



# Distributing to AS Reserves Procedure

This procedure describes of distribution of dollars to AS Reserves.

**Designated Reserves Distributions are Performed by the Fiscal Analyst, in consultation with the AS Business Manager and the Financial Fund Manager.**

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

## **A. AS Vehicle Repair**

Any positive remaining balance in FXXVEH and FXXOVH will be transferred to the AS Vehicle Repair Reserves. The end of year balance of FXXVAM-ASBACF will carry forward yearly.

## **B. Outdoor Center (OC) Rental Equipment**

The Assistant Director for Viking 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. The end of year balance for FXXOAM will carry forward yearly.

**Distribution of Residual Dollars are Performed by the Fiscal Analyst 2.**

After the closing of the Accrual Period, the Fiscal Analyst begins the process of distribution, in consultation with the AS Business Manager and the Fund Financial Manager.

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

### **1. Operating**

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

### **2. Approved Pilot Funding**

Funded Yearly/Cap: Equivalent amount needed to fund all Pilots approved by the AS Finance Council for the entirety of pilot programs and the total amount of one-time use not fulfilled by fiscal year end.

### **3. Computer Repair & Replacement**

Funded Yearly: \$40,000 for replacement cost of all AS computers and peripherals.

### **4. Equipment**

Funded Yearly: \$50,000 for repairing, replacing, or purchasing new Equipment.

**5. AS/OC Vehicle Replacement**

Funded Yearly: up to \$85,000.

**6. Outdoor Center Training**

Funded Yearly: Up to \$25,000.

**7. Viking Union Organization**

Funded Yearly: Up to 8% of the approved FXXVU budget.

**8. Large Events**

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

**9. Student Enhancement Fund**

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

Note: if minimum amount not met, this account will not be funded, and distribution will move to the next fund.

**10. AS Employee Development Fund**

Funded Yearly: Up to \$25,000.

**11. AS Supplemental Fund**

Funded Yearly/Cap: Up to \$25,000.

**12. AS Pilot Funding**

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

Cap: There is no cap on this Reserve.

**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- 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.

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

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 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:**

#### **PRO-AS-FIN-03    Distributing Funds to AS Reserves Procedure**

Policy Owner: AS Finance Council

This policy cancels: PRO-AS-FIN-02 Distributing Funds to AS Reserves

Policy Approved By: AS Finance Council

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See also:    POL-AS-FIN-04    Defining AS Reserves