



MEMORANDUM

DATE: May 02, 2024
TO: Dr. Soraya M. Coley
University President
VIA: Ysabel Trinidad
Vice President for Administration and Finance and Chief Financial Officer (CFO)
VIA: Christina Gonzales
Vice President for Student Affairs
FROM: Lisa M. Rotunni
Executive Director, Academic Resources
IRA Advisory Committee, Co-Chair
SUBJECT: Recommended IRA Budget for 2024-25

The purpose of this memo is to formally recommend the attached Instructionally Related Activities (IRA) Budget for 2024-25. The IRA Advisory Committee voted on May 02, 2024, to endorse the attached budget for final approval by the University.

The committee recommendation is a balanced budget for 2024-25 based on the following assumptions:

- Enrollment for 2024-25 as projected by the University and deflated by 1.5%
- IRA fee remains the same at \$20 for Fall and Spring
- ASI administrative fee from the University remains the same at \$140,000
- Annual allocation of \$10,800 for scholarships for student leaders
- A minimum balance of \$20,000 in the IRA reserve
- All other available funding in the IRA reserve is available to allocate

From 2020-21 through 2023-24, the funding available in the IRA reserve was abnormally large. Funds accrued during the pandemic as activities were unable to complete their budgeted plans. Reserve funding was allocated over subsequent years and allowed total activity budgets to increase from \$768,860 (2019-20) to \$1,596,850 (2023-24). The year 2024-25 will be a reset to pre-pandemic levels.

The total funding available for 2024-25 is 53.8% of last year. Recommended allocations to specific activities for 2024-25 range from 24% of last year to 66% of last year. Activities were alerted at the end of April that budgets would be constrained and that they should begin seeking other funding sources and/or planning fundraising.

Overview of the balanced IRA budget recommended for 2024-25

- Projected IRA fee income: \$1,008,640
- Existing IRA reserves available to allocate: \$122,831
- Total funding available: \$1,131,471
- IRA administrative support: \$140,000
- Scholarships for student members of the IRA Advisory Committee and the Fee Advisory Committee: \$10,800
- Total budget recommended for Instructionally Related Activities: \$958,123
- Amount of total recommended for new fee- funded Activities: \$124,247
- Resulting IRA reserve balance (minimum required \$20k plus unallocated \$2,548): \$22,548

Funds unspent during this year in process will increase the IRA reserve balance as we go into next year, assuring reasonable emergency support.

Four new activities presented to the Committee this year. The committee voted that these activities are consistent with campus standards for IRA funding and has recommended a budget for them. Approval of this budget is also approval of these activities for future eligibility:

- Ethics Bowl
- Event Planning COM 4446
- Paris Study Abroad
- Undergraduate Missiles, Ballistics, and Rocketry Association (UMBRA)

Budget Development Process

Activities annually present budget requests and a narrative describing the activity, learning outcomes, and assessment plans and outcomes. The materials are scored on a rubric by a minimum of 3 committee members. Resulting scores are ranked into tiers. A percentage of the budget requested is assigned to each tier. Percentages are adjusted so that the recommended allocation does not exceed available funding. This year, the committee also imposed the restriction that budget requests would be limited to no more than 10% more than the funding received in the prior year.

As in the past, the committee recognized the uncertainty of enrollment projections for next year. Controls are in place to manage this uncertainty:

- Enrollment projections are deflated by 1.5% when determining available funding.
- IRA allocations are always distributed as 70% of the budget in the fall and 30% in the spring after the annual enrollment totals have been confirmed.

As always, ASI Financial Services will approve revisions to group budgets that remain in keeping with the original goals. The committee will continue the practice of reviewing more significant revisions to the scope. Emergency requests for additional funding will also be reviewed by the committee and may be approved if they fall within the available reserve.

We look forward to the University's favorable consideration of the recommended 2024-25 IRA Budget and final approval by Dr. Soraya Coley, University President, on or before June 30, 2024. This will ensure the availability of these funds to the IRA-recognized groups soon after the start of the next fiscal year.

Lisa M. Rotunni, Executive Director of Academic Resources / IRA Advisory Committee Co-Chair and Ivonne Cabezas, ASI Associate Director of Financial Services would be pleased to address any questions or comments. Thank you for your consideration.

Reviewed by:

Dr. Liz Roosa Millar
ASI Executive Director

Date

Approved by:

Ysabel Trinidad
Vice President for Administration and Finance
and Chief Financial Officer (CFO)

Date

Christina Gonzales
Vice President for Student Affairs

Date

Dr. Soraya M. Coley
University President

Date

INSTRUCTIONALLY RELATED ACTIVITIES
Budget Year 2024-25
Fee Income and Fund Summary

Fee Revenues	2023-2024 (projections)			2024-2025 (Budget)			
Quarter	EPG Proj	IRA Fee	IRA Fee Revenue	EPG Proj	EPG 1.5%	IRA Fee	Total Fee Revenue
Fall	26,415	\$ 20.00	528,300	26,580	26,181	\$ 20.00	523,620
Spring	24,782	\$ 20.00	495,640	24,620	24,251	\$ 20.00	485,020
Totals		\$ 40.00	\$ 1,023,940			\$ 40.00	\$ 1,008,640

Expenses			
ASI Administrative Fee		140,000	140,000
IRA Scholarships		10,800	10,800
IRA Reserves		20,000	20,000
Approved Allocation		-	-
Totals		\$ 170,800	\$ 170,800

Operating Funds Available for Allocation	\$ 853,140	\$ 837,840
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Funds for Allocation			
Beginning IRA Fund Balance		932,294	122,831
Operating Funds for Allocation		853,140	837,840
Total Funds Available for Allocation		1,785,434	960,671
Approved IRA Allocations		(1,596,850)	(958,123)
Mid-Year Budget Allocations	Music Department	(14,712)	
	Baja SAE	(27,279)	
	Formula SAE	(23,762)	
Ending IRA Fund Balance		\$ 122,831	\$ 2,548

^a Projected enrollment from University EPG reduced by 1.5% to allow for bank charges and fee waivers.

INSTRUCTIONALLY RELATED ACTIVITIES

Budget Year 2024-25

	Groups	2021-22		2022-23		2023-24		2024-25						
		Budget Request	IRA Committee Allocation	Budget Request	IRA Committee Allocation	Budget Request	IRA Committee Allocation	Budget Request	Other Revenue	Total Budget	Variance 2024-25 Request over 2023-24 Allocation		Recommended Allocation	Tier
1	ALCA Team	27,000	\$ 24,300	30,000	\$ 25,793	30,000	\$ 26,501	30,000	15,000	45,000	3,499	13.20%	\$ 7,288	3
2	Asian American Transnational Educational	41,670	\$ 33,336	64,240	\$ 33,336	58,540	\$ 41,344	80,000	30,000	110,000	38,656	93.50%	\$ 22,739	2
3	Athletics - Championships	175,000	\$ 120,000	175,000	\$ 140,125	175,000	\$ 149,684	200,000	49,684	249,684	50,316	33.61%	\$ 98,792	1
4	Baja SAE	32,500	\$ 49,973	67,715	\$ 55,902	75,571	\$ 65,736	165,143	15,000	180,143	99,407	151.22%	\$ 43,386	1
5	Biological Sciences Field Course Committee	27,054	\$ 27,054	30,836	\$ 28,945	37,718	\$ 33,332	39,405	58,980	98,385	6,074	18.22%	\$ 21,999	1
6	BioTrek	26,655	\$ 25,000	33,600	\$ 27,835	30,000	\$ 26,026	20,040	-	20,040	(5,986)	-23.00%	\$ 10,020	2
7	Dance	16,280	\$ 14,000	16,550	\$ 14,000	18,750	\$ 15,556	18,750	2,700	21,450	3,194	20.53%	\$ 4,278	3
8	Dia De los Muertos/ Day of the Dead	14,000	\$ 14,000	16,600	\$ 14,535	24,800	\$ 19,668	24,500	2,750	27,250	4,833	24.57%	\$ 10,817	2
9	Diversity Ambassadors	42,000	\$ 37,040	42,000	\$ 37,040	45,000	\$ 38,969	43,469	2,000	45,469	4,500	11.55%	\$ 21,433	2
10	EML Peru Study			32,800	\$ 32,800	33,142	\$ 29,674	30,600	-	30,600	926	3.12%	\$ 15,300	2
11	ENV Research Program in China	72,000	\$ 72,000	80,000	\$ 76,000	80,000	\$ 74,100	82,800	174,258	257,058	8,700	11.74%	\$ 40,755	2
12	Ethics Bowl *							23,225	-	23,225	23,225	0.00%	\$ 5,806	3
13	Event Planning COM 4446 *							11,218	2,000	13,218	11,218	0.00%	\$ 5,609	2
14	Formula SAE Electric				\$ -	74,283	\$ 70,569	70,921	-	70,921	352	0.50%	\$ 17,730	3
15	Formula Society of Automotive Engineers	82,145	\$ 73,930	117,588	\$ 73,930	236,212	\$ 147,000	359,732	-	359,732	212,732	144.72%	\$ 80,850	2
16	Horse Show Team	55,475	\$ 55,475	116,200	\$ 81,546	146,200	\$ 113,873	209,000	4,500	213,500	95,127	83.54%	\$ 62,630	2
17	Intercollegiate Aerospace Engineering Student Activities	50,500	\$ 50,500	66,500	\$ 55,575	67,000	\$ 61,288	87,000	5,500	92,500	25,713	41.95%	\$ 16,854	3
18	Landscape Architecture Italy Program	26,000	\$ 22,250	26,000	\$ 24,125	22,500	\$ 21,375	21,375	-	21,375	-	0.00%	\$ 12,825	1
19	Livestock	40,900	\$ 37,260	69,100	\$ 50,521	91,500	\$ 67,460	85,000	2,000	87,000	17,540	26.00%	\$ 18,551	3
20	Mock Trial Association	37,058	\$ 37,058	38,933	\$ 37,058	51,528	\$ 39,864	51,685	-	51,685	11,821	29.65%	\$ 10,963	3
21	Model Organization of American States	14,000	\$ 16,062	18,000	\$ 16,179	18,000	\$ 17,090	18,200	-	18,200	1,110	6.50%	\$ 9,100	2
22	Music Board	141,996	\$ 135,000	170,325	\$ 135,000	173,025	\$ 154,013	178,332	-	178,332	24,320	15.79%	\$ 84,707	2
23	NMUN - National Model United Nations	50,821	\$ 50,821	54,416	\$ 52,619	63,831	\$ 58,225	65,155	19,675	84,830	6,930	11.90%	\$ 32,024	2
24	Paris Study Abroad *							135,850	10,000	145,850	135,850	0.00%	\$ 81,510	1
25	Poly Post	122,034	\$ 122,034	131,235	\$ 126,635	144,685	\$ 135,660	146,225	72,000	218,225	10,565	7.79%	\$ 87,735	1
26	Rebound Scholars			17,820	\$ 17,820	24,094	\$ 20,957	34,200		34,200	13,243	63.19%	\$ 5,763	3
27	Rose Float	38,400	\$ 38,400	66,710	\$ 52,555	68,425	\$ 57,466	70,550	181,500	252,050	13,085	22.77%	\$ 37,927	1
28	Theatre - Drama	62,585	\$ 62,585	87,214	\$ 74,900	98,500	\$ 82,365	105,565	5,500	111,065	23,200	28.17%	\$ 54,361	1
29	Turf and Irrigation	23,000	\$ 22,000	30,270	\$ 24,828	21,125	\$ 21,125	20,200	-	20,200	(925)	-4.38%	\$ 5,050	3
30	Undergraduate Missiles, Ballistics, and Rocketry Assoc. (UMBRA) *							52,202	5,000		52,202	0.00%	\$ 31,321	1
31	Kwa'iyiy - No Budget Submission for 2024-25				\$ -	8,350	\$ 7,933	-	-	-	(7,933)	-100.00%	\$ -	
Total IRA Allocations		1,219,073	\$ 1,140,078	1,599,652	\$ 1,309,600	1,917,779	1,596,850	2,480,342	658,047	3,081,188	883,492	94.03%	\$ 958,123	
Total Funds Available for Allocation		1,434,933	\$ 1,434,933	1,644,528	\$ 1,644,528	1,785,434	1,785,434	960,671	-	-	-		\$ 960,671	
Excess/(Shortage)		215,860	\$ 294,855	44,876	\$ 334,928	(132,345)	188,584	(1,519,671)	-	-	-		\$ 2,548	
% of all requests recommended for funding			\$ 1		\$ 1		83.3%		38.7%					38.6%

* New Group Recommendations