

# PROCEDURE

Effective Date: June 8, 2016

Approved by: AS Board of Directors by motion ASB-16-S-51

Cancels: AS Reserves Policy 5/29/13, ASB-13-S-40  
AS Bookstore Net Revenue Distribution 5/31/12, ASB-12-S-49

See Also: Defining AS Reserves  
Funding from AS Discretionary Reserves

## **PRO-AS-FIN-01                      DISTRIBUTING FUNDS TO AS RESERVES**

*This procedure describes of distribution of dollars to AS Reserves.*

### **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 Organizations.

AS Operating Budget- The amount allocated by the AS Board of Directors for the current fiscal year.

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - Non-operational 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. Not available for AS Organization funding requests.

Discretionary Reserves - Reserve funds allocated at the discretion of specified groups, general funding requests can be made of these accounts.

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.

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.

### **I. Designated Reserve Distributions are Performed by the Business Manager**

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

#### **1. Bookstore Net Revenue Distribution**

The Bookstore Manager will work with the Business Manager to perform the distribution. The Western Associated Students Bookstore shall retain the first \$25,000 from net revenue and will be placed into the designated funds (Reserves) within the Bookstore Operating Budget. Net revenue above \$25,000 shall be distributed evenly between the Bookstore operating budget and the Associated Students budgets.



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### 2. Child Development Center (CDC)

Any positive remaining balance from all of the CDC Operating Budgets will be transferred to the CDC Reserves.

### 3. Vehicle Repair

Any positive remaining balance in FXXVEH will be transferred to the Vehicle Repair Reserves.

### 4. Outdoor Center (OC)

The Assistant Director of the Viking Union for 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.

## II. Distribution of Residual Dollars is Performed by the Business Manager

After the closing of the Accrual Period, the Business Manager begins the process of distribution, in consultation with the Associate Dean of Student Engagement/Director of the Viking Union.

Funds are distributed in the following priority order and to the levels stated for each fund:

### 1. Board Approved Grants

**Funded Yearly/Cap:** Equivalent amount needed to fund all grants approved by the Board for the entirety of pilot programs and the total amount of one time purchases not fulfilled.

### 2. Computer Repair & Replacement

**Funded Yearly:** Equivalent to the value of 20% of the number of computers and peripherals of the current inventory owned by the AS.

**Carry Forward:** Any amount left in this account should carry forward to the next year.

**Cap:** This fund is capped at twice the yearly funded amount (or 40%).

### 3. Equipment

**Funded Yearly/Cap:** \$50,000 to be reviewed annually for value of inventory or anticipated need.

### 4. Large Events

**Funded Yearly/Cap:** \$65,000

### 5. Operating

**Funded Yearly:** Equivalent to 10% of operating expenses for the AS (e.g. salaries, benefits, utilities, contractual, etc.), to be determined on an annual basis by the Business Manager.

### 6. Viking Union Organization

**Funded Yearly:** 15% of the remaining residual dollars, after all other target amounts have been reached.

### 7. Grants

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

**Special Condition:** If Residual and/or Carry Forward dollars are unable to fill the previous priority Reserves, then these dollars may "backfill" those reserves until target balances reached.

**Cap:** There is no cap on this Reserve.

