

ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY FISCAL CODE

The A.S. Fiscal Code works in support of the A.S. Constitution, providing additional direction to the A.S. Board of Directors and Staff for the day-to-day governance and operation of the organization.

FISCAL CODE INDEX

SECTION 1)	A.S. Finance Committee
SECTION 2)	Student Body Fees
SECTION 3)	Budgetary Process - Policy & Procedures
SECTION 4)	Budget Process - A.S. Finance Committee
SECTION 5)	Budget Process and Approval - Associated Students Board of Directors
SECTION 6)	Budget Process - Budget Language
SECTION 7)	Responsibilities of the Budget Administrator
SECTION 8)	Anticipated Revenue
SECTION 9)	Finances
SECTION 10)	Excess Revenue
SECTION 11)	A.S. Board of Directors Special Project Expense Funds
SECTION 12)	A.S. Clubs & Organizations Travel Account
SECTION 13)	Sport Clubs
SECTION 14)	Approval of A.S. Expenditures
SECTION 15)	Trust (Club) Fund Accounts
SECTION 16)	Acceptance of Donations
SECTION 17)	Educational Business Activities
SECTION 18)	Fixed Assets Policy Reference
SECTION 19)	Travel Policy Reference
SECTION 20)	Reserve Policy, Fund Designation and Procedure for Expenditure Reference
SECTION 21)	General Investment Policy Reference
SECTION 22)	Social Responsibility Policy Reference
SECTION 23)	Public Relations Expenditure Policy Reference
SECTION 24)	Hospitality Expense Policy Reference
SECTION 25)	Purchasing Policy Reference

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

Section 1

A.S. Finance Committee

- 1.01 Purpose - The purpose of this Committee shall be to preserve and protect the financial stability of the Associated Students of Humboldt State University. The Finance Committee shall endeavor to assure the fiscal integrity of A.S. and, at all times, insure that members of the Associated Students derive the maximum benefit from A.S. funds. (12/11)
- 1.02 Jurisdiction - The Finance Committee shall have the authority to recommend budgets for, and supervise the income and expenditures of, all fees and monies of the A.S. The Finance Committee shall also have the power to determine and supervise financial policy and review the annual audit subject to approval of the A.S. Board of Directors. Upon all matters, the Finance Committee shall consider itself to be advisory to the A.S. Board of Directors. (4/17)
- 1.03 Membership - The A.S. Finance Committee shall consist of the Administrative Vice President, who shall act as the presiding officer; the President of the Association; a student at-large of the Association, appointed by the President; and two student members of the A.S. Board of Directors, appointed by the Legislative Vice President; and the Executive Director of the Association shall be the advisor. (4/17)
- 1.04 In the event of the absence of the Vice President of Administrative Affairs, the A.S. President shall serve as Finance Committee Chairperson. (12/11)
- 1.05 Meetings - A quorum shall consist of a simple majority of the filled voting seats. The Finance Committee shall hold regular meetings and shall announce the times and places of those meetings at the beginning of each semester. Special meetings may be called as they are appropriate to the needs of the Association. (12/11)
- 1.06 A majority vote of the A.S. Board of Directors shall be required for approval of all allocations of Associated Students funds. (4/17)
- 1.07 A.S. Board of Directors shall be notified of all actions of the A.S. Finance Committee during the Administrative Vice President's report. (4/17)

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

Section 2

Student Body Fees

- 2.01 As per Education Code Section 89302 and Title 5 Section 42403 of the California Code of Regulations establishing custodial responsibilities, Humboldt State University (University) will collect the approved student body association fee as part of the normal registration payment for all regular and summer terms. (12/11)
- 2.02 The University will deposit student body association fees in the CSU Trust Fund, Associated Student Body Trust. (12/11)
- 2.03 The University will reimburse the Associated Students for expenditures that comply with the terms/conditions/purposes set forth in Education Code Section 89302 and Title 5 Section 42659. (12/11)
- 2.04 Student Body fees for students shall be fifty-nine dollars for the Fall semester and fifty-eight dollars for the Spring semester. (5/15)

Section 3

Budgetary Process - Policy & Procedures

- 3.01 Purpose - To outline preparatory steps and timeline for the development of the annual Associated Students budget. (12/11)
- 3.02 Budget request forms shall be sent to all areas in the previous year's budget. (12/11)
- 3.03 A projected A.S. fee income shall be established at the start of the budgetary process. (12/11)
- 3.04 The A.S. Finance Committee shall establish a budget timeline and inform areas submitting budget requests of the deadlines. (12/11)

Section 4

Budget Process - A.S. Finance Committee

- 4.01 The A.S. Finance Committee shall review all the budget requests. (12/11)
- 4.02 The A.S. Finance Committee shall hold public hearings of programs identified by the A.S. Finance Committee. The director or sponsor shall be notified of the date, time and place of said hearing. Program liaisons shall participate in the hearings for their specific program areas. (12/11)
- 4.03 The A.S. Finance Committee shall submit a recommended

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

the A.S. Board of Directors at least four weeks prior to the last regularly scheduled A.S. Board of Directors meeting of the Spring semester. (4/17)

- 4.04 Each program that submitted a budget request is sent a copy of the Finance Committee's recommendation and informed that they may make an appeal to the A.S. Board of Directors. (4/17)

Section 5 Budget Process and Approval-A.S. Board of Directors

- 5.01 A.S. Board of Directors shall interview programs that submit an appeal, or programs that are requested to appear by at least a majority the members of the A.S. Board of Directors. (4/17)

- 5.02 No additions or deletions are to be made until appeal interviews are completed. (12/11)

- 5.03 If the A.S. Board of Directors is considering altering the A.S. Finance Committee recommendation, the program must be contacted and given the opportunity for a hearing before the A.S. Board of Directors. (4/17)

- 5.04 Budget Adjustments - Review the budget recommendations from A.S. Finance Committee and make all adjustments. (12/11)

- 5.05 A majority vote of the A.S. Board of Directors shall be required to approve and recommend a balanced A.S. budget to the University President. (4/17)

- 5.06 The A.S. Budget shall be submitted to the University President for review and approval, per Executive Order 369. (12/11)

- 5.07 Following approval by the University President, each program that submitted a budget request shall be informed of the amount of funding received and the appropriate budget language. (12/11)

- 5.08 Major program changes which significantly alter the final budget require the approval of the A.S. Board of Directors and the University President. (4/17)

Section 6 Budget Process - Budget Language

- 6.01 The intent of A.S. Board of Directors regarding program expenditures should be specified in the Budget Language. (4/17)

- 6.02 Budget language shall be prepared by the A.S. Finance Committee for

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

approval by the A.S. Board of Directors. (4/17)

- 6.03 Expenditures of Associated Students funds within line-item of programs as allocated by the A.S. Board of Directors will be strictly adhered to. (4/17)

Section 7 Responsibilities of the Budget Administrator

7.01 The Budget Administrator is defined as the individual directly responsible for the management of an Associated Students' budgeted area. (12/11)

- 7.02 The Budget Administrator shall:
- a. Approve all expenditures of the program's funds;
 - b. Insure that expenditures do not exceed the amount budgeted and the budget language is adhered to; and
 - c. Submit a budget request for the following fiscal year. (12/11)

Section 8 Anticipated Revenue

8.01 Programs whose budget, in part or whole, depend on program-generated revenue, in addition to A.S. subsidy, may not expend more than the amount of A.S. subsidy allocated and the realizable revenue. "Realizable Revenue" is defined as safe, predictable, realizable revenue in the judgment of the Executive Director. (12/11)

Section 9 Finances

9.01 The Finance Committee shall review and recommend approval of the annual comparison of budget to actual program budget details. (12/11)

9.02 Any program budget over-expenditure or failure to make anticipated revenue shall be reported to the A.S. Finance Committee as soon as possible. Upon recommendation of the A.S. Finance Committee to the A.S. Board of Directors, the penalty for the deficit expenditure shall be no greater than a fine equal to the over expenditure from the organization's following year's budget. The fine collected shall revert to the current year A.S. discretionary fund. (4/17)

Section 10

10.01 Excess Revenue

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

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

must be evaluated and approved by the A.S. Finance Committee to assure the continued financial solvency of the program. Requests for less than \$200 must be approved by the Administrative Vice President and the Executive Director. (4/17)

Section 11

11.01

A.S. Board of Directors Special Project Expense Funds

Special Projects (a line-item of the A.S. Government budget) of the A.S. Board of Directors that will incur a cumulative cost of greater than \$500 in expenditures must be submitted to the A.S. Finance Committee for advance approval. (4/17)

Section 12

12.01

A.S. Clubs and Organizations Travel Account

Purpose - Travel funds shall be made available through the A.S. budget process to clubs recognized by A.S. and A.S. organizations. These funds shall be administered by the Associated Students Finance Committee. (06/20)

12.02

The Associated Students Finance Committee shall review the travel fund requests and award monies for distribution based on the following guidelines and criteria. (06/20)

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; and
- 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. (12/11)
- e. Travel funds shall not be allocated to Sports Clubs. (06/20)

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; and
- e. If the club has received funding in the past and the extent to which funds were utilized. (12/11)

Section 13

13.01

Sport Clubs

Purpose - Sport Club funds shall be made available through the

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

A.S. budget process to recognized Sport Clubs. These funds shall be administered by the Recreational Sports Office. (12/11)

13.02 Students must be regularly matriculated, currently enrolled to receive A.S. funds. Non-students will not be funded. (12/11)

13.03 Recognized clubs whose primary purpose is to promote and compete in athletic competition will be eligible for A.S. funding through Sport Club Board of Directors travel monies only. (4/17)

Section 14 Approval of A.S. Expenditures

14.01 All expenditures of A.S. funds must be approved by the Administrative Vice President, the Executive Director, and the designated budget administrator(s). (12/11)

14.02 Should the designated budget administrator be unavailable, the Executive Director may approve budget expenditures. (12/11)

14.03 When the Administrative Vice President is unavailable, the Executive Director may approve budget expenditures. (12/11)

14.04 The A.S. will forward appropriate claim schedule(s) with supporting documentation to the University for review, approval and reimbursement for expenditures. (12/11)

Section 15 Trust (Club) Fund Accounts

15.01 HSU recognized clubs and organizations may establish an account with the Associated Students. This service includes receiving and disbursing monies according to guidelines outlined in the "Procedures for Associated Students Club Accounts." (12/11)

15.02 These accounts will be provided at no charge to the club. Interest is not accrued to these accounts; interest earned is used to offset administrative overhead. (12/11)

15.03 An Inactive Club Account will be established to deposit unclaimed funds from inactive clubs. Upon dissolution of the club account, the net assets shall be transferred to the Inactive Club Account within the A.S. to be used for purposes as the Executive Director may direct. (12/11)

Section 16 Acceptance of Donations

16.01 When considering the acceptance of a donation such as cash, equipment, real property or other items, the Associated

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

Students will follow applicable campus policy and criteria. Items will only be used for purposes consistent with the CSU. The Associated Students will also review if there is sufficient working capital or reserves available to cover future expenditures associated with the donation. (12/11)

Section 17 Educational Business Activities

- 17.01 Education-Related Activities: The primary mission of the Associated Students is to further the educational, social and cultural interests of Humboldt students, as well as ensuring the protection of student's rights and interests. (12/11)
- 17.02 In carrying out these aspects of the mission, it is often necessary to charge a fee for providing goods and services, which enhance, promote or support the functions in order to meet the needs of the students, faculty, staff, and members of the public who participate in such events. (12/11)
- 17.03 Educational business activities shall be established and carried on only when they are pursuant to, and in accordance with, the missions and goals of Humboldt State University and the Associated Students. (12/11)
- 17.04 Each educational business activity shall meet the following conditions:
- a. The activity is deemed to be an integral part in the fulfillment of the institution's educational mission, public service, campus support functions, and other educational and support activities, without regard to profit.
 - b. The activity is needed to provide an integral good or service at a reasonable price on reasonable terms, and at a convenient location and time.
 - c. The activity is carried out for the primary benefit of the campus community, but with sensitivity to the total community. (12/11)
- 17.05 The Associated Students will comply with applicable laws and regulations pertaining to unrelated activities; educational business activities not falling within the guidelines established above may be unrelated business income activities. (12/11)

Section 18 Fixed Assets Policy Reference

- 18.01 The Associated Students Fixed Assets Policy provides capitalization guidelines for fixed assets purchased by the Associated Students to ensure adequate internal control. (12/11)

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

Section 19 Travel Policy Reference

19.01 The Associated Students Travel Policy provides guidelines for travel on Associated Students business. (12/11)

Section 20 Reserves Policy, Fund Designation and Procedure for Expenditure Reference

20.01 The Associated Students Reserve Policy, Fund Designation, and Procedures for Expenditure provides guidelines for basis of the annual review of the A.S. fiscal viability, and to provide the Board of Directors and Executive Director sufficient funds to address contingencies, emergencies and budgetary impact and at the same time to have adequate working capital to maintain programs, services, facilities, finance non-routine replacement, meet the needs of future growth, and other priorities that the A.S. Board of Directors may have that falls within the Mission of the Associated Students. (4/17)

Section 21 General Investment Policy Reference

21.01 The Associated Students General Investment Policy provides general guidance relative to the delegation of authority and responsibility and the policies needed. (12/11)

Section 22 Social Responsibility Policy Reference

22.01 The Associated Students Social Responsibility Policy provides recognition that the A.S. may purchase merchandise from corporations and the policies of such corporations may have an impact on the societies of the countries in which they do business. (12/11)

22.02 The Associated Students shall make a good faith effort to invest in and/or purchase from companies that do not discriminate on the basis of race, religion, color, creed, sex or sexual orientation, or which engage in business activities with governments that discriminate. In addition, the Associated Students shall make a concerted effort to purchase only from companies whose merchandise originates from facilities with a commitment to the highest standards of business ethics, regard for human rights, and are environmentally responsible. It shall be the A.S. Board of Directors' responsibility to review individual issues and take action as a Board of Directors on a case-by-case basis as these issues arise. (4/17)

Section 23 Public Relations Policy Reference

23.01 Title 5, 42502(I), requires governing bodies of auxiliary approve

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY
FISCAL CODE**

expenditures for public relations or other purposes that serve to augment State subsidies for campus operations. This policy is detailed in Policy #206. (12/11)

Section 24

24.01

Hospitality Expense Policy Reference

This policy serves to define hospitality expenses in compliance with CSU Executive Order #761. This policy is detailed in Policy #207. (12/11)

Section 25

25.01

Purchasing Policy Reference

This policy is to provide program directors with regulations regarding Associated Students purchases. This policy is detailed in Policy #208. (12/11)