



University of California, Santa Barbara
Associated Students
asfb.as.ucsb.edu

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Finance and Business Committee

Funding Guide

Each quarter, every UCSB undergraduate pays a fee of \$156.23 to Associated Students. This fee supports a wide variety of operations of Associated Students that benefit the students of UCSB, the campus and the surrounding community. The charge of the AS Finance and Business Committee is to help registered student organizations put on successful events, provide necessary student services, hold conferences, and fund championship aspiring teams through the procurement of funds. The Finance and Business Committee is composed of one Chair, the Chief Financial Officer, 10 Finance Officers, and 8 Senators. The people who sit on the Finance and Business Committee are tasked with the careful deliberation and the decision of the approval of funding for student groups. The Finance and Business Committee is responsible for allocating a yearly budget of over \$10 million dollars that is used to foster leadership, give to the community, and enhance the experience of UCSB students.

In order to receive AS Funding, groups must have attended a F&B Workshop, completed an Authorized Signers Form, Submit a Budget Proposal, and attend an F&B Meeting, held every Monday at 4 PM in the State Street Room of the UCen.

This Funding Guide is an abbreviated version of the complete AS Financial Policies and Procedures. Please refer to the complete document for complete details and regulations.

Good luck, and I hope that your organization finds this guide helpful in making your event a success. Please contact us if you have any further questions or concerns.

Sincerely,

Jerel Constantino

Chair, Finance and Business Committee

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What to expect when meeting with the committee

- Meetings are held every Monday at 4 PM in the State Street Room of the UCen.
- You do not have to bring a copy of your budget. However, if you've made major revisions to the application you submitted online, you must bring at least ten copies of the budget to the hearing.
- F&B Committee will ask you questions pertaining to your application. Send at least one informed and prepared representative who will be able to answer questions about your organization's budget and funding history.
- Your funding proposal and hearing will be assessed based upon your organization's ability to meet the Criteria for Consideration for AS Funding.
- You can leave after you give your presentation as funding allocations will be posted on asfb.as.ucsb.edu.

Criteria for Consideration for AS Funding

- Diversity: Does the group advance the accessibility of the University to historically under represented communities?
- Goals and Objectives: The extent the organization has attained its goals and objectives.
- Campus Service: The degree the organization reflects students' needs and interests.
- Community Service: The degree of community service, response of the community, and success level of the program.
- Uniqueness: The uniqueness of the event with respect to organizations with similar goals.
- Members: The number of active participants and membership growth rate.
- Income/Alternate Funding: The ability and willingness of the organization to raise alternate funding.
- Cooperation: The cooperation and support the organization gives to Associated Students, and the willingness to follow the A.S. Funding Guide, A.S. Legal Code.
- Current Funding from A.S.: Consideration is given to currently funded organizations.

Limitations

- No Associated Students funds may be spent on gifts, parties, entertainment, dances or any other personal expenditures.
 - Associated Students funds shall be spent in accordance with Campus Regulations.
 - No monies allocated to groups, including lock-ins, shall be used for the purpose of loans to individual members of that group or to any other organization(s) with which the group does business.
- AS does not fund Retroactive Reimbursements. Make sure to only spend money after it has been approved by Finance and Business Committee.

- **One Time Exception:** Once per year, per organization, Finance and Business Committee may, at its discretion, make an exception to any of the limitations listed below, or Associated Students policies, by a two-thirds (2/3s) vote of the board.
 - However, retroactive reimbursements are not eligible for the one-time exception.

- Non-AS orgs are **prohibited** from using AS funds for the following purposes:
 - The Office of Student Life (OSL) registration fee
 - Publicity Bonds
 - Award, trophies, gifts, scholarships for individuals etc.
 - Personal items (including, for example, costumes, and personalized t-shirts)
 - Equipment purchases (we do fund equipment rentals)
 - Food expenditures for recruitment totaling over \$500.00 per year
 - Per diems
 - T-shirts
 - Associated Students believes the appropriate use of A.S. monies regarding t-shirts is for awareness campaigns only. Awareness campaigns are defined as an event that brings knowledge of, understanding of, or recognition of, to an issue directly related to the organization. All T-shirt requests must ensure that the t-shirts are made sweat shop free in order to receive funding.
 - Expenses related to off-campus special events (excluding Isla Vista). This includes banquets, picnics, and off-campus social activities
 - Travel for student organizations
 - Expenses relating to students attending conferences outside of UCSB

- For purchases amounting over \$5,000.00 that are made from Associated Students funds which are made through any vendor, the following requirements shall be met prior to making said purchase or entering into an agreement (verbal or written) to make said purchase:
 - Three quotes shall be obtained, each from different vendors, for identical or similar products. All quotes shall include shipping, handling, tax, and any additional expenses.

- The person(s) making said purchase shall justify the uniqueness of the product if it is more expensive than another, yet only slightly different than a similar item. The person(s) making said purchase must provide written proof in the form of a purchase estimate form attached to a requisition to A.S. Administration.
- The purchase estimate form shall also be attached to budget requests for Finance Committee, when the funds being requested are to be applied to a purchase over \$5,000.00.

Fundraising Guidelines

- **General Fundraising Guidelines:** Fundraising events must be approved by the Office of Student Life (in the case of registered campus organizations) or by the Executive Director, Associated Students (in the case of Associated Students programs/events).
 - All financial transactions must be handled through the AS Cashiers and Ticket office.
 - Fundraising payments via-app (i.e. Venmo or PayPal) are not allowed.
 - All AS Fees used for Fundraising Events must fill out an **Event Report**.
- **AS Fundraising Guidelines:** AS boards, committees, commissions and councils may use University facilities to raise funds on campus when they are financially accountable and in compliance with the following definitions and regulations:
 - The funds raised using campus facilities may not be used for any illegal purposes and must be consistent with the stated purpose of the sponsoring organization.
 - When a University facility or grounds is used for an event, the sponsoring organization shall pay and/or encumber before hand all pre-established program costs (ex. facility use, production costs, equipment rental fees, etc.).
 - All funds raised must be deposited in an Associated Students account and may be withdrawn in accordance with the original fund raising purposes only after all the bills incurred during the event have been paid.
 - All ticket sales must be coordinated through the Associated Students Administration Office.

- The University reserves the right to investigate financial records of an organization that has been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.
- In the event that a fundraiser loses money, the sponsoring organization remains liable for covering all costs incurred by the activity.
- **Philanthropic Fundraisers:** Any organization requesting over five thousand dollars (\$5000.00) to subsidize the operational costs of a philanthropic fundraiser will be limited to the amount of charitable funds donated. All funds must be deposited into an A.S. account for holding and will be forwarded to the charitable recipient by A.S. Administration, with the A.S. Ticket Office acting as sole vendor for all sales resulting in revenue to be donated (i.e. tickets for admission, entry fees into sports competitions, etc.). This includes “At the door” or ‘Venmo’ ticket sales. A.S. will not fund anything over the actual amount of the charitable contribution.

Travel Guidelines

- All travel costs (except for mileage allotments) must be accounted for with original itemized receipts stating exactly what was purchased **within one week of returning from travel**. These original receipts must be submitted to the AS Administration office. The traveler should retain one copy of each receipt.
 - If the travel occurs during a vacation period these receipts will be required within the first four (4) days of the next quarter.
 - All pre-approved funds which were unused must be returned to the A.S. Administration Office within four (4) academic days; if these deadlines are not adhered to, A.S. reserves the right to bill the individual (or organization) responsible.
 - If the travel costs exceed the amount budgeted, then the individual (or organization) shall be billed for those additional costs. AS will bill the individual’s or organization’s Perm Number through the UCSB BARC office.
- AS shall not fund travel for personal, or social related purposes.
- An individual may travel by plane, train, bus, or car. If he/she is going to travel by private car, the car must have insurance covering it.
 - Before the organization can travel by private vehicle, a current certificate of the insurance on the vehicle that shows the limits of the coverage must be on file in the

A.S. Administration Office. When using a private vehicle, the organization may requisition for an allotment of \$0.505 cents per mile for mileage costs.

- **Conference Fees:** Associated Students will pay conference fees, provided that they are reasonable in relation to the number of people attending the conference and to the benefit which attendance at the conference will bring to the AS funded organization or to Associated Students. A conference announcement or registration form must be included with your completed A.S. Requisition and Travel Request Form, showing a) the conference location, b) the conference dates, c) a detailed outline of conference activities, and d) the total fees for the conference.
- **Per Diems:** Per diems may be granted for travel on Associated Students business at the following current rates per twenty-four (24) hour period:
 - Breakfast \$10.00
 - Lunch \$15.00
 - Dinner \$20.00
 - Lodging (up to) \$75.00
 - Total Per Diem \$120.00 per day
 - Per diems will be modified or withheld if conference fees include meals or lodging, or if designated “high cost” areas are approved by Finance and Business Committee.

Food Guidelines

- Associated Students believes the appropriate use of food is for activities aimed at recruiting new members in the organization. With the exception of A.S. entities, each organization will be limited to a \$500.00 expenditure per year. This amount may only be raised as a one-time exception and only with an approval of a two-thirds (2/3s) vote of Finance Committee. NO ALLOWANCE on food, venue rentals or other related expenditures will be given for: expenses related to off-campus special events (excluding Isla Vista), banquets, picnics, and off-campus social activities.

Sustainable Purchasing

Associated Students has continually demonstrated its role as a campus leader in sustainability standards, and the willingness of students and staff within AS to further educate themselves about how to reduce their environmental impact.

- The most sustainable purchase is no purchase at all, and therefore, AS encourages groups to consider if they really need an item or a large quantity of items.
- These sustainable purchasing guidelines must be followed:
 - No single-use water bottles may be purchased. Water coolers and 5-gallon jug pumps must be used for hydration stations.
 - All coffee and tea must be certified Fair Trade and certified organic.
 - All public events with more than 30 attendees that provide food must have vegetarian and vegan options.
 - A.S. spaces may not purchase single-use products such as coffee cups or paper plates for daily office users; daily users should provide or be provided with reusable items.
 - Certified compostable single-use food service products, including plates, bowls, utensils and napkins, must be purchased for events and guests. These items should be purchased from the A.S. supply of compostable goods in order to minimize costs and reduce packaging.
 - No polystyrene (Styrofoam) may be purchased or used.
 - Clothing and apparel, reusable bags, water bottles, and promotional pens and pencils must be made in the USA.

Alternative Sources For Funding

- **Funding through the Office of Student Life**

- **UCSB After Dark** allocates funds for student-initiated, alcohol-free social events and activities which promote safe and responsible social interaction and behavior on and around the UCSB campus.
- **CommUnity Grants** provide additional funding for student-initiated activities that promote cross-cultural exploration and dialogue.
- **Student-Initiated Outreach Program** allocates funds to facilitate outreach projects designed to increase the eligibility and college attendance rates of underrepresented, low-income, and other specifically identified disadvantaged populations.

- **Funding through Associated Students**

- **Community Affairs Board (CAB)** is an AS Board that provides funding for student activities and initiatives that positively contribute to the community. Check out their website for the full funding guidelines and procedures.
- The **Coastal Fund** is funded by the students at the University of California, Santa Barbara in order to preserve and enhance the ecological integrity of the coastal habitats at the University. Funding proposals must advance the CF Mission Statement, have relevance to the student community and benefit the UCSB shoreline to be eligible.
- The **Isla Vista Community Relations Committee (IVCRC)** funds on-campus and off-campus groups that work to improve the community. IVCRC is a committee filled with active and passionate students who wish to bring the Isla Vista Community as a whole together.
- The **Green Initiative Fund (TGIF)** provides funding for projects that enhance our campus' environmental, cultural, and economic sustainability. TGIF supports projects that provide renewable energy, increase energy efficiency, conserve water, reduce waste, educate the campus about environmental impacts, and facilitate strategic research to improve the campus' operational sustainability.

- **Other Sources of Funding**

- The **Graduate Students Association** has limited funding available to support graduate student initiated events and conferences. Co-sponsorship awards are available in an amount up to \$300 per student organization per quarter, with a maximum of \$600 awarded per academic year per student organization.
- The **Residence Halls Association (RHA)** is UCSB's student government for the residence halls. RHA provides funding for events that take place in and around the halls, and/or directly benefits residents of the halls.

Using AS Funds

- **The Requisition Form** is used by organizations to access its AS funds. It is used to fill out Purchase Orders and checks, to obtain reimbursements, and to process journal entries (transferring money from one A.S. account to another). This form let's you use your AS funds.
 - A **Purchase Order** is used when there is something specific to buy from a merchant or a vendor, or if money in the organization's account is set aside (i.e., an encumbrance) for an expenditure that is anticipated in the future, such as advertising and copying costs. A Purchase Order is Associated Students' promise to pay for approved purchases. The money is committed for a specific purpose, and until the organization releases that money (pays the bill and/or liquidates the encumbrance) it is not available for any other purpose. It is the most efficient way of using A.S. funds.
- **Directions:** A requisition needs to be filled out before a Purchase Order is valid; however, before a Purchase Order can be filled out, it is advisable to find out which vendors will accept Purchase Orders from Associated Students. Most local and on-campus vendors will accept A.S. Purchase Orders. In addition, each of these vendors may have their own requisition forms, which need to be completed and submitted to A.S. Cashier's along with the A.S. Requisition.
 - Ask the vendor for a complete figure including tax, shipping costs, and discounts (if applicable). The cost is "Total Price" on the requisition. If the total cost exceeds \$3,000 and the organization is using any vendor, then a "Purchase Estimate Form" must also be completed (with three estimates listed and the justification for the vendor whom the organization has chosen) and submitted with the requisition. Make sure the P.O. is approved (see previous

section) and that a signed copy of the P.O. has been received by the vendor before the item is bought. When you give the merchant the Purchase Order, the bill will be sent to the A.S. Administration Office for them to pay from the organization's account.

- If the Purchase Order is to be mailed, make sure to indicate this in the BOX IN THE LOWER RIGHT HAND CORNER OF THE REQUISITION. If the Purchase Order is to be picked up, indicate this in the same location. It is also important to include the name and telephone number of the person who will be picking up the Purchase Order, at the A.S. Cashier's Office, UCen Room 1535. If these details are accidentally left unmarked, the signed copy of the Purchase Order will be mailed directly to the vendor, either by U.S. mail or campus mail. It is the organization's responsibility to follow up on all Purchase Order requests.

- **Types of Purchase Orders:**

- Closed Purchase Orders are for a specific or one-time expenditure, to be used for a specific item or event, (e.g., renting equipment from Instructional Development, placing a Nexus ad).
 - Open Purchase Orders are for running an account with a vendor. This allows for a purchase for an extended amount of time (e.g., setting up a copying account with A.S. Publications Services).
- A Purchase Order takes a minimum of 48 hours to process; however, it is highly recommended that the organization check their e-mail the day after the requisition is turned in, just in case it cannot be processed for some reason. If the requisition has been filled out correctly, the resulting Purchase Order should be available two days later at the A.S. Cashier's Office. The Cashier's Office hours are Monday through Friday, 10:00 am-4:00pm.
- **fA Check** is used either to pay someone for his/her services (i.e., a contract or speaker's fees) or to purchase an item (such as a newsletter subscription) for which a Purchase Order might not be appropriate. For all checks requisitions, you must include the name and full address of the person to whom the check is to be made payable. All documentation must be attached (e.g., a signed performer's contract) before a check will be issued. If no documentation is attached, the requisition will be returned and an e-mail message will be sent to the originator to pick up the requisition.

- **Directions:** Fill out the lower right hand corner of the requisition to indicate what the A.S. Administration Office should do with the check. If the check is to be mailed, make sure to indicate this in the box in the LOWER RIGHT HAND CORNER OF THE REQUISITION. If it is to be picked up at the A.S. Cashier's Office, indicate this in the bottom right-hand corner, as well. It is also important to include the name and telephone number of the person who will be picking up the check.
 - NOTE: The person picking up the check can be someone other than the person to whom the check is made out. Whoever picks up the check should take some identification with him/her as it must be provided for the check to be given out. If these boxes are accidentally left unmarked, the check will be mailed directly to the vendor, either by U.S. Mail or by Campus Mail, except for checks for speakers and performers. It is the organization's responsibility to follow up on all check requests.
- If a check is to be made payable to a speaker or performer for his/her services, the organization must have an "Associated Students Performance Agreement Form" filled out correctly, including the performer's social security number, signed by the speaker or performer (or representative) and turned in to the A.S. Cashier's Office two weeks prior to the performance if the performer wants to be paid at the event. When the signed contract and the requisition for the check to pay the performer has been approved by the Executive Director, the A.S. Administration Office will process the paperwork.
 - Checks are available for pick-up at the A. S. Cashier's/Ticket Office, but allow for a 48-hour turnaround time for all paperwork. The A.S. Cashier's/Ticket Office, UCen Room 1535, is open Monday through Friday, 10:00 am to 4:00pm.

Post-Event Obligations

- An **Event Evaluation** must be submitted within 2 weeks after an event is held. Failure to do so may result in AS putting a hold in your reimbursement and/or not receiving further funding from the Committee. This form can be accessed on the Finance and Business Committee website, under the 'Reimbursements' tab.
- Submit your **Requisition Form** along with any necessary receipts, contracts, forms, and/or anything the Finance and Business Committee may request.

Forms

- An **Authorized Signers Form** designates the members from your organization who will be able to access your AS Account and sign off on Reimbursements. Your org must have three Authorized Signers in order to access your AS Funds. **NOTE: Even if a person has attended a Financial Workshop in a previous year, he/she must attend one this year.**
 - All Authorized Signers must receive approval from an F&B Officer by attending an F&B Workshop before they may begin signing.
- An **Event Report** is a form that can be found in asfb.as.ucsb.edu is required to be filled out in order to receive your reimbursement, and request for more AS Funds.
- A **Purchase Estimate Form** must accompany requests for purchases over \$5,000 from any vendor with estimates from at least three vendors. These forms are available in the F&B Office.
- **The Requisition Form** is used by organizations to access its AS funds. It is used to fill out Purchase Orders and checks, to obtain reimbursements, and to process journal entries (transferring money from one A.S. account to another). This form let's you use your AS funds.
- A **Performance Agreement Form** has to be filled out if a check is to be made payable to a speaker or performer for his/her services.