






Minutes

Finance Committee

 Thu August 25th, 2022

 1:15pm - 2:30pm PDT

 ASI Boardroom - Titan Student Union

 **In Attendance**

1. **Call to Order**

Jenna Wong, Chair, called the meeting to order at 1:16 pm.

2. **Roll Call**

Members Present: Austin, Pugh, Windover, Wong

Members Absent: None

Liaisons Present: Diaz, Kelley, Nettles

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**

Decision: (Pugh-m/Windover-s) The agenda was approved as presented by unanimous consent.

4. **Approval of Minutes**

None.

None.

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**

Wong provided a written report. The report is attached to the minutes.

b. **Director, Student Government**

Nettles provided a written report. The report is an attachment to the minutes.

7. **Unfinished Business**

None.

None.

8. **New Business**

a. **Discussion: Review of Roles and Responsibilities**

The committee will discuss the roles and responsibilities of the Finance Committee and goals for the year.

Wong yielded to Nettles.

Nettles shared the students' responsibilities as a member of the Finance Committee. Nettles shared members will be responsible for:

- Making recommendations on facility user fees
- Reviewing policies
- Carrying themselves as The Prudent Person

Nettles asked Wong to open the floor to questions to discuss goals for the year.

Wong opened the floor to questions.

Windover asked what are the largest challenges she should expect this year. Diaz explained learning this position is a lot at first, but with the Pro Staff Members from ASI Financial Services providing their assistance, the process will become easier. Diaz encouraged members to ask questions.

Nettles explained students will have to make tough decisions and emphasized the importance of making the best and not just the right decision. Nettles shared she wants to make members comfortable with making decisions to bring to the Board.

Wong added that they will be expected to communicate with the organizations and ICCs they are assigned to understand the reasons why they request funding as they do.

Nettles shared that members will need to grasp the larger picture while also being able to interact intimately with their councils. Nettles wants members to understand that they should also be inquiring about the other things that impact the budget.

Wong shared there were problems in the past due to narrowing into their organizations and not looking at the whole/big picture.

b. Discussion: Introduction to Financials and Budget

The committee will discuss the various accounts on the financial statements including accounts receivable, investments, liabilities and pensions.

Wong yielded to Carolyn Ehrlich, Director of Financial Services.

Ehrlich also emphasized that members should look at the whole picture and that she plans to provide them with the framework to see and understand everything more easily.

Ehrlich shared the amounts that are going to be available in this year's budget when the committee begins deliberating.

Ehrlich also informed members there will be additional training at the next meeting to build upon what they're learning today.

Ehrlich explained details from the spreadsheet she shared to provide further understanding. Ehrlich shared details on the organization's assets, investments, and liabilities.

Ehrlich provided expectations for the next session and informed the committee they will be introduced to the budgeting process. Ehrlich said the students will be seeing all the moving pieces and then being able to apply context to everything she shares as they move forward.

Ehrlich opened the floor to questions.

Nettles asked Ehrlich to provide more detail about the financial year-end and how money cannot carry forward. Ehrlich explained how funds that were not spent become assets for the organization.

Wong asked if there were any additional questions.

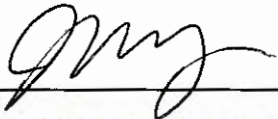
Windover asked for information on the status of our investments. Ehrlich shared information on the status of reserves and investments of the organization.

9. Announcements/Member's Privilege

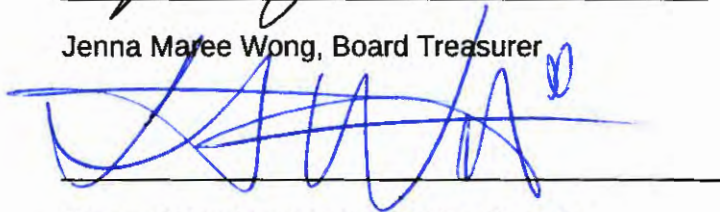
None.

10. Adjournment

Wong, Chair, adjourned the meeting at 2:17 p.m.



Jenna Maree Wong, Board Treasurer



Crystaal Washington, Recording Secretary

Roll Call 2021-2022

08/25/2022 FINANCE Committee Roll Call

Attendance	Board Members			
			Present	Absent
HSS	AUSTIN	JACKSON		1
EDU	PUGH	NATALY	1	
NSM	WINDOVER	SOPHIE	1	
TREASURER/CHAIR/EDU	WONG	JENNA	1	
			Present	Absent
			3	1

Attendance	Liaisons			
			Present	Absent
VICE CHAIR (ARTS)	DIAZ	MORGAN	1	
CHAIR (HHD)	GALVAN	ISABELLA	1	
DIR STU GOVT	NETTLES	ASHA	1	
			Present	Absent
			3	0

*Recording Secretary: Crystaal Washington

Finance Chair – Jenna Wong’s Report for 8/25/2022

Welcome to the Finance Committee! I look forward to working with you all this academic year as we take the lead on the financial end of ASI. We will be meeting here every other Thursday from 1:15-2:30pm. Our plan for the year is to develop an understanding of the financial processes during the fall semester. In the spring, we will apply this knowledge to the actual budget. I’m excited for this year ahead! Please reach out to me via email if you have any questions and we can set up a time to meet.

To: ASI Finance Committee
From: Asha Nettles, Director of Student Government
Date: Thursday, August 25, 2022

ASI Executive Senate

- Initiating the annual support process for the funding and funded councils
- Hosted training session with LeadCon for council executive boards
- Next 2-3 weeks, connecting with the funding councils to talk about allocations processes and resources
- ASI staff advising assignments:
 - BSU and SWANA: Asha Nettles
 - All other councils: Rebecca Hesgard
- Questions about student leader financial awards, please direct the students to Shawna Green

Finance Committee Planning:

- Developed plan with Director of Finance on budget training topics and processes for the year
- Upcoming Policy Edits:
 - Policy Concerning Funding Provided to Students and Student Organizations
 - Reviewing the limit for apparel

Announcements:

- **ASI Research Grants:** Applications open now and due October 29, 2021 at 5pm
 - Application: <https://asicsuf.wufoo.com/forms/asi-research-grant-application-202223>
 - Info Packet : https://asi.fullerton.edu/wp-content/uploads/asi_research_grants_202223_application_information_sheet.pdf
- **ASI Scholarships:** Applications open now and due Monday, October 10, 2022 at 5PM
 - <https://asi.fullerton.edu/services#Scholarships>

ASI Involvement Opportunities

- **Board of Director Vacancies:**
 - -1 Director Seat(s) Representing the College of the Communication
 - -1 Director Seat(s) Representing the College of the Natural Sciences & Mathematics
 - <https://asicsuf.wufoo.com/forms/asi-board-of-directors-vacancy-application-202223/>
- **Governance Ambassadors:** Students and student voices are vital to the governance of the university. Serving as an ASI Governance Ambassador is a great way to ensure the student voice is heard in the decision making process of the campus. Each ambassador will serve on one of three student-fee related committees and between 1 and 2 Academic Senate Standing Committees. Our ambassadors receive initial and ongoing training through their year in service and receive a student leadership financial award for their service. More information available in the application.
 - <https://asicsuf.wufoo.com/forms/asi-governance-ambassador>
- **Commissions**
 - Communications: <https://asicsuf.wufoo.com/forms/communications-commission-app-2223>
 - Community Engagement: <https://asicsuf.wufoo.com/forms/community-engagement-commission-app-2223>
 - Environmental Sustainability: <https://asicsuf.wufoo.com/forms/environmental-sustainability-commission-app-2223>
 - Lobby Corps: <https://asicsuf.wufoo.com/forms/lobby-corps-commission-application-2223>
 - Presidential Appointee: <https://asicsuf.wufoo.com/forms/presidential-appointee-commission-app-2223>
 - University Affairs: <https://asicsuf.wufoo.com/forms/university-affairs-commission-application-2223>



Roles and Responsibilities: Finance Committee

Asha Nettles

Director of Student Government

Purpose of Finance Committee

- “Hold hearings and refers budget recommendations to the ASI Board of Directors”
 - Annual Budget process
 - Fiscal approvals during the year
 - Contingency request
 - Single Item Expenditures over \$5,000

Purpose of Finance Committee

- “Develop, review and make recommendations concerning organizational financial policies”
 - Policies Concerning....
 - Ex: Funding Provided to Students and Student Organizations; Research Grants

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Purpose of Finance Committee

- “Make recommendations on facility user fees ”
 - User fees for TSU and SRC

Responsibilities

- **The Prudent Person**

- Such a person *acts sensibly, does things without serious delay, and takes proper but not excessive precautions*
- The actions of a prudent person in a similar situation are the guide in determining whether an individual's actions were reasonable

Goals for the year:



TITAN STUDENT UNION

Questions?





Finance Committee
August 25th
Introduction to ASI Accounting



CALIFORNIA STATE UNIVERSITY
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**ASSOCIATED STUDENTS
REVENUE FUND BALANCE**

ASI	2020-21 ACTUAL	2021-22 ESTIMATE	2022-23 PROPOSED
A58 DEPOSITORY FUND (TB001)			
PRIOR YEAR FUND BALANCE	\$ 71,666	\$ 472,300	\$ 395,101
DEPOSITORY FEES	\$ 6,678,412	\$ 6,455,038	\$ 6,842,934
INTEREST INCOME	\$ 55,883	\$ 13,537	\$ 25,000
ADJUSTMENT PRIOR YR	\$ 4,528		
SUB-TOTAL	\$ 6,810,489	\$ 6,940,875	\$ 7,263,035
EXPENDITURES	\$ 6,338,189	\$ 6,458,737	\$ 6,707,879
UNCOLLECTED STUDENT FEES		\$ 87,037	
Transfer to Unfunded Pension Liability			\$ 423,066
EXPENSE TOTAL	\$ 6,338,189	\$ 6,545,774	\$ 7,130,945

Ending Fund Balance	\$472,300	\$395,101	\$ 132,091
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RESERVE FUNDS	BALANCE 6/30/2021	BALANCE 6/30/2022	BALANCE 6/30/2023
Catastrophic Fund	\$ -	\$ 360,000.00	\$ 360,000.00
Loss of External Funding Fund	\$ -	\$ 434,250.00	\$ 434,250.00
Working Capital	\$ -	\$ 535,357.00	\$ 535,357.00
Children's Center (CNB)	\$ 3,321,382.00	\$ 2,903,403.00	\$ 2,903,403.00

**TITAN STUDENT CENTERS
REVENUE FUND BALANCE**

TSC	2020-2021 ACTUAL	2021-2022 ESTIMATE	2022-2023 PROPOSED
REVENUE FUND (TCUOP)			
PRIOR YEAR FUND BALANCE	\$ 9,097,146	\$ 9,422,151	\$ 8,818,280
FEE REVENUE	\$ 12,545,609	\$ 12,059,767	\$ 12,439,257
INTEREST INCOME - REVENUE FUND	\$ 176,548	\$ 51,945	\$ 105,000
CAMPUS A/R ADJUSTMENT	\$ 21,733	\$ 22,453	
SUB-TOTAL	\$ 21,841,036	\$ 21,556,316	\$ 21,362,537

EXPENDITURES			
BUDGET & RETURN TO OPERATIONS	\$ 8,757,737	\$ 9,308,137	\$ 10,150,000
POTENTIAL UNCOLLECTED STUDENT FEES	\$ 8,548	\$ 163,968	
FACILITY BOND PAYMENT	\$ 2,313,400	\$ 1,163,951	\$ 1,574,525
CSU GENERAL OVERHEAD EXPENSE	\$ 97,700	\$ 34,423	\$ 110,000
TRANSFER TO UNFUNDED PENSION LIABILITY		\$ 367,557	\$ 923,066 (1)
TRANSFER TO REPAIR & REPLACEMENT FUND (TCUMR)	\$ 1,241,500	\$ 500,000	\$ 200,000
TRANSFER TO CATASTROPHIC FUND (TCUCE)	\$ -	\$ 850,000	\$ 2,350,000
TRANSFER TO ECONOMIC UNCERTAINTY FUND	\$ -	\$ 350,000	\$ 650,000
SUB-TOTAL	\$ 12,418,885	\$ 12,738,036	\$ 15,957,591

ENDING FUND BALANCE	\$9,422,151	\$8,818,280	\$5,404,946
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RESERVE FUNDS	BALANCE 06/30/2021	ESTIMATE BALANCE 06/30/2022	PROJECTED BALANCE 6/30/2023
Repair & Replacement Fund (TCUMR)	\$ 6,679,690	\$ 6,838,009	\$ 7,038,009
Catastrophic Fund (TCUCE)	\$ 2,645,575	\$ 3,495,575	\$ 5,845,575
Economic Uncertainty Fund (TCUOP)	\$ -	\$ 350,000	\$ 1,000,000 (2)

(1) Includes an additional \$500,000 contribution to Pension Unfunded Liability to CALPERS

(2) Economic Uncertainty Reserve is included in TCUOP Ending Fund Balance

Budgeted Operating Fees

ASI \$6,842,934

TSC \$10,150,000

- Spent in One Year
- Cannot Carryforward to Next Year
- Adjusted if Headcount Is Short
- Overage Stays Stateside if Headcount Exceeds Budget
- Meet Both Operational Needs and Long-Term Obligations

ASSOCIATED STUDENTS, INC., CALIFORNIA STATE UNIVERSITY, FULLERTON

Statements of Financial Position

June 30, 2021 and 2020

	2021	2020
ASSETS		
Cash	\$ 1,220,699	\$ 1,127,992
Accounts receivable, net of allowance for doubtful accounts of \$1,000	93,380	579,353
Accounts receivable, related party	973,820	422,708
Investments	16,123,851	11,906,894
Furniture and equipment, net of accumulated depreciation	938,184	1,023,229
Other assets	23,846	55,178
Total Assets	<u>\$ 19,373,780</u>	<u>\$ 15,115,354</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable	\$ 144,381	\$ 241,980
Related party payable	378,441	531,886
Accrued expenses	1,317,581	1,035,282
Deferred revenue	305,552	31,775
Funds held for others	851,623	709,090
Unfunded pension obligation	8,862,093	8,330,527
Unfunded post-retirement liability	2,071,403	1,999,451
Total Liabilities	13,931,074	12,879,991
Net Assets:		
Without donor restrictions:		
Undesignated (See Note 8)	2,686,937	(510,388)
Board designated	2,680,943	2,680,943
Total Without Donor Restrictions	5,367,880	2,170,555
With donor restrictions	74,826	64,808
Total Net Assets	<u>5,442,706</u>	<u>2,235,363</u>
Total Liabilities and Net Assets	<u>\$ 19,373,780</u>	<u>\$ 15,115,354</u>

Assets

- **Cash – cash and investments**
 - Bank of America (ASI, PR, TSU, Agency, IRA)
 - Petty Cash – cash on hand in safe
 - LAIF - This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office professional investment staff at no additional cost to the taxpayer.
 - City National Bank – **City National Bank** offers a wide variety of premier financial services including personal banking, credit cards, business banking, and retirement planning
- **Accounts Receivable – entities or persons who owe us money**
 - CSUF (athletics and IRA reimbursement)
 - Third Parties who utilize our conference facilities, TBB and the CC

Children's Center Replacement Fund

ASI														
ASI CHILDREN'S CENTER REPAIR AND REPLACEMENT FUND (0100-1700)														
FYE 6/30/22														
	FMV	LESS EST	ADD									ENDING		
	BEGINNING	ACCRUED	ACCRUED	ADJUSTED	FEES/	OTHER		SECURITY	REALIZED	UNREALIZED	MARKET	G/L BALANCE	NET	YTD
	BALANCE	INCOME	INCOME	FMV	EXPENSES	ACTIVITY	DIVIDENDS	INTEREST	TRANSFERS	GAIN/LOSS	GAIN	VALUE	0100-1700	CHANGE
		0100-6070	0100-6070		0100-8089	& W/D	0100-6070	0100-6070	0100-8089	0100-6071	0100-6072			
Jul-21	4,156,589.84	(5,397.29)	8,744.33	4,159,936.88		(16.88)	469.63	352.16	-	63,669.46	46,366.83	4,270,778.08	4,270,778.08	114,188.24
Aug-21	4,270,778.08	(8,744.33)	9,459.58	4,271,493.33	(9,254.20)		2,087.97	1,396.89		402.43	77,196.83	4,343,323.25	4,343,323.25	72,545.17
Sep-21	4,343,323.25	(9,459.58)	6,927.36	4,340,791.03	-		3,384.10	3,465.15		10,507.22	(172,540.43)	4,185,607.07	4,185,607.07	(157,716.18)
Oct-21	4,185,607.07	(6,927.36)	8,934.40	4,187,614.11		(12.66)	441.51	1,983.71		(8.53)	167,911.76	4,357,929.90	4,357,929.90	172,322.83
Nov-21	4,357,929.90	(8,934.40)	6,385.41	4,355,380.91	(9,667.75)	(18.76)	2,477.63	4,059.36		15,111.83	(75,046.76)	4,292,296.46	4,292,296.46	(65,633.44)
Dec-21	4,292,296.46	(6,385.41)	6,798.36	4,292,709.41	0.60		9,926.28	1,888.66		(0.05)	126,451.40	4,430,976.30	4,430,976.30	138,679.84
Jan-22	4,430,976.30	(6,798.36)	7,965.12	4,432,143.06		(12.66)	1,776.26	891.67		12,476.45	(214,084.61)	4,233,190.17	4,233,190.17	(197,786.13)
Feb-22	4,233,190.17	(7,965.12)	9,065.73	4,234,290.78	(9,784.71)		2,295.41	1,185.37		4,668.63	(118,476.93)	4,114,178.55	4,114,178.55	(119,011.62)
Mar-22	4,114,178.55	(9,065.73)	7,092.70	4,112,205.52	-		3,051.67	3,484.33		(0.03)	41,112.88	4,159,854.37	4,159,854.37	45,675.82
Apr-22	4,159,854.37	(7,092.70)	9,141.77	4,161,903.44	-	(19.01)	645.63	1,967.10	555.71	85,576.97	(348,516.42)	3,902,113.42	3,902,113.42	(257,740.95)
May-22	3,902,113.42	(9,141.77)	6,439.26	3,899,410.91	(9,492.09)	(35.08)	3,091.95	4,056.67		(4.18)	(1,622.63)	3,895,405.55	3,895,405.55	(6,707.87)
Jun-22	3,895,405.55	(6,439.26)	5,751.09	3,894,717.38	-		4,774.03	1,878.24	-	57,078.57	(257,272.51)	3,701,175.71	3,701,175.71	(194,229.84)
TOTAL	4,156,589.84	(92,351.31)	92,705.11	4,156,943.64	(38,198.15)	(115.05)	34,422.07	26,609.31	555.71	249,478.77	(728,520.59)	3,701,175.71		

LAIF

CSUF - AS								
LOCAL AGENCY INVESTMENT FUND (LAIF) - Q/E 09/30/21								
GL Account 1117								
	DEPOSITS/WD's			LAIF DISTRIBUTION				
	AS	AGENCY	TSU	AS	AGENCY	TSU	TOTAL	Notes
6/20/2022				6,106,232.18	629,691.43	6,316,028.25	13,051,951.86	
6/21/2022				6,106,232.18	629,691.43	6,316,028.25	13,051,951.86	
6/22/2022				6,106,232.18	629,691.43	6,316,028.25	13,051,951.86	
6/23/2022				6,106,232.18	629,691.43	6,316,028.25	13,051,951.86	postage
6/24/2022				6,106,232.18	629,691.43	6,316,028.25	13,051,951.86	Food Satisfaction
6/25/2022	3,398.20		(3,398.20)	6,109,630.38	629,691.43	6,312,630.05	13,051,951.86	
6/26/2022	(273.10)		273.10	6,109,357.28	629,691.43	6,312,903.15	13,051,951.86	postage
6/27/2022	(41.00)		41.00	6,109,316.28	629,691.43	6,312,944.15	13,051,951.86	Tix Event
6/28/2022	201,311.34		(201,311.34)	6,310,627.62	629,691.43	6,111,632.81	13,051,951.86	PR 6/30
6/29/2022	2,040.45		(2,040.45)	6,312,668.07	629,691.43	6,109,592.36	13,051,951.86	SUI Recon
6/30/2022	(680,943.03)		680,943.03	5,631,725.04	629,691.43	6,790,535.39	13,051,951.86	Capital Reserve
	1,204,537.22	-	(1,742,737.64)	489,799,358.99	57,931,611.56	675,609,807.29		
				45%		55%	1.00	
INTEREST ALLOCATION			24,892.34	11,285.13		13,607.21		

Liabilities

- Current Liabilities – Accounts Payable, Accrued Expenses, Deferred Income
- Long Term Liabilities
 - Pension
 - OPEB

Long Term

- Pension
 - All employees
 - Retired and Active
 - Actuarial Review
 - FY22 – \$8M

Employee Health Benefits

- VEBA – Voluntary Employee Benefits
 - All employees with vesting schedule
 - Plans are identical to what is offered to active employees but only health
 - Assets have been set aside years ago and separately accounted for in CNB
 - A separate trust has been established to account for these assets and payments made for the medical coverage.
 - Actuarial Review – variable used in calculations were adjusted
 - FY22 - \$2M

Next Session: Introduction to Budget Process 9/8

Questions?