

PROCEDURE

Effective Date: June 8, 2016

Revised Date: January 31, 2023 by motion FC-23-W-06

Approved By: AS Finance Council

See Also: POL-AS-FIN-03 Defining AS Reserves

PRO-AS-FIN-02 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 Programs & Services.

AS Operating Budget- The amount 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; 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.

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

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 Assistant Director for Business Services & Planning.

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

1. Vehicle Repair

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- 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.

2. **Outdoor Center (OC) Rental Equipment**

The Viking Union for Outdoor Recreation Manager 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 VU Assistant Director for Business Services & Planning**

After the closing of the Accrual Period, the VU Assistant Director for Business Services & Planning begins the process of distribution, in consultation with the Executive Director for Student Engagement/Director of the Viking Union.

Distribution occurs in the following priority order and up to the levels stated for each fund:

1. **Approved Grants**

Funded Yearly/Cap: Equivalent amount needed to fund all grants approved by the AS Finance Council 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. **Student Enhancement Fund**

Funded Yearly: 15% up to \$50,000.

7. **AS Employee Development Fund**

Funded Yearly: 15% up to \$20,000.

8. **Viking Union Organization**

Funded Yearly: Up to 5% of the approved FXXVU budget.

9. **Large Events**

Funded Yearly/Cap: Up to \$65,000.

10. **Grants**

Funded Yearly: Remaining Residual Dollars, after all other target amounts have been reached.
Cap: There is no cap on this Reserve.