

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.

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

**ASSOCIATED STUDENTS OF  
HUMBOLDT STATE UNIVERSITY**

**(707) 826-3771**

**MEMORANDUM**

September 18, 2012

TO: Associated Students Council  
FROM: Joan Tyson, General Manager, Associated Students  
RE: 2011-12 Associated Students Audit



Each auxiliary organization is required to have an annual fiscal audit performed by a certified public accountant selected by the governing board. When completed, the audit shall be furnished to the governing board. Attached is the 2011-12 audit report as provided by the accounting firm Hunter, Hunter & Hunt. The Board of Finance is the board designated to deal with audit-related items and recommend audit acceptance to the full governing board.

The Board of Finance has reviewed this document with the auditors and has recommended acceptance of the 2011-12 audit. There were no current year findings or recommendations by our auditors. This is the highest audit opinion an organization can receive.

At the September 24, 2012 meeting of the Associated Students Council, the audit is on your agenda as an action item. Please feel free to stop by in advance of this meeting if you have any questions regarding any of this information.