



**ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: 11/15/01

ADMINISTRATIVE MANUAL

TRAILER SYSTEM MODEL

POLICY 219

1.0 PURPOSE:

To establish policies and procedures for establishing a trailer system model whereby A.S.I. funds would be collected in advance of allocating them. This would allow A.S.I. to allocate funds for activities and programs with a greater degree of certainty.

2.0 REFERENCES:

California Administrative Code
Education Code
Corporations Code of the State of California
Board of Trustees of the California State University (applicable policies)

3.0 POLICY:

A.S.I. will recommend setting aside excess and current student activity fees collected during the current fiscal year to establish a trailer system model. The auxiliary organization may identify funds in such amounts and for such purposes as are approved by the governing body of the auxiliary organization.

4.0 DEFINITIONS:

Trailer System: Every quarter A.S.I. relies on enrollment projections to match actual figures (FTE) to support the operating budget. There have been circumstances whereby enrollment has been lower than projected. This results in budget modifications to support the actual enrollment figures. This policy has been developed to formulate a strategy to implement a trailer system. A trailer system would operate by requiring A.S.I. to collect funds in advance of allocating them. This would allow A.S.I. to allocate funds for activities and programs with a greater degree of certainty.

5.0 PROCEDURES

5.1 The Board of Directors will approve the appropriation of Associated Students, Inc. (A.S.I.) funds, in accordance with the California Administrative Code, the Education Code, the Corporations Code of the State of California, and the applicable policies of the Board of Trustees of the California State University.

5.2 Budget Review

5.2.1 During the Quarterly Budget Review, the Executive Director and A.S.I. President will monitor budget versus actual and projected revenues and expenditures. Upon completion of the budget review, any identified excess revenue from student activity fees will be recommended for a special account for establishing a trailer system model.



- 5.2.2 During the preparation of the annual budget, a goal will be established to recommend setting aside additional funds from the budget to this trailer system account.
- 5.2.3 Once this account reaches a level comparable to that of student activity fees collected in one quarter, a strategic plan will be developed whereby these funds would be collected in advance of allocating them (Trailer System).

