



Associated Students of College of San Mateo

Budget Notes and Guidelines

These notes and guidelines have the force of bylaws and provide the underlying principles and parameters for the various ASCSM accounts. Ultimately, the Student Senate, with the approval of the Student Life and Leadership Manager, shall have final say over all Associated Students funds. Please also see the ASCSM Constitution and Bylaws for additional financial and budgetary information.

INCOME ACCOUNTS

4070 Space Rental – Vendor

Income from outside vendors renting space on campus to sell goods and services to students.

4080 Student Body and ID Card Fees

Income derived from the \$15 per semester (fall and spring) student body fee that entitles students who pay the fee to receive a Student ID Card (or current semester validation sticker) and associated benefits. Also includes income from students who are not automatically assessed the fee but voluntarily choose to pay it to receive an ID card, such as Middle College and concurrent enrollment students.

Carryover from Prior Years

Normally, any surplus funds available at the end of a fiscal year will be automatically transferred to the ASCSM Reserves. However, the Student Senate may opt to have these funds included as part of the budget for the next fiscal year.

Transfers from Reserves

Transfers from Associated Students reserve funds to augment the estimated current year's income. Should only be used in the case of emergency or for significant one-time expenses that may be necessary.

EXPENSE ACCOUNTS – NON-DISCRETIONARY

5140 Office Supplies

General office supplies for the Associated Students and the Center for Student Life and Leadership Development may be purchased and charged to this account without further Senate approval, if the request is made or approved by the Student Life and Leadership Manager and the Center for Student Life staff.

5145 Operations

Ongoing expenses that are fundamental to the fundamental operation of the Associated Students. Including, but not limited to, District central duplicating charges; leased photocopiers in the Center for Student Life; maintenance agreements for office equipment; etc.

5182 Student Activity Card

Supplies for the printing and updating of ID cards are funded from this account. Expenses may include, but are not limited to, blank ID cards; validation stickers; ribbons, cleaning supplies, and other items related to the care and maintenance of the ID card printer; updates and/or upgrades to the ID card software; service to the ID card equipment and/or software; and other expenses related to the production of ID cards.

5183 Student Assistant – Salary**5184 Student Assistant – Benefits**

To fund student assistant positions in the Center Student Life and Leadership Development.

These student assistant positions support the functions of the Center for Student Life as related to student government, including the making of ID cards, clerical and program support for student government and club events, supporting counter services, and assisting with other tasks as assigned. One of the student assistants serves as the Student Senate Secretary, compiling agendas and minutes for all Student Senate meetings. A second student assistant assists with the promotion of ASCSM events, including development of fliers and posters and social media event promotion.

EXPENSE ACCOUNTS –DISCRETIONARY**5030 Ceremonies**

This account is used to support ceremonial events or activities hosted by the A.S. This includes, but is not limited to, the annual end of year banquet hosted by the Student Senate.

5031 Club Assistance (ICC)

This account is used via the Inter Club Council (ICC) to assist campus clubs with the sponsorship of activities and events. Club proposals and requests for financial assistance from this fund are proposed first to ICC and then forwarded to the Student Senate. Funds may also be used to promote student involvement in club membership and activities. No proposal for funds from this account may go to the Student Senate without first being recommended for approval by ICC (except as allowed by the ASCSM Bylaws). Programs are reviewed and approved by the Student Senate based on a variety of factors including, but not limited to, the availability of funds, merits of the program, completeness of the proposal, the number of potential students served, and other factors.

5032 College Program Assistance

Funds are used to support programs held in conjunction with the college's instructional and student services programs. Normally the Associated Students are not requested to support the ongoing programs of the College since each department or program must go through the College's annual resource allocation process. However, in unforeseen circumstances, the Associated Students may allocate funds to assist a college program or department.

This account may also be used to provide short term funding during the current year for new

services which the students may want the College to provide immediately, but which are not budgeted for in the current year. The Associated Students may want to contribute toward a new program until college budget allotments can be adjusted for the following fiscal year. If student funding is provided, sometimes the college may be persuaded to match funding to begin a new program or expand a service that otherwise might not be as high on the college's funding priority list but is important to students.

5033 Conferences

Funds from this account are used to pay for registration, travel, lodging, and other costs associated with attending conferences not eligible for support through the Student Representation Trust. These conferences may include, but are not limited to, programming and event conferences (such as the National Association of Campus Activities); ethnic, cultural, and equity-related conferences (such as the National Student Leadership Diversity Convention); and leadership and development conferences (such as NASPA).

5050 Ethnic and Cultural Affairs

To support events and activities planned and coordinated through the Student Senate's Equity Affairs Board that recognize, celebrate, and educate about issues of equity, diversity, and culture. Topics may include, but are not limited to, ethnicity, race, religion, socioeconomic status, sexual orientation and gender identity, etc.

5080 Hospitality

This is a discretionary fund to be used to host receptions, to entertain visiting dignitaries and guests of the Associated Students, to send flowers or condolences to college students, staff or their relatives for catastrophic events, or to provide refreshments at Associated Students sponsored special meetings or special events. The fund may be used to provide gestures of good will, or to allow Associated Student officer attendance and representation at special college or district functions which require admissions or fees.

All expenses from this fund require a majority vote of the Senate prior to the activity, except in unforeseen emergency situations between meetings where normal approval through the Senate is not possible. In such cases, the ASCSM President, with the consent of the Student Life and Leadership Manager or designee, may authorize, without the prior approval of the Senate, expenses for any one activity in this category. This is to be done only in an emergency, where time does not permit having the item approved in advance by the Senate. However, all such actions must be reported by the President to the Senate at the next regular Senate meeting.

5147 Printing

To fund the printing of large-scale projects, such as promotional brochures, informational booklets, glossy fliers and posters, and other high-quality printed material.

5150 Programs

Campus-wide activities, events, and services can be funded out of this account. Such activities and events include, but are not limited to, live band performances, talent shows, cultural events and programming, guest speakers, dances, festivals such as Oktoberfest and Spring Fling, Welcome Weeks, art shows, and movie series.

5151 Publicity

Public relations expenses that can be charged against this account include, but are not limited to, giveaway items that promote the Associated Students and/or the Student ID Card; fees for Internet-related activities, such as a website or e-mail systems or the boosting of social media posts; and ASCSM-apparel and other items.

5171 Repair and Maintenance

Funds from this account are used to repair and maintain equipment owned by the Associated Students, such as office furniture, event equipment, computer equipment, and other items.

5181 Furniture, Fixtures, and Equipment

To be used for the purchase of new furniture, fixtures, and/or equipment. Examples include furniture for the student lounge, such as couches, chairs, small tables, recreational game equipment, etc.; office furniture and equipment such as file cabinets, desks, etc.; event equipment such as audio systems, microphones, staging, etc.; minor utility improvements such as electrical or telephone wiring; and other fixed assets. Also includes remodeling costs for offices, minor additions to existing infrastructure, lounges, etc.