

POLICY

Effective Date: April 8, 2016

Approved by: AS Board of Directors by motion ASB-16-S-14

Cancels: AS Reserves Policy 5/29/13, ASB-13-S-40
AS Large Event Opportunity Fund 5/20/15, ASB-15-S-27

See Also: Defining AS Reserves

POL-AS-FIN-03 FUNDING FROM AS DISCRETIONARY RESERVES

This policy applies to all requests for funding from AS Reserve accounts included in this policy.

Definitions:

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.

Contracted Hospitality Activity - An activity involving a personal services contract to provide food, beverages and/or transportation (e.g. personal services contract for performers).

Equipment - All items not considered basic building infrastructure or covered by other designated areas.

Funding Request Forms – *forms for specific accounts are available at:*

Grants:

Large Events:

Equipment:

Grant - A sum of money given for a particular purpose (repayment not required). In the case of AS Reserves: a Grant is AS Reserve dollars designated for discretionary use by the AS Board of Directors. Funding may be allocated for one time use or pilot programs for a designated time period and amount.

Large Event - An event with an expected attendance of 100 or more.

Loan - A sum of money borrowed with the intent of repayment.

Professional Development Opportunities: Include but are not limited to: professional conferences, workshops, webinars, speakers, trainings, retreats, etc.

Repair – any restorative work which is estimated at more than 10% of the replacement value.

Replacement – purchase or new or used equipment/furniture to restore existing items. (Replacement shall not include new purchases or simply upgrading existing items.)

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.

Underwrite - A sum of money given for a particular purpose. All unused funding, or revenue must be returned.



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I. **Approved Funds Must be spent in Accordance with AS Policies and Procedures**

II. **All Requests Must Fall Within the Mission of the AS Organization**

III. **Grants**

For pilot programs lasting a set length of time (to allow for assessment before becoming part of the AS Operating Budget) or onetime expenses not related to other reserve accounts.

A. **Completed Requests Must be Received at Least 5 Weeks Before Funding Required**

Submit requests using the Grant Request Form. The AS VP for Business & Operations will review the form for completion. The AS Board will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.

Exception: may be granted by the AS Board under special circumstances.

B. **Funding Requests are Limited**

1. Each AS Organization may only request funding twice per year.

Exception: the AS Board may approve one waiver per year under special circumstances.

2. The AS Board should not allocate over \$50,000 in Pilot Programs that would end in the same academic year. This will help keep the amount needed in the Operating Budget the following year to a more reasonable amount.

IV. **Large Events**

For funding events that will enhance the Western Student experience and are beyond the scope of the organization's allocated Operating Budget.

A. **Requests are Limited to AS Organizations Seeking \$500 or More for an Event**

Amounts of \$500 or more may be requested for Large Events by the AS organization serving as primary sponsor for the event.

B. **Completed Requests Must be Received at Least 5 Weeks Before Funding Required**

Submit requests using the Funding Request Form. The AS VP for Activities (or designee) will review the form for completion. Activities Council will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting. Requests over \$10,000 should be brought to the Board as a Consent Item.

Exception: may be granted by Activities Council under special circumstances.

C. **Activities Using AS Large Event Reserve Funds Must Be Open to Campus Community**

Exception: The AS Board may approve as a targeted event; after approval the office may apply.



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D. **Funding Requests are Limited**

1. Each AS Organization may only request funding twice per year.

Exception: The Activities Council may approve one waiver per year under special circumstances. Waivers must be approved as a Consent Item by the AS Board.

2. Professional Development Opportunities are not eligible for funding.

3. No Food or Beverages may be funded by the Large Event Reserve.

Exception: If required by a Contracted Hospitality Activity.

E. **Excess Revenue or Unspent Funds from Events Must Be Repaid first to Large Event Reserve up to the Original Amount Funded**

V. **Equipment**

For repairing, replacing or purchasing new Equipment (as defined above).

A. **New Equipment Requests Reviewed by the Facilities & Services Council**

1. Completed Requests Must Be Received at Least 5 Weeks Before Equipment Needed

Submit requests using the New Equipment Request Form. The AS VP for Business & Operations will review the form for completion. The Facilities & Services Council will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.

Exception to the timeline: may be granted by Facilities & Services Council under special circumstances.

B. **Repair & Replacement Requests Reviewed by the Financial Fund Manager**

Requests should be submitted directly to the Financial Fund Manager, currently the Associate Dean for Student Engagement/Director of the Viking Union Organization.

