

**Associated Students Board of Finance
Humboldt State University
Meeting on Monday, January 30, 2012
Nelson Hall East, Room 120
2:00 p.m.
Agenda #7**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #7 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #6 dated December 5, 2011 -- Action Item
- VI. Old Business
 - A. Request from the Women's Resource Center (WRC) for approval to spend an amount not to exceed \$1,400.00 from the WRC's Women's Herstory Month line-item and to expend funding in conjunction with a potential grant from the Activities Coordinating Board/ MultiCultural Center (ACB/MCC) Allocation Board to pay for costs associated with hosting Angela Davis as a speaker for Women's Herstory Month– Tabled Item
The WRC is requesting to spend all funds allocated in the Women's Herstory Month line-item to host Angela Davis as a speaker for Women's Herstory Month. The funds would be included with potential funding from a Diversity and Inclusion Grant (\$2,400.00), MultiCultural Center (\$500.00), Department of Social Work (\$500.00), Department of Critical Race and Gender Studies (\$500.00), Fundraising (\$1,100.00) and a Clubs and Activities Small Grant (\$1,000.00).
 - B. Request from the Humboldt Film Festival for amendments to the Humboldt Film Festival 2011-12 FY budget. –Action Item
The Humboldt Film Festival is requesting changes to the 2011-12 line item and budget language. The Film Festival would like to take one position allocated for a Film Festival Co-Director and reallocate to multiple line items. The Film Festival is also requesting a change to the program budget language to offer higher honorariums to judges based on the number of judges they acquire.
 - C. Request from Associated Students Government from Unallocated for funds in an amount not to exceed \$265.00 for the purchase of refreshments for the 2012 AS Formal – Action Item
The Student Affairs Advisory Committee is planning a University Formal for February 4, 2012. The remaining cost of the Formal has been covered by a Small Clubs Activity Grant which precluded the purchase of food for the event.
 - D. Request from Associated Students General Operations from Facilities Reserve for funds in an amount not to exceed \$1,347.00 for costs associated with repairs to Associated Students maintained facilities – Action Item
The AS had work done on AS leased facilities House 91 (YES House) in the amount of \$564.67 and House 55 (MCC House) in the amount of \$782.01 for maintenance and repair issues.
- VII. Announcements
- VIII. Adjournment



HUMBOLDT STATE UNIVERSITY
Humboldt Film Festival

January 23, 2012

TO: Associated Students Board of Finance

From: Brittany White, Film Festival Co- Director 2011-12
Debra Ryerson, Film Festival Administrative Support

Debra Ryerson

Subject: Alteration of 2011-2012 Film Festival Budget

This comes to request the alteration of line items for the 2011-2012 Humboldt Film Festival budget.

We would like to change the amounts and budget language in current expense line items. We are dispersing the 1,500 for a third co-director (which we do not have this year) into other line items. We are also changing the budget language in line item 'Judges' to offer a higher honorariums depending if there are one, two or three judges.

Associated Students 2011-2012 Budget

Approved
Budget

HUMBOLDT FILM FESTIVAL

REVENUES

A. S. SUBSIDY	9,320	Account Number
FUNDRAISER	2,500	5112-3702
ENTRY FEES	2,500	5112-3703
FESTIVAL ATTENDANCE	2,200	5112-3716
TOTAL REVENUE	16,520	

EXPENDITURES

HOURLY WAGES	4,500	5112-4112
UNEMPLOYMENT INSURANCE	225	5112-4126
WORKER'S COMP	360	5112-4127
PUBLICITY	2,200	5112-4712
SUPPLIES AND SERVICES	1,285	5112-4716
FUNDRAISERS	500	5112-4738
AWARDS	1,700	5112-4760
JUDGES	5,750	5112-4763
TOTAL EXPENDITURES	16,520	

BUDGET LANGUAGE - HUMBOLDT FILM FESTIVAL

- 1 DIRECTORS (PAID HOURLY) SHALL BE PAID AS FOLLOWS: THREE CO-DIRECTORS, \$1,500 EACH. THESE ARE PER YEAR AMOUNTS, PAYABLE HALF EACH SEMESTER.
- 2 FUNDING IS CONTINGENT UPON PROVIDING AT LEAST A \$1.00 TICKET DISCOUNT FOR HSU STUDENTS.
- 3 JUDGES LINE-ITEM AMOUNT IS TO FUND THREE JUDGES' HONORARIUMS (\$750/EACH); ALSO TRANSPORTATION, FOOD, LODGING, WORKSHOP REQUIREMENTS, AND EQUIPMENT RENTAL FOR JUDGES.
- 4 NO FUNDS FOR OTHER FOOD PURCHASES HAVE BEEN ALLOCATED.
- 6 EXCESS FILM FESTIVAL REVENUE WILL BE DEPOSITED TO A TRUST ACCOUNT TO BE ADMINISTERED PER A.S. FISCAL CODE, SECTION 11.01

2011-2012 BUDGET JUSTIFICATIONS

*Proposed
Changes*

IMPORTANT: Please provide a detailed description for each line-item included in the A.S. ** revenue and expenditures column of the Proposed Budget 2011-12. Include how you arrived at specific line item figures. For example, Supplies should include a list of supplies requested and details of cost. Program publications should include cost of printing each publication requested.

The Board of Finance wants complete numerical detail on how you arrived at the number within each line-item—not just how you intend to spend it.

Revenue:

Line Item: A.S. Subsidy

\$9320.00

Explanation: Stipends for three Co-Directors (\$1500/each); unemployment and worker's compensation insurance; three judges' honorariums; publicity; supplies and services; campus and community outreach; fundraising and awards.

Line Item: Fundraising Activities

\$2,500.00

Explanation: This number represents what we anticipate generating from miscellaneous fundraising events where opportunity arises, including but not limited to: bringing in guest artists/speakers and special films; Local Filmmakers' Night; campus film screenings; grants; business sponsorships, etc.

Line Item: Film Festival Entry Fees

\$2,500.00

Explanation: This number comes from the estimate that we will receive approximately 167 entries at an average of \$15.00 per entry.

Line Item: Film Festival Attendance

\$2,200.00

Explanation: This number is derived from an estimate of 440 tickets sold at \$5.00 each over four to seven nights at the Van Duzer Theatre.

Total Revenue:

\$16,520.00

Expenditures:

**Proposed
Changes**

Line Item: Stipends

\$3,000.00

Explanation: Two student Co-Directors at \$1,500 each for the year. This amount has been increased from \$1,250 to \$1,500 in compliance with the A.S. Board of Finances regulations.

Line Item: Unemployment Insurance

\$150.00

Explanation: \$4,500 @ 5%

Line Item: Worker's Compensation

\$240.00

Explanation: \$4,500 @ 8%

Line Item: Publicity

\$2,700.00

Explanation: This number comes from an estimate of costs for web design, website updating, and poster production; Call for Entries production; festival program production; television, radio, print, and internet advertising; events posters; and banner revision.

Line Item: Supplies and Services

\$ 1,435.00

Explanation: This amount covers expenditures for postage, return mailing of film prints, office supplies, photocopying, and supplies and services for festival week activities; etc.

Line Item: Fundraising Expense

\$695.00

Explanation: This number will cover expenses for miscellaneous items related to the fundraising events, including but not limited to rental of facilities, film, and equipment; food; contracted services; concession supplies; etc.

Line Item: Awards

\$2,000.00

This number is derived from our costs to provide awards to the festival winners. Cash Awards are augmented by donations of prizes, equipment, and film-related services.

Line Item: Judges

\$6,300.00

Explanation: This amount is used to fund the judges' honorariums (\$3,500 for One Judge, \$1,500/ ea for Two Judges, \$750/ ea for Three or more judges); travel costs, and festival activities, included but not limited to: food, lodging, transportation, workshop supplies, and equipment rental.

Total Expenditures:

\$16,520.00



January 22, 2012

TO: Associated Students, Board of Finance

FROM: Associated Students, Student Affairs Advisory Committee
Bryan Kelly, AS President *Bryan Kelly*

RE: Request from Unallocated for costs associated with refreshments for the 2012 Formal

The Student Affairs Advisory Committee is requesting funds for the purchase of refreshments for the 2012 Formal to be held on Saturday, February 4, 2012.

In an effort to promote student body unity and school spirit, the Student Affairs Advisory Committee is planning a university-wide formal. The event is scheduled to be held from 8:00 p.m. to midnight in the Kate Buchannan Room and Karshner Lounge, and will include music, dancing, games, photos and entertainment. Additionally, the event will serve as a fundraiser, rewarding clubs with the most attendees a donation to their club accounts. In order to better provide students with a social atmosphere the Student Affairs Advisory Committee would like to include refreshments at the event.

Primary funds for the 2012 Formal were secured with a Clubs and Activities Grant. However, these grants do not allow for the costs associated with food purchases.

The cost of refreshments is estimated to be approximately \$265.00 which includes food, beverage, table covers, plates and napkins.

Thank you for your consideration of supporting this collaborative event.

REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT



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: Dessert Foods 88.98

Explanation: Providing snacks will keep attendees energized as well as provide them with a casual social atmosphere. List includes various cookies, pastries and candies.

Line Item: Beverages 127.05

Explanation: In addition to complementing snack foods, the committee would like to host a "mocktail bar" in order to promote sober alternatives. List includes cranberry juice, various sodas and Martinelli's apple cider.

Line Item: Service Supplies 29.17

Explanation: This will include table covers, cups, and napkins.

Line Item: Tax 19.80

Explanation: Estimated sales and CRV taxes.

Line Item:

Explanation:

Line Item:

Explanation:

HSU PLANT OPERATIONS
WORK CONTROL CENTER

PLANT OPERATIONS HAS COMPLETED THE WORK REQUEST/SERVICE REQUEST LISTED BELOW.
THESE CHARGES WILL BE FORWARDED TO THE ACCOUNTING DEPARTMENT FOR PROCESSING.

FOR STATE ACCOUNTS THE AMOUNT WILL BE AUTOMATICALLY TRANSFERRED TO A PLANT OPERATIONS' ACCOUNT.
FOR NON-STATE ACCOUNTS, A HSU INVOICE WILL BE SUBMITTED FOR PAYMENT.

PLEASE CONTACT WORK CONTROL COST RECOVERY BILLING, EXT 5910 FOR ANY QUESTIONS OR CHANGES CONCERNING THESE CHARGES.
THANK-YOU

Assoc. Students Business			BILLING DATE	11/18/11
WORK ORDER	DESCRIPTION	CHARTFIELD OR ACCOUNT NUMBER	TOTAL AMOUNT	
105705	Balbanis Hse #55, Rm 203; Installation of two electrical outlets in Rm 203 per Fire Marsha	AS 5100 4735	583.00	
124889	MCC House #55 rm 106: There is a broken outlet that is hanging off the wall and is a haze	AS 5100-4735	199.01	
			782.01	

California State University, Humboldt
Cost Recovery Funds Transfer Report

11-21-2011

Page 1

Dept Code: ASBO

Assoc. Students Business

WO Number: 10-005705

Description: Balbanis Hse #55, Rm 203; Installation of
two electrical outlets in Rm 203 per Fire
Marshal Request. One outlet to be on north

Approved By: Joan Tyson

Approve Date: 10-07-2011

Approved Amount: \$583.00

Line	Credit Acct	Description	Debit Acct	Description	Comments	Amount
1	D30016	Maint & Repair	INVOICE	Non-State Accounts	AS 5100 4735	\$583.00

Department Total **\$583.00**

California State University, Humboldt

Cost Recovery Funds Transfer Report

11-21-2011

Page 1

Dept Code: ASBO Assoc. Students Business

WO Number: 12-004889 **Description:** MCC House #55 rm 106: There is a broken outlet that is hanging off the wall and is a hazard. It needs to be fixed or removed. **Approved By:** Joan Tyson
Approve Date: 11-21-2011
Approved Amount:

Line	Credit Acct	Description	Debit Acct	Description	Comments	Amount
1	D30016	Maint & Repair	INVOICE	Non-State Accounts	AS 5100-4735	\$199.01

Department Total \$199.01

HSU PLANT OPERATIONS
WORK CONTROL CENTER

PLANT OPERATIONS HAS COMPLETED THE WORK REQUEST/SERVICE REQUEST LISTED BELOW.
THESE CHARGES WILL BE FORWARDED TO THE ACCOUNTING DEPARTMENT FOR PROCESSING.

FOR STATE ACCOUNTS THE AMOUNT WILL BE AUTOMATICALLY TRANSFERRED TO A PLANT OPERATIONS' ACCOUNT.
FOR NON-STATE ACCOUNTS, A HSU INVOICE WILL BE SUBMITTED FOR PAYMENT.

PLEASE CONTACT WORK CONTROL COST RECOVERY BILLING, EXT 5910 FOR ANY QUESTIONS OR CHANGES CONCERNING THESE CHARGES.
THANK-YOU

Assoc. Students Business			BILLING DATE	12/16/11
WORK ORDER	DESCRIPTION	CHARTFIELD OR ACCOUNT NUMBER	TOTAL AMOUNT	
1111146	House 91: Please clean the second story gutters to remove leaf debris that accumulates fr	5100-4735	564.67	
			564.67	

California State University, Humboldt

Cost Recovery Funds Transfer Report

12-19-2011

Page 1

Dept Code: ASBO

Assoc. Students Business

WO Number: 11-011146

Description: House 91: Please clean the second story
gutters to remove leaf debris that
accumulates from surrounding trees. Also, p

Approved By: Joan Tyson

Approve Date: 04-22-2011

Approved Amount:

Line	Credit Acct	Description	Debit Acct	Description	Comments	Amount
1	D30016	Maint & Repair	INVOICE	Non-State Accounts	5100-4735	\$564.67

Department Total \$564.67