

Associated Students Inc.



Finance Committee

Thu Sep 21, 2023 1:15 PM - 2:30 PM PDT

**1. Call to Order**

Joe Morales, Chair, called the meeting to order at 1:19 pm.

**2. Roll Call**

Members Present: Furtado, J. Morales, Nguyen, Ordiano, Seng

Members Absent: None

Liaisons Present: Hesgard, Macedonio, Mansoor

Liaisons Absent: None

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

\* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

\*\* Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

**3. Approval of Agenda**

**(Furtado-m/Nguyen-s) The agenda was approved by unanimous consent.**

**4. Approval of Minutes**

a. 9/07/23 Finance Committee Minutes

**(Furtado-m/Ordiano-s) The 9/07/23 Minutes were approved by unanimous consent.**

**5. Public Speakers**

Members of the public may address Finance Committee members on any item appearing on this posted agenda.

None

## 6. Reports

### a. Chair

Morales reported that he attended his first Executive Senate meeting and attended a dinner hosted at President Alva's house.

### b. Director of Student Government

Hesgard reminded committee members of ASI Community Chat coming up and announced that calendar invites will be sent soon.

Other Updates:

\*Tickets for Beyond the Conversation are available for student leaders.

\*The Executive Senate met this week. Student Leaders assigned as ICC liaisons are reminded to attend the organization's meetings.

\*Scholarships are open until October 6th.

## 7. Unfinished Business

None

## 8. New Business

### a. Discussion: Budget Presentation

*The Committee will discuss the budget process, mechanics, flow, and methodology.*

Morales introduced Kathleen Postal, ASI Chief Financial Officer (CFO). Morales yielded the floor to Postal to discuss budget tools.

Postal stated that the student budget areas are the following: Executive Office, Board of Directors, Elections, Scholarships, Research Grants, Commissions, and Executive Senate.

A detailed Executive Senate budget was shared with the Committee.

Morales opened the floor to questions.

Nguyen asked for an explanation on gift expenses.

Lusia Komala explained that what counts as gift expenses are those relating to event promotions like gift cards, raffle tickets, t-shirts, or mugs.

Postal discussed line items.

Ordiano asked if ICCs can ask for additional money.

Hesgard responded that every year each council submits a budget request for the specific line items. Councils can request for next year or for additional in the current

year through line-item transfers and/or contingency requests through the Finance Committee.

Postal discussed Funded group's budget detail and the budget process for the year.

Finance Committee will provide input on budget development and line items. The President will present proposed funding amounts.

It was stated that from October through November, the Finance Committee supports the President in the budget process, reviews the application as a Committee, reviews the rubric, and provides input.

Morales opened the floor to questions and points of discussion. No questions or points of discussion.

**9. Announcements/Member's Privilege**

None

**10. Adjournment**

Joe Morales, Chair, adjourned the meeting at 1:37 pm



ASI Board Treasurer-Secretary (Oct 5, 2023 15:36 PDT)

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Joe Morales, Chair



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Erika Perret-Martinez, Recording Secretary

## Roll Call 2023-2024

09/21/2023 FINANCE Committee Roll Call

| Attendance      | Board Members |         |  | Present | Absent |
|-----------------|---------------|---------|--|---------|--------|
|                 |               |         |  |         |        |
| NSM             | FURTADO       | NIC     |  | 1       |        |
| CHAIR/TREASURER | MORALES       | JOE     |  | 1       |        |
| ARTS            | NGUYEN        | TONY    |  | 1       |        |
| COMM            | ORDIANO       | CARMEN  |  | 1       |        |
| ECS             | SENG          | ANTHONY |  | 1       |        |
|                 |               |         |  | Present | Absent |
|                 |               |         |  | 5       | 0      |

| Attendance         | Liaisons  |         |  | Present | Absent |
|--------------------|-----------|---------|--|---------|--------|
|                    |           |         |  |         |        |
| DIR STU GOVT       | HESGARD   | REBECCA |  | 1       |        |
| ASI PRES. DESIGNEE | MACEDONIO | CAMERON |  | 1       |        |
| ASI CHAIR DESIGNEE | MANSOOR   | SHAWAN  |  | 1       |        |
|                    |           |         |  | Present | Absent |
|                    |           |         |  | 3       | 0      |

\*Recording Secretary: Erika Perret-Martinez  
 Pres Designee: Cameron Macedonio  
 Chair Designee: Shawan Mansoor

**QUORUM** 4

| Roll Call Votes |         |         | 001 |    |         |     |    |         |
|-----------------|---------|---------|-----|----|---------|-----|----|---------|
|                 |         |         | Yes | No | Abstain | Yes | No | Abstain |
| NSM             | FURTADO | NIC     |     |    |         |     |    |         |
| ARTS            | NGUYEN  | TONY    |     |    |         |     |    |         |
| COMM            | ORDIANO | CARMEN  |     |    |         |     |    |         |
| ECS             | SENG    | ANTHONY |     |    |         |     |    |         |
| CHAIR/TREASURER | MORALES | JOE     |     |    |         |     |    |         |
|                 |         |         | Yes | No |         | Yes | No | Abstain |
|                 |         |         | 0   | 0  | 0       | 0   | 0  | 0       |

**Majority** 3











# Item 4 fin\_2023\_09\_21\_min

Final Audit Report

2023-10-05

|                 |  |
|-----------------|--|
| Created:        | 2023-10-05                                   |
| By:             | Susan Collins (sucollins@fullerton.edu)      |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAmX9IVf-nkSc0lu1HaztkS7EgB4FNmfxi |

## "Item 4 fin\_2023\_09\_21\_min" History

-  Document created by Susan Collins (sucollins@fullerton.edu)  
2023-10-05 - 10:33:09 PM GMT- IP address: 137.151.113.11
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-  Agreement completed.  
2023-10-05 - 10:40:45 PM GMT

| Category  | Weight | Excellent  | Good   | Basic  |
|---|--------|--|--|--|
| <p><b>Anticipated Impact</b><br/>Please list the number of events/programs funding in the fall semester and their event type (social, cultural, professional, career development, etc.)<br/>List the attendance at the events/programs funded by the council/hosted by the program</p>                          | 30%    | Describes significant student impact on students and student organizations and community supported through the events, program and/or travel opportunities   | Briefly describes the student impact on the students and student organizations and community supported through the events, program and/or travel opportunities   | Does not clearly explain student impact on the students, student organizations and communities supported through the events, program and/or travel opportunities   |
| <p><b>Program Description and Direction</b><br/>Describe your program, including statement of purpose and the way it functions<br/>Success or achievement from the last year and fall</p>   | 25%    | Program description explicitly explains the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program<br>Successes/achievements of the council/program are strongly highlighted | Program description briefly explains the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program<br>Successes/achievements of the council/program are briefly highlighted | Program description does not explain the scope of the council/program activity for which funding is being requested and how it is essential to the purpose of the council/program<br>Successes/achievements of the council/program are not appropriately highlighted |
| <p><b>Historical Spending</b><br/>How has your funding been utilized for this fall semester<br/>What was funding used for in prior year(s)?</p>   | 20%    | Utilization and prior spending explicitly explain the prior use of funds and historical spending   | Utilization and prior spending generally explain the prior use of funds and historical spending  | Utilization and prior spending provide little or no explanation to prior use of funds and historical spending  |
| <p><b>Membership Information</b><br/>List the names of the individuals holding leadership positions and their titles<br/>List the council's members' organizations and their membership numbers<br/>Of the member organizations listed above, how many organizations are continuing from the previous year?</p> | 10%    | The council/program provides the requested information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers<br><br>More than 50% of the member organizations are continuing from previous years               | The council/program provides the partial requested information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers<br><br>25-50% of the member organizations are continuing from previous years          | The council/program provides little information regarding their (1) leadership team, (2) member organizations and (3) organization membership numbers<br><br>Less than 25% of the member organizations are continuing from previous years                            |
| <p><b>External Funding</b><br/>Has your program attempted to generate funding from any of the following sources? Please explain.</p>  | 5%     | The council/program has attempted to generate funding from other sources   | The council/program has planned but not executed plans generate funding from other sources   | The council/program has not attempted to generate funding from other sources   |

|  |    |   |  |  |
|--|----|---|--|--|
| <p><b>Budget Request</b><br/>         Provide the full dollar amount for year request at each line item<br/>         Please provide an explanation for any increase, decrease or lack of change.</p> | 5% | The council/program provided clear and detailed information for each line item requested      | The council/program provided limited information for each line item requested        | The council/program provided little to no information for each line item requested                                   |
| <p><b>Timeliness</b><br/>         For ASI Use Only: Did the council/program submit their budget request in a timely manner?</p>  | 5% | The council/program submitted a thorough budget request on or before the submission deadline. | The council/program submitted a budget request on or before the submission deadline. | The council/program submitted their budget request after the submission deadline or did not submit a budget request. |

# Budget Tools for Finance Committee

September 21, 2023



# Student Government Budget Areas

- Consists of:
  - Student Government
    - Executive Office
    - Board of Directors
    - Elections
    - Research Grants
    - Commissions
    - Executive Senate
  - Executive Senate
    - Funded Campus Groups
    - ICCS

# Student Government Summary Current Year

| Student Government               | Executive Office | Board of Director | Elections    | Research Grant | Commissions   | Executive Senate |                     |
|----------------------------------|------------------|-------------------|--------------|----------------|---------------|------------------|---------------------|
| <b>Income</b>                    | Budget           | Budget            | Budget       | Budget         | Budget        | Budget           | <b>Total Budget</b> |
| Miscellaneous Revenue            | 58,078           |                   |              |                |               |                  | <b>58,078</b>       |
| <b>Grand Total</b>               | <b>58,078</b>    |                   |              |                |               |                  | <b>58,078</b>       |
| Student Government               | Executive Office | Board of Director | Elections    | Research Grant | Commissions   | Executive Senate |                     |
| <b>Expense</b>                   | Budget           | Budget            | Budget       | Budget         | Budget        | Budget           | <b>Total Budget</b> |
| Personnel Service - Student      | 71,656           |                   |              |                |               |                  | <b>71,656</b>       |
| Benefits (Student)               | 4,138            |                   |              |                |               |                  | <b>4,138</b>        |
| Dues & Subscriptions             |                  |                   |              |                |               | 12,700           | <b>12,700</b>       |
| Student Leadership Awards        | 411,978          |                   |              |                |               |                  | <b>411,978</b>      |
| Hospitality                      | 20,200           | 2,000             | 3,000        |                | 10,200        | 114,922          | <b>150,322</b>      |
| Supplies                         | 18,800           | 500               | 800          |                | 6,300         | 66,704           | <b>93,104</b>       |
| Printing And Advertising         | 2,530            | 1,000             | 500          |                | 6,500         | 4,700            | <b>15,230</b>       |
| Phone & Cellphone Reimbursement  | 4,500            |                   |              |                |               |                  | <b>4,500</b>        |
| Professional Services            | 1,500            |                   | 500          |                | 1,700         | 29,400           | <b>33,100</b>       |
| Contract Wages                   | 15,000           |                   |              |                |               | 66,560           | <b>81,560</b>       |
| Rentals for Special Events       | 20,000           |                   | 200          |                | 900           | 30,750           | <b>51,850</b>       |
| Research Grants                  |                  |                   |              | 25,000         |               |                  | <b>25,000</b>       |
| Insurance                        |                  |                   |              |                |               | 23,500           | <b>23,500</b>       |
| Travel - Flights                 | 38,866           |                   |              |                |               | 211,789          | <b>250,655</b>      |
| Gift Expense                     | 4,300            | 500               | 1,000        |                | 2,300         | 8,650            | <b>16,750</b>       |
| Titan Dreamer Scholarships       | 20,000           |                   |              |                |               |                  | <b>20,000</b>       |
| Scholarships                     | 40,000           |                   |              |                |               |                  | <b>40,000</b>       |
| Presidential Discretionary       | 750              |                   |              |                |               |                  | <b>750</b>          |
| Promotional Items                | 500              | 1,000             | 2,500        |                | 7,800         | 30,850           | <b>42,650</b>       |
| Speakers                         | 5,000            |                   |              |                | 2,300         | 45,500           | <b>52,800</b>       |
| Student Scholarship for Athletic |                  |                   |              |                |               | 2,075,940        | <b>2,075,940</b>    |
| <b>Grand Total</b>               | <b>679,718</b>   | <b>5,000</b>      | <b>8,500</b> | <b>25,000</b>  | <b>38,000</b> | <b>2,721,965</b> | <b>3,478,183</b>    |
|                                  | (621,640)        |                   |              |                |               | 646,025          |                     |

# Executive Sentate Current Year Budget

| EXECUTIVE SENATE                 | FUNDING & ICC  | FUNDED CAMPUS GROUPS |                  |
|----------------------------------|----------------|----------------------|------------------|
| Expenses                         | Budget         | Budget               | Total Budget     |
| Contract Services                |                | 66,560               | <b>66,560</b>    |
| Dues & Subscriptions             | 10,000         | 2,700                | <b>12,700</b>    |
| Gift Expense                     | 8,150          | 500                  | <b>8,650</b>     |
| Hospitality                      | 93,422         | 21,500               | <b>114,922</b>   |
| Insurance                        | 23,500         |                      | <b>23,500</b>    |
| Printing And Advertising         | 3,050          | 1,650                | <b>4,700</b>     |
| Professional Services            | 20,000         | 9,400                | <b>29,400</b>    |
| Promotional Items                | 19,350         | 11,500               | <b>30,850</b>    |
| Rentals for Special Events       | 25,750         | 5,000                | <b>30,750</b>    |
| Speakers                         | 43,000         | 2,500                | <b>45,500</b>    |
| Supplies                         | 54,704         | 12,000               | <b>66,704</b>    |
| Travel - Flights                 | 200,089        | 11,700               | <b>211,789</b>   |
| Student Scholarship for Athletic |                | 2,075,940            | <b>2,075,940</b> |
|                                  |                |                      |                  |
| <b>Grand Total</b>               | <b>501,015</b> | <b>2,220,950</b>     | <b>2,721,965</b> |

# Budget Detail ICCs Current Year

| Funding Group & Interclub  | AICC          | BICC          | Black Student Union | CICC          | CSICC         | EICC          | ECSICC        | HHDICC        | HSSICC        | MESA          | NSMICC        | SCICC         | SWANA ICC     |                |
|----------------------------|---------------|---------------|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Expense                    | Budget        | Budget        | Budget              | Budget        | Budget        | Budget        | Budget        | Budget        | Budget        | Budget        | Budget        | Budget        | Budget        | Total          |
| Dues & Subscriptions       |               |               | 500                 |               |               |               |               |               |               |               |               | 9,500         |               | 10,000         |
| Gift Expense               |               | 3,400         |                     |               |               |               |               |               | 4,500         | 250           |               |               |               | 8,150          |
| Hospitality                | 9,500         | 10,000        | 5,000               | 7,400         | 5,050         | 1,800         | 2,500         | 4,500         | 20,000        | 8,100         | 5,050         | 1,772         | 12,750        | 93,422         |
| Insurance                  |               |               |                     |               |               |               |               |               |               |               |               | 23,500        |               | 23,500         |
| Printing And Advertising   |               | 250           | 700                 | 100           | 200           | 150           |               |               | 800           | 200           | 250           | 200           | 200           | 3,050          |
| Professional Services      | 600           |               | 1,000               |               |               | 500           |               |               | 1,900         | 1,000         | 1,000         | 3,500         | 10,500        | 20,000         |
| Promotional Items          | 2,500         | 1,500         | 1,300               | 1,100         | 2,100         | 600           |               | 2,000         | 2,000         | 1,000         | 2,000         | 2,750         | 500           | 19,350         |
| Rentals for Special Events |               | 1,050         | 1,000               |               |               |               |               | 950           | 1,500         | 6,000         | 1,000         | 13,000        | 1,250         | 25,750         |
| Speakers                   | 7,500         | 15,000        | 1,000               |               |               | 3,000         |               | 1,000         | 10,000        | 2,000         | 500           |               | 3,000         | 43,000         |
| Supplies                   | 8,000         | 3,600         | 3,500               | 3,500         | 3,350         | 1,200         | 7,932         | 2,500         | 6,000         | 5,816         | 2,250         | 4,550         | 2,506         | 54,704         |
| Travel - Flights           | 5,625         | 15,000        | 16,000              | 13,000        | 8,500         | 11,634        | 50,418        | 10,800        | 12,000        | 4,312         | 30,800        | 20,000        | 2,000         | 200,089        |
| <b>Grand Total</b>         | <b>33,725</b> | <b>49,800</b> | <b>30,000</b>       | <b>25,100</b> | <b>19,200</b> | <b>18,884</b> | <b>60,850</b> | <b>21,750</b> | <b>58,700</b> | <b>28,678</b> | <b>42,850</b> | <b>78,772</b> | <b>32,706</b> | <b>501,015</b> |

# Funded Groups Budget Detail Current Year

| Funded Campus Group              | Inter-Fraternity Council | Multi Culture Greek Council | National Panhellenic Council | Panhellenic   | Resident Student Association | Athletic         | Arboretum     |                  |  |
|----------------------------------|--------------------------|-----------------------------|------------------------------|---------------|------------------------------|------------------|---------------|------------------|--|
| Expense                          | Budget                   | Budget                      | Budget                       | Budget        | Budget                       | Budget           | Budget        | Total Budget     |  |
| Contract Wages                   |                          |                             |                              |               |                              |                  | 66,560        | <b>66,560</b>    |  |
| Dues & Subscriptions             | 1,950                    |                             |                              | 600           | 150                          |                  |               | <b>2,700</b>     |  |
| Gift Expense                     |                          |                             |                              |               | 500                          |                  |               | <b>500</b>       |  |
| Hospitality                      | 1,500                    | 5,500                       | 2,000                        | 5,000         | 7,500                        |                  |               | <b>21,500</b>    |  |
| Printing And Advertising         | 250                      | 500                         | 150                          | 750           |                              |                  |               | <b>1,650</b>     |  |
| Professional Services            |                          | 3,500                       |                              |               | 5,900                        |                  |               | <b>9,400</b>     |  |
| Promotional Items                | 1,000                    | 1,000                       | 500                          | 4,000         | 5,000                        |                  |               | <b>11,500</b>    |  |
| Rentals for Special Events       | 1,000                    | 1,500                       | 500                          | 2,000         |                              |                  |               | <b>5,000</b>     |  |
| Speakers                         | 1,500                    | 1,000                       |                              |               |                              |                  |               | <b>2,500</b>     |  |
| Supplies                         | 500                      | 2,000                       | 500                          | 1,500         | 7,500                        |                  |               | <b>12,000</b>    |  |
| Travel - Flights                 | 2,500                    | 2,000                       | 1,000                        | 3,500         | 2,700                        |                  |               | <b>11,700</b>    |  |
| Student Scholarship for Athletic |                          |                             |                              |               |                              | 2,075,940        |               | <b>2,075,940</b> |  |
|                                  |                          |                             |                              |               |                              |                  |               |                  |  |
| <b>Grand Total</b>               | <b>10,200</b>            | <b>17,000</b>               | <b>4,650</b>                 | <b>17,350</b> | <b>29,250</b>                | <b>2,075,940</b> | <b>66,560</b> | <b>2,220,950</b> |  |

# Budget Process for Finance Committee

- Finance Committee focus is the Executive Senate budget
  - Start with last year's amount as a "guide" for current year requests
  - Consider reason for increase requests or reduced requests based on last year's activity
- Applications are used to collect the requests for the FY24-25 budget
- Rubric is then used for scoring with emphasis where needed
- Deliberate and discuss with Finance Committee members providing input
- President presents proposed funding amounts

# Next Steps – October through November

- Finance Committee supports President in the budget process
- Review the Application as a Committee
  - Consider changes or updates that may not have been considered before posting it online
- Review the Rubric
  - Rubric is a tool that the President can use for scoring with emphasis where needed
- Deliberate and discuss forms with Finance Committee members providing input
- President then presents proposed funding amounts at a later date



Questions?