

**ASSOCIATED STUDENTS
OF
HUMBOLDT STATE UNIVERSITY**



Associated Students

**2018-19 Budget
Policies & Procedures**

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ASSOCIATED STUDENTS of HUMBOLDT STATE UNIVERSITY MISSION STATEMENT

The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus community; and to stimulate the educational, social, physical, and cultural well-being of the University community.

The Associated Students' services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program.

A.S. BOARD OF DIRECTORS AND STAFF CONTACT INFORMATION

<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Email</u>
Jazmin	Sandoval	President	js3852@humboldt.edu
Paola	Valdovinos	Legislative Vice President	pv398@humboldt.edu
Bennett	Perrault	Administrative Vice President	brp201@humboldt.edu
Ben	Anderson	Student Affairs Vice President	baa67@humboldt.edu
Isabel	Sanchez	Environmental Sustainability Officer	ijs58@humboldt.edu
Stephanie	Cierra Rodas	Social Justice & Equity Officer	sjc18@humboldt.edu
Oliver	Winfield-Perez	External Affairs Representative	ocw11@humboldt.edu
Flow	Lemus	A.S. Presents Representative	jl3783@humboldt.edu
Estrella	Corza	Public Relations Officer	ejc341@humboldt.edu
Maddie	Halloran	Graduate Representative	mjh35@humboldt.edu
Nicholas	Fassl	At-Large Representative	nmf24@humboldt.edu
Lindsey	Graul	At-Large Representative	ldg24@humboldt.edu
Sarah	Kanga Livingstone	College of Natural Resources & Sciences Representative	slk432@humboldt.edu
Eden	Lolley	College of Natural Resources & Sciences Representative	ell7@humboldt.edu
Genesea	Black-Lanouette	College of Professional Studies Representative	gbb71@humboldt.edu
Maria	Sanchez	College of Professional Studies Representative	mcs788@humboldt.edu
Bernadette	McConnell	College of Arts, Humanities, and Social Sciences Representative	bmm579@humboldt.edu
Nathalie	Rivera	College of Arts, Humanities, and Social Sciences Representative	nr1040@humboldt.edu
Jenessa	Lund	Executive Director	(707)826-5410 jmg12@humboldt.edu
Casey	Park	Board Coordinator	(707)826-4221 cgp135@humboldt.edu
		Business Office Coordinator	(707)826-3771 hsuas@humboldt.edu



Associated Students

TO: President Rossbacher, Vice President Dawes and Interim Vice President Brumfield
 FROM: Joey Mularky, AS President
 DATE: April 27, 2018

Re: Associated Students Recommended Budget for 2018-19

As per the "Memorandum of Understanding" between Humboldt State University and Associated Students Covering Custodial Responsibilities and Fiscal Management Requirements", enclosed for your approval is the 2018-19 Associated Students (AS) Recommended Budget.

Also, as per the CSU Auxiliary Organizations Compliance Guide, Section 10.2.1, Fiscal Policy, each auxiliary organization governing board shall annually conduct a review of the fiscal viability of the organization. In conjunction with the budget development process, the AS Board of Directors (BoD) reviewed the financial viability of the organization, which included an evaluation of the reserve funds. Based on this analysis, we feel secure that we will be able to continue to achieve our operating objectives, maintain an adequate level of working capital to maintain our programs, meet on-going commitments, address emergencies that may have a budgetary impact and fulfill our mission over the long term.

Due to declining enrollment, the amount of money AS has to allocate is significantly less than prior years. The AS BoD voted to supplement the 2018-19 projected AS Fee Revenue by \$127,764 (which includes a one-time reallocation of \$52,083 by dissolving the AS Campus Scholarship Fund as well as allocating \$75,681 from AS Reserves). This recommended budget leaves a projected 23% in the AS Reserves.

Reserve Balance Projection - June 2018	\$319,642	
Student Fee Revenue 2018-19	\$887,000	
Campus Scholarship Fund Reallocation	\$52,083	
IRA Admin Fee Revenue 2018-19	28,860	
Total Potential Projected Funds	\$1,287,585	
Total Recommended Budget	\$1,043,624	<i>Full Funding</i>
Reserve Forecast	\$243,961	\$ 1,201,733
% of Expenditures	23%	\$85,852
		7%

We are proud of our programs and what they contribute to Humboldt State University and the student body, particularly of AS's ability to respond to rapidly changing student needs. The AS Board of Finance and BoD invested a lot of time and thought into determining where to allocate their 2018-19 funds, and notable highlights of the 2018-19 recommended budget follow:

AS External Affairs

This budget was reduced by \$2500, which will be reflected in the CHESS Travel line-item.

AS Government

Savings realized by reducing phone landlines in the AS Office.

AS Operations

This amount was changed to reflect the AS Subsidy only.

AS Presents

The Supplies and Services line-item is reduced, per the AS Presents Committee's identified lowest priority.

AS Programming Grants

The requested amount was decreased to reflect an updated maximum award equal to \$2,000 for all grants.

Campus Center for Appropriate Technology (CCAT)

CCAT received a substantial funding increase in 2017-18, although it was \$10,000 less than the amount requested (the increased funding was to support wages for 3 new Co-Directors as CA Conservation Corps Grants were eliminated). To accommodate the lower budget, CCAT will reduce some Student Assistant positions as well as identify another funding source for Co-Directors beginning in Spring 2019. To supplement the 2018-19 reduction, CCAT is pursuing grants, crowdsourcing and other revenue building opportunities, in addition to AS and IRA funds.

Children's Center

This allocation reset to the pre-2017-18 rate of 4.54% Maintenance of Effort.

Club and Program Support

The request for Student Assistants was reduced.

Drop-In Recreation (Pool)

The amount allocated for student lifeguards was reduced.

Eric Rofes Multicultural and Queer Resource Center (ERC)

This reduced allocation reflects a decrease in Student Assistant hours, Summer Bridge Benefits and programming.

Humboldt International Film Festival (HIFF)

Funding was eliminated for judge travel, as the CSU Fellow grant may fund \$3000 for celebrity judges. As the HIFF Trust was re-built in 2017-18, the AS BoD requests that HIFF spend its reserves to \$4000 prior to requesting additional funds from AS.

Learning Center

A flat amount of \$20,000 was allocated to the Learning Center, where they may decide to either reduce tutor hours and/or pay rate.

Marching Lumberjacks (MU)

The MU request was reduced from \$5,800 to \$4,000 to replicate their 2017-18 budget.

MultiCultural Center (MCC)

MCC's retreat budget was reduced for 2018-19. Additionally, the one-time 2017-18 allocation of \$20,000 to support the Scholars Without Borders (SWB) pilot project is not included in MCC's budget for 2018-19, as SWB submitted their own request for 2018-19.

Oh Snap! Campus Food Program

The allocation requested is for food only and reflects only a fraction of the demonstrated need and number of students experiencing some level of food insecurity.

Scholars Without Borders (SWB)

SWB was allocated one-time funding for 2017-18 (which was managed via MCC). SWB was awarded \$5727 in 2018-19 to help fund Student Directors as well as \$9000 for legal resources. SWB will continue to be housed in the MCC, providing a variety of services to HSU undocumented students.

Sports Clubs

Funding was reduced slightly. This decrease will be in Student Assistant wages (\$750), Staff wages (\$500) and Medicare (\$25).

Student Access Gallery (SAG)

Benefits for Summer Bridge were removed from the request (\$460).

Student Legal Lounge (SLL)

This new program will collaborate with the Housing Liaison and Scholars Without Borders to help guide students needing to access appropriate legal resources.

Veterans Transition Program

New to AS for 2018-19, this program received funds for group travel.

Waste Reduction And Resource Awareness Program (WRRAP)

WRRAP's allocation reflects a decrease in one of the Compost Director positions and a reduction to Summer Bridge benefits (\$500).

Campus/Community Service Scholarship

This project has been eliminated, according to previously described plans, and the fund balance (\$52,083.39) was transferred as a one-time supplement to the 2018-19 AS Budget.

Unallocated

This line item has been reinstated; it was removed in the 2017-18 budget and replaced with a \$100,000 Discretionary Fund. Of the \$100,000 that was budgeted separately, approximately \$27,000 remains. The AS BoD voted to allocate \$10,000 of the remaining Discretionary Fund as a line-item in the 2018-19 budget and return approximately \$17,000 to the AS Reserve account.

Womxn's Resource Center (WRC)

Reductions for WRC include removing Elections (\$4500), Summer Bridge benefits (\$704), and reducing In-House Projects by \$500.

Youth Educational Services (YES)

Their request already reflected reductions so they were funded at their full request.

We look forward to your approval of the Associated Students 2018-19 budget. If you have any questions, please contact Jenessa Lund, AS Executive Director, at jmq12@humboldt.edu or x5410.

Sincerely,



Joey Mularky
Associated Students President

cc: Jenessa Lund, AS Executive Director

Recommend Approval:

W. Wayne Brumfield 5-17-2018
Wayne Brumfield Date
Interim Vice President Student Affairs

Douglas V. Dawes 5/18/18
Doug Dawes Date
Vice President Administrative Affairs

Approved:

Lisa A. Rossbacher 5.18.18
Lisa Rossbacher Date
President

2018-19 Recommended Associated Students (AS) Budget

Program Name	2017-18 Approved Budget	2018-19 Budget Requests	AS BoD Final Recommended Budget
A.S. External Affairs	\$19,830	\$19,048	\$16,548
A.S. Government	\$82,119	\$82,125	\$81,125
A.S. Operations	\$321,057	\$284,057	\$284,057
A.S. Presents	\$131,425	\$131,753	\$126,425
A.S. Program Grants	\$63,000	\$63,000	\$52,000
CCAT	\$79,641	\$90,000	\$61,670
CHECK IT	\$0	\$17,168	\$0
Children's Center	\$60,000	\$60,000	\$40,270
Clubs and Activities	\$48,360	\$47,692	\$43,500
Drop-In Recreation (Pool)	\$28,435	\$28,435	\$25,850
Drop-In Sports	\$3,535	\$3,746	\$3,746
Eric Rofes MultiCultural Queer Resource Center (ERC)	\$17,150	\$23,780	\$18,570
Humboldt International Film Festival (HIFF)	\$16,185	\$17,113	\$7,713
Learning Center - Tutorial Program	\$23,315	\$23,309	\$20,000
Marching Lumberjacks (MLJ)	\$4,000	\$5,800	\$4,000
MultiCultural Center (MCC)	\$65,245	\$46,681	\$44,981
Oh SNAP! Campus Food Security Program	\$15,000	\$15,000	\$10,000
Scholars Without Borders (SWB)	\$0	\$25,056	\$14,727
Sport Clubs	\$33,000	\$34,275	\$33,000
Student Access Gallery (SAG)	\$11,810	\$6,622	\$6,162
Student Legal Lounge (SLL)	\$0	\$4,766	\$4,766
Veterans Transitional Program	\$0	\$19,750	\$2,000
Waste Reduction & Resource Awareness Program (WRRAP)	\$42,885	\$44,064	\$39,725
Womxn's Resource Center (WRC)	\$29,984	\$32,632	\$26,928
Youth Educational Services (YES)	\$68,436	\$65,861	\$65,861
Unallocated	\$0	\$10,000	\$10,000
Total	\$1,164,412	\$1,201,733	\$1,043,624

Reserve Balance Projection - June 2018	\$319,642
Student Fee Revenue 2018-19 <small>Annualized to total Headcount: 7,655 (Fall - \$465,000, Spring - \$422,000)</small>	\$887,000
Campus Scholarship Fund Reallocation <small>(approved to transfer balance to reserves on 4-2-18)</small>	\$52,083
IRA Admin Fee Revenue 2018-19	\$28,860

Total Potential Projected Funds \$1,287,585

Total Recommended Budget \$1,043,624

Reserve Forecast \$243,961

% of Expenditures **23%**

A.S. of HUMBOLDT STATE UNIVERSITY 2018-2019 BUDGET LANGUAGE

(Applies to all programs receiving A.S. funds)

1. **APPROVED USES OF STUDENT BODY ORGANIZATION FUNDS.** The principle underlying the expenditure of student body organization funds collected through mandatory fees is that such expenditures shall be made in programs that reflect the broadest variety of student interests and that are open to all students who wish to participate. Student body organization funds obtained from mandatory fees may be expended for the programs approved by the Board of Trustees as per Title 5, Section 42500, 42659.
2. All **A.S. funded programs are responsible** for reading and following the budget and budget language.
3. **Failure to comply with budget language stipulations may result in funds being frozen**, or other disciplinary action, pending A.S. Board of Finance action.
4. If the A.S. Board of Finance encounters **a program that chooses not to comply with the policy** outlined in this document, the A.S. Administrative Vice President will request that the program's budget administrator attend a meeting to discuss how the program can come into compliance. If the program continues not to comply with the policy, the A.S. Board of Finance reserves the right to take those instances of noncompliance into account during formulation of the program's annual budget.
5. A.S. funds **cannot be used to purchase alcohol**.
6. **TRAVEL.** As per CSU Policy related to Student Travel (Executive Order No. 1041), all students are required to sign a "Release of Liability" statement prior to participating in a CSU-affiliated program which requires air and/or ground transportation. Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
7. **PRIVATE VEHICLES.** Anyone traveling on behalf of an Associated Students program must have a completed "Request for Authorization to Travel (Domestic travel)". Please see the TRAVEL section in Policies and Procedures for a detailed outline of travel policies and forms.
8. Any promotional materials, print, email, listserv—printed or sent out, needs **the A.S. funded logo to be clearly represented and prominently displayed**. This includes programs and events funded by the A.S. Event Funding Committee. Promotional materials shall also include the name of the sponsoring club and/or A.S. Program.

As a Hispanic-Serving institution, when feasible, promotional materials should be in both English and Spanish. **The funded logo can be found here:**

https://associatedstudents.humboldt.edu/sites/default/files/fundedbyaslogo_black_v4.pdf)

Violations will be reviewed by the A.S. Administrative Vice President, which may result in a fine not to exceed \$50. A fine in excess of \$50, or other disciplinary action, will be reviewed and approved by the A.S. Board of Finance.

9. **Any budgeted media area must include**, without alterations, the following disclaimer:

The [Name of Publication] is the official newsletter of the [Name of Program] which is funded by the Associated Students of Humboldt State University. The views and content of the [Name of Publication] are not censored or reviewed by the Associated Students. All correspondence regarding this publication should be addressed to:

***[Name of Program] [Name of Publication] Editor
Humboldt State University
Arcata, CA 95521
or call
(707) 826-[Phone number of Program]***

All responses from readers or letters to the editor of the [Name of Publication] will be published, unedited, if requested. Copies of all correspondence should also be sent in writing to:

***Associated Students
Humboldt State University
Arcata, CA 95521***

10. To assure that A.S. program publications are effective in reaching the student population in a timely manner, publication guidelines have been developed.

A.S. publications must be available and distributed by the following deadlines or A.S. funds cannot be utilized for payment.

Fall 2018 Semester publication(s): No later than Monday, December 3, 2018

Spring 2019 Semester publications(s): No later than Monday, April 29, 2019

(A possible five day grace period is available with advance approval from the A.S. Administrative Vice President and A.S. Executive Director.)

11. **Expenditure of A.S. funds within line-items** of programs as allocated by the A.S. Board of Directors **will be strictly adhered to**. If necessary, a transfer of funds between line-items may be requested using the “Line-Item Transfer Request Form”. A transfer request over \$500 between line-items must be approved by the A.S. Administrative Vice President and A.S. Executive Director.

12. **DIRECTORS** — paid hourly: For director positions, semesterly amounts are as follow. The same person cannot receive payment for more than one director position within each program without prior approval from the A.S. Board of Finance. Please use the following information to guide you while filling out the requested information on the next page.

a. **Program Director** - \$1,632 for fall semester, \$1,768 for spring semester
A Program Director is generally the student who has overall administrative responsibility for a program. A Program Director usually works 8-9 hours a week during the academic year.

b. **Co-Director** - \$1,248 for fall semester, \$1,352 for spring semester
Co-Directors generally share the oversight of a program based on a description of duties. A Co-Director generally works 6-7 hours a week during the academic year.

c. **Specialist/Coordinator** - \$768 for fall semester, \$832 for spring semester
Specialists/Coordinators are all other positions within your program (i.e. Fiscal Coordinator, Project Manager, Groundskeeper, Compost Labor, Gardener, Gym Supervisor, Lifeguard, and/or Clerical Assistants). Depending on their duties, a Specialist usually works 4 or more hours a week during the academic year.

13. **NON-COMPENSATORY STIPEND CRITERIA**. Stipends shall be awarded as per Government Code, Section 6.

14. **CLUB AND A.S. PROGRAM ACTIVITY GRANTS/CULTURAL PROGRAMMING GRANTS/SPECIAL PROJECTS AND SPECIAL PROJECTS-IN HOUSE FUNDS STIPULATIONS:**

a. **Club & A.S. Program Grants (CAG) up to \$2,000** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community.

b. **Cultural Programming Grants (CPG) up to \$2,400** are available for on-campus events (1 Harpst Street) that will benefit the entire campus community. Cultural Programming Grants provides funding for on-campus events that promote social

justice, educate and raise awareness of cultural diversity, equity, cultural celebrations and traditions.

- c. **Free Admission** — Admission to programs receiving Club & A.S. Program, Cultural Programming, Special Projects, and Special Projects-In House Grants shall be free.
- d. Both Club & A.S. Program Activity Grants and Cultural Programming Grants shall be administered by the Clubs Office.
- e. The Programming **Grants annual budget amounts shall be divided equally per semester**. If funds for an event are committed in a previous semester, the allocation shall be deducted from the semester in which the event occurs.
- f. Allocation of the grants shall be made by the **A.S. Event Funding Committee** as described in the A.S. Committee Handbook. **Voting members** on the A. S. Event Funding Committee shall include: A.S. Administrative Vice President (Chair); A.S. Student Affairs Vice President; two (2) students recommended by the MCC and appointed by the A.S. President; and one (1) student recommended by the Clubs Office and appointed by the A.S. President. The appointments are dependent on the A.S. Board of Directors final approval. **Non-voting advisor** to the committee shall be the Club Coordinator. **At least three (3) student committee members** must be present at a meeting to conduct business.
- g. In the event the A.S. Board of Directors has not had the opportunity to approve members of the A.S. Event Funding Committee, or the funding committee has not been formed, **exceptions can be made to expend funds**. Requests shall be reviewed by the A.S. President (or the A.S. Administrative Vice President if A.S. President is not available). The need for this exception is most likely to occur at the beginning of the fall semester prior to when the committee has had time to meet.
- h. No more than \$2,000 may be allocated to any one organization per semester unless funding is also received from a CPG grant. If event funding includes an allocation from the Cultural Programming Grant, **no more than \$2,400 may be allocated to any one organization per semester**.
- i. **No more than \$3,000 can be given to a single event**, regardless of the number of groups applying for the funds.
- j. **Promotional materials for events funded by the grants must include the prominent display of the A.S. logo and the name of the sponsoring club or A.S. program**. Violations will be reviewed by the A.S. Administrative Vice

President, which may result in a fine not to exceed \$50. A fine in excess of \$50 will be reviewed by the A.S. Board of Finance. As a Hispanic-Serving institution, when feasible, promotional materials should be in both English and Spanish.

Find the A.S. funded logo here:

https://associatedstudents.humboldt.edu/sites/default/files/fundedbyaslogo_black_v4.pdf

- k. **Publicity for events shall be reviewed by the Clubs Office in advance of posting.**
 - l. **Food Purchase Stipulations:** Note Item #15 in the Budget Language below.
15. **Food purchases must be an integral part of the program, not the sole purpose of the program/event (i.e. a dinner).**
 16. **Retreat funds may be used for lodging, transportation, room rental, group activity, and/or food expenditures.**
 17. A.S. is committed to making environmentally and socially responsible purchases with A.S. funds. Program Budget Administrators will **explore environmentally and socially responsible purchase options**, and when feasible, **choose the environmentally and socially responsible option. Consider avoiding purchasing balloons, glitter and other decorations that can have a negative impact on the environment once disposed.**
 18. **A.S. funded programs may not expend A.S. funds to endorse an A.S. elections candidate** (including coalitions) or engage in an activity that is beneficial or detrimental to any candidate. Use of A.S. funds for these purposes is prohibited.
 19. **A.S. funded organizations are prohibited from endorsing candidates**, coalitions, or recalls during an election.
 20. **A.S. funds shall not be used to support or oppose any candidate for public office**, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof. This shall not apply to expressions published in the student press, as per Title V, Section 42403C.
 21. **Requests for spending excess revenue must occur in the same fiscal year in which the excess revenue is generated, unless the A.S. Board of Directors establishes a trust account for the purpose of retaining said funds for future use. Requests for expenditures of the funds in the trust account greater than \$200 must be evaluated and approved by the Board of Finance** to assure the continued financial solvency of the program. **Requests for less than \$200 must be**

approved by the A.S. Administrative Vice President and the Executive Director. (A.S. Fiscal Code 10.01)

22. **Return unused products to the Clubs Office.** We also encourage programs to **use other unused products found in the Clubs Office storage.** Contact the Clubs Office for more information.

APPROVED BUDGET WITH PROGRAM AND LINE-ITEM DETAILS

1. A.S. External Affairs

Fund	Dept	Program
AS100	D40004	P5104

A.S. SUBSIDY \$16,548

Account	Account Description	Amount	Class	Notes
660003	SUPPLIES AND SERVICES	\$300		
660988	STIPENDS-OTHER	\$2,248		See #1 below
606001	TRAVEL IN STATE	\$9,000	C9002 - CSSA Meetings	See #2 below
606001	TRAVEL IN STATE	\$5,000	C9003 - CHESS/Lobby Corps	See #3/4 below
	Total Expenditures	\$16,548		

- 1 Stipend shall be awarded as follows: One (1) representative at \$2,248. Stipends shall be awarded as per Government Code, Section 6 (Non-Compensatory Stipend Criteria).
- 2 Travel includes funds for representative to travel to eleven (11) CSSA meetings. Costs associated with new board member to attend the transition meeting in June shall be paid from this Travel - CSSA account.
- 3 Additional travel funding has been provided for students to attend the CHESS Conference. Remaining funds shall be used to provide activities that meet and carry out CSSA's mission and goals as outlined in the budget request. Expenditure of these funds shall be approved by the A.S. President.
- 4 Lobby Corps funding shall be used for travel and expenses to send students to the California State Capitol to lobby on behalf of the students of H.S.U. and H.S.U. Associated Students when legislature is in session.

2. A.S. General Operations

Fund	Dept
AS100	D40004

A.S. SUBSIDY \$284,057

Revenue	Amount
A.S. Subsidy	\$284,057
Miscellaneous	\$3,000
Interest Income	\$4,000
IRA Administrative Fee	\$30,000
Total Revenue	\$321,057

Account	Account Description	Amount	Notes
601201	MANAGEMENT + SUPERVISORY	\$65,000	
601300	SUPPORT STAFF	\$44,595	
603810	BENEFITS-OTHER	\$61,642	See #1 below
604090	OTHER COMMUNICATIONS	\$1,000	
606001	TRAVEL IN STATE	\$5,000	See #2 below
613001	CONTRACTUAL SERVICES	\$115,220	H.S.U. Business Services Fee
613800	AUDIT/ACCOUNTING	\$8,000	Annual Auxiliary Audit
660003	SUPPLIES AND SERVICES	\$9,500	
660010	INSURANCE PREMIUMS	\$8,500	
660804	WORK REQUESTS	\$1,500	Facilities Maintenance
660807	MEMBERSHIPS	\$1,100	Professional Organization Dues
660932	OE-UNALLOCATED O.E. +E.	\$10,000	Allocated by Board of Finance
	Total Expenditures	\$331,057	

- 1 This line item includes A.S. contributions toward dental, health and vision benefits for full-time, salaried A.S. Employees (per Resolutions 2015-16-5 & 2015-16-6). Per Resolutions 2015-16-12 and 2015-16-7, A.S. offers an Employer Retirement Contribution as well as a Life Insurance Contribution.
- 2 Travel funds cover expenses related to A.S. Staff attendance at CSUnity and Auxiliary Organizations Association (AOA) trainings.

3. A.S. Government

Fund	Dept	Program
AS100	D40004	P5102

A.S. SUBSIDY \$81,125

Account	Account Description	Amount	Class	Notes
601303	STUDENT ASSISTANT	\$12,006		A.S. Office Assistants
603810	BENEFITS-OTHER	\$744		Monthly Payroll Taxes
604090	OTHER COMMUNICATIONS	\$1,750		
606001	TRAVEL IN STATE	\$6,200		
660003	SUPPLIES AND SERVICES	\$3,750		
660986	STIPENDS-STUDENTS	\$35,975		See #1 below
660003	SUPPLIES AND SERVICES	\$9,500	C0500 - ELECTIONS - Marketing	
660009	HOSPITALITY EXPENSE	\$5,000	C0501 - RETREAT	A.S. Orientation, Retreat, Trainings
660003	SUPPLIES AND SERVICES	\$4,200	C9001 - A.S. Special Projects by Board Position	See #2 below
660805	HOSPITALITY EXPENSE	\$1,000	C9015 - Study Lounge	See #3 below
660805	HOSPITALITY EXPENSE	\$1,000		
	Total Expenditures	\$81,125		

- 1 Stipends shall be awarded as follows: President, \$7117; Legislative V.P., Administrative V.P., Student Affairs V.P., Public Relations Officer, Social Justice & Equity Officer and Environmental Sustainability Officer \$2,248 each; and A.S. Board Members, \$1,873 each. Stipends shall be awarded as per Government Code, Section 6 (Non-Compensatory Stipend Criteria).
- 2 A.S. Projects by Board Position are divided as follows: President, \$250, Student Affairs V.P. \$200, and Legislative V.P., \$150. A sum of \$1200 has been allocated (per Resolution 2016-17-11) for the three college mixers (\$200/college/semester). \$150 has been allocated for the remaining A.S. Representatives' Special Projects (\$50 each for one Graduate Representative and two At-Large Representatives). In addition, \$3,000 has been allocated to provide support for special A.S. Government sponsored events as determined by the A.S. President in consultation with A.S. Executive Committee. Per A.S. Fiscal Code 11.01, Special Projects of the A.S. Board of Directors that will incur a cumulative cost of greater than \$500 in expenditures must be submitted to the Board of Finance for advance approval.
- 3 Study lounge funds have been allocated for at least two study lounges to be coordinated by the A.S. Student Affairs Vice President.

4. A.S. Presents

Fund	Dept	Program
AS100	D40004	P5134
AS201	D40004	P5134

A.S. SUBSIDY \$126,425
PROJECTED GATE REVENUE \$85,000

Account	Account Description	Amount P5134	Amount TV134*	Class	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$40,000			See #1 below
613001	CONTRACTUAL SERVICES	\$20,000			See #2 below
660003	SUPPLIES AND SERVICES	\$11,427	\$20,000		See #6 below
660810	GUEST LECTURER/SPEAKER	\$25,000	\$57,750	C9021 - Artist Fees	See #6 below
660810	GUEST LECTURER/SPEAKER	\$22,750	\$7250	C9019 - Lecture Series	See #4 & #6 below
660810	GUEST LECTURER/SPEAKER	\$5,000		C9020 - Empowerment Series	See #5 below
660986	STIPENDS-STUDENTS	\$2,248			See #3 below
	Total Expenditures	\$126,425	\$85,000		

- 1 The Student Wage Reimbursement is a reimbursement of hourly University Center (UC) Student Employees who help produce A.S. Presents events.
- 2 These Contractual Services shall go toward the administration of the A.S. Presents per the agreement with the University Center.
- 3 Student Stipend shall be awarded as follows: one A.S. Presents Representative \$2,248. Stipends shall be awarded as per A.S. Government Code, Section 6 (Non-Compensatory Stipend Criteria).
- 4 Lecture Series: \$22,750 shall be earmarked for Lecture Series events.
- 5 Empowerment Series: \$5,000 shall be earmarked for training and events that develop effective student activists. In developing the series, A.S. Presents will collaborate with faculty, administration, campus organizations, community organizations and other advocates.
- 6 Portions of the Artist Fees, Lecture Series, and Supplies & Services budgets are dependent on revenue generated from gate fees. As earned, gate fees will be deposited into the A.S. Presents Trust account (TV134* aka AS200) where it will be available once the P5134 equivalent budgets are expended.

5. A.S. Programs Grants

Fund	Dept	Program
AS100	D40004	P5122

A.S. SUBSIDY \$67,000

Account	Account Description	Amount	Class	Notes
660003	SUPPLIES AND SERVICES	\$20,000	C9029 - Clubs & AS Programs Activity Grant	Club & A.S. Program Activity Grants (Dept = D40020), See #1 & #2 below
660003	SUPPLIES AND SERVICES	\$24,000	C9030 - Cultural Programming Grant	Cultural Programming Grants (Dept = D40032), See #1 & #2 below
660003	SUPPLIES AND SERVICES	\$23,000	C9031 - Clubs Travel Grant	
	Total Expenditures	\$67,000		

- 1 See item #14 in the General Budget Language for expenditure details.
- 2 Food Stipulations: See item #15 in the General Budget Language.
- 3 Travel funds are allocated by the A.S. Event Funding Committee. No more than \$1,000 can be allocated to any one club or program per year. Note: This line item does not cover SportsClubs.
- 4 Per A.S. Fiscal Code 12.02, the A.S. Event Funding Committee shall review the travel fund requests and award monies for distribution based on the following guidelines and criteria:

Guidelines:

- a. Travelers must be student members of the recognized club or organization they represent;
- b. Students must be regularly matriculated, currently enrolled to receive A.S. funds. Non-students will not be funded;
- c. Receipts from all expenditures must be turned in before reimbursement will be given;
- d. Assistance will be considered only in the areas of conference fees/activity dues, transportation, and lodging. Meals (or per diem) will not be funded.
- e. Travel funds shall not be allocated to Sports Clubs.

Criteria used in reviewing travel requests:

- a. Number of students participating;
- b. Indirect benefits to the students and to the university community;
- c. Success of efforts in obtaining funding from other sources;
- d. Planned efforts to share the experiences or knowledge gained from the trip with others upon returning;
- e. If the club has received funding in the past and the extent to which funds were utilized.

6. Campus Center Appropriate Technology (CCAT)

Fund	Dept	Program
AS100	D40004	P5106

**A.S. SUBSIDY
\$61,670**

Account	Account Description	Amount	Class	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$55,620		See #1 Below
603899	BENEFIT REIMBURSEMENT	\$113		Payroll Taxes - Summer
660003	SUPPLIES AND SERVICES	\$4,400		See #2 Below
604001	TELEPH-USAGE CHARGES	\$660		
605090	UTILITIES-OTHER	\$800		
	Total Expenditures	\$61,670		

- 1 Student Wage Reimbursement to be used toward Co-Director Wages (\$27,540) as outlined in the approved budget, \$22,080 to be used for the additional fall and spring Student Wage positions, and \$6,000 for Teacher Wages. NOTE: The 17-18 Board of Directors recommended phasing out Co-Director Wages
- 2 Supplies and Services are to include the areas outlined in the approved budget: Maintenance & Engineering (\$1,000), Gardens & Grounds Projects (\$1,000), H.S.U. Community Garden Upkeep (\$200), Workshops & Outreach (\$1000), Office Supplies (\$400), Photocopying/Printing (\$400), Cleaning (\$300). NOTE: \$100 for miscellaneous supplies & services

7. Children’s Center

Fund	Dept
AS100	D40030

A.S. SUBSIDY \$40,270

Account	Account Description	Amount	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$40,270	See #1 below
	Total Expenditures	\$40,270	

- 1 These funds are to be used to employ Student Assistants in the H.S.U. Children’s Center.

8. Clubs & Program Support

Fund	Dept
AS100	D40020

A.S. SUBSIDY \$20,500

Account	Account Description	Amount	Class	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$10,500		See #1 below
660002	PRINTING	\$500		
660003	SUPPLIES AND SERVICES	\$7,400		
613001	CONTRACTUAL SERVICES	\$2,100	C9014 - Club Movie Rights	
Total Expenditures		\$20,500		

- 1 Student Wages shall be used to support three of the four Student Programmer wages.
- 2 Special projects-event programming includes \$2,000 for movie licenses as outlined in the budget request. Admission to club events receiving this grant shall be free.
- 3 Special Projects – In House: See item #14 in the General Budget Language.
- 4 Food Stipulations: See item #15 in the General Budget Language.

**9. Drop-In Recreation
(Sports Clubs - Rec Sports)**

Fund	Dept	Program
AS100	D40064	P5132 R0022

A.S. SUBSIDY \$36,746

Account	Account Description	Amount	Notes
606001	TRAVEL IN STATE	\$17,500	Travel & Lodging Expenses
660009	TRAINING AND PROF DEVELOPMENT	\$7,000	League & Tournament Fees
601899	SALARY REIMBURSEMENT	\$4,000	Athletic Trainer
601893	STUDENT WAGE REIMBURSEMENT	\$4,500	Sports Club Coordinator (P5132)
601893	STUDENT WAGE REIMBURSEMENT	\$3,746	Drop-in Recreation (R0022)
Total Expenditures		\$36,746	

- 1 Student Wages shall be used for Gym Supervisors to supervise drop-in activities in Forbes Complex gymnasiums and fields during basketball, volleyball and soccer drop-in sessions. These funds are managed by the Recreational Sports Office (Dept = D40064).

10. Drop-In Recreation (Kinesiology)

Fund	Dept	Program
AS100	D20064	R0022

A.S. SUBSIDY \$25,850

Account	Account Description	Amount	Program	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$25,850		
	Total Expenditures	\$25,850		

1. Student Wages shall be use for Drop-In Lifeguards (\$14,217.50) and Drop-In Pool Supervisors (\$14,217.50). These funds are managed by the Kinesiology and Recreation Administration Department (Dept = D20064).
-

11. Eric Rofes Queer Resource Center (ERC)

Fund	Dept	Program
AS100	D40004	P5136

A.S. SUBSIDY \$18,750

Account	Account Description	Amount	Class	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$13,820		See #1 below
660003	SUPPLIES AND SERVICES	\$1,750		
660003	SUPPLIES AND SERVICES	\$3,000	C9013 - Special Projects - In House	See #2 & #3 below
	Total Expenditures	\$18,750		

- 1 Three Directors (paid hourly) shall be paid as follows: Volunteer & Outreach (\$3,455); Events (\$3,455); and Resource & Publicity (\$3,455). Student Wages shall also be used to fund a Fiscal Manager, \$3,455. These are annual amounts, payable half each semester.
- 2 Special Projects: See item #14 in the General Budget Language.
- 3 Food Stipulations: See item #15 in the General Budget Language.

12. Humboldt International Film Festival (HIFF)

Fund	Dept	Program
AS100	D40004	P5112

A.S. SUBSIDY \$7,713

Account	Account Description	Amount	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$7,713	HIFF A.S. support is for Student Assistant Wages only
	Total Expenditures	\$7,713	

1. 2017-18 Board of Directors asks HIFF to spend their Trust down to \$4,000 before requesting more funding from the A.S. Unallocated line-item.

13. Learning Center Tutorial Program

Fund	Dept
AS100	D40060

A.S. SUBSIDY \$20,000

Account	Account Description	Amount	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$20,000	See #1 below
	Total Expenditures	\$20,000	

14. Marching Lumberjacks

Fund	Dept	Program
AS100	D40004	P5116

A.S. SUBSIDY \$4,000

Account	Account Description	Amount	Notes
619001	EQUIPMENT	\$1,500	See #1 below
660003	SUPPLIES AND SERVICES	\$2,500	
	Total Expenditures	\$4,000	

- 1 Equipment Purchases are handled in a special manner. Please contact the A.S. Business Office when you are ready to purchase equipment. Associated Students equipment may not be removed, relocated, or disassembled without prior approval. Equipment is defined as the following:
 - a. \$300 value or more
 - b. Items which generally last longer than two years
 - c. Any electronic equipment that can store sensitive information, such as a computers, laptops, tablets, networked copiers/printers, etc.

15. Multicultural Center (MCC)

Fund	Dept
AS100	D40032

A.S. SUBSIDY \$44,981

Account	Account Description	Amount	Class	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$30,981		See #1 below
660003	SUPPLIES AND SERVICES	\$3,500		See #2 below
660017	ADVERTISING & PROMO PUBLICATION	\$500		See #3 below
606001	TRAVEL IN STATE	\$1,000	C0501 - Retreat	
660003	SUPPLIES AND SERVICES	\$2,500	C9013 -MCC Special Projects - In House	See #4 below
660805	HOSPITALITY EXPENSE	\$700	C9015 - Study Lounge	See #5 below
660002	PRINTING	\$1,000	C9016 - Cultural Times	See #6 below
660003	SUPPLIES AND SERVICES	\$4,800	C9017 - Social Justice Summit	See #7 below
	Total Expenditures	\$44,981		
	RECEIVED CULTURAL GRANTS	\$8,000		See #9 & 10 below

- 1 Student Wages shall be used as follows: Two Social Justice Summit Co-Directors (\$1,955 each); five Community Outreach Coordinators (\$1,350 each); one Publications Assistant (\$1,357); and two Graphic Artists (\$1,351.50). These are annual amounts, payable half each semester. The balance of the Student Wages shall be used as outlined in the budget request.
- 2 \$1,200 of Supplies & Services is earmarked for professional cleaning services (2x/year: \$700 for first cleaning, \$500 for spring cleaning).
- 3 Advertising and Promo funds have been provided to advertise MCC programs and events (except as noted below in #4).
- 4 Special Projects - In House can be used for on campus events, programs, and activities that the MCC sponsors and/or co-sponsors with campus clubs and A.S. Programs. In-House fund allocation is with the understanding that Club & A.S. Program Grants and Cultural Program Grants will not be used along with these funds without prior approval of A.S. Event Funding Committee and A.S. Board of Finance. No In-House project shall result in a cumulative cost of more than \$500 without prior approval of the A.S. Board of Finance. See item #14 in the General Budget Language for additional Special Projects guidelines.
- 5 Study lounge funds have been allocated for two study lounges, \$350 per semester.
- 6 Publications - Cultural Times amount has been allocated for two issues (one issue per semester) not to exceed \$500 per issue. Publication Stipulations: See items #8, #9 and #10 in the General Budget Language.
- 7 Funds have been provided to support the Social Justice Summit (SJS). The SJS allocation is with the understanding that the Cultural Programming Grants and Advertising & Promo line-items will not be used to support the SJS.
- 8 Food Stipulations: See item #15 in the General Budget Language.
- 9 \$2,000 was allocated for Mid-autumn New Year & \$3,000 for Lunar New Year (Asian-Desi-Pacific Islander Center [ADPIC])
- 10 \$3,000 was allocated for QFest (Eric Rofes Multicultural Queer Resource Center [ERC])

16. Oh SNAP! Campus Food Security Program

Fund	Dept	Program
AS100	D40067	P0398

A.S. SUBSIDY \$10,000

Account	Account Description	Amount	Notes
660830	SUPPLIES-FOOD	\$10,000	See #1 below
	Total Expenditures	\$10,000	

- 1 These funds are to be used to purchase food for the H.S.U. Food Security Program Food Cupboard. Contact the A.S. Executive Director if the program’s ProCard spending limits need to be adjusted to accommodate efficient food purchasing.
-

17. Scholars Without Borders

Fund	Dept	Program
AS100	D40004	P0206

A.S. SUBSIDY \$14,727

Account	Account Description	Amount	Notes
601303	STUDENT ASSISTANT	\$2,627	\$3100 transferred 11/15 to cover registration costs for advisor, hotel, van rental and gas
613001	CONTRACTUAL SERVICES	\$9,000	Legal Resources
	CONFERENCE	\$3,100	Keeping the Dream Alive
	Total Expenditures	\$14,727	

18. Student Access Gallery (SAG)

Fund	Dept	Program
AS100	D40004	P5118

A.S. SUBSIDY \$6,162

Account	Account Description	Amount	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$4,012	See #1 below
660003	SUPPLIES AND SERVICES	\$2,050	
660010	INSURANCE PREMIUMS	\$100	
	Total Expenditures	\$6,162	

- 1 Directors (paid hourly) shall be paid as follows: Director, \$1,414; Co-Director Foyer, \$1,080; Assistant-Director Karshner, \$759; Co-Director, Assistant Director-Graphic Designer, \$759. These are annual amounts, payable half each semester.

19. Student Legal Lounge

Fund	Dept	Program
AS100	D40004	P0205

A.S. SUBSIDY \$4,766

Account	Account Description	Amount	Notes
601303	STUDENT ASSISTANT	\$4,416	See #1
660003	SUPPLIES AND SERVICES	\$350	
	Total Expenditures	\$4,766	

1. Student assistants should include: One co-director of Outreach and one Co-director of Operations, \$2,208 each, payable half each semester.
-

20. Vet Services- Vet Transition Program

Fund	Dept	Program
AS100	D40070	P0372

A.S. SUBSIDY \$2,000

Account	Account Description	Amount	Notes
606001	TRAVEL IN STATE	\$2,000	
	Total Expenditures	\$2,000	

21. Waste Reduction & Resource Awareness Program (WRRAP)

Fund	Dept	Program
AS100	D40004	P5105

A.S. SUBSIDY \$39,725

Account	Account Description	Amount	Class	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$34,960		See #1 below
603899	BENEFIT REIMBURSEMENT	\$500		Payroll Taxes – Summer
604090	OTHER COMMUNICATIONS	\$325		
660003	SUPPLIES AND SERVICES	\$1,520		
660017	ADVERTISING & PROMO PUBLICATION	\$500		
660003	SUPPLIES AND SERVICES	\$1,400	C9005 - Compost	
660003	SUPPLIES AND SERVICES	\$100	C9006 - R.O.S.E.	
660003	SUPPLIES AND SERVICES	\$200	C9007 - Take Back the Tap	
660003	SUPPLIES AND SERVICES	\$220	C9008 - Zero Waste	
	Total Expenditures	\$39,725		

1. Student Wage Reimbursement shall be used as outlined in the budget request for Compost, Take Back the Tap, Zero Waste, ROSE, Education and Multimedia staff. These wages shall also be used to fund a Fiscal/Program Manager for \$4,784.

22. Womxn’s Resource Center (WRC)

Fund	Dept	Program
AS100	D40004	P5120

A.S. SUBSIDY \$26,928

Account	Account Description	Amount	Class	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$15,928		See #1 below
660003	SUPPLIES AND SERVICES	\$1,000	C9012- Menstruation Gear	
660017	ADVERTISING & PROMO PUBLICATION	\$1,200		Publicity
660802	PUBLICATIONS	\$1,200		Multimedia lending library
660002	PRINTING	\$1,600	C9009- Matrix	See #3 below
660003	SUPPLIES AND SERVICES	\$2,000	C9010 - Take Back the Night	
660003	SUPPLIES AND SERVICES	\$1,200	C9011 - Women's Herstory Month	
660003	SUPPLIES AND SERVICES	\$1,000	C9032 - Kink On Campus	
660003	SUPPLIES AND SERVICES	\$3,000	C9013 - Special Projects - In House	See #2 & #4 below
Total Expenditures		\$26,928		

- 1 Student Wages (paid hourly) shall be paid as follows: Three Co-Directors at \$2,065 each (one Matrix & Publicity Editor; one Volunteer & Outreach Coordinator; and one Sexual Assault & Domestic Violence Education Educator); Three Assistant Directors at \$2,065 each (one Environmental Justice Educator; one Anti-Racism Educator; and one Health and Body Politics Educator). In addition, Student Wages shall also be used to fund a Fiscal/Staff Coordinator, \$3,537.
- 2 Special Projects - In House funds may be earmarked for the Women's Resource Center to implement & facilitate educational programs & activities. These events shall be on campus (1 Harpst Street) and open to the entire campus community.
- 3 Program Publications - Matrix amount has been allocated for two issues (one issue per semester) not to exceed \$800 per issue. Note the program publication stipulations per items #8, #9 and #10 in the General Budget Language.
- 4 Special Projects: See item #14 in the General Budget Language.
- 5 Food Stipulations: See item #15 in the General Budget Language.

23. Youth Educational Services (YES)

Fund	Dept
AS100	D40022

A.S. SUBSIDY

\$65,861

Account	Account Description	Amount	Program	Notes
601893	STUDENT WAGE REIMBURSEMENT	\$32,851		See #1 below
601899	STAFF SALARY REIMBURSEMENT	\$25,000		YES Program Operations
606001	TRAVEL IN STATE	\$1,800	C0501 - Retreat	Student Director Retreat
660003	SUPPLIES AND SERVICES	\$3,110		
660090	EXPENSES-OTHER	\$50	P4501 - YES-GOLDEN YEARS	
660090	EXPENSES-OTHER	\$125	P4502 - YES-ENVIRONMENTAL ED	
660090	EXPENSES-OTHER	\$100	P4503 - YES-ART RECREATION THEATRE	
660090	EXPENSES-OTHER	\$275	P4504 - YES-HAND-IN-HAND	
660090	EXPENSES-OTHER	\$600	P4505 - YES-LEADERSHIP ED ADVENTURE PROGRAM – L.E.A.P.	
660090	EXPENSES-OTHER	\$100	P4508 - YES-STUDY BUDDIES	
660090	EXPENSES-OTHER	\$100	P4510 -YES-NEW GAMES	
660090	EXPENSES-OTHER	\$100	P4511 - YES-HOMELESSNESS NETWORK	
660090	EXPENSES-OTHER	\$100	P4512 - YES-PUENTES	
660090	EXPENSES-OTHER	\$650	P4513 - YES-DIRECTOR TRAINING	
660090	EXPENSES-OTHER	\$150	P4515 - YES-YMP	
660090	EXPENSES-OTHER	\$150	P4516 - YES-JHRP	
660090	EXPENSES-OTHER	\$550	P4517 - YES-STEP UPP	
660003	SUPPLIES AND SERVICES	\$50	P4523 - YES-QUEER MENTORING ADVOCACY	
	Total Expenditures	\$65,861		

- 1 Student Wages shall be used, per budget request, for five Program Consultants (\$6,139 each); and \$2,156.25 for Work Study wages as outlined in the budget request.

24. Unallocated: Reinstated, programs can request unallocated funds from the A.S. Board of Finance

A.S. FEE REVENUE PROJECTIONS PROVIDED BY THE H.S.U. BUDGET OFFICE:

	Fall 2018	Spring 2019	18-19 Total
Headcount	7960	7350	7657
Reserve Balance Projection- June 2018			\$319,642
Revenue Budget*	\$465,000	\$422,000	\$887,000
Campus Scholarship Fund Reallocation			\$52,083
Allocation from Reserves: IRA Administrative Fees			\$28,860
<u>Total Potential Projected Funds</u>			\$1,247,585
Total Recommended Budget			\$1,043,624
Reserve Forecast			\$243,961
% of Expenditures			23%

*A.S. Fee Per Student per Year	\$59	\$58	\$117
<i>Actual Fee Revenue with 1% Discount Factor</i>	\$58.42	\$57.42	\$115.84

A.S. FEE REVENUE MIDYEAR PROVIDED BY THE H.S.U. BUDGET OFFICE

(updated August 2018):

	18-19 Total
Headcount	7545
Reserve Balance Actual (+\$84,499)	\$404,141
Revenue Budget* (-\$13K)	\$874,000
Campus Scholarship Fund Reallocation (-\$10K for scholarships)	\$42,083
Allocation from Reserves: IRA Administrative Fees (-\$480)	\$28,380
<u>Total Potential Projected Funds</u>	\$1,348,604
Total Recommended Budget	\$1,043,624
Reserve Forecast	\$304,980
% of Expenditures	29%

*A.S. Fee Per Student per Year	\$117
<i>Actual Fee Revenue with 1% Discount Factor</i>	\$115.84

BUDGET POLICIES AND PROCEDURES

BUDGETED AREAS

The Associated Students of H.S.U. is the campus agency designated with the responsibility for handling financial and accounting transactions for student body fee based programs. That responsibility requires following accounting standards and acceptable business practices that will hold up through an audit of the organization's records. Providing proper documentation for all transactions made through Associated Students is a standard that cannot be compromised.

All groups that receive funds from Associated Students are responsible for maintaining a bookkeeping system. It is your responsibility to verify your records with Oracle Business Intelligence (OBI). If there is a discrepancy, contact the A.S. Business Office as soon as possible. Additionally, there will be quarterly audits of program budgets.

In order to submit payment requests, time sheets, attendance reports, etc., the program budget administrator must have a current year "Signature Authority Form" on file. These forms must be updated annually. If a budget administrator is added or deleted, the "Signature Authority Form" must be updated. "Signature Authority Forms" are available at <https://www.humboldt.edu/forms/node/537>.

A.S. FUNDED PROGRAM CATEGORIES

In order to acknowledge and understand the different programs and departments A.S. funds, the A.S. staff created a list of categories. The purpose was to separate A.S. funded programs and departments by how they are advised and the budgetary process they use. This is to ensure each program and department is receiving sufficient, appropriate support. The following is the list and the definition of each GROUP:

GROUP 1: A.S. Government

Activities that support government functioning

- A.S. Board of Directors
- A.S. External Affairs
- A.S. Government
- A.S. General Operations

GROUP 2: A.S. Programs

- Campus Center for Appropriate Technology (CCAT)
- Eric Rofes Multicultural Queer Resource Center (ERC)
- Scholars Without Borders (SWB)
- Student Access Gallery (SAG)

- Student Legal Lounge (SLL)
- Waste Reduction & Resource Awareness Program (WRRAP)
- Womxn's Resource Center (WRC)

GROUP 3: A.S. Sponsored H.S.U. Departments

- Children's Center
- Club Program support
- Drop-In Recreation
- Humboldt International Film Festival (HIFF)
- Learning Center Tutorial Program
- Marching Lumberjacks (MLJ)
- MultiCultural Center (MCC)
- Oh SNAP! Campus Food Pantry
- Sports Clubs
- Veterans Enrollment and Transition Services
- Youth Education Services (YES)

GROUP 4: A.S. Committees

- A.S. Presents
- A.S. Programming Grants
- A.S. Earth Week Every Week Committee

GROUP 5: I.R.A. Funded Programs

- Campus Center for Appropriate Technology (CCAT)
- Children's Center
- Humboldt International Film Festival (HIFF)
- Marching Lumberjacks (MLJ)
- Oh Snap! Campus Food Pantry
- Youth Education Services (YES)

EXPENDITURES

GENERAL GUIDELINES

In compliance with the Chancellor's Office and generally accepted accounting practices, documentation of transactions is required to support all "Payment Requests". The following guidelines are established to clarify this requirement as it applies to A.S.

It is important that you read and understand the budget language for your program. All requests for expenditures must adhere to your program's approved A.S. Budget Language. Expenditure of A.S. funds requires that there are sufficient funds in your account, and that the Payment Request is properly completed. Checks will not be available as scheduled if the Payment Requests are not properly completed. The A.S. Business Office will attempt to notify you of any errors. Checks will be available any time after Tuesday or Thursday after 3pm. The process may take approximately a week to complete.

If you have any questions regarding expenditures, please call the A.S. Business Office at (707) 826-3771.

SALES OR 'USE' TAX

Per California state law, purchases made from out-of-state retailers are subject to 'use' tax and must be reported. The use tax rate for Arcata is 8.5% (and varies by county) of the purchase price including handling charges. This differs from California sales tax which is 7.25%. Anything purchased from a State that does not have sales tax must include this 8.5% use tax. While the H.S.U. Accounts Payable office will calculate this tax, deduct it from your A.S. account, and remit it to the state, it is important that you deduct this tax in your program ledgers.

EQUIPMENT PURCHASE

Equipment Purchases are handled in a special manner. Please call the A.S. Business Office if you are contemplating a purchase of equipment. Associated Students equipment may not be removed, relocated, or disassembled without prior approval. If you are considering any equipment changes, please call the A.S. Business Office at x3771 for instructions.

Equipment is defined as the following:

- \$300 value or more
- Items which generally last longer than two years
- Any electronic equipment that can store sensitive information; such as computers, laptops, tablets, networked copiers/printers, etc.

PROCARD

Procurement Cards (ProCard) are used by some programs to make purchases with A.S. funds. It's each program's responsibility to adhere to stateside and A.S. policies when making purchases.

If you have any questions regarding allowable purchases, please contact the A.S. Business Office at x3771.

ProCards must be reconciled monthly. Email reminders are sent by the H.S.U. Procurement Office.

ProCard purchases will be audited per transaction by Stateside and monthly by the A.S. Business Office.

Please review the procurement card guidelines on the H.S.U. website:

<https://www.humboldt.edu/procurement/node/31>

PROCARD POLICY VIOLATION

Unauthorized transactions on the ProCard may be deemed a violation. In addition to reimbursing the University, a written warning will be issued for a violation. Continual violation of any part of the policy shall result in the revocation of procurement card privileges, and card cancellation.

Violations consist of:

1. Annual Procurement Card Certification not submitted
2. Procurement card reconciliation report not signed-off by an MPP or department chair
3. Procurement card reconciliation report submitted to Accounts Payable past due date
4. Default chartfield not updated electronically in PeopleSoft procurement card adjustment process
5. Prohibited purchase(s) made
6. Proper supporting documentation, itemized receipt, or lost receipt memo not provided for each transaction listed on the monthly reconciliation report
7. Chemicals purchased are not identified as "HAZ" in reference field, and chemical inventory protocol not followed:

1st Violation: Written warning to Cardholder and one week to remedy the issue

2nd Violation: Notification to Cardholder and approving MPP or Dean

3rd Violation: Notification to Cardholder, approving MPP or Dean, and user's V.P. or Provost

Using the procurement card to commit or facilitate an act that is in violation of state or federal law will result in the immediate cancellation of the card. A procurement card may also be suspended or cancelled at the behest of an approving official or after a holder transfers departments or separates from the University.

PAYMENT REQUESTS

"Payment Request" forms are available in the following link:

<https://www.humboldt.edu/forms/node/594>

PAYMENT REQUEST REQUIREMENTS

1. All "Payment Requests" must be submitted with proper receipts or original invoices to the A.S. Business Office in order to be processed (See "Reimbursement Requirements" below if the payment request is to reimburse an individual).
2. If the vendor/payee requires that the invoice be sent with the remittance, be sure to include an additional copy of the invoice so we can retain the original for our records.
3. When paying a vendor, a separate Payment Request is needed for each invoice.
4. **All Payment Requests must include an address for the payee.** Payment Requests without an address will not be processed. Please list an off campus address.
5. **Payee Data Record STD 204** - The Internal Revenue Service requires that payment for certain services (i.e. rent, speeches, graphic services, donations, etc.) to individuals or an unincorporated business be reported on an annual basis. The individuals/businesses which receive payment for services rendered are required to fill out a Payee Data Record STD 204 before their checks can be released. Payee Data Record STD 204 are available online at <http://www.humboldt.edu/forms/node/134>
6. See the *TRAVEL* section for additional details on travel expenditures.
7. Payment Requests must be signed by the Budget Administrator as the "Approved Project Signer" before payment will be issued. The Advisor must sign the "One Up" signature space on the form. The A.S. Executive Director has the

authority to sign on behalf of the Budget Administrator under special circumstances. (i.e. summer, administrator not available, etc.)

8. It is recommended you retain a copy of the Payment Request for your records.
9. Checks may be picked up at the H.S.U. Cashier's Office (SBS Building, 2nd floor) or mailed. Please indicate on Payment Request if the check is to be mailed or picked up. Checks not picked up after two weeks will be mailed to the address given on the Payment Request.

REIMBURSEMENT REQUIREMENTS

1. Requests for payment or a reimbursement to a Program Director and/or Budget Administrator require a "One-Up Signature" for expenditure of any funds. The One-Up Signature is generally the Supervisor/Advisor of the Program Director/Coordinator. (For example, the Department Chair, Dean, or Director.)
2. Requests for reimbursement to an individual must be processed with original supporting documentation attached.
3. The documentation must clearly describe the nature of the expenditure. In other words, non-itemized receipts with just a total of the expense are not allowable documentation.
4. Original supporting documentation must be in the form of an invoice or receipt. Photocopied or faxed invoices/receipts will not be processed for payment by A.S.
5. **IMPORTANT NOTE!** Please note that there have been changes to the format in which receipts need to be turned in:
 - One receipt amount per line on a payment request.
 - For scanning purposes, receipts must be submitted in a ready-to-scan format. **Receipts must be taped in a single layer to a separate sheet(s) of paper.** Do not staple receipts or sheet to payment request. Please do not overlap the receipts.
 - Payment Requests to vendors - Only process one invoice per payment request. Example: Three invoices from ACE Hardware require three separate Payment Requests.
 - Personal items and/or other non-reimbursable items may not be listed on the receipts.

ACCEPTABLE DOCUMENTATION

1. Vendor invoices which detail the merchandise purchased or services rendered

2. Signed and dated contracts on business letterhead specifically stating services rendered
3. Detailed receipts which describe purchase or services rendered and reflect amount paid
4. Gasoline receipts which show # of gallons purchased and unit cost - Prepaid gasoline receipts will *not* be accepted because detail is not shown on items purchased. Mileage for personal vehicles, e.g. google map, yahoo maps, etc.
5. Online purchases must have a **shipping confirmation** as part of documentation
6. For conference or event registration fees, a memo from the sponsoring organization can be accepted, in lieu of an itemized receipt, if it contains all of the following:
 - a. on letterhead of sponsoring organization
 - b. amount of fees received
 - c. name and date of event for which the fees were paid
 - d. name of person (if applicable) paying the fees
 - e. signature, printed name and phone number of person receiving the fees

UNACCEPTABLE DOCUMENTATION

1. Vendor's monthly statement - it only shows a summary of all the invoice numbers. It is not acceptable because (1) it does not provide information on items purchased or services rendered; (2) it is difficult to determine if some or all of the invoices have been previously paid.
2. Canceled checks, copies of canceled checks, personal checks
3. Credit card slips - not acceptable because detail is not shown on items purchased
4. Personal note/memo stating services rendered or items purchased
5. Order forms or purchase orders

6. Any documents that do not clearly reflect amount paid, item purchased or describe services rendered
7. Copies of receipts or copies of invoices - to ensure that original receipt or invoice has not been previously paid
8. Packing Slips
9. Prepaid gasoline receipts – not acceptable because detail is not shown on items purchased

PURCHASE ORDER REQUESTS

Before completing a purchase, contact please contact the A.S. Business Office x3771 to see if the purchase can be made using a ProCard.

A.S. FUND DEPOSITS

A.S. uses two different deposit forms. Deposits are to be delivered to the H.S.U. Cashier's Office (SBS, 2nd Floor).

DEPOSIT FORMS

Returning of ASB Funds – This form is used when a program will need to return unused funds from an advance.

https://associatedstudents.humboldt.edu/sites/default/files/humboldt_state_cashier_-_return_of_asb_funds.pdf

ASB Funds - Misc. Revenue – This form is used for income and not used for donations or reimbursements. If you think you need to use this form, please contact the A.S. Business Office x3771.

https://associatedstudents.humboldt.edu/sites/default/files/humboldt_state_cashier_receiving_instructions_-_asb_funds-misc_revenue.pdf

DEPOSIT INSTRUCTIONS

1. The forms must be completed before submitting.
2. The cashier's office only accepts cash or checks.
3. If you do not know the department and program number, contact your Budget Administrator.

ACCEPTANCE OF DONATIONS

When considering the acceptance of a gift such as cash, equipment, real property, or other items, A.S. will follow applicable campus policy and criteria. Items will only be used for purposes consistent with the CSU. Associated Students will also review if there is sufficient working capital or reserves available to cover future expenditures associated with the gift.

For financial donations, please complete the “HSU Donation Deposit Form” which are available in the following link:

https://advancement.humboldt.edu/sites/default/files/donation_deposit_form_blank.pdf

For gift items, please complete the “In-Kind Gifts & Property Proposal Form” which are available in the following link:

https://advancement.humboldt.edu/sites/default/files/donation_deposit_form_blank.pdf

ACQUIRING ADDITIONAL FUNDS

On occasion, an A.S. Program may find it necessary to request additional monies to augment their budget. This can be done by requesting additional funds from the A.S. Unallocated Account. Information regarding requesting A.S. Unallocated funds follows (please note some of the policies and procedures have changed):

A.S. FUND REQUESTS

If your program wants to request additional funds, please use the A.S. Program Unallocated Fund Request Form.

1. The forms necessary for A.S. Unallocated Fund requests are available on the A.S. website at:
https://associatedstudents.humboldt.edu/sites/default/files/as_program_unallocated_fund_request_form.pdf.
2. Each request must be submitted to the A.S. Office by 5 p.m. the Wednesday preceding the next meeting of the A.S. Board of Finance.
3. At a following A.S. Board of Finance meeting, the request will be considered. The A.S. Board of Finance shall review all requests for expenditures. A representative from your program will need to attend this meeting to answer any questions.

4. A simple majority of committee members may approve the proposal for recommendation to the A.S. Board of Directors.
5. Approval by a majority vote of A.S. Board of Directors will be required for final approval.
6. Requests of less than \$300 may be approved by the A.S. Board of Finance. These requests will not require A.S. Board of Directors approval.

PAYROLL

All Student Payroll for A.S. Programs is managed by the H.S.U. Payroll Office. The PR-19 Student Assistant Time Vouchers (See page XX) must be completed, signed, and submitted to the A.S office. Make sure the information on the voucher is accurate and completed in full.

The PR-19 Student Assistant Time Vouchers are found here:

<https://www.humboldt.edu/payroll/node/57>

Use the following link for the Student Assistants Payroll Guide:

<http://www.humboldt.edu/payroll/node/53>

Time vouchers must be submitted on time. See the payroll schedule here:

<http://www.humboldt.edu/payroll/node/54>

Contact the H.S.U. Payroll Office with additional questions at (707) 826-3512, visit their website at <http://www.humboldt.edu/payroll/>, or visit their office at Student Business Services Room 345.

STUDENT EMPLOYEES

REQUIREMENTS FOR STUDENT EMPLOYEES

A student must be enrolled in and regularly attending classes totaling at least 6 units if an undergraduate and 4.5 units if a graduate student.

When school is in session, Student Employees may work up to, but not exceed, 20 hours per week.

When school is not in session due to semester academic breaks and summer recess, Student Employees may work up to a maximum of 40 hours per week but shall not be scheduled, nor permitted, to work overtime.

Additional Student Assistant Employment General Guidelines may be found here: <https://hraps.humboldt.edu/student-assistant-recruitment>.

BEFORE YOU CAN BEGIN WORKING

Before a student can work for any campus department, they must complete a number of forms and procedures with the human resources department prior to working any hours. This is to ensure they are eligible to work as a student at Humboldt State University. If they don't do this first, they may not work any hours. To make sure their pay is in order, please do the following:

- Review the "pre-employment" Forms and Identification Requirements before you submit to the Human Resources Department.

Three forms must be completed and submitted in person to the Human Resources Department (SH 212). They are the Employment Eligibility Verification (I-9) form (with two forms of identification), CSU Form SSA-1945, and the CSU Student Payroll Action Request (SPAR) . For more information go to the following Human Resources link: <https://hraps.humboldt.edu/student-assistant-sign>.

For further information, please review the Student Employment General Guidelines on the H.S.U. Human Resources website: <https://hraps.humboldt.edu/student-onboarding-offboarding>

CHANGE IN EMPLOYMENT INFORMATION

If any changes occur in the status of an employee during employment (i.e. new address, pay raise, job title change, emergency contact info, moving from work study to hourly, etc.) an "Employee Action Request" (<https://www.humboldt.edu/forms/node/39>) needs to be filled out and turned into the Human Resources office (SH 212).

PICKING UP YOUR PAY WARRANT

The State refers to a paycheck as a Pay Warrant. Pay Warrants must be picked up at the A.S. office - you'll need to show ID. Employees may also arrange for direct deposit to their bank accounts through the Payroll Department.

DIRECT DEPOSIT

To initiate direct deposit, submit a completed STD 699 form to the Payroll Office <http://humboldt.edu/forms/node/43>. The process takes approximately 30 to 45 days before the employee's direct deposit is in effect. See the direct deposit webpage for more information: <http://www.humboldt.edu/payroll/node/55>

For a complete schedule of direct deposit posting dates, see the current Humboldt State University Green and Gold Calendar here: <http://www.humboldt.edu/payroll/node/52>.

WORK STUDY STUDENTS

For programs interested in participating in the work-study program, we encourage you to check on the Work-Study program webpage (<https://www.humboldt.edu/acac/employers/work-study-program>) or contact the Work-Study Coordinator within the Academic and Career Advising Center (707) 826-5455.

TRAVEL

When any A.S. Program is traveling, there is **required paperwork** that needs to be completed and submitted to the A.S. Business Office in a no later than two weeks prior to travel.

The following are required travel documentation:

- Request for Authorization to Travel (Domestic travel).
<http://www.humboldt.edu/forms/node/316>
- Student Travel Verification form_
https://associatedstudents.humboldt.edu/sites/default/files/student_travel_verification_0.pdf
- Release of Liability Form_
<https://www.humboldt.edu/forms/node/250>

If you have questions regarding the process, please contact the A.S. Business Office at (707) 826-3771.

In addition, if your program desires to use specific modes of travel to your destination, the following are documents and forms you will need. Please include them with your required documentation to travel.

If Renting a Vehicle Through H.S.U. Plant Operations:

- Rental Vehicle Request (<https://www.humboldt.edu/forms/node/303>)
- Be 21 years or older
- Documents you will need:
 - Valid Driver's License
 - Defensive Driver's Card

If Using a Privately Owned Vehicle:

- Authorization to Use Privately Owned Vehicle (STD 261)
<http://www.humboldt.edu/forms/node/199>

- A legal and safe vehicle
- Documents you will need:
 - Valid Driver's License
 - Defensive Driver's Card
 - Vehicle insurance

If Using a Commercial Airline:

- Keep receipt of plane ticket.
- Keep the boarding pass of each person traveling.

If the A.S. Program does not follow the proper procedures, Humboldt State University will not consider your travel approved and your program may not be reimbursed.

A.S. AND H.S.U. DOCUMENT AND FORM LINKS

Document	Department	Link
Anti-Hazing and Initiation Policy	Human Resources	https://associatedstudents.humboldt.edu/sites/default/files/anti-hazing_and_initiation_policy.pdf
ASB Funds - Misc. Revenue	Associated Students	https://associatedstudents.humboldt.edu/sites/default/files/humboldt_state_cashier_receipting_instructions_-_asb_funds_misc_revenue.pdf
AS Funded Logo	Associated Students	https://associatedstudents.humboldt.edu/sites/default/files/fundedbyaslogo_black_v4.pdf
A.S. Program Unallocated Funding Request	Associated Students	https://associatedstudents.humboldt.edu/sites/default/files/as_program_unallocated_fund_request_form.pdf
Authorization to Use Privately Owned Vehicle	Financial Services	http://www.humboldt.edu/forms/node/199
Direct Deposit (STD 699)	Payroll	http://humboldt.edu/forms/node/43
EM:P02-01 Humboldt State University Policy and Procedures for Accommodating Individuals with Disabilities	Payroll	http://www.humboldt.edu/policy/PEMP02-01Humboldt-State-University-Policy-and-Procedures-Accommodating-Individuals-Disabilities
EM:P05-02 H.S.U. Policy Against Sexual Harassment and Sexual Assault	Human Resources	http://www.humboldt.edu/policy/PEMP05-02H.S.U.-Policy-Against-Sexual-Harrassment-and-Sexual-Assault
Green and Gold Calendar	H.S.U.	http://www.humboldt.edu/payroll/node/52
Humboldt State University Nondiscrimination Policy	Human Resources	http://www.humboldt.edu/policy/PUML-03-01Humboldt-State-University-Nondiscrimination-Policy
Line Item Transfer Request	Associated Students	https://associatedstudents.humboldt.edu/sites/default/files/line_item_transfer_request_form.pdf
Payee Data Record STD 204	Human Resources	http://www.humboldt.edu/forms/node/134
Payment Request	Human Resources	https://www.humboldt.edu/forms/node/594
Payroll Schedule	Payroll	http://www.humboldt.edu/payroll/node/54
PR-19 Student Assistant Time Vouchers	Payroll	http://www.humboldt.edu/payroll/node/57
Release of Liability	Contracts and	https://www.humboldt.edu/forms/node/25

	Procurement	0
Request for Authorization to Travel (Domestic Travel)	Financial Services	http://www.humboldt.edu/forms/node/316
Rental Vehicle Request	Facilities Management	https://www2.humboldt.edu/forms/node/303
Return of ASB Funds	Payroll	https://associatedstudents.humboldt.edu/sites/default/files/humboldt_state_cashier_-_return_of_asb_funds.pdf
Signature Authority Form	Contracts and Procurement	https://www.humboldt.edu/forms/node/537
Social Responsibility Policy	Associated Students	https://associatedstudents.humboldt.edu/sites/default/files/social_responsibility_policy.pdf
Student Payroll Action Request	Human Resources	https://www.humboldt.edu/forms/node/49
Student Employment – Salary Ranges	Human Resources	https://www.humboldt.edu/forms/node/47
Student Travel Verification	Associated Students	https://associatedstudents.humboldt.edu/sites/default/files/student_travel_verification_0.pdf