



# AS Reserves Policy

This policy defines and describes AS Reserve Accounts.

## Specific Rules:

1. Approved Funds Must be Spent in Accordance with AS Policies and Procedures.
2. All Requests Must Fall Within the Mission of the AS.

## Designated Reserves Specifications

### **A. 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 AS budget in Reserves Distribution, determined on an annual basis by the AS Business Manager and Fiscal Analyst.
3. Approval: Authorized by the Financial Fund Manager.

### **B. Computer Repair and Replacement**

1. Purpose: For consistent repair and replacement of AS computers and peripherals.
2. Source: Funded yearly at \$40,000 in AS Reserves Distribution.
3. Approval: VU Information Technology Manager in consultation with Financial Fund Manager.

### **C. Equipment**

1. Purpose: For repairing, replacing, or purchasing new Equipment (as defined below). Note: Outdoor Center can make requests for new equipment purchases, or equipment repair & replacement not covered by part D. OC Rental Equipment.
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.

### **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: Assistant Director for Viking Outdoor Recreation 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 and FXXOVH at year-end and funds from the sale of surplus vehicles.
3. Approval: Director of VU Facilities & Services in consultation with Financial Fund Manager.

#### **F. AS/OC Vehicle Replacement**

1. Purpose: For replacing AS and OC Vehicles.
2. Source: Funded at \$85,000 in the AS Reserves Distribution.
3. Approval: Financial Fund Manager in consultation with the Director of Viking Union Facilities.

### **Discretionary Reserves Specifications**

#### **A. Approved AS Pilot Funding**

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

#### **B. Outdoor Center Training**

1. Purpose: To fund training necessary for trip leaders to safely conduct excursions.
2. Source: Funded yearly up to \$25,000 in the distribution of Residual Dollars.
3. Approval: Assistant Director for Viking Outdoor Recreation Manager in consultation with Financial Fund Manager.

#### **C. Viking Union Organization**

1. Purpose: For staff recruitment expenses, items unforeseen in the budgeting process relating to professional staff such as statewide-required salary increases, temporary employees, overtime needed to cover for vacancies, professional development, staff travel, or for unique opportunities such as speakers, etc.
2. Source: Funded up to 8% of the approved FXXVU Budget.
3. Approval: Financial Fund Manager.

#### **D. Large Events**

1. Purpose: For funding events for AS 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. (Minimum request of \$5,000).
3. Approval: AS Finance Council reviews requests and approves requests.

#### **E. 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 at a minimum of \$15,000 to continue the program, up to \$50,000 in the distribution of Residual Dollars. Note: if the minimum amount is

not reached, Student Enhancement will not be funded for that year and the distribution will continue.

3. Approval: Student Enhancement Fund Coordinator and Student Opportunities Council review requests.

#### **F. AS Employee Development Fund**

1. Purpose: For funding the professional development of AS student employees and elected officials.
2. Source: Funded yearly up to \$25,000 in the distribution of Residual Dollars.
3. Approval: AS Personnel Director and Student Opportunities Council review requests.

#### **G. AS Supplemental Fund**

1. Purpose: Supplement the cost of AS programs, services, or events for unique opportunities, unforeseeable events, and/or unexpected costs that are beyond the scope of the office's allocated budget. Requests have a maximum of \$5,000.
2. Source: Funded yearly up to \$25,000 in the distribution of Residual Dollars.
3. Approval: The AS Business Director, Business Manager and Fund Financial Manager.

#### **H. AS Pilot Funding (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.

### **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.

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

Large Event - An event with an expected attendance of 200 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.

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### **Policy Information:**

#### **POL-AS-FIN-04 AS Reserves Policy**

Policy Owner: AS Finance Council

This policy cancels: POL-AS-FIN-03

Policy Approved By: AS Finance Council

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See also: PRO-AS-FIN-03 Distributing Funds to AS Reserves