

Associated Students Board of Finance
Humboldt State University
Meeting on Monday, October 1, 2012
Nelson Hall East, Room 120
2:00 p.m.
Agenda #2

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #2 -- Action Item
- IV. Chair's Report
- V. Approval of Minutes #1 dated September 17, 2012—Action Item
- VI. Old Business
 - A. Board of Finance Orientation – Information Item
The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2012-13 Budget and the Unallocated process. These items are included in the Board of Finance binder.
 - B. Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item
The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Council may have that falls within the Mission of the Associated Students.
 - C. **Time Certain: 2:30 p.m.** Request from the Humboldt Film Festival to revise the Humboldt Film Festival 2012-13 Program Budget to incorporate costs associated with the inclusion of an additional Co-Director position – Action Item
The Humboldt Film Festival is requesting the addition of a third Co-Director for the program. The program has provided a proposed revised budget that would decrease funding for the following line items: *Judges* (\$800.00), *Fundraisers* (\$100.00), *Supplies and Services* (\$705.00) and would increase the following line items: *Hourly Wages* (\$1,500.00), *Unemployment Insurance* (\$60.00), *Workers Compensation* (\$45.00).
 - D. Request from the California State Student Association from Unallocated in an amount not to exceed \$298.00 for the costs associated with a voter registration pizza party – Action Item
The event will assist in accomplishing the goal to register 800 students for the November 2012 election.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance
Humboldt State University
Monday, September 17, 2012
Nelson Hall East, 120
Minutes #1

Call to Order

Paul Yzaguirre called the Board of Finance meeting to order at 2:00 p.m., on Monday, September 17, 2012 in the Nelson Hall East 120.

Roll Call

Members Present: Paul Yzaguirre, Ellyn Henderson, Jesse Carpentier, Tony Laipz, Stefan Kreid

Advisor Absent: Joan Tyson (excused)

Approval of the Agenda

MOTION: HENDERSON/KREID move to approve Agenda #1 APPROVED

Chair's Report

Yzaguirre welcomed everyone and noted that Tyson is away on University Business. The Board of Finance Orientation will be scheduled for the next Board of Finance meeting on October 1.

Approval of the Minutes

MOTION: HENDERSON/LAPIZ move to approve the Board of Finance Minutes #13 dated April 25, 2012 APPROVED

Old Business

- A. 2011-12 Independent Audit Report Draft – Action Item
Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board.

MOTION: LAPIZ/KREID move to accept the 2011-12 Independent Audit Report APPROVED

Christensen introduced Wendy Sotomayor, the Accountant of the University Center and Patrick Shanahan, Certified Public Accounts from the accounting firm of Hunter, Hunter & Hunt. The Board of Finance introduced themselves to the audit team. Each auxiliary organization is required to have an annual audit performed by a certified public accountant selected by the governing board. The 2011-12 audit report was provided by the accounting firm of Hunter, Hunter, and Hunt. The Board of Finance is the board designated responsibility for audit-related items and recommends approval to the full governing board.

Shanahan provided a summary of his professional background with the firm and also did an overview of generally accepted auditing standards related to the Associated Students audit.

Shanahan reviewed in detail the components of the audit, including review of Associated Students internal controls, statement of financial position, statement of activities, cash flows, and the notes to the financial statements. Shanahan also reviewed the Audit Communication Letter for Years Ended June 30, 2012 and 2011. The report of the financial statement of the Associated Students for the year ending June 30, 2012 expressed an unqualified opinion. Shanahan explained that this means the Associated Students financial statements presently fairly the financial position of the organization, there were no current findings by the auditors and no recommendations were made. This is the cleanest opinion possible and the Associated Students consistently achieves this goal.

B. Board of Finance Orientation – Information Item

The Board of Finance will receive an orientation that will cover Board of Finance procedures including Fiscal Code, the 2012-13 Budget and the Unallocated process. These items are included in the Board of Finance binder.

Yzaguirre noted that the Board of Finance Orientation will be held at the meeting on Monday, October 1, 2012.

C. Reserve Policy, Fund Designation and Procedure for Expenditure – Information Item

The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Council may have that falls within the Mission of the Associated Students.

Christensen referred the AS Council to the Reserve Policy that was included in the agenda packet. Christensen reviewed the balances of the different reserves:

General Operating Reserve:	\$330,995
Facilities/Special Projects Reserve:	\$66,032
Capital Purchase Reserve	\$101,800

The AS Council approved an expenditure of up to \$11,450 from the Special Projects/Facilities Reserve fund in May 2012 for costs associated with purchase of supplies and materials for a campus community garden shed, bedding materials, fencing and a rainwater catchment system. In April 2012, the Council also approved \$6,000 to be used to redesign and update the AS websites of the Eric Rofes Queer Resource Center, the Women's Resource Center and the Student Access Gallery. The 2011-12 AS Council also allocated \$43,000.00 from the General Operating Reserve to the 2012-13 Budget. The funds have not yet been expended.

Christensen noted that Tyson will provide a more detailed review of the Reserve policy at the following meeting.

D. A. S. Board of Finance 2012-13 Standing Rules and Meeting Dates – Action Item

These are the rules by which the Board of Finance agrees to operate their meetings. Also included is the proposed 2012-13 meeting schedule.

MOTION: LAPIZ/KREID move to approve the A.S. Board of Finance 2012-13 Standing Rules and Meeting Dates **APPROVED**

Christensen reviewed the Standing Rules and Meeting Calendar with the Board of Finance and noted a typographical error; The meeting scheduled for November 14, 2012 will be on a Wednesday. Members of the Board of Finance noted that they would be unable to attend the Wednesday, November 14, 2012. Christensen noted that the Board of Finance may choose to amend the meeting calendar later in the semester. Christensen also noted that Saturday, March 2, 2013 is a Saturday meeting for AS Budget Hearings.

- E. Request from the Associated Students Government from Capital Purchases Reserve in an amount not to exceed \$988.00 for the purchase of one Dell Desktop OptiPlex 9010 PC – Action Item
The computer will replace the current Gateway desktop E Series in the AS President's office. The E Series Computer was purchased in January, 2005 and has begun to lose functionality.

MOTION: KREID/LAPIZ move to approve the request from the Associated Students Government from Capital Purchases Reserve in an amount not to exceed \$988.00 for the purchase of one Dell Desktop OptiPlex 9010 PC APPROVED

Christensen reviewed the proposal for the purchase of the Dell Desktop OptiPlex 9010 PC. The 9010 PC has been recommended by the University's Academic Information Services (AIS) Department for the AS President's office and is expected to last a minimum of five years.

Announcements

Henderson will be absent at the next meeting.


Adjournment

Yzaguirre adjourned the meeting at 2:38 p.m. without objection.

Recorded by:

Rob Christensen
A.S. Council Assistant

Approved by:


Paul Yzaguirre
A.S. Administrative Vice President
Chair Board of Finance

Section: Policy Statement - Fiscal

Subject: Reserve Policy, Fund Designation and Procedure for
Expenditure

Purpose: The Associated Students Reserve Policy and Fund Designation provides guidelines for basis of the annual review of the A. S. fiscal viability, and to provide the Council and General Manager sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A. S. Council may have that falls within the Mission of the Associated Students.

New/Revised: November 28, 2011

Council Adoption Date: December 11, 2000

I. Fund Designation

Appropriations to Reserves - Excess revenues will be allocated annually to the following reserve areas unless specifically exempted by A. S. Council. Operating Reserve, Capital Purchase Reserve, and Special Projects & Facilities Reserve.

Background - The establishment of adequate reserve policies for CSU auxiliaries is required to meet the California State University financial standards established by the Education Code, Section 89904(b). Section 89904(b) states that auxiliaries shall implement financial standards by the establishment of reserve funds for current operation, capital replacement, and new ventures so as to assure fiscal viability.

Operating Reserve is the "savings account" of the Associated Students used to address contingencies, emergencies, budgetary impacts such as an unanticipated shortfall in projected enrollment, and other non-routine expenditures.

Sources of Funds for Operating Reserve - Two sources of funds are earmarked for the operating reserve fund. (1) An annual allocation from the operating budget not to be less than 1% of the budgeted annual fee revenue, (2) 50% of the current year excess revenue.

Manager shall be authorized to commit up to \$1,000 from the appropriate reserve. Should an emergency exist and a sum greater than \$1,000 be required, the consent from either the A.S. President, or A.S. Administrative Vice President shall suffice. Should the General Manager be unable to obtain the required consent, he or she may commit the required amount of funds to resolve the problem. In all cases, A.S. Council shall be notified of the expenditure as soon as possible but not later than their next regularly scheduled meeting.



HUMBOLDT STATE UNIVERSITY HUMBOLDT FILM FESTIVAL

September 22, 2012

To: Associated Students Board of Finance

From: Alicia Flores, Film Festival Co-Director 2011-13
Debra Ryerson, Film Festival Administrative Support

Subject: Film Festival 2012-2013 Budget Justifications

The current festival co-directors have agreed to work on the budget proposed to them by last year's co-directors. Preceding last year's duo, the budget had never been adjusted or even revised. 2011-12 was the only year that the Film Festival had operated with two co-directors and we would like to return to three because the amount of work can be distributed much more efficiently in a group of three like-minded, dedicated individuals as opposed to two full-time students taking on extraneous responsibilities and risking inefficiency. Also, due to changes and cuts in the Department of Film, the class credits have been cut from 4 to 2 credits.

A third co-director would require additional funds. However, the Film Festival applied for and received CSU Visiting Fellows grant this year and last and is currently waiting to hear back from the Academy of Motion Picture Arts and Sciences in regards to their application for a \$2,500 publicity grant. With these additional funds, the Film Festival is anticipating to fully function in a more efficient, self-sustained manner; this is a big step for the festival and for the students in charge. The decision to work with less money than previous years is an unsure accommodation, but this year's co-directors are nothing short of dedicated.

The Humboldt Film Festival would like to request a revision to the Film Festival Associated Students budget to include a third Co-Director to the program. We have attached a proposed budget revision that would allow the Film Festival to operate with the same total budgeted amount, but would decrease the amount allocated to Supplies/Services, Fundraisers and Judges so that funds could be reallocated to the third co-director position.

Thank you for your consideration,
Co-directors
46th Humboldt Film Festival

DEPARTMENT OF THEATRE, FILM & DANCE
HUMBOLDT FILM FESTIVAL
BUDGET 2012 - 2013

REVENUES:	ORIGINAL BUDGET	REVISED BUDGET	REVENUE	DIFFERENCE
AS Subsidy	\$ 8,720.00	\$ 8,720.00	\$ 8,720.00	\$ -
Fundraiser	\$2,000.00	\$2,000.00	\$2,000.00	\$ -
Entry Fees	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
Festival Attendance	\$ 1,700.00	\$ 1,700.00	\$ 1,700.00	\$ -
Subtotal	\$ 14,420.00	\$ 14,420.00	\$ 14,420.00	\$ -
CSU Visiting Fellows Grant	\$ -	\$ 2,500.00	\$ 2,500.00	
CAHSS Deans Office	\$ -	\$ 500.00	\$ 500.00	
Totals	\$ 14,420.00	\$ 17,420.00	\$ 17,420.00	\$ -
EXPENDITURES:	ORIGINAL BUDGET	REVISED BUDGET	EXPENDED	DIFFERENCE
Stipends	\$ 3,000.00	\$ 4,500.00	\$ -	\$ 1,500.00
Unemp Insurance	\$ 120.00	\$ 180.00	\$ -	\$ 60.00
Workers Comp	\$ 90.00	\$ 135.00	\$ -	\$ 45.00
Publicity	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -
Sup/Services	\$ 910.00	\$ 1,100.00	\$ -	\$ 190.00
Fundraisers	\$ 500.00	\$ 405.00	\$ -	\$ (95.00)
Awards	\$ 1,700.00	\$ 1,800.00	\$ -	\$ 100.00
Judges Stipend (Grant)	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
Judges Travel/Accommodations	\$ 5,600.00	\$ 3,800.00		\$ (1,800.00)
Totals	\$ 14,420.00	\$ 17,420.00	\$ -	\$ 3,000.00
TOTAL EXPENSES		\$ -		
TOTAL REVENUE		\$ 17,420.00		

September 24, 2012

To: Applicants for 2012-13 Associated Students Unallocated Funds

From: Jesse Hoskins, CSSA Representative, (707) 826-5415, jth49@humboldt.edu



Re: Request of unallocated funds for Voter Registration event by Lobby Corps

The Voter Registration event is focused on supporting the AS voter registration drive on campus. The event will consist of multiple Lobby Corps and AS Council members handing out pizza as well as registering students to vote. It will take place in the South Lounge between the hours of 11:00 AM and 2:00 PM.

The pizza will be given without stipulation of registering to vote, in order to stay within voter registration regulations. The pizza will be the main method of attracting students at large to the South Lounge so that we may help them register to vote if they wish. Students will benefit by both getting a free slice of pizza, as well as being empowered through registering to vote for the upcoming November election. The other sources of funding for CSSA are accounted for by future activities and cannot be diverted. The pizza will be purchased through Dining Services to comply with food/ safety requirements. This event is open to all students.

This event will help to accomplish the goal of getting 800 students from Humboldt State University Registered to vote in the November 2012 election, as established by the council at the Fall 2012 Associated Students' Retreat.

Date of Event: Thursday, October 18, 2012



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: CSSA
CONTACT PERSON: Jesse Hoskins
Phone: 707-826-5415
Email: jth49@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$ 298.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Income:</u>		<u>\$ 298.00</u>


II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Catering Services</u>	<u>\$ 298.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<u>Total Expenditures:</u>		<u>\$ 298.00</u>


For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Joan Tyson
CLUB/PROGRAM ADVISOR NAME


SIGNATURE

Jesse Hoskins
BUDGET ADMINISTRATOR NAME


SIGNATURE



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item:	Catering Services	\$ 298.00
Explanation:	23 Pizzas at 11.99 each. (11 Pepperoni, 12 Cheese)	
	200 Paper Plates	
	200 Napkins	
	Tax: \$22.06	
Line Item:		
Explanation:		
Line Item:		
Explanation:		
Line Item:		
Explanation:		
Line Item:		
Explanation:		
Line Item:		
Explanation:		



HSU Catering Services

University Center

Arcata, CA 95521

Phone: (707) 826-5311

Fax: (707) 826-5315

Catering Event: AS Pizzas

Contract Number: 10121048

Date of Event: Thursday, October 18, 2012

Location: Pick up @ the Depot

Attention: Rob Christensen

Set-up Time: 11:45 am

Address: Associated Students UC 246

Event Time: 12:00 pm

City: Arcata State: CA Zip: 95521

Pick-up Time:

Phone: x4221

Estimated Number:

Manager of Event: Eddie Aguilar at 826-4185 or 826-3614

Quantity		Item	Price per Unit	Amount
11	Each	Pepperoni Pizzas	11.99	\$131.89
12	Each	Cheese Pizzas	11.99	\$143.88
200	Each	10" Paper Plates		
200	Each	Napkins		
A guarantee is required for the number of people attending your event by noon, three working days prior to the event. This number will be considered a guaranteed number, not subject to reduction. If no guarantee is received, the expected number of guests will be considered the guarantee. Your invoice will be based on the guaranteed number, or the number of guests in attendance, whichever is greater.			Subtotal	\$275.77
			Tax	\$22.06
			Delivery Fee	
			Labor	
			Un. Relations	
			Total	\$297.83

Any Questions? Please call Violet McCrigler at 826-5311 for assistance.

This is not a bill. Your invoice will be sent following your event.

Thank you for using the HSU Catering Services! We Appreciate Your Business.