

BUDGET PROCESS POLICY

I. NAME

This document shall be called the Budget Process Policy.

II. PURPOSE

The purpose of this policy is to define the budget process to be followed by the committees and councils of the Associated Students (AS) Board of Directors (BOD).

III. DATE OF EFFECTIVENESS

This document shall be effective upon approval of the BOD.

IV. AMENDMENTS

This policy may be amended by a majority vote of the BOD.

V. POLICY

AS Chico funds for operations and capital expenditures shall be expended only after budget approval by the BOD and University, in conformity with regulations in Title 5 of the Education Code of the California Code of Regulations. A regular statement of account of the receipts and expenditures of the AS shall be on file in the Financial Services Office and available upon request.

VI. PROCEDURES

A. Original Budget Process:

Each year the Financial Services Director shall prepare a detailed Budget Schedule by December 15. The schedule shall set out the various budget deadline dates for completion of the following:

1. The following actions on Corporate Services (CS) budgets shall be completed each year by the dates specified in the Budget Schedule.
 - a) The AS BOD shall approve CS reimbursements for the following budgets:
 - (1) Financial Services Office Budget.
 - (2) Administration Office Budget.
 - (3) Information Technology Office Budget.
 - (4) Student Achievement.
 - b) The Associated Students Facilities Committee (ASFC) shall approve and recommend to BOD CS reimbursements for the following budgets:
 - (1) AS areas reimbursements to the Union.
 - c) The Government Affairs Committee (GAC) shall approve and recommend to BOD CS reimbursements for the following budgets.
 - (1) Government Affairs Office Budget.
 - (2) Election Council Budget.
2. The following action on CS budgets shall be approved by the BOD each year by the date specified in the Budget Schedule:

- a) Balanced Corporate Services reimbursements from the Associated Students Businesses Committee (ASBC), the ASFC and the GAC that are approved by this process. The CS reimbursements approved by this process shall be fixed and allocated to the committees to be included in the budgets as shared costs.
 - b) The Insurance Budget with reimbursements from other AS area budgets.
 - c) The Copy Machine Budget with estimated usage reimbursements from other AS area budgets.
3. The following action on budgets shall be completed each year by the date specified in the Budget Schedule:
- a) The ASBC shall approve the following projections and budgets:
 - (1) AS Bookstore Estimates.
 - (2) AS Food Service Estimates.
 - (3) Auxiliary Business Capital Expenditures Budget.
 - b) The ASFC shall approve the following budgets:
 - (1) Student Union Fee Fund Budget.
 - (2) Student Union Capital Expenditure Budget.
 - c) The GAC shall approve the following budgets:
 - (1) Activity Fee Fund Budget.
 - (2) Activity Fee Fund Capital Expenditures Budget.
4. All AS budgets and estimates shall be reported to and approved/accepted by the BOD each year by May 5.
5. Budgets will be submitted to the University President, and/or their designee, for approval. As required, the Activity Fee budget will be submitted no later than eight (8) weeks prior to the end of the fiscal year.
- B. Budget Revision Process:
1. The Activity Fee Fund Budgets shall be revised as follows:
 - a) For programs with a total budget of \$2,000 or less, the Executive Vice President may make intra-program transfers up to \$250.
 - b) For programs with a total budget of over \$2,000, the Executive Vice President may make intra-program transfers up to \$500.
 - c) Total AS budget is defined as all funds deposited in and expended from an AS account.
 - d) All other intra-program transfers must be approved by the GAC, with acceptance by the BOD.
 2. Budgets under the control of the ASFC may be revised by approval of the ASFC and acceptance by the BOD, with approval by the University and the Chancellor's Office.
 3. Budgets under the control of ASBC may be revised by the approval of the ASBC and acceptance by the BOD, with approval by the University.
 4. All budgets must be reviewed at least once each year to determine if any revisions are necessary.

Approved BOD: 7-30-90
Revision Approved BOD: 1-23-98
Clean-up Changes: Summer 1999
Revision Approved BOD: 5/10/00
Revision Approved BOD: 4/4/01
Revision Approved BOD: 2/15/06
Revisions Approved BOD: 5/10/10
Summer 2022 Cleanup