

POLICY

Effective Date: June 8, 2016

Revised Date: January 31, 2023 by motion FC-23-W-07

Approved By: AS Finance Council

See Also: PRO-AS-FIN-02 Distributing Funds to AS Reserves

POL-AS-FIN-03 DEFINING AS RESERVES

This policy describes AS Reserve accounts.

Definitions:

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 Programs & Services.

AS Operating Budget - AS Funds allocated for the current fiscal year.

AS Programs & Services - AS areas with operating budgets, programming funds, designated office space, and student staff.

AS Reserves - 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, available for funding in line with the specific purpose of each area.

Discretionary Reserves - Reserve funds allocated at the discretion of specified groups available for funding requests that meet fund specifications.

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

Financial Fund Manager - Position granted financial authority over the monies allocated to a fund; may delegate further to Budget Authorities.

Large Event - An event with an expected attendance of 100 or more.

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. Approved Funds Must be Spent in Accordance with AS Policies and Procedures.

II. All Requests Must Fall Within the Mission of the AS.

III. DESIGNATED RESERVES SPECIFICATIONS

A. Computer Repair and Replacement

1. Purpose: For consistent repair and replacement of AS computer equipment.
2. Source: Funded yearly at \$35,000 in AS Reserves Distribution.
3. Approval: VU Information Technology Manager in consultation with Financial Fund Manager.

B. Equipment

1. Purpose: For repairing, replacing, or purchasing new Equipment (as defined above).
2. Source: Funded yearly at \$50,000 in the distribution of residual dollars.
3. Approval: Repair & Replacement and new equipment purchases require the approval of the Financial Fund Manager.

POLICY

C. Operating

1. Purpose: A safety net for sudden, unforeseen and catastrophic reductions in revenue (such as those caused by drops in enrollment).
2. Source: Funded yearly at 10% of the approved budget in Reserves Distribution, determined on an annual basis by the VU Assistant Director for Business Services & Planning.
3. Approval: Authorized by the Financial Fund Manager, in consultation with the AS Finance Council.

D. Outdoor Center (OC) Rental Equipment

1. Purpose: For replacing rental equipment in the OC in accordance with the amortization plan.
2. Source: 40% of equipment rental fees, fees from rentals to OC employees, fees collected for un-returned rental equipment, and revenue from the liquidation of used rental equipment.
3. Approval: Viking Outdoor Recreation Manager in consultation with Financial Fund Manager.

E. AS Vehicle Repair

1. Purpose: For expenses beyond normal wear or maintenance (e.g. accidents or minor system failures).
2. Source: Any balance remaining in FXXVEH at year-end and funds from the sale of surplus AS vehicles.
3. Approval: Associate Director of VU Facilities & Services in consultation with Financial Fund Manager.

F. OC Vehicle Repair

1. Purpose: For expenses beyond normal wear or maintenance (e.g. accidents or minor system failures).
2. Source: Any balance remaining in FXXOVH at year-end and funds from the sale of surplus OC vehicles.
3. Approval: Viking Outdoor Recreation Manager in consultation with Financial Fund Manager.

G. AS/OC Vehicle Replacement

1. Purpose: For replacing AS and OC Vehicles.
2. Source: Funded at \$50,000 in the AS Reserves Distribution.
3. Approval: Financial Fund Manager in consultation with approver listed in section E or F.

III. DISCRETIONARY RESERVES SPECIFICATIONS

A. Approved AS Grants

1. Purpose: For funding previously approved AS Grants.
2. Source: Funded per approved amount in the AS Reserves Distribution.

B. Large Events

1. Purpose: For funding events for Programs & Services that will enhance the Western Student experience and are beyond the scope of their allocated Operating Budget.
2. Source: Funded yearly up to \$65,000 in the distribution of Residual Dollars.
3. Approval: AS Finance Council reviews requests and approves requests.

POLICY

C. Student Enhancement Fund

1. Purpose: For supporting travel for students At-Large in support of the mission of WWU, including the wages of the Student Enhancement Fund Coordinator.
2. Source: Funded yearly up to \$50,000 in the distribution of Residual Dollars.
3. Approval: Student Enhancement Fund Coordinator and Student Opportunities Council review requests.

D. AS Employee Development Fund

1. Purpose: For funding the professional development of AS student employees and elected officials.
2. Source: Funded yearly up to \$20,000 in the distribution of Residual Dollars.
3. Approval: AS Personnel Director and Student Opportunities Council review requests.

E. Viking Union Organization

1. Purpose: For unique opportunities such as professional development, speakers, etc. or for items unforeseen in the budgeting process relating to professional staff such as statewide-required salary increases.
2. Source: Funded up to 5% of the approved FXXVU Budget.
3. Approval: Financial Fund Manager.

F. Grants (unallocated)

1. Purpose: For pilot programs (to allow assessment before becoming part of the AS Operating Budget) or onetime expenses unrelated to or in excess of other Reserve areas.
2. Source: Funded from all remaining Residual Dollars after all other targets have been reached.
3. Approval: The AS Finance Council for requests under \$50,000, AS Finance Council, AS Student Senate, and the AS Executive Board must approve requests over \$50,000.