



# ECS-ICC Financial Funding Overview

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# 2024-2025 Funding Budget



## ➤ A Side - General Operations - 036A

- 8047: Hospitality (food and catering)
- 8050: Supplies

Budgeted: \$700.00  
Budgeted: \$3000.00



+\$423  
~ 13%

## ➤ B Side - Program Funding - 036B

- 8047: Hospitality (food and catering)
- 8050: Supplies
- 8077: Travel

Budgeted: \$2,200.00  
Budgeted: \$5,500.00  
Budgeted: \$51,000.00



+\$1,127  
~ 2%

# What is a reimbursement?

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- A sum paid to cover money that has been spent
  - Clubs pay for needed materials and then a reimbursement is allocated via check by mail or pickup
  - The reimbursement process begins after the date of the event
  - Actual funding reimbursement is only given to those who paid for the expense; students should understand this in advance and avoid exchanging/transferring money. KEEP YOUR RECIEPTS

# B Side Funding - 8047 Hospitality

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Food/Catering Purchases: including soft drinks, packaged food items, other food items required by contractual agreements, and catered events.



# Current Budget Standing - 8047 (Hospitality)

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Initial Budget: \$2,200

-\$0.00

Remaining Budget: \$2,200

# B Side Funding - 8050 Supplies

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Supplies: including pens, pencils, paper clips, envelopes, staplers and staples, scissors, computer paper, toners, binders, labels, file folders, tape, stationery, paper and plastic ware, etc.



# Current Budget Standing - 8050 (Supplies)

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0 Requests

Initial Budget: \$5,500

-\$0.00

Remaining Budget: \$5,500

# B Side Funding - 8077 Travel

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All costs related to travel/transportation including airfare, vehicle rental fees, lodging, parking, registration fees, and personal vehicle mileage reimbursement.

• Please note that meals and seat upgrades are not funded under this funding policy.





# Current Budget Standing - 8077 (Travel)

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Initial Budget: \$51,000

Requests approved: \$0

Remaining Budget: \$51,000

# What is needed for reimbursements? (8047 & 8050)

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What is needed:

- ASI Check Request Form (typed and signed)
- Itemized receipt with payment method or invoice from vendor (DO NOT PAY VENORS DIRECTLY)
- Please have these attached in a single pdf (one per person)

Submission Form:

- Reimbursement: <https://asicsuf.wufoo.com/forms/kukwjmt030pg4o/>
- Allocation: <https://asicsuf.wufoo.com/forms/kx75plw09bp6i4/>

# What is needed for Travel reimbursements? (8077)

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What is needed:

- ASI Check Request Form (typed and signed)
- Itemized receipt with payment method or paid invoice
- Please have these attached in a single pdf (one per person)
- Look into perspective folders for each travel case with more information of post-travel paperwork

Submission Form Link:

- Reimbursement: <https://asicsuf.wufoo.com/forms/kukwjmt030pg4o/>
- Allocation: <https://asicsuf.wufoo.com/forms/kx75plw09bp6i4/>

# More Information About Travel

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- An individual student or each individual in a group may receive, per fiscal year from any/all ASI sources....
  - Active participation \$750
  - Inactive participation \$500
- Active participation is defined as an individual that is planning, presenting, performing, competing, and volunteering in or at the conference, convention, or event. Proof must be submitted.
- A conference report must be submitted per each individual receiving a reimbursement

# Conference Report Information

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The report should consist of the following... (350 Word Count)

- Topics/panels/speakers attended and what was learned from them
- What will be brought back to the university by the student
- How CSUF and ASI benefit from the student's attendance
- Summary of the student's overall experience

# Funding Caps & Info

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- 3 CAPS or MORE: Unanimous Vote (all)
- 2 CAPS or MORE: Super Majority Vote ( $\frac{2}{3}$ )
- 1 CAP or MORE: Simple Majority Vote (51%)

8047: Hospitality	To be decided next meeting (ex. \$87.00) (voted to be 100)
8050: Supplies	To be decided next meeting (ex. \$224.00) (voted to be 300)
8077: Travel	To be decided next meeting (ex. \$2,366.00) (voted to be 2800)

# Proposal Process

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- The 'Allocation Request Form' must be submitted in order to be added to the agenda for the upcoming meeting
- A slide show must be created to propose for funding and presented to ICC clubs to be voted on
  - ◆ **Active travel proof is due on the day of the presentation.**
  - ◆ If traveling- please make sure to submit all pre-travel documentation available on the shared drive
- Once approved for funding and after the event/competition has taken place, the reimbursement process can begin
  - ◆ For those coming back from travel, please follow specific instructions for post travel paperwork
  - ◆ For all other reimbursements, submit required receipts and documents no later than 10 days after the event occurred
- **\*\*Proposals must be submitted to the Treasurer/Financial Officer no later than 8 calendar days prior to the meeting so that they may review the proposal for compliance and recommend changes.**
- **The club president is responsible for turning in all required documents within ten business days of returning from travel.**

# Continued...

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- After an Event/Competition has occurred organizations are to present a report to the council no later than 2 meetings after about how their event/competition went and an overview of the turnout

**\*\*Failure to do so will prevent the organization from making any further proposals until a report is presented. Please contact the President/Chair to be placed on the agenda.**



# Attendance and Its Impact on Funding



ATTENDANCE

- ***Every student has taken on the role and responsibility of representing their organization, therefore, being on time is very important. Each meeting that a representative is late will be marked as a tardy, and three tardies will count as one absence.***

1st Missed Meeting	Warning
2nd Missed Meeting	revocation of voting privileges
3rd Missed Meeting	25% Reduction In Funding For the Concurrent Academic Year

**\*\* Attendance records will be reported on the meeting agendas and minutes it is each club's responsibility to make sure it is accurate.**

# ICC Organizations Participation In Events

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- Organizations are expected to participate in all Engineering and Computer Science events and activities during the fiscal year. Participation includes becoming part of planning and having representation for the club in the following events that ECS holds throughout the year. If the organization fails to participate in any activity, event or ICC meeting they will be penalized 5% off any current or future proposals. Attendance and participation will be recorded and applied to these policies for the fiscal year only.
- These events include but are not limited to...
  - ◆ 1. ECS Welcome Back in the Fall Semester
  - ◆ 2. Participation in the annual Pumpkin Launch during the Fall Semester
  - ◆ 3. ECS Week
  - ◆ 4. Professor for a Day
  - ◆ 5. Event with the Dean at the end of Fall and Spring
  - ◆ 6. Welcome to CSUF Day



Questions???

# Positions

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## Emails

Chair - [ecsicc.chair.csuf@gmail.com](mailto:ecsicc.chair.csuf@gmail.com)

Vice Chair - [ecsicc.vicechair.csuf@gmail.com](mailto:ecsicc.vicechair.csuf@gmail.com)

Treasurer - [ecsicc.treasurer.csuf@gmail.com](mailto:ecsicc.treasurer.csuf@gmail.com)

Vice Treasurer - [ecsicc.vicetreasurer.csuf@gmail.com](mailto:ecsicc.vicetreasurer.csuf@gmail.com)

Event Coordinator - [ecsicc.event.csuf@gmail.com](mailto:ecsicc.event.csuf@gmail.com)

Social Media coordinator - [ecsicc.socialmedia.csuf@gmail.com](mailto:ecsicc.socialmedia.csuf@gmail.com)