



Monday, August 28, 2017

TO: Jeovany Aguilar, A.S.I. Chief Justice  
A.S.I. Bylaws and Codes of Procedures Sub-committee

FROM: Aaron Castaneda, A.S.I. Vice President for Finance

CC: A.S.I. Board of Directors  
David Zitser, A.S.I. President  
Elias Ortega, A.S.I. Vice Chair for Finance  
Dena Florez, A.S.I. Office Manager for Administration and Services

RE: Memo for recommended changes of Financial Policies

Hello A.S.I. Bylaws and Codes of Procedures Sub-committee members,

This memo is for the purposes of explaining the recommended changes to the following policies made from the Finance Committee:

**Policy 201 Finance Committee Codes of Procedures:**

Article I: Our current practice with approving a budget within A.S.I. is the 60-day mark before the end of the fiscal year. However, usually the University President reviews the budget within the 60-day mark, and the University is fine with this practice. The other change is a simple word change to "second" since every funding proposal will be first reviewed by the Funding Sub-committee, and if necessary, to the Finance Committee based on the Authority of Allocations.

Article II: Simple word changes to reflect the semester conversion.

Article IV: Instead of funding proposals over \$2,000 going from the Finance Committee to the Board of Directors, it will go from the Funding Sub-committee to the Finance Committee, where the Finance Committee will give final approval of the funding proposal. The Board of Directors still have a fiduciary responsibility of the budget, thus a report of funding proposals approved will be provided to the Board of Directors online for their review. The Board of Directors has a 2pm Monday deadline before the B.O.D. meeting to submit a written request if they feel any funding proposal needs to be scrutinized. If no written request is made by the deadline, all approved funding proposals on the report will be deemed official.

**Policy 208 Risk Management Policy:**

References: Policy 213 Academic/Student Organization Travel has been added as a reference to minimize liability for A.S.I. and to ensure any external organization traveling is under safety with oversight of the University.

Procedure 5.2.2: Providing more language recommended by the University to stay in compliance with risk management protocol.

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## Policy 213 Academic/Student Organization Travel:

References: Policy 208 Risk Management has been added as a reference to minimize liability for A.S.I. and to ensure any external organization traveling is under safety with oversight of the University. Other references made are through the Cal State LA website, which is travel information and insurance programs for external organizations to consider.

Procedure 5.7.7: The purpose of this language is to ensure a Faculty/Staff has provided an accurate list of travelers and to ensure the Faculty/Staff has informed the University of students traveling. The University has the responsibility to protect students traveling away from the institution when they are representing the University. Links of guidelines and forms are provided.

Procedure 5.8 and 5.9: These changes are to follow the same protocol to the recommended changes of the Authority of Allocations in Policy 201. The Finance Committee wanted to mainstream all funding proposals so there is not any confusion in the process of approving funding proposals. The report as stated in Policy 201 will also include travel funding proposals as well.

## Policy 218 Referendum Guidelines:

Reference: Added Executive Order 1102, the current CSU Student Fee Policy, which talks about the different types of fees within the CSU.

Procedure 5.2.i: Removed the Two A.S.I. Finance Committee members and added a member to A.S.I. Members and General Students. The Finance Committee did not want to limit some membership of the Ad Hoc Committee to a committee.

If you have any questions, please contact myself at [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu) or Dena Florez at [dflorez3@calstatela.edu](mailto:dflorez3@calstatela.edu) for more information.

Have a great day.

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