POLICY

Effective Date: June 8, 2016
Revised Date: May 31-19 (ASB-19-S-44)
Approved By: AS Executive Board

See Also:  POL-AS-FIN-03  Funding from AS Discretionary Reserves
           PRO-AS-FIN-01 Distributing Funds to AS Reserves

POL-AS-FIN-02  DEFINING AS RESERVES

This policy describes funding in 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 Organizations.

AS Operating Budget - AS Funds 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 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 AS Organization funding requests can be made of these accounts.

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.

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 RESERVES

A. Computer Repair and Replacement
   1. Purpose: For consistent repair and replacement of computer equipment for the organization.
   3. Approval: Information Technology Manager in consultation with Financial Fund Manager.

B. Operating
   1. Purpose: a safety net for sudden, unforeseen and catastrophic reductions in revenue (such as those caused by drops in enrollment).
   3. Approval: Authorized by the Financial Fund Manager, then brought to the next Board Meeting as a Consent Item.
C. 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: Assistant Director for Outdoor Recreation in consultation with Financial Fund Manager.

D. AS Vehicle Replacement
   1. Purpose: For replacing vehicles or repairing major system failures.
   2. Source: Allocation by the AS Executive Board and proceeds from the sale of surplus vehicles.
   3. Approval: The AS Executive Board reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

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.
   3. Approval: Assistant Director of VU Facilities & Services in consultation with Financial Fund Manager.

F. OC Vehicle Reserve
   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.
   3. Approval: Assistant Director for Outdoor Recreation in consultation with Financial Fund Manager.

G. Viking Union Organization
   1. Purpose: For unique opportunities such as professional development, speakers, etc. or for items unforeseen in the budgeting process such as statewide-required salary increases.
   3. Approval: Associate Dean of Student Engagement/Director of the Viking Union, with consent from the AS Executive Board for expenditures over $3,300.

II. DISCRETIONARY RESERVES
A. Grants
   1. Purpose: For pilot programs lasting a set length of time (to allow assessment before becoming part of the AS Operating Budget) or onetime expenses unrelated to or in excess of other Reserve areas.
   3. Approval: The AS Executive Board reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

B. Equipment
   1. Purpose: For repairing, replacing, or purchasing new Equipment (as defined above).
   3. Approval: Repair & Replacement requires approval of the Financial Fund Manager; New Equipment requires the approval of AS Facilities & Services Council.
C. **Large Events**
   1. **Purpose:** For funding events that will enhance the Western Student experience and are beyond the scope of the organization’s allocated Operating Budget.
   2. **Source:** Funded in AS Reserves Distribution.
   3. **Approval:** AS Activities Council reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

D. **Student Enhancement Fund**
   1. **Purpose:** For Funding educational or professional development for students.
   2. **Source:** Funded in AS Reserves Distribution.
   3. **Approval:** Student Enhancement Fund Coordinator and Committee reviews requests.