

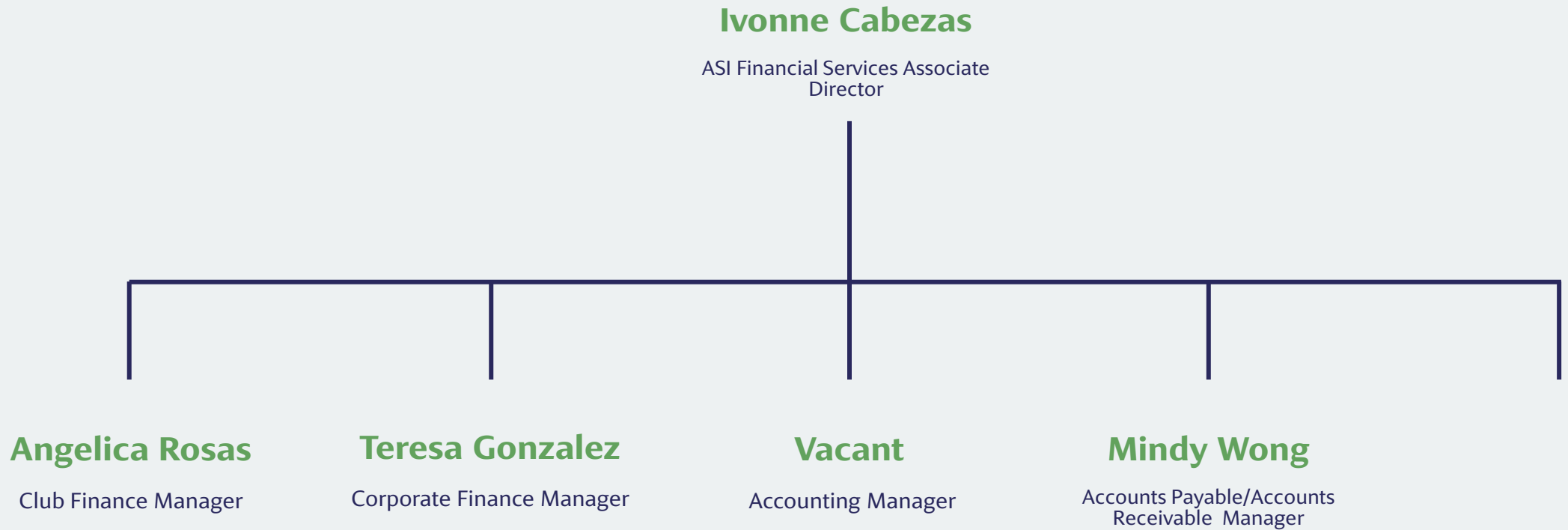
RSO Budget Information

ASI Financial Services

Overview

- Budget Process
- Monday.com
- Teams channels
- Additional Funding Request
- Resources
- FAQ
- Contacts

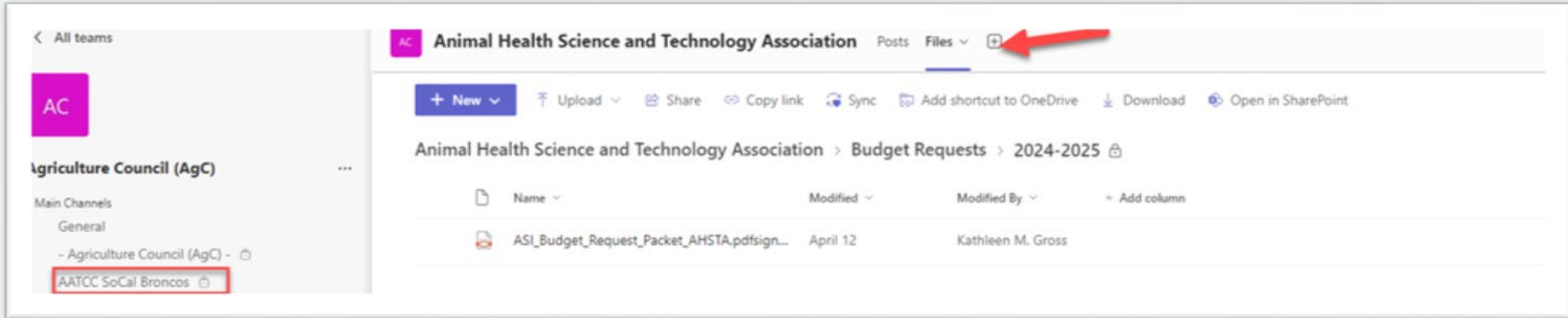
Organization chart



Budget Process



MS Teams



- *Teams will be used for RSO's to submit their Budget Requests to their councils. This platform will also be used by FS to send out important updates.*

Budget Process

1. Navigate to club's private channel
2. Select "Files" and upload the file in the Budget Request folder
3. Council will review the request and if approved will to submit on Monday.com

monday.com

- Monday.com will be used by RSO's to view their budget **status**

Process

- The council will submit the club budget via the Budget Request Tracker form
- FS will review the request
- If revision is required a notification will be sent to the RSO POC (point of contact).
- Once complete the RSO will receive a notification through Monday.com with their approved allocation and the 70% posted amount.
- Anyone can view the **status** but the total allocation is not visible to anyone.

Club Budget Request Tracker						
FS Awaiting Review						
<input type="checkbox"/>	Club poc name	Uniqu...	Club POC email	Council POC name	Council POC email	Council
Revision Required						
<input type="checkbox"/>	Club poc name	U...	Club POC email	Council POC name	Council POC email	Council
<input type="checkbox"/>	Christian Martin	6535234726		Khushmeen Kaur		Multicultural Council (...)
<input type="checkbox"/>	Pariya Mehrpouya	6535255213		Khushmeen Kaur		Multicultural Council (...)
<input type="checkbox"/>	Bea Nartates	6535232684		Khushmeen Jaur		Multicultural Council (...)
<input type="checkbox"/>	John Musharbash	7137324662		Giselle Hernandez		Science Council (SC)
<input type="checkbox"/>	+ Add club poc name					
Budget Approved						
<input type="checkbox"/>	Club poc name	Uniqu...	Club POC email	Council POC name	Council POC email	Council
<input type="checkbox"/>	+ Add club poc name					
70% Allocation						
<input type="checkbox"/>	Club poc name	Uniqu...	Club POC email	Council POC name	Council POC email	Council
<input type="checkbox"/>	Angela Rose Perales	6535156097		Andrea Alcaraz		College of Education ...
<input type="checkbox"/>	Andrea Alcaraz	6535157211		Andrea Alcaraz		College of Education ...
<input type="checkbox"/>	Lucas LeVieux	6483382487		Toby Cheng		College of Environme...
<input type="checkbox"/>						

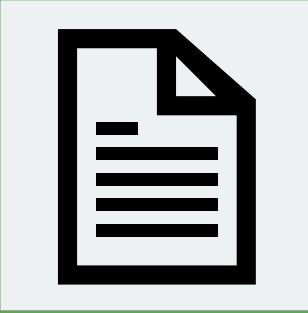
Additional Allocation

Registered Student Clubs and Councils may be eligible for **additional funding** if the annual budget amount allocated was deemed insufficient.

See [*ASI Budget Guidelines and Stipulations*](#) for more information.

- **Registered Student Clubs** (*with the exception of new clubs*) are required to submit and obtain funding approval for their annual budget from their registered Council first.
- **New registered Student Clubs** unable to receive an annual budget from their registered Council may apply for funding through this process.
- **Retreats, banquets, or other general club expenses** are **not eligible** for additional budget request.
- For student groups that submit a request to the ASI Finance Committee and /or the ASI Senate, a maximum of: **\$6,000 per group per year** shall be funded, **not to exceed \$750 per person** for a conference, convention, or program.
- **More than one request is permitted** per budgeted year, **not to exceed a total of \$6,000.**

Additional Funding Process



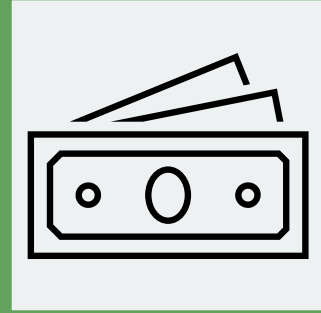
**Submit the Budget
Request packet to the
ASI Treasurer
asitreasurer@cpp.edu**



**Make a brief
presentation at a
regularly scheduled
meeting of the Finance
Committee or the ASI
BOD**



**The ASI treasurer will
notify the requesting
group of action taken
by Finance Committee.**



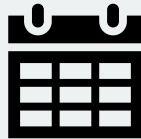
**Funds will be posted
into the club's account
by ASI FS**



Resources



[Club Finance Support](#)



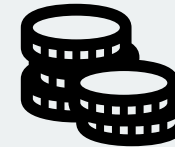
[RSO Appointment Link](#)



[Budgets](#)



[Travel Support](#)



[RSO Finance Manual](#)



FAQ

1. *How much was my club allocated?*

Notifications are sent out via email through Monday.com. if you do not receive a notification, please email asibudgets@cpp.edu for more information.

2. *How do I access my funds?*

Ensure your club is registered with Bronco Leadership Center. Submit an Account Registration form. You can withdraw funds by submitting a Disbursement Request form through OnBase. You can also pay for on campus services using a Purchase Order Request form. To learn the process, see our RSO Finance Manual.

3. *How can I check my account balance?*

You can email us to request a Profit and loss Report at asifs@cppe.du or visit the Financial Services office (BSC, Second Floor). You will need to provide a valid form of ID.

4. *My club did not receive the fully requested amount. How can we request more money?*

Allocations are decided by your Council and are determined by various factors. Funding is dependent on how much money each Council is given for the fiscal year. You can request additional funding for conferences, programs, or conventions by submitting your proposal to asitreasurer@cpp.edu. Retreats, banquets or other general expenses are not eligible.

5. *My club is new , how can I request funding?*

You can request funding by submitting a Budget Request packet to your council. You can drop the request in your Teams channel and tag them or email us for their contact information. If your councils does not have any funds reserved, you can apply for funding through Finance Committee. (see question 4) Another source of income is by hosting fundraisers, collecting membership dues, or getting donations and sponsorships from external parties.

6. *Do the funds from last year carryover to the new year?*

Carryover in your agency or donation accounts automatically rolls over if you continue to register with BLC. Carryover in your ASI account only rolls over if you budgeted for it in your Budget Request submitted in Spring.



Contact information

Club Finance Manager

arosas1@cpp.edu

General Finance questions

asifs@cpp.edu

For any questions, please contact ASI
Financial Services asifs@cpp.edu or
909.869.2800.

Fall Operating Hours:

M-F 8:30 AM to 7PM

For other questions or concerns, here's a list of
numbers that may help:

Budget inquires

asibudgets@cpp.edu

Disbursement Request or Purchase Order questions

asipayables@cpp.edu

Thank you

Angelica Rosas

909-869-2800

arosas1@cpp.edu