Humboldt State University

AS

Associated Students

2018-19

Associated Students

Budget Application

ASSOCIATED STUDENTS (A.S.) OF HUMBOLDT STATE UNIVERSITY
2017-2018 BUDGET PROCESS TIME LINE

Wednesday, January 3	A.S. Budget Request forms distributed to A.S. Programs
Wednesday, January 17	A.S. Administrative Vice President & A.S. Executive Director meet with A.S. Program Budget Administrators to review materials and answer questions
Wednesday, February 7 (Due by NOON)	A.S. Budget Requests **due by noon** into the A.S. Executive Director's Office and distributed to A.S. Board of Finance for review
Monday, February 12	A.S. Board of Finance will discuss A.S. Budget Requests and determine which A.S. Programs to invite to the budget hearing A.S. Programs will be asked to participate in a hearing if the A.S. Board of Finance has specific questions and/or are recommending to not allocate the A.S. Program's full request. A.S. Programs will not be called in if the A.S. Board of Finance does not have any questions and plans to recommend full funding.
Week of February 12	Budget hearing schedule sent out to selected A.S. Programs
Thursday, February 22 & Friday, February 23	A.S. Board of Finance conducts budget hearings – **These are not program presentations.** The hearings are designed to give the A.S. Board of Finance an opportunity to critically analyze the budget requests and ask specific questions of the A.S. Program.
Monday, February 26	A.S. Board of Finance will approve their 2018-2019 A.S. Budget recommendations to the A.S. Board of Directors – all A.S. Programs will receive the recommended budget
Monday, March 5	A.S. Board of Directors will discuss the 2018-2019 A.S. Recommended Budget
Monday, March 19	A.S. Board of Directors continue reviewing the A.S. 2018-2019 Recommended Budget and determine if there are any A.S. Programs that will be asked to appear at the next A.S. Board of Directors meeting A.S. Programs will not be called in if the A.S. Board of Directors does not have any questions.
Friday, March 23 **NOON**	Deadline to contact the Executive Director's Office if A.S. Program(s) choose to appeal the A.S. Recommended Budget
Monday, April 2	A.S. Board of Directors approves A.S. 2018-2019 Budget or selects A.S. Programs (if any) to appear at the next A.S. Board of Directors meeting to answer questions Any A.S. Program appealing their recommended budget allocation is required to appear before the A.S. Board of Directors to answer questions. Depending on available time, the A.S. 2018-2019 Budget may be approved at this meeting or at the next A.S. Board of Directors meeting on Monday, April 9.
Monday, April 9	If not approved at the April 2nd A.S. Board of Directors meeting, the A.S. Board of Directors will approve the A.S. Budget on this date.
Prior to May 7	University President receives and reviews the Associated Students Budget according to Executive Order 369

Name of A.S. Program: _____

GENERAL NARRATIVE

I. **A.S. PROGRAM INFORMATION -** Per the A.S. Code, A.S. Board of Directors shall allocate A.S. fees in accordance with their Mission Statement (see link). To enable them to perform this task as effectively as possible, please provide the following information:

    A. Brief history of your program:

    B. Provide your program's mission statement here:

    C. How does your program's mission match the A.S. mission?

Name of A.S. Program: _____

II. PROGRAM GOALS & PARTICIPATION

    A. Fall 2016 - Spring 2017 Fiscal Year Participation[1] – Review last year's program goals and list program activities to reach goals. (***Please note***: We are interested in 2016-17 figures so we can evaluate an entire year of information.)

Name of Program/Service/Activity	Month (If Applicable)	Number of Students Served
Example: A.S. Elections Forum	06/17	100

Total Number of Students Served _____

    B. How many volunteers did your program have during the 2016-17 academic year? _____

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[1] **PARTICIPATION:** Review your program records and provide a list of programs, services, or activities offered which indicates student response. The list should minimally include a breakdown of the name of the program/service/activity, numbers of students participating or served, (i.e. Student Access Gallery - list of shows and number of artists; CCAT - list of events and number of persons involved, lending library usage, online services; Women's Center - list of programs and number in attendance, resource room usage; Club and Program Support - number of student benefiting from number of club travel funds; A.S. Presents - list of programs and number in attendance) and any other information that indicates student involvement and satisfaction.

Name of A.S. Program: _____

    C. **Fall 2017 Participation**[2] **–** List program activities to reach goals to date.

Name of Program/Service/Activity	Month (If Applicable)	Number of Students Served
Example: A.S. Study Lounge	12/17	100

Total Number of Students Served _____

    D. **Current Year Goals** - What are your goals for 2017-18? How is the program achieving those goals?

        Goal 1. _____

        Goal 2. _____

        Goal 3. _____

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[2] See footnote 1 on prior page.

Name of A.S. Program: _____

    E. Significant program changes - Highlight significant changes in this year's program activities from last year's program.

      1. _____

      2. _____

      3. _____

      4. _____

Name of A.S. Program: _____

    F. **Proposed Goals** – What are your goals for 2018-19 and how do you plan to reach them in terms of program activities?

        Goal 1. _____

        Goal 2. _____

        Goal 3. _____

Name of A.S. Program: _____

IV. PRIORITIES:

    A. What area(s) of your budget is the greatest priority for funding? Why?

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    B. What area(s) of your budget have you identified to be the lowest priority should we be unable to provide the total funding you have requested?

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    C. Describe the impact on the program should it not receive A.S. funds, or if the amount granted is less than requested.

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    D. A.S. recommends all A.S. programs to make **environmentally** responsible purchases; how is your program being **environmentally** responsible?

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    E. A.S. recommends all A.S. programs to make **socially** responsible purchases; how is your program being **socially** responsible?

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Name of A.S. Program: _____

V. OTHER FUNDING SOURCES

We are also interested if your program receives support from any other funding sources. This includes fund raising, I.R.A., trust fund accounts, and other sources. Please include any 2017-18 sources, amounts, and descriptions. (This includes possible funding in Spring 2018).

A. 2017-18 FUNDING SOURCES: **AMOUNT:**

1. _____   _____

_____

2. _____   _____

_____

3. _____   _____

_____

4. _____   _____

_____

5. _____   _____

_____

2017-18 Funding Source Total: _____

Name of A.S. Program: _____

Please provide the potential sources, amounts, and descriptions.

    B. 2018-19 FUNDING SOURCE: **AMOUNT:**

    1. _____   _____

    2. _____   _____

    3. _____   _____

    4. _____   _____

    5. _____   _____

                           2018-19 Funding Source Total: _____

Name of A.S. Program: _____

STUDENT STAFF POSITION FORM

Please provide a brief description (general duties and responsibilities) for each Director, Co-Director, and Specialist positions requested in your budget. Also include the projected number of hours of work per week and pay rate for Fall and Spring. The total per year will automatically calculate based on the information you enter. Director/Co-Director positions are intended for students serving in leadership roles within A.S. Programs.

IMPORTANT: THE STATE OF CALIFORNIA MINIMUM WAGE WILL INCREASE TO $12 ON JANUARY 1, 2019. REMEMBER TO CALCULATE THE INCREASE FOR HOURLY POSITIONS.

Annual amounts are below (these are per year amounts). The same person cannot receive payment for more than one position without prior approval of the A.S. Administrative Vice President and A.S. Executive Director.

Director: ~$3,312 for the academic year
The Director is generally the student who has overall administrative responsibility for an A.S. Program. The Director usually works 8 or more hours a week during the academic year.

Co-Director: ~$2,576 for the academic year
Co-Directors generally share the oversight of a program based on a description of duties. A Co-Director generally works 6 or more hours a week during the academic year.

Specialist: ~$1,840 for the academic year
Specialists are all other positions within your program (i.e. Office Coordinator, Project Manager, Groundskeeper, Compost Labor, Gardener, Gym Supervisor, Lifeguard, and/or Clerical Assistants). Depending on their duties, a Specialist usually works 4 or more hours a week during the academic year.

Associated Students would like all A.S. Programs to consider reviewing their Director/Co-Director position's succession plan and hiring schedule/rotation. Having at least one student leader position begin during the spring semester and end in the fall semester may improve institutional memory as they can assist new fall semester staff members learn their duties. If you would like to discuss this more and how it can apply to your A.S. Program, please contact Jenessa Lund, A.S. Executive Director, at Jenessa.Lund@humboldt.edu.

Name of A.S. Program: _____

Position 1. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Position 2. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Position 3. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Name of A.S. Program: _____

Position 4. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Position 5. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Position 6. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Name of A.S. Program: _____

Position 7. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Position 8. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Position 9. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Name of A.S. Program: _____

Position 10. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Position 11. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Position 12. _____

Projected Number of Hours and Pay Rate:	Fall Hours	+	Spring Hours	=	Total Hours	Fall Pay Rate	Spring Pay Rate	Position Total

Position Description:

Student Wages Reimbursement Total: _____

Name of A.S. Program: _____

Budget Justification

Instructions: Please fill out all required sections - this includes a *2018-19 Proposed Budget* and *Summary* for each line-item. The *Summary* should include the reason for the expenditure(s) and specific quotes, if applicable. The A.S. Board of Finance would like calculations detailing how you arrived at each line-item amount (not just how you intend to spend it).

If the *2018-19 Proposed Budget* is higher than the *2017-18 Budget*, please provide a justification for the increase.

The layout is based off of Oracle Business Intelligence (OBI) reports. The budget actuals reported in the *2017-18 Actuals* section were entered December 15, 2017. Any transactions recorded after December 15, 2017, will not be reflected in the section. If you would like an updated report of your program's budget actuals, please contact Suzan DiRicco at Suzan.DiRicco@humboldt.edu.

If your program needs to create a new account or a class code for the application, please contact Jenessa Lund at Jenessa.Lund@humboldt.edu.

For programs that employ Directors, Co-Directors, and/or Coordinators, the total amount from the Student Staff Position Form (above) will be automatically calculated and entered into the *Regular Salaries and Wages* line-item (below).

If you have any questions or comments, please attend the A.S. Budget Application Meeting on **Wednesday, January 17, 4:00 – 6:00 p.m., Nelson Hall East, Room 106,** and/or contact Jenessa Lund at Jenessa.Lund@humboldt.edu.

Department Code	Department Description		Program Code	Program Description	

Account Code	Account Description	Class Code	Class Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget

Summary:

See Student Wage Reimbursement Form above.

If proposed budget is higher than last year, please explain:

Account Code	Account Description	Class Code	Class Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget

Summary:

If proposed budget is higher than last year, please explain:

Account Code	Account Description	Class Code	Class Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget

Summary:

If proposed budget is higher than last year, please explain:

Account Code	Account Description	Class Code	Class Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget

Summary:

If proposed budget is higher than last year, please explain:

2017-18 Budget Total	2017-18 Actuals	2018-19 Proposed Budget Total

IV. SIGNATURES

_____ _____ _____
Budget Administrator Name   Signature   Date

_____ _____ @humboldt.edu
Phone Number   E-Mail

_____ _____ _____
Program Advisor Name   Signature   Date

_____ _____@humboldt.edu
Phone Number   E-Mail

Revenue

Source of Revenue	2017-18 Budget	2018-19 Proposed Budget
A.S. Subsidy		

Other Funding Sources	2017-18 Budget	2018-19 Proposed Budget
Other Funding Sources Total:		

Expenditures

Account Description	2017-18 Budget	2017-18 Actuals	2018-19 Proposed Budget
Expenditures Total:			

_____   _____   _____ @humboldt.edu

Budget Administrator Name   Phone Number   E-Mail

_____   _____   _____ @humboldt.edu

Program Advisor Name   Phone Number   E-Mail