require an affirmative vote by a 2/3 majority of the full voting membership of the AS Board of Directors at a regular or special meeting, when approving a recommendation by the AS Finance Committee. When amending a recommendation of the Finance Committee or acting in absence of a recommendation of the Finance Committee, allocations from Corporate Reserves require a 3/4 majority of the full voting membership of the AS Board of Directors.
2. Should the AS Board of Directors fail to establish quorum or lose quorum at a regular or special meeting in which an allocation from Corporate Reserves is on the agenda, a

unanimous vote by the Finance Committee at a regular or special meeting shall be required and sufficient for approving an allocation from Corporate Reserves.

E. Other Reserves

1. Unassigned Contingency. This refers to the funding available from prior year surplus and excess-from-budgeted revenue. It is available for allocation through a process described in the AS Constitution; and elsewhere in this AS Code on Finance.
2. Student Travel and Academic Research (STAR) Account. This refers to funding available for individual student academic projects. It is funded from its own prior year surplus and annual budget. It is available for allocation through a process described in the AS Constitution; and elsewhere in this annual AS Code on Finance.
3. Other reserves may be established, maintained and funded, as needed, by a 2/3 vote of full membership of the Board of Directors.

## **APPENDIX C. CAMPUS AGREEMENT REGARDING RE-DISTRIBUTION OF AS FEES FORMERLY ALLOCATED TO INTERCOLLEGIATE ATHLETICS**

The re-distribution of AS Fees for budget year 2015-16 is as follows:

Recycling/sustainability Center	\$110,000
Matador Spirit Week	\$253,000
Transportation Subsidies	\$ 75,000
Community Action Resources	\$ 40,000
STAR funding	\$200,000
Instructionally Related Activities Fund	\$753,500

Total allocated for 2015-16: \$1,431,500

The history and details of each of these categories are described below.

Adopted by the Board of Directors of the Associated Students, California State University, Northridge, Inc., on May 6, 2009, wherein the General Manager was authorized to enter into an agreement with California State University, Northridge regarding reallocation of the Associated Student Fee Supporting Student Athlete Scholarships. This agreement signed by the AS General Manager on June 26, 2009 and by the University President on July 24, 2009 modifies the original MOU.

The amount of funds to be reallocated was based upon the Associated Students 2008-2009 budget allocation of \$1,453,500 for Intercollegiate Athletic Program grant-in-aid.

1. For 2015-16, the amount of funds to be reallocated will be based upon an enrollment-driven reduction in that amount to \$1,412,500.

2. Associated Students will retain \$459,000 to achieve the following projects and programs as follows:

a. Recycling/sustainability Center \$110,000  
In coordination with the CSUN Greening project and the Institute for Sustainability, expansion and support of an AS Recycling Center, to include a 6,000 square foot multi-functional space for central collections location for recyclables; an environmentally enhanced and energy-efficient 1,400 square-foot building to house administrative staff offices, storage, a student lounge, kitchenette and bathroom, and a multi-use conference room. The AS will commit to this level of funding for at least ten years and until such time as both the AS and the University agree that these funds should be redirected.

b. Matador Spirit Week \$239,000  
On-going additional support for student-initiated and led large-scale "Matador Spirit Week" programming twice each year – one in the fall, and one in the spring:

A series of campus-wide events designed to promote campus pride, and showcase the abilities of CSUN students, faculty, staff, and alumni, as well as allow the CSUN community to celebrate along with us. Activities will be planned by an AS-led committee with representatives from student organizations and campus departments. A specific budget proposal for use of 2009-2010 funds was submitted to the AS Senate for their review and approval in July 2009 and annually thereafter.

c. Transportation Subsidies \$ 70,000  
 For the same reasons the University partially subsidizes the cost for public transportation for staff and faculty, the AS will subsidize the costs for students' regular use of MTA, AVTA and Metrolink. In addition to the environmental and ridesharing goals, this will also increase access to the campus by those students without cars or driver's licenses.

d. Community Action Resources \$ 40,000  
 Through the Matador Involvement Center (MIC) provide administrative and programmatic support for student organization-directed service learning collaboration in the Northridge community. This allocation includes \$35,000 to student organization programs and \$5,000 to MIC for advising support to those groups.

e. Elimination or redirection of funding for projects and programs identified in a – d may occur upon prior mutual agreement between Associated Students and the Vice President of Student Affairs. Recommendations for annual budget allocations to all departments in this MOU will be communicated to the CSUN Vice President for Student Affairs in the same manner and time frame as the Finance Committee recommendations are communicated each winter to the AS President.

f. All amounts are estimates and are subject to adjustment based upon actual expenditures

3. An allocation of \$200,000 will be made to Intercollegiate Athletics for Grants-in-aid for academic years 2009-2010, 2010-2011, 2011-2012, and 2012-2013. Beginning in 2013-2014, \$200,000 of the funds previously allocated to Intercollegiate Athletics for Grants-in-aid will be redirected to the Student Travel and Academic Research fund (STAR).

4. Annual (not cumulative) allocation to the Associated Students STAR fund will be made as follows:

2009-2010	\$ 25,000
2010-2011	\$ 25,000
2011-2012	\$ 75,000
2012-2013	\$100,000
Annually thereafter	\$200,000

a. Amendments to the criteria for the use of these funds must be approved by the CSUN President.

5. The remaining funds will be allocated to the Instructionally Related Activities Fund:

2009 - 2010	\$728,500
2010 – 2011	\$630,000
2011 – 2012	\$678,500
2012 – 2013	\$653,500
Annually thereafter	\$753,500

## **Appendix D. STUDENT TRAVEL AND ACADEMIC RESEARCH (STAR) FUNDING POLICY**

The Student Travel and Academic Research fund (STAR) supplements Instructionally Related Activities (IRA) funding (associated with specific courses). There is a need for these requests to go somewhere other than unassigned contingency, which is where chartered clubs and organizations can go for funding. Student research proposals for activities that are purely creative and/or innovative in nature should have predictable and reliable access to funding support, similar to the National Endowment for the Arts or National Endowment for the Humanities, however, on a much smaller scale.

The Associated Students' Student Travel and Academic Research fund (STAR) is intended to fulfill this need. Announcements about the availability of funds will be posted across campus and advertisements put in the campus newspaper. There will be no annual process. Allocations will be made on a first come-first served basis, based on demonstrated need, funds available, adherence to the criteria, and quality of the request. STAR requests that wish to receive more than the normal funding level will be heard as a separate item on the agenda, but will be heard and deliberated on in the same manner as requests from Unassigned Contingency.

### ***Examples of STAR funding include but are not limited to:***

- A senior thesis project which may include conducting research: interviews, field trips, etc.
- An individual student's film documentary project or a short video production, although CTVA senior film and television projects receive student fee funding through Instructionally Related Activities
- A screenwriting or stage play workshop.
- A student-composed and/or performed musical work.
- A scientific or quasi-scientific study or experiment
- A student research project dealing with engineering design and/or development.
- Websites for the use of creating or disseminating research.

These are hypothetical examples of the types of projects that may be funded. The intention is to encourage CSUN student intellectual development through innovative activities.

### **Funds will not be allocated for the following academic research projects or creative works:**

Requests by student(s) shall not be funded unless sponsorship is given and guidance is rendered to the student(s) involved in the research and/or project they are doing by a member of the faculty.

Funds shall not be given to any student(s) to attend more than one conference per fiscal year.

Likewise, research projects can be funded no more than once each fiscal year.

Funds shall not be used for support of or opposition to candidates for public office nor issues currently before the voters.

Funds shall not be directly awarded to a particular individual or group of individuals for their own personal benefit.

Funding shall not be allocated for the purchase of books.

Funds shall not be used for the reproduction, typing or binding of thesis projects.

Student and project research participants shall not be reimbursed for services provided on the projects or research by themselves. Nor does the AS Finance Committee approve funds to pay for tasks that the committee believes can be done by the project participants.

Honoraria will not be paid to California State University, Northridge faculty, administrators or staff.

The definition of "honoraria" for purposes of this policy shall be any form of gratuity or payment extended to a person for services rendered.

Funding shall be limited to no more than \$3,000 per project and, generally, \$600 per person.

AS Funding may not account for more than 2/3 of the total research costs of the project.



Additional funding shall not be allocated to a project already allocated through the STAR that AS fiscal year

No funding will be given to reimburse money spent on the project prior to the AS Senate's allocation of funds

Normally, student organizations may not use their travel "allowance" to send students to academically related conferences when travelers to the same conference are being supported by funding from Student Travel and Academic Research fund (STAR).

#### Equipment Purchases

1. At the discretion of the Finance Committee with the approval of Senate, ownership of equipment purchased with STAR funds will be maintained as property of the Associated Students.
2. Storage and maintenance of equipment purchased with STAR funds shall become the financial responsibility of the department sponsoring the request.

#### **Academic Conference Travel** (Also see Travel in Section IV. C. above)

Funding for academic conference travel shall be allocated according to the AS annual budget and Code on Finance.

Academic related conferences or competition shall be defined as a student(s) having submitted a research or creative work proposal, and their presentation having been accepted or having been invited to present.

Each individual(s) must show proof of an invitation to present a project or paper.

The approval of a member of the regular faculty of the pertinent department is required for consideration for funding of travel to any academically related conference.

Funding through STAR is designated to the individual students creating or presenting their work on behalf of the pertinent academic department and not to student organizations *per se*.

**Exceptions.** Under extraordinary conditions, exceptions to the STAR funding limits may be made by the AS Senate with a two-thirds (2/3) vote of the total voting membership.

Starting in 2011-12, The University Corporation has delegated an allocation of normally \$20,000 for exceptional fundable programs (STAR) and non-STAR, which will be allocated in the normal supplemental process.

Updated 3/25/15