Minutes

Finance Committee

📅 Thu September 22nd, 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, Fox, Pugh, 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:** (Fox-m/Austin-s) The agenda was approved as presented by unanimous consent.

4. **Approval of Minutes**

   **Decision:** (Austin-m/Fox-s) The August 25, 2022 Finance Committee Meeting minutes were approved by unanimous consent.

   a. **8/25/2022 Finance Committee Minutes**

5. **Public Speakers**

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

   None.

6. **Reports**

   a. **Chair**

      Wong, Chair, did not provide a written report but shared with the committee that ASI Financial Services is looking to implement a new system.

   b. **Director of Student Government**

      Nettles shared highlights from her written report. The report is an attachment to the minutes.

7. **Unfinished Business**

   a. **Discussion: Introduction to ASI Budget Process and Timeline**

      *The Committee will discuss the ASI Budget process and timeline.*

      Wong yielded the floor to Nettles to review the ASI Budget Process and Timeline.

      Nettles yielded the floor to Carolyn Ehrlich, ASI Director of Finance, to co-present with her.

      Ehrlich refreshed the Committee's memory on the budget items they discussed during the last meeting.

      Ehrlich explained what the ASI Operating Budget is and how it is decided on.

      Ehrlich explained the budget breakdown for AS and TS and explained the difference between them.
Ehrlich provided further details on the ASI Budget Breakdown and how the funds are distributed among programs.

Ehrlich informed members one of the items they will be voting on is the Capital Budget and that funding is separate from the general budget they review.

- Ehrlich provided additional details on Capital spending.

Wong asked if there were any questions or points of discussion. There were no questions or points of discussion.

8. **New Business**

a. **Discussion: ASI Budget Mechanics, Methodology and Process**

*The Committee will discuss ASI Budget Mechanics, Methodology, and Process.*

Wong yielded the floor to Nettles to review the ASI Budget Mechanics, Methodology, and Process.

Nettles informed the Committee of the importance of their roles when it comes to the ASI Budget.

Nettles informed members there will be changes to the process and their work with their commissions and councils.

Nettles informed members of what to expect regarding programs being reviewed once they begin their processes.

Nettles shared that she wanted to be able to provide an overview of what to expect prior to starting the review and budgeting processes sooner rather than later.

Wong opened the floor to questions and discussion.

Ehrlich shared a few of the issues that occurred during last year’s budget review so members will be better prepared. Ehrlich encouraged members to set themselves up for success as they prepare to enter the budget process this year.

Ehrlich provided the Committee with examples to help students with their expectations.

Fox asked what the process would look like when the different groups came to present and what information they will be sharing. Nettles provided details on the structure of presentations and told members that it is their decision how much information they want the councils to provide and if they want the organizations to come and present to the Committee. Nettles shared that they can also decide to not have the councils come to share at the meetings. She encouraged members to work with their Co-Directors to discuss the budget process with their ICCs.

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

None.
10. **Adjournment**

Wong, Chair, adjourned the meeting at 1:54 p.m.

Jenna Maree Wong, Board Treasurer

Crystaal Washington, Recording Secretary
### Roll Call 2021-2022

#### 09/22/2022 FINANCE Committee Roll Call

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Board Members</th>
<th>Liaisons</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSS</td>
<td>Present</td>
<td>Vice Chair (Arts)</td>
</tr>
<tr>
<td></td>
<td>Absent</td>
<td>President</td>
</tr>
<tr>
<td>EDU</td>
<td>Present</td>
<td>Dir Stu Govt</td>
</tr>
<tr>
<td></td>
<td>Absent</td>
<td></td>
</tr>
</tbody>
</table>

*Recording Secretary: Crystaal Washington*
Minutes

Finance Committee

📅 Thu August 25th, 2022
⏰ 1:15pm - 2:30pm PDT
📍 ASI Boardroom - Titan Student Union
👥 In Attendance

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   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

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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
To: ASI Finance Committee  
From: Asha Nettles, Director of Student Government  
Date: Thursday, September 22, 2022

Announcements:

Update Regarding Contingency Process for this year:

About Contingency Funding:
Contingency funding is available to all students and student organizations and is intended to be available for unexpected or supplemental needs, as well as new or innovative programs. Students and student organizations connected to a funding organization or academic college will first be referred to that source of funding, but may receive contingency funding when other funding sources are unable to be used.

Prepare the Documentation for the ASI Finance Committee
(1) Memo that summarizes the proposal including a breakdown of costs, listing all necessary costs and highlighting what is being requested from ASI. Detail any other information you feel is relevant, such as why this expenditure is necessary and how many people will benefit from the program.

(2) Responses Required for the Wufoo Submission.
   a. Describe your program/event
   b. Specify the purpose/objective of your program/event
   c. Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance and marketing costs) and the total event budget.
   d. If applicable, list other organizations' contributions to this event, including your own.
   e. Estimate the expected attendance and identify your target audience for the event. - If reoccurring, state the attendance and success of recent events.
   f. For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the budget line item number(s), corresponding name(s) and amount(s) where this funding will go, if approved. - e.g., 033A-8047, Hospitality, $2,500

(3) PowerPoint Presentation: Please prepare your presentation covering the information provided for your request. A member of your organization will need to be available to present this presentation at the ASI Finance Committee, which meets Thursdays at 1:15pm

Complete and submit the Contingency Request form by 5:00PM the Thursday before the meeting. If we have not this request by this day, you will not be place on the following Thursday’s Finance Committee agenda.

<table>
<thead>
<tr>
<th>For Event(s) on this date or after:</th>
<th>...have this deadline...</th>
<th>Review at Finance Committee</th>
<th>Final Approval to BOD</th>
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<tr>
<td>October 19th</td>
<td>September 29 at 5pm</td>
<td>October 6</td>
<td>October 18</td>
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<tr>
<td>November 2nd</td>
<td>October 13 at 5pm</td>
<td>October 20</td>
<td>November 1</td>
</tr>
<tr>
<td>November 16th</td>
<td>October 27 at 5pm</td>
<td>November 3</td>
<td>November 15</td>
</tr>
<tr>
<td>December 7th</td>
<td>November 10 at 5pm</td>
<td>November 17</td>
<td>December 6</td>
</tr>
<tr>
<td>January 25th</td>
<td>December 1 at 5pm</td>
<td>December 8</td>
<td>January 24</td>
</tr>
</tbody>
</table>

For Event(s) on this date or after:
- February 8: January 19 at 5pm
- February 22: February 2 at 5pm
- March 8: February 16 at 5pm
- March 22: March 2 at 5pm
- April 5: March 16 at 5pm
- April 19: March 30 at 5pm
- May 3: April 13 at 5pm
**Exceptions to this rule will be considered on a case-by-case basis, such as holiday weeks or unexpected circumstances resulting in extreme time-sensitivity.**

Link: [https://asicsuf.wufoo.com/forms/asi-contingency-funding-request-20222023/](https://asicsuf.wufoo.com/forms/asi-contingency-funding-request-20222023/)
Finance Committee
September 8th
Introduction to ASI Budgeting
What is an Operating Budget

• Estimate of what is going to be spent
• Spent in One Year
• Cannot Carryforward to Next Year
• Comparisons to Budget are Key to Managing the organization
• Normally broken into a hierarchy of the organization – Division, Program
## ASSOCIATED STUDENTS
### REVENUE FUND BALANCE

<table>
<thead>
<tr>
<th>ASI</th>
<th>2020-21 ACTUAL</th>
<th>2021-22 ESTIMATE</th>
<th>2022-23 PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASB DEPOSITORY FUND [F8001]</strong></td>
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<tr>
<td>PRIOR YEAR FUND BALANCE</td>
<td>$71,666</td>
<td>$472,300</td>
<td>$395,101</td>
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<tr>
<td>DEPOSITORY FEES</td>
<td>$6,678,412</td>
<td>$6,455,038</td>
<td>$6,842,934</td>
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<tr>
<td>INTEREST INCOME</td>
<td>$55,883</td>
<td>$13,537</td>
<td>$25,000</td>
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<tr>
<td>ADJUSTMENT PRIOR YR</td>
<td>$4,528</td>
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<tr>
<td><strong>SUB-TOTAL</strong></td>
<td>$6,810,489</td>
<td>$6,940,875</td>
<td>$7,263,035</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
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<tr>
<td>EXPENDITURES</td>
<td>$6,338,189</td>
<td>$6,458,737</td>
<td>$6,707,879</td>
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<tr>
<td>UNCOLLECTED STUDENT FEES</td>
<td></td>
<td>$87,083</td>
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<tr>
<td>Transfer to Unfunded Pension Liability</td>
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<td>$423,066</td>
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<td><strong>EXPENSE TOTAL</strong></td>
<td>$6,338,189</td>
<td>$6,545,774</td>
<td>$7,130,945</td>
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<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>$472,300</td>
<td>$395,101</td>
<td>$132,091</td>
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## RESERVE FUNDS

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<tr>
<th>RESERVE FUNDS</th>
<th>BALANCE 6/30/2022</th>
<th>BALANCE 6/30/2023</th>
<th>BALANCE 6/30/2024</th>
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<tr>
<td>Catastrophic Fund</td>
<td>$0</td>
<td>$360,000.00</td>
<td>$360,000.00</td>
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<tr>
<td>Loss of External Funding Fund</td>
<td>$0</td>
<td>$434,250.00</td>
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<tr>
<td>Working Capital</td>
<td>$0</td>
<td>$535,357.00</td>
<td>$535,357.00</td>
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<tr>
<td>Children's Center (CNB)</td>
<td>$3,321,382.00</td>
<td>$2,903,403.00</td>
<td>$2,903,403.00</td>
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## TITAN STUDENT CENTERS
### REVENUE FUND BALANCE

<table>
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<tr>
<th></th>
<th>TSC</th>
<th>2020-2021 ACTUAL</th>
<th>2021-2022 ESTIMATE</th>
<th>2022-2023 PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIOR YEAR FUND BALANCE</td>
<td></td>
<td>$9,097,146</td>
<td>$8,422,151</td>
<td>$8,818,280</td>
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<tr>
<td>FEE REVENUE</td>
<td></td>
<td>$12,545,609</td>
<td>$12,059,767</td>
<td>$12,439,257</td>
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<td>INTEREST INCOME - REVENUE FUND</td>
<td></td>
<td>$176,548</td>
<td>$51,945</td>
<td>$105,000</td>
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<tr>
<td>CAMPUS A/R ADJUSTMENT</td>
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<td>$21,733</td>
<td>$22,453</td>
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<td><strong>SUB-TOTAL</strong></td>
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<td>$21,841,036</td>
<td>$21,556,316</td>
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## EXPENDITURES

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>2020-2021 ACTUAL</th>
<th>2021-2022 ESTIMATE</th>
<th>2022-2023 PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDGET &amp; RETURN TO OPERATIONS</td>
<td>$8,757,737</td>
<td>$9,308,137</td>
<td>$10,150,000</td>
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<tr>
<td>POTENTIAL UNCOLLECTED STUDENT FEES</td>
<td>$8,548</td>
<td>$163,968</td>
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<tr>
<td>FACILITY BOND PAYMENT</td>
<td>$2,313,400</td>
<td>$1,163,951</td>
<td>$1,574,525</td>
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<tr>
<td>CSU GENERAL OVERHEAD EXPENSE</td>
<td>$97,700</td>
<td>$34,423</td>
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<tr>
<td>TRANSFER TO UNFUNDED PENSION LIABILITY</td>
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<td>$367,557</td>
<td>$923,066</td>
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<tr>
<td>TRANSFER TO REPAIR &amp; REPLACEMENT FUND (TCUMR)</td>
<td>$1,241,500</td>
<td>$500,000</td>
<td>$200,000</td>
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<td>TRANSFER TO CATASTROPHIC FUND (TCUCE)</td>
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<td>$850,000</td>
<td>$2,350,000</td>
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<tr>
<td>TRANSFER TO ECONOMIC UNCERTAINTY FUND</td>
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<td>$350,000</td>
<td>$650,000</td>
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<td><strong>SUB-TOTAL</strong></td>
<td>$12,418,885</td>
<td>$12,738,036</td>
<td>$15,957,591</td>
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</table>

## ENDING FUND BALANCE

- **2020-2021 ACTUAL**: $9,422,151
- **2021-2022 ESTIMATE**: $8,818,280
- **2022-2023 PROPOSED**: $5,404,946

### RESERVE FUNDS

<table>
<thead>
<tr>
<th>RESERVE FUNDS</th>
<th>06/30/2021</th>
<th>ESTIMATE BALANCE 06/30/2022</th>
<th>PROJECTED BALANCE 06/30/2023</th>
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<tbody>
<tr>
<td>Repair &amp; Replacement Fund (TCUMR)</td>
<td>$6,679,690</td>
<td>$6,838,009</td>
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<tr>
<td>Catastrophic Fund (TCUCE)</td>
<td>$2,645,575</td>
<td>$3,495,575</td>
<td>$5,845,575</td>
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<tr>
<td>Economic Uncertainty Fund (TCUOP)</td>
<td>$-</td>
<td>$350,000</td>
<td>$1,000,000</td>
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</table>

(1) Includes an additional $500,000 contribution to Pension Unfunded Liability to CALPERS
(2) Economic Uncertainty Reserve is incuded in TCUOP Ending Fund Balance
## Budgeted Operating Fees

<table>
<thead>
<tr>
<th></th>
<th>ASI $6,842,934</th>
<th>TSC $10,150,000</th>
</tr>
</thead>
</table>

- ASI utilizes 4,810,442 and provides Athletics with 2,032,492
- TSC utilizes the full amount for the TSU and SRC
  - Adjusted if Headcount Is Short
  - Overage Stays Stateside if Headcount Exceeds Budget
  - Meet Both Operational Needs and Long-Term Obligations
Budget Process

Administration

• Our largest expense: Salaries and Benefits
• Fixed Costs
  – Utilities, Insurance, Maintenance Contracts
• Long Term Obligations
  – Debt payment for the SRC
  – Pension
  – Retiree medical benefits
Operational Costs

- Costs that support what we have already committed to do based on previous decisions to operate specific programs for ASI
  - TBB
  - UCC
  - Children’s Center
  - SRC Programs
Student Government

Student Programs and Engagement

and Funded and Funding Orgs

• Generally, grows each year
• Was approximately $5M last year with $2M designated for Athletics
• Student Government $1M
• Programs and Engagement $1.3
• Funded and Funding $600K
Capital Budget

• Separate from the Operating Budget
• The Capital Budget is funded by the Student Fees each year
• The funds are reserved and held stateside
• Long term planning is necessary to ensure you save “for a rainy day”
• Our request is annual with details on the projects to be implemented
Types of Capital Spending

• What is not Capital? R&M
• Criteria – Amount is greater than $5K and the item provides long term value to the organization, useful life > 1 year
• Recurring Capital spend
• Available Capital spend
Next Session: Introduction to Methodology for Budget for Student Government

Questions?