



Finance Committee Meeting

Minutes

Day/Date: Thursday, August 29, 2024
 Time: 2:00- 4:00PM
 Location: Alhambra—USU Room 305
 Attendees: Finance Committee, General Public
 Type of Meeting: General

I. Organizational Items:

- Call to order by: Yahir Flores, ASI President, @ 2:27 pm
- Roll Call

VACANT	Vice President for Finance	Present
Yahir Flores	ASI President	Present
Caitlin Jane Calica	Vice President for Community Engagement	Present
Santhosh Kumar	Vice President for University Affairs	Unexcused Absence
Arwa Hammad	Vice President for External Affairs	Present
Cindy Nguyen	Chief-of Staff	Excused Absence
Valerie Canizales	College of Health and Human Representative	Present
Ananya Sharma	College of Natural and Social Sciences Representative	Present
Carlos Beltran	Director of Budget Administration	Present
Frangelo Ayran	Senior Associate Dean of Students	Present
Dena Florez	Associate Executive Director	Present
Barnaby Peake	ASI Executive Director	Present
Amanda Maldonado	Administrative Coordinator	Present

➤ Adoption of the Agenda for Thursday, August 29, 2024

Offered By:	Arwa Hammad	Seconded by:	Caitlin Jane Calica			
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

➤ Certifications of Minutes for [Thursday, August 8, 2024](#)

Offered By:	Cindy Nguyen	Seconded by:	Ananya Sharma			
Motion to certify the minutes. Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

II. Public Forum

- This time is allotted to members of the public to address the board regarding items not included on the meeting agenda.

III. Informational Items

➤ Summer Fee Reconciliation

Dena Florez: She explained that ASI's budget is based on student fees, approximately \$54 in total, with a portion collected in the fall, spring, and summer. The summer fee reconciliation report showed \$11,860 in revenue from 4,717 enrolled students, a significant increase compared to previous years. This revenue, along with fall and spring fees, will help build the 2025-2026 budget, which the committee will begin reviewing around March or April. The finance committee reviews these reports before recommending them to the board for approval. Dena clarified that ASI's budget is based on student headcount, not full-time equivalent. The difference is that this combines full-time and part-time students to create an equivalent number, but ASI uses the actual number of enrolled students, or headcount. This summer, 4,717 students enrolled, resulting in a fee revenue of about \$11,860.

IV. Action Items

➤ Revisions to [ASI Policy 204 – Funding Policy](#)

Yahir Flores: He explained that most of the changes in the funding policy are related to updating the language. The term "student clubs and boards" is being replaced with "recognized student organizations" (RSOs) throughout the policy. The primary change is to consistently use RSOs in place of club organizations to reflect the updated terminology.

Barnaby Peake: Explained that there's mostly language changes and updates.

Amanda Maldonado: She explained that in the past, there was a subcommittee under the Finance Committee, led by the Vice Chair for Finance, which handled club funding requests. After attending subcommittee meetings, requests over \$2,000 were then forwarded to the Finance Committee. However, with the Vice Chair position now eliminated, this activity is no longer in place. The next policy will address how future processes will work for these funding requests.

Barnaby Peake: Explained the updates to the travel approval process as well as line 7.3.

Motion to Approve the Revisions to ASI Policy 204

Offered By:	Arwa Hammad	Seconded by:	Caitlin Jane Calica			
Motion Approved						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

➤ Revisions to [ASI Funding Price List](#)

Barnaby Peake: He explained that the ASI funding price list document is updated annually to reflect fluctuating costs, such as inflation and state-related travel expenses. This approach avoids the need to revise the entire funding policy every year. Instead, only this price list needs to be updated and approved by the committee, after which it is shared as a guideline.

Amanda Maldonado: She explains the recommendation of increasing the maximum funding allocation for student organizations from \$3,000 to \$3,500 per semester, citing the availability of additional funds this

year. Hospitality rates remain unchanged, as do speaker fees, though they added a requirement for a performance contract, with staff support available if needed. They also noted that gift cards can no longer be used as payment, but student organizations can offer non-cash thank you gifts (e.g., merchandise, flowers) valued up to \$50 per event. No changes were made to marketing or fundraising policies. For travel, they proposed fully funding travel costs up to the set maximum limit instead of the previous 70% cap. Lodging rates were updated in accordance with CSU guidelines, increasing from \$275 to \$333 per night.

Dena Florez: Clarified that student organizations can request up to \$3,500 per semester, but this funding is distributed on a first-come, first-served basis. While organizations can request this amount, it is subject to the limits of the approved annual budget.

Yahir Flores: Suggested clarifying the language to specify that the \$3,500 funding limit refers to the line item in the budget specifically designated for student organizations, rather than the overall operating budget. This would help prevent students from mistakenly assuming that the entire budget is available for additional funding. By explicitly referencing the student organization funding pool, it will be clearer that this is a dedicated amount and is distributed on a first-come, first-served basis. This clarification would assist students who may not be familiar with how to interpret the budget.

Dena Florez: She expressed concern about whether student organizations would fully understand the current policy, specifically the phrase "within the approved annual budget." While the policy states that organizations can receive up to \$3,500, it doesn't mean that all 100 clubs can receive that amount, as the total funding is limited. The funds are distributed on a first-come, first-served basis, with the budget typically split between fall and spring. Dena asked the committee whether they found the language clear or if further clarification was needed to ensure understanding.

The Committee: Agreed there should be more clarity.

Motion to Approve ASI Funding Price List

Offered By:	Valerie Canizales	Seconded by:	Caitlin Jane Calica			
Motion Approved						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

V. Discussion Items

➤ **ASI Locker Fee Increase Proposal**

Amanda Maldonado: Explains the reasoning for an increase for the fee of lockers from \$35 to \$40 per semester, explaining that the fee has remained the same since 2019. This \$5 increase is intended to generate additional revenue and aligns with locker fees at similar institutions, which range between \$38 and \$40 per semester. The increase is considered reasonable given the length of the rental period, which can extend up to 20 weeks if rented during the summer. The adjustment aims to balance revenue needs with affordability for students.

Yahir Flores: Asks what capacity and how many students used the lockers last year.

Dena Florez: Clarifies that the total amount of lockers rented by students equated to a revenue of \$3,465.

Yahir Flores: Asks what the projected amount of additional revenue we would receive if approved.

Dena Florez: Based on the numbers given, an additional \$800 revenue.

Amanda Maldonado: Explains that there is already an increase in the use of lockers compared to last semester.

➤ **Audit Report – Preparation to Understand the Report**

Dena Florez: Reported no findings in the audit and highlighted the importance of audits for assessing an organization's financial health. ASI undergoes a Chancellor's Office audit every three years and an annual fiscal audit by an external firm. This year, the audit was conducted by All Region Associates, replacing Cohen Resnick. The audit report, which will be presented to the Board next Thursday, showed total assets of \$2.5 million, liabilities of \$100,000, and net assets of \$2.4 million. The balance sheet outlines what ASI owns (assets) and owes (liabilities). The statement of activities, which compares revenue to operating expenses, shows a revenue of \$1.4 million and expenses of \$1.5 million, resulting in a loss of \$36,000 for the year. This is an improvement from last year's loss of \$65,000. The decline in enrollment is impacting revenue and purchasing power, necessitating careful monitoring and potential tough decisions. The ending balance for 2023 was \$2.4 million, which dropped to \$2.4 million in 2024. While ASI has a reserve, it cannot continue operating at a loss indefinitely. Strategies and adjustments will be necessary to address the financial shortfall and declining enrollment. In 2023, total student fee revenue was \$1.3 million. In 2024, it dropped to \$1.2 million due to a decline of approximately 2,000 students, resulting in a \$100,000 reduction in revenue. This decrease is calculated by multiplying the drop in enrollment by the fee per student. The decline in headcount directly impacts revenue, highlighting the need for alternative revenue sources. The statement of functional expenses categorizes total expenses into four areas: administration, community engagement, student leadership, and university support services. It helps track how funds are allocated across these categories. Administrative expenses are currently at 19% of the total, well below the 30% threshold required to maintain nonprofit status. This report is crucial for filing taxes and seeking donations. There were no fiscal findings in the audit, and the final report will be presented to the board next Thursday.

VI. **Reports**

➤ **ASI President:**

- Explains that he has conducted and will continue to hold interviews to fill the VPF vacancy and he will have a recommendation by the next BOD meeting to appoint an applicant. Yahir also explains that the City of Orgs was successful.

➤ **Advisors**

- **Dena Florez:** As we begin this year, we'll be updating the budget and reviewing it quarterly. The updates will be based on our needs and observations and may involve adjustments rather than a complete overhaul. Please let me know if you have any questions about the budget or the report.
- **Amanda Maldonado:** We held a funding workshop recently with a high turnout of 43 students, the largest in recent years. This workshop, which took place from 11 to 12:15, was well-attended and provided valuable information. We'll have another session in the spring for new student organizations. Please review the funding policy before the next finance meeting, as student organization requests will be considered then. Make sure to have the policies handy for reference during these discussions.

- ◆ Barnaby Peake: Asked how students could get the information from the workshop if they were not able to attend.
 - ◆ Amanda Maldonado: Replied that the Student Org site is updated and will continue to be updated as the semester continues. For funding, all student organizations must complete the funding module or attend the workshop. The workshop includes a recorded video that students must watch, followed by a quiz. I review quiz responses to track which organizations have completed the requirements. If any student organizations haven't attended or completed the necessary steps, they won't be eligible for funding. Recently, we updated the process, and a student club reached out about how to get connected and access funding.
- **Barnaby Peake:** There are two separate processes for student organizations: banking and funding. The banking section provides information on starting and managing club accounts, including links to CSU system policies. Although we're shifting banking responsibilities from the USU to CSI, it remains tied to CSI for recognition purposes. The funding section of the website is being revised but currently includes workshop presentations, proposals, and deadlines. Familiarize yourself with these resources, as they will help you assist student clubs with questions.

VII. Adjournment:

Motion to Adjourn @3:39PM

Offered By:	Caitlin Jane Calica	Seconded by:	Ananya Sharma			
Motion to adjourn the meeting at 3:39 pm Consensus to adjourn the meeting - Consensus reached.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the ASI Finance Committee of the Associated Students, Inc., Cal State Los Angeles held on August 29, 2024, at Alhambra Room—USU Room 305 and were approved by consensus by the ASI Finance Committee on September 12, 2024.

Prepared by:

Mariah Garcia, Recording Secretary

Cindy Nguyen, Chief of Staff