



ASSOCIATED STUDENTS *of the*
UNIVERSITY OF PUGET SOUND

Dear ASUPS Club and Organization Leaders,

Welcome to ASUPS Budgeting for the 2018-19 Fiscal Year! Please complete this form in its entirety, in order to assist the ASUPS Budget Committee in making budget allocations for the 2018-19 Fiscal Year.

Please note, **any ASUPS money left in your club/organization's account at the end of the fiscal year (June 30, 2018) will not carry over to next year, unless your organization is set-up as a "carry over account."** If your club is interested in becoming a "carry over" or "rollover" account, please reach out to the ASUPS Vice President.

Submission of this form is required no later than **5 pm on Friday, February 23, 2018**. ASUPS Organizations that fail to submit a budget request form are at risk of not receiving a budget for the 2018-2019 school year.

Budget request form must be:

- Emailed to asupsvp@pugetsound.edu. Hard copies and scanned copies will not be accepted.
- Labeled as follows: **YourOrganizationName_FY19BudgetRequest** (example: for RDG this would be, RDG_FY19BudgetRequest)
- Submitted in a .docx for .PDF format. This is a fillable word document.

Please include as much information as you can to the budget committee. If you need additional information about your current budget or would like any assistance filling out this request, please don't hesitate to email ASUPS Office Manager, Deborah Hope at dhope@pugetsound.edu, ASUPS Vice President, Jenna Mobley, at asupsvp@pugetsound.edu, or ASUPS Director of Business Services, Doug Palmer, at asupsdbs@pugetsound.edu. Additionally, you can stop in the ASUPS Office (Wheelock 210) Monday-Friday 8am-12pm, 1pm-5pm

The annual budgeting process is also an opportunity to make requests for capital items (physical items that will last longer than one year) so that your club doesn't have to come through the capital request process during the year. The form in this packet outlines that request process.

Amanda and I have both served as club leaders for ASUPS Clubs and know how much work you put into your club. We both know that the budgeting process is not always the easiest. Thank you for all of the work you have or will put in as a club leader and for your work helping this budget process move as smoothly as it can! ASUPS wouldn't be what it is without our wonderful clubs and club leaders!

My best,
Jenna Mobley
ASUPS Vice President & Budget Committee, Chair



Criteria by Which Budget Proposals are evaluated, *according to the ASUPS Financial Code (Article 2, Section 4.4)*

Criteria to be considered in the budget evaluation process will include the organization's

1. Degree of positive promotion and reflection of the ideals, interests, and goals of the University of Puget Sound community.
2. Appeal to the student body through its activities and programs.
3. Degree of student participation in its programs per dollar spent for the program; this includes the number of students participating and the number of students served by the activity or event.
4. Attempt to secure funding from sources other than ASUPS.
5. Disclosure of non-ASUPS funding to the Budget Committee.
6. History of involvement on campus.
7. Benefits offered to the students involved.
8. Projected possible growth or decline.
9. Past record of revenues and expenditures to evaluate history of spending.

ASUPS Budgeting Timeline

January 19, 2018 ASUPS Budget Packets Available

Friday February 23, 2018 by 5 pm Budgeting packets are due from ASUPS Club Leaders

- Emailed to asupsvp@pugetsound.edu. Hard copies and scanned copies will not be accepted.
- Labeled as follows: **YourOrganizationName_FY19BudgetRequest** (example: for RDG this would be, RDG_FY19BudgetRequest)
- Submitted in a .docx or .PDF format. This is a fillable word document.

Monday, February 26, 2018, 7 pm ASUPS Budget Open Session. Do you have opinions about how the ASUPS Budget? Come share them! These are your student government fees, so you should have input in how they're spent!

February 23rd- March 4th

Budget Committee meets and makes budget allocations

March 4th Club and Organization Leaders receive budget recommendations from Budget Committee (expect an email from asupsvp@pugetsound.edu or asupsdbs@pugetsound.edu)

March 5th-7th Club Leaders have the opportunity to appeal to the budget committee.

March 8th, March 22, March 29 Senate Meeting Budget Hearings



ASUPS Club and Organization 2018-19 Budget Request Form

Budget Requests for the 2018-19 fiscal year must be submitted electronically to the ASUPS Vice President at asupsvp@pugetsound.edu by Friday, February 23, 2018. If you have any questions about filling out this form, or the form itself, please contact ASUPS Vice President Jenna Mobley. The budget managers listed on this page will be the contact people for your organization's budget. Please be sure their contact information is correct. The boxes provided to respond to the questions asked are not expected to be completely filled! Feel free to use as much or as little spaces as needed in order to answer the questions asked.

Section 1. Club Leadership Information

ASUPS Club or Organization: Ocean Intellect (note: this is an inactive club)	
ASUPS Club Project Code: 194000	
Budget Manager #1: Grizz A. Logger	
Email: glogger@pugetsound.edu	Cell: 253-897-0000
Budget Manager #2: Rainy Dayz	
Email: rdayz@pugetsound.edu	Cell: 253-879-1111

Section 2. Club Information

Frequency of club/organization meetings this year Every other week
Number of Students who regularly attending meetings: about 20
Brief Description of how your organization enhances/contributes to campus life: Ocean Intellect provides the Puget Sound community outdoor, community services, and environment education opportunities around the Ocean. We also aim to support sustainability on campus. We regularly go to the ocean and hold clean ups

Section 3. Current Year Budget Information

1. Was this year's budget allocation sufficient for your club? Please indicate one way or another and explain. This would be a good time to mention what your club uses ASUPS funds for and mentioned if your club has any large, planned expenses for the remainder of your budget.

Insufficient <input type="checkbox"/>	Sufficient <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	My club has large expenses which we have not yet incurred <input type="checkbox"/>
Explanation: Our club's budget was sufficient this year. Our budget is used to help with transportation to beach clean ups. We request funds for posters to advertise our clean ups. At this point we have only spent about half of our budget because we still have many clean ups scheduled for the Spring.			

2. If your current budget were to be cut by 5%, what would be the impact on your club or organization? Please note, we do our best to not cut budgets. This is really to get our clubs and organizations thinking critically about their use of funds.

Explanation: Cutting our budget by 5% would mean that we are not able to reimburse for mileage to at least one of our beach clean ups. This would not be the end of the world, but we are very happy with the number of beach clean ups we do each year (about 8) and would like to expand upon those, not reduce the number.
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3. Briefly list and describe any finance allocation requests (not including last year's budget request) made during the 2017-2018 school year and include the amount approved by the ASUPS Senate.

Explanation: We did not file any finance allocation requests.

Section 4. Next year's budget

1. If your organization is requesting a budget increase for next fiscal year, what purpose would these extra funds serve? If you're not requesting an increase, please share how your club usually spends its budget.

Explanation: We are not requesting a budget increase

2. What additional attempts has your organization made to raise funds and/or obtain funding from other sources?

Explanation: We are hoping to sell stickers to raise some funds and promote education during Earth Week. We also collaborate with PSO at times. However, we don't ask for funds from PSO because their funds are already limited.

3. Please explain how your organization enhances student life, provides learning opportunities, develops leadership skills, and encourages diversity of thought within the organization and the campus community. (These goals are part of the mission of ASUPS and are some of the criteria on which funding recommendations are based)

Explanation: This club encourages respect of the self and environment through the ocean. We provide extracurricular opportunities to students to engage and learn marine science and how they can live positive lifestyles.

Section 5. Comments/Additional Information

Please attach or include below any additional information that is pertinent to this request

Not applicable

Section 6. The Specifics – Budget Request Form

ASUPS Budget Request Form – 2018-19

ACCT #	Account Title	Received in FY 18	Spent in FY 18	Request for FY 19
Revenue				
40590	Student Government Fee			
42710	Concession Sales			
43100	Gifts			
44020	Interest Income Investments			
45140	Rental-Equipment			
45212	Participation Fees-Public			
45222	Ticket/Admiss Fees-Public			
45316	Clothing-Revenue			
45710	Fundraiser - Goods Sold	0	40	40
45711	Fundraiser - Services Sold			
45750	Yearbook Sales			
46030	Club Dues			
46040	Miscellaneous Retail Sales			
46045	Miscellaneous Service Sales			
46055	Retail Printing/Copy Sales			
49031	FS Work Order Labor Rechg			
49070	ASUPS Campus Recharges			
90225	ASUPS Transfer - Revenue			
90228	Misc Funds - Revenue			
	Revenue Total		40	40

ACCT #	Account Title	Received in FY 18	Spent in FY 18	Request for FY 19
Expense				
51010	Staff Salaries & Wages			
51020	Temporary Staff			
52040	Stdnt Wages-ASUPS			
55020	Staff Fringe Benefits Alloc			
55030	Student Fringe Benefits Allo			
60010	Honorariums			
60012	Performing Artists			
60016	Graphic Design Services			
60020	Official & Judge Fees			
60021	Photographer			
60023	Outsourced Services			
60026	Merchant Account Fees			
60034	Copyright Permissions Fee			
60100	Other Services & Fees			
61000	Supplies & Materials			
61010	Instruct & Resrc Materials			
61015	Office Supplies			
61090	Kitchen/Small Wares			
61095	Photographic Supplies			
61105	Paper Supplies			
61115	Athletic Supplies			
61120	Uniforms			
61125	Theatrical Production Supp			
62010	Repairs & Alterations			
62015	Equipment Contracts			
63010	Advertising			
63030	Postage & Mailings			
63035	Fax Services			
63710	Printing/Publications	40	20	40
63711	Photocopying			
63810	Memberships – Departm.			
63910	Rental/Lease Equipment			
63911	Rental Van			
64011	Airfare Domestic			
64012	Ground Trans Domestic			
64013	Lodging Domestic			
64014	Meals Domestic			
64015	Conf Registration Domestic			
64016	Mileage Domestic	200	100	200
64520	Campus Rel-UPS Students			
64560	Public Relations-General			
65510	Tax-B&O			
65615	Insur Prem-Liab & Casualty			
65710	Miscellaneous Expense			
67602	Student Fellowships			
67603	Student Prizes and Awards			
91225	ASUPS Transfer - Expense			
91225	ASUPS Transfer - Expense			
91228	Misc Funds Transfer-Exp			
	Expense Total	240	120	240

The “received in FY18” can be found on PeopleSoft Financials. The “Spent in FY 18” can also be found in PeopleSoft (accessed from my.Pugetsound). “Request” should be what you are requesting for the 2018-19 year.

Example

ASUPS Capital Allocation Funding Request

This is not a requirement. This is only to be used if a club is requesting funds for capital expenditures.

Where does this money come from?

As a part of tuition and fees, full time undergraduate students pay the student government fee to help fund ASUPS. The budget committee allocates these fees to ASUPS Clubs, Programmers, Media Heads, and ASUPS Operations.

The Capital Account is made up of the majority of sum of ASUPS funds not spent in past years.

When can clubs and organizations access the capital account?

The Capital Account is meant for long-term, larger purchases that will stay in the club for more than a year and that ASUPS will own. Items such as electronic equipment, sporting goods, etc., would be classified as capital purchases. Details on capital purchases need to be reported to the ASUPS Director of Business Services (ASUPS DBS) after purchasing. Information reported to the ASUPS DBS should include: storage location, final receipt/invoice, and the projected time period of use.

Capital allocations are made during the budgeting process and also year-round by the ASUPS Finance Committee.

What are you requesting?

Item with Description (Please list items in order of importance)	Cost per Item	Number of Items	Total for Item(s)
1) Trash Pickers	21.00	3	63.00
2)			
3)			
4)			
5)			
6)			
Total Requesting from ASUPS			63.00

Describe the purpose of your capital request. How long do you estimate your club will be able to continue to use these items?

We currently have 1 trash picker that doesn't work. The trash pickers allow us to do beach clean ups more efficiently and quickly.

Does your club currently own items comparable to these (these items would be serving as replacements) or are these new capital items for your club/organization?

This would be replacing the one trash picker (that doesn't really work) and adding to our collection of trash pickers.

What capital items does your club currently have? What would you estimate they are worth? When were they purchased and how long do you estimate your club will be able to continue to use these items.

We own about 10 pairs of gloves. These should last us 2 more years.

Where do you plan to store these items?

These will be store in the Advisor's office.

What is the usable life of these items? (How long until it will have to be replaced?)

We expect this to last for another 5 years.

ASUPS is responsible for tracking all capital assets. Purchases made via ASUPS Capital funds must be reported to the DBS.

I understand this and will report capital assets to the DBS