

PROCEDURE

Effective Date: June 8, 2016

Revised Date: June 1, 2020 by motion ASB-20-S-21

Approved By: AS Finance Council

See Also: POL-AS-FIN-02 Defining AS Reserves

PRO-AS-FIN-01 DISTRIBUTING FUNDS TO AS RESERVES

This procedure describes of distribution of dollars to AS Reserves.

Definitions:

Accrual Period- Transactions for June posted after the cutoff date, corrections, or transfers that need to happen for the previous Fiscal Year are processed, this is completed by the end of July.

Associated Students (AS) - All currently enrolled students at Western Washington University.

AS Funds - Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.

AS Operating Budget- The amount allocated by the AS Executive Board for the current fiscal year.

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - Non-operational accounts established to ensure the continuous, safe, and efficient operation of Associated Student functions, funded from Residual Dollars.

Designated Reserves - Reserve funds for specific areas. Not available for AS Organization funding requests.

Discretionary Reserves - Reserve funds allocated at the discretion of specified groups; general funding requests can be made of these accounts.

Equipment - All items not considered basic building infrastructure or covered by other designated areas.

Fiscal Year - Western's fiscal year runs July 1 - June 30.

Peripherals- All computer accessories and network-based devices, including Monitors, Printers, and Mobile Devices, deemed necessary for the operations of AS programs and services.

Residual Dollars - Unspent and Unallocated AS Funds remaining in the AS Operating Budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

I. Designated Reserve Distributions are Performed by the VU Business Manager

Prior to use of Residual Dollars, designated Reserve areas should be funded as described below.

1. Vehicle Repair

- a) Any positive remaining balance in FXXVEH will be transferred to the AS Vehicle Repair Reserves.
- b) Any positive remaining balance in FXXOVH will be transferred to the OC Vehicle Reserve.

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2. Outdoor Center (OC) Rental Equipment

The Assistant Director of the Viking Union for Outdoor Recreation should ensure that 40% of Equipment Rental Fees, any fees from rentals to OC Employees, fees collected for unreturned rental equipment, and revenue from the liquidation for used rental equipment were automatically deposited from Operating to the OC Reserves.

II. Distribution of Residual Dollars is Performed by the Business Manager

After the closing of the Accrual Period, the Business Manager begins the process of distribution, in consultation with the Associate Dean of Student Engagement/Director of the Viking Union.

Funds are distributed in the following priority order and to the levels stated for each fund:

1. Approved Grants

Funded Yearly/Cap: Equivalent amount needed to fund all grants approved by the Board for the entirety of pilot programs and the total amount of one time purchases not fulfilled.

2. Operating

Funded Yearly: Equivalent to 10% of the approved AS Budget.

3. Computer Repair & Replacement

Funded Yearly: \$35,000 for replacement cost of all AS computers and peripherals.

4. Equipment

Funded Yearly/Cap: \$50,000 for repairing, replacing, or purchasing new Equipment (as defined above).

5. AS/OC Vehicle Replacement

Funded Yearly: \$50,000 (equivalent to the cost of replacement for two vehicles).

6. Large Events

Funded Yearly/Cap: \$65,000.

7. Student Enhancement Fund

Funded Yearly: 15% of remaining Residual Dollars, up to \$50,000, after all other targets have been reached.

8. AS Employee Development Fund

Funded Yearly: 15% of remaining Residual Dollars, up to \$20,000, after all other targets have been reached.

9. Viking Union Organization

Funded Yearly: 15% of the remaining Residual Dollars or 5% of the approved FXXVU budget, whichever is greater.

10. Grants

Funded Yearly: Remaining Residual Dollars, after all other target amounts have been reached.

Special Condition: If Residual and/or Carry Forward dollars are unable to fill the previous priority Reserves, then these dollars may "backfill" those reserves until target balances reached.

Cap: There is no cap on this Reserve.