

**Associated Students Board of Finance  
Humboldt State University  
Meeting on Monday, December 6<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
2:00 p.m.  
Agenda #6**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda #6 – Action Item
- IV. Chair's Report
- V. Approval of Minutes #5 dated November 8<sup>th</sup>, 2010 – Action Item
- VI. Old Business
  - A. Request from the Sustainable Living Arts and Music Festival (SLAM Fest) in an amount not to exceed \$1,084.00 from the SLAM Fest Trust Account for costs associated with hiring a SLAM Fest Public Relations & Graphics Coordinator and increasing the hours assigned to the SLAM Fest Co-Coordinator's – Action Item  
The SLAM Festival is requesting access to \$1084.00 for additional expenses not requested in the 2010-11 SLAM Fest Budget.
  - B. Request from the Associated Students General Operations from Capital Purchases Reserves in an amount not to exceed \$1,575.00 for the costs associated with the replacement of a Xerox Copy Machine – Action Item  
The proposed Xerox machine would improve efficiency in the AS Business office and allow staff to perform tasks that are unavailable with current machines.
  - C. Approval of a three year contract with Hunter, Hunter & Hunt; Certified Public Accountants to complete the Associated Students Annual Fiscal Audit for fiscal years ending June 30, 2011, 2012, 2013 – Action Item – Action Item  
Each auxiliary organization is required to have an annual fiscal audit performed by a certified public accountant selected by the governing board.
  - D. Proposed Program Director Adjustment Worksheet – Information Item  
The Board of Finance will review costs associated with a proposed increase to Program Director stipends for the 2011-12 Budget.
  - E. 2011-2012 Associated Students Budget Timeline – Action Item  
Review and approval of the 2011-2012 Associated Students Budget timeline.
  - F. 2011-2012 Associated Students Budget Application Materials – Action Item  
Review and approval of the 2011-2012 Associated Students Budget timeline.
- VII. Announcements
- VIII. Adjournment

Associated Students Board of Finance  
Humboldt State University  
Monday, November 8<sup>th</sup>, 2010  
University Center, South Lounge Conference Room  
Minutes #5

**DRAFT**

**Call to Order**

Stephanie Partlow called the Board of Finance meeting to order at 2:00 p.m., Monday November 8<sup>th</sup>, 2010 in the University Center, South Lounge Conference Room.

**Roll Call**

Members Present: Stephanie Partlow, Iban Rodriguez, Scott Meyers, Pam Ward

Members Absent: Tristan Caswell (unexcused)

Advisor Present: Joan Tyson

**Approval of the Agenda**

MOTION: WARD/MEYERS move to approve Agenda #5 APPROVED

**Chair's Report**

Partlow had no report.

**Approval of the Minutes**

MOTION: WARD/RODRIGUEZ move to approve the Board of Finance Minutes #4 dated October 25<sup>th</sup>, 2010 APPROVED

**Old Business**

- A. Request from the MultiCultural Center (MCC) for a line-item transfer in an amount not to exceed \$438.00 from line-item Hourly Wages to line-item Work Study – Action Item  
The Q-Fest Coordinator at the MCC has been awarded work study. Transferring the amount into the Work Study line item will allow the student to collect their financial aid award.

MOTION: RODRIGUEZ/WARD move to approve the request from the MultiCultural Center (MCC) for a line-item transfer in an amount not to exceed \$438.00 from line-item Hourly Wages to line-item Work Study APPROVED

Marylyn Paik Nicely, the Director of the MultiCultural Center, was present on behalf of the request. Paik Nicely explained that the student in the position has received a Work-Study award and that transferring the amount to the work study line item would allow the student to fully

utilize the financial aid awarded to him.

- B. Request from the MultiCultural Center (MCC) to suspend Associated Students 2010-11 Budget Language #12 to split an Assistant Director stipend, in an amount of \$875.00, between two employees for the position of African American Community Outreach Coordinator – Action Item

The MultiCultural Center would like to share the position of African American Community Outreach Coordinator between Nora Chatmon and Jacquelyn Robinson.

MOTION: WARD/MEYERS move to approve the request from the MultiCultural Center (MCC) to suspend Associated Students 2010-11 Budget Language #12 to split an Assistant Director stipend, in an amount of \$875.00, between two employees for the position of African American Community Outreach Coordinator

APPROVED

Paik Nicely explained that the Community Outreach Coordinator (COC) positions work with different clubs and individuals on campus to help build community for historically underrepresented groups on campus. Nora Chatmon, a student, has requested to have an additional student assist in the effort. Paik Nicely explained that both students are willing to work together and share the original allotted amount. Meyers asked what the responsibilities of a COC were. Paik Nicely explained that COC's help to network different individuals and groups on campus, plan the Creating Community Reception in the fall and also provide support for Black Liberation Month in the spring.

- C. Request from the Marching Lumberjacks from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of two alto saxophones, two trumpets, one snare drum, one bass drum, one tenor saxophone and two sousaphone cases – Action Item

The new instruments would supplement the current inventory and allow more members who don't own their own instruments to perform.

MOTION: WARD/MEYERS move to approve the request from the Marching Lumberjacks from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of two alto saxophones, two trumpets, one snare drum, one bass drum, one tenor saxophone and two sousaphone cases

APPROVED

AS AMENDED

(1) ABSTENTION

Scott Gerving, the Advisor of the Marching Lumberjacks (MLJ's) and Wilson Bowles, the Equipment Manager for the MLJ's, were present on behalf of the request. Gerving explained that the membership of the group has changed and that the band does not have enough instruments for students who want to play. Gerving addressed concerns that were brought up in the previous Board of Finance meeting. Shipping costs will be included in the price which has decreased the amount requested to \$2,691.20. Gerving noted that the snare drum that the MLJ's have selected would be similar in quality to the drums that the band currently uses; the current drums have been in use for twenty years. Bowles explained that most of the Equipment and Maintenance line item in the MLJ's Program Budget is used to repair current instruments. Ward asked if reeds and mouth pieces are purchased by the program or individuals within the program.

Gerving replied that the band provides reeds and mouthpieces. Rodriguez asked if there was a benefit to purchasing all of the instruments at one time. Gerving stated that the shipping of the instruments was included because the order was large. Partlow asked if there was a higher need for certain instruments on the list. Bowles replied that the list that was provided is the top needs for the MLJ's additional instruments that are still needed were not included.

MOTION:                   WARD move to amend the motion by striking \$3,000.00 and replacing with \$1,500.00

*There was no second to the motion.*

MOTION:                   RODRIGUEZ/WARD move to amend the motion by striking \$3,000.00 and replacing with \$2,000.00

APPROVED  
(1) ABSTENTION

Rodriguez stated that he would like to assist in funding a portion of the request, but would like to conserve some unallocated funding for the remainder of the year. Representatives from the MLJ's indicated that they would be able to contribute funding for the remainder of the order. Funding allocated for equipment purchase include one alto saxophone, one trumpet, one snare drum, one bass drum, and one tenor saxophone. The MLJ's will purchase the sousaphone cases out of their current AS budget.

- D. Request from the Associated Students Government from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of an HSU Campus Mascot – Action Item  
The AS Student Affairs Vice President arranged with Athletics to purchase a mascot for HSU. Athletics agreed to purchase the mascot with the understanding that A.S. would be approached for \$3,000.00 to offset the cost.

MOTION:                   WARD/RODRIGUEZ move to approve the request from the Associated Students Government from Unallocated in an amount not to exceed \$3,000.00 for the costs associated with the purchase of an HSU Campus Mascot

APPROVED  
AS AMENDED

Eden reported that during the summer she served on the WASC Steering Committee and that the campus had received feedback from the WASC agency that the campus seemed divided and that there was a need to unite behind a symbol. Eden proposed to Student Affairs, Athletics and Advancement that the campus mascot, Lucky the Logger, could help fulfill the need. Eden approached all three departments for funding. Athletics was supportive of the idea and offered to fully fund the purchase with the understanding that the Associated Students would be approached to help contribute funding once the academic semester had begun. Ward asked what the cost to upkeep the mascot would be. Eden replied that the annual cost for upkeep would be \$400.00.

MOTION:                   WARD/RODRIGUEZ move to amend the motion by striking \$3,000.00 and replacing with \$2,000.00

APPROVED

Ward suggested that the amount to contribute be amended to \$2,000.00 so that the Board of

Finance could conserve some unallocated funding for the remainder of the year.

E. AS Budget Timeline and Application Materials – Information Item

The Associated Students Board of Finance will review materials used for the 2010-11 Budget Process and suggest any changes. The 2011-12 AS Budget Timeline and Application Materials will be appear as an agenda item on the December 6<sup>th</sup>, 2010 Board of Finance Agenda for review and approval.

Tyson also went over the proposed memo to the programs and application materials that will be sent out to the programs. The applications materials will include a budget draft grid, budget justifications, and a general narrative. Tyson described the timeline to the Board and explained the importance of the Board of Finance committing to the timeline once approved. This is the timeline that will be communicated to the AS Programs in the budget application materials. Tyson went over the budget process in detail and answered questions about the process. This document will be an action item at our next Board of Finance meeting.

**Announcements**

There were no announcements.

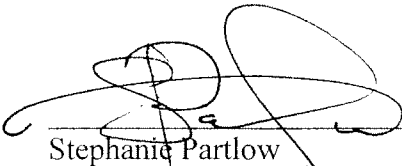
**Adjournment**

Partlow adjourned the meeting at 2:54 p.m. without objection.

Recorded by:

Rob Christensen  
A.S. Secretary

Approved by:

  
Stephanie Partlow  
A.S. Administrative Vice President  
Chair Board of Finance

To: Board of Finance  
From: Jerri Jones, Clubs and Activities Coordinator  
jerri.jones@humboldt , (707) 826-6012  
RE: Arts and Music Festival



SLAMfest is once again under construction, we are currently holding planning meetings where we invite all clubs and AS programs to come and give input about the future of SLAM. Our goal is to put SLAM back into the hands of the students and provide a program that truly embraces the wants of HSU students at large. It has been very exciting to hear from other groups about the format of SLAM. This year we are looking to have a main celebration on Earth Day, April 23, with a weeklong celebration of arts, music, and sustainable living to follow. We would like to invite clubs and local business to campus to present what is new and upcoming in these areas.

Last year we really cut our budget short when it came to staffing, and our coordinators put in way over 40 hours, in addition the planning really needs to start in the Fall semester so that we can reserve rooms, contact business and artists and really make SLAM successful. One area where we feel short was publicity, having someone dedicated to publicizing the events, putting together the poster and schedule would help to make SLAM all it can be.

Line-item: Hourly \$ 960.00

Explanation: 60 hours x \$8.00 = \$480.00.

The SLAMfest Public Relations & Graphics Coordinator would be responsible for designing the festival poster, schedule of events and designing and maintaining the festival web-space. They will be responsible for any TV/Radio/Newspaper Ads. In addition, he/she will prepare all Press Releases and Public Service Announcements for the Festival and Festival-related events.

Explanation: 1 Co-coordinator position increased by 20 hours x \$8.00 = \$160.00  
1 Co-coordinator position increased by 40 hours x \$8.00 = \$320.00

The SLAMfest Co-Coordinator will be responsible for helping to coordinate the SLAMfest. This will include coordinating the art exhibits and workshops, the music presentations and workshops and the sustainable living workshops. In addition, he/she will need to be present during SLAMfest to help set up and take down afterwards.

Line-item: Unemployment Ins. \$ 48.00

Explanation: As mandated by AS Budget Code, this item covers unemployment insurance for hourly positions listed above.

Line-item: Workers Comp \$ 76.80

Explanation: As mandated by AS Budget Code, this item covers workers compensation insurance for hourly positions listed above.



# REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Arts and Music Festival

CONTACT PERSON: Sierra Gjerde/Jerri Jones

Phone: 826-6012

Email: shg5@humboldt.edu/jerri.jones@

**I. Income.** List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$1,084.80</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
	<b><u>Total Income:</u></b>	<b><u>\$1,084.80</u></b>

**II. Expenditures.** List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Hourly Wages</u>	<u>\$960.00</u>
2	<u>Workers Compensation</u>	<u>\$76.80</u>
3	<u>Unemployment Insurance</u>	<u>\$48.00</u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
	<b><u>Total Expenditures:</u></b>	<b><u>\$1,084.80</u></b>

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Jerri Jones  
CLUB/PROGRAM ADVISOR NAME


Jerri Jones  
SIGNATURE

Jerri Jones  
BUDGET ADMINISTRATOR NAME

Jerri Jones  
SIGNATURE



November 19, 2010

TO: Board of Finance  
FROM: Joan Tyson, General Manager   
RE: Xerox Copy Machine Replacement

The copy machine in the Associated Students Office is in need of replacement. The current machine was purchased in 2004 and has been put through a lot of use by multiple users. I researched a replacement for this machine based on our current needs and features required. Due to the necessity of keeping on pace with current technology, some features that I've found would be very helpful in a machine are the ability to fax, scan, and copy. Our current Xerox only copies and our current fax machine is becoming archaic as it was purchased ten years ago.

Attached is a copy of the proposal that I received from Xerox to replace our current copier and fax with one machine as well as a cost comparison to our current Xerox copier. This machine also has a fully featured walk-up fax as well as being a scanner.

We have become very reliant on our copier and fax machines and having a machine that fits our environment is very important. This machine would improve efficiency in our office as well as allow us to perform tasks we are currently not able to execute with our machines.

Thank you for your consideration of this proposal.







## REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM: Associated Students

CONTACT PERSON: Joan Tyson

Phone: 826-5401

Email: jt1@humboldt.edu

**I. Income.** List A.S. Subsidy requested and other potential sources of income.

1	<u>Requested A.S. Unallocated Funds</u>	<u>\$1,575.00</u>
2	<u></u>	<u></u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b><u>Total Income:</u></b>		<b><u>\$1,575.00</u></b>

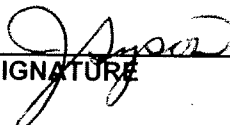
**II. Expenditures.** List items such as printing, performance fees, cost of goods, advertisements, etc.

1	<u>Copier</u>	<u>\$1,500.00</u>
2	<u>Telecom Charge for Moving Phone Line</u>	<u>\$75.00</u>
3	<u></u>	<u></u>
4	<u></u>	<u></u>
5	<u></u>	<u></u>
6	<u></u>	<u></u>
7	<u></u>	<u></u>
<b><u>Total Expenditures:</u></b>		<b><u>\$1,575.00</u></b>


For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

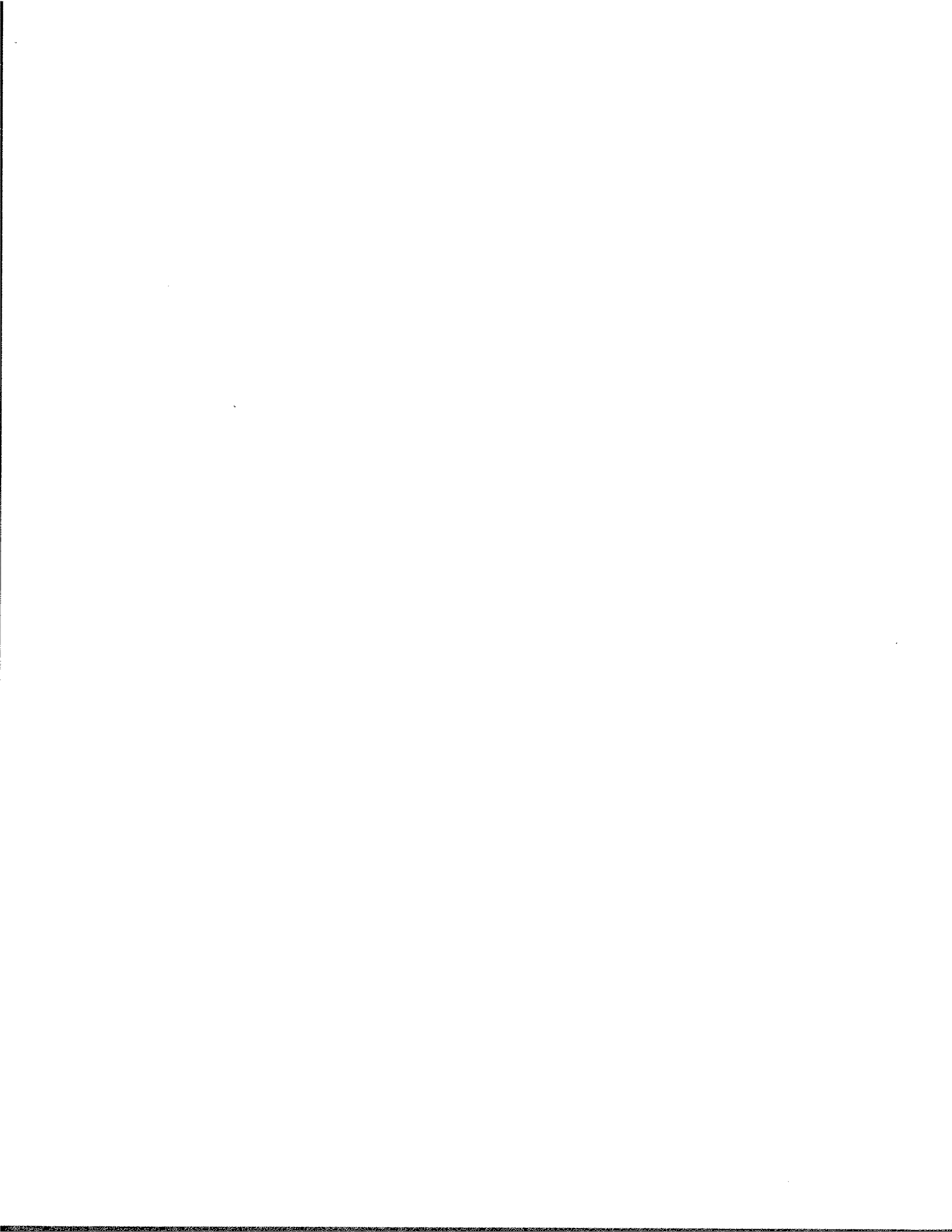
**REVIEWED BY:**

Joan Tyson  
CLUB/PROGRAM ADVISOR NAME

  
SIGNATURE

Joan Tyson  
BUDGET ADMINISTRATOR NAME

  
SIGNATURE





## REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

**Important:**

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

**Line Item:** Equipment Purchase \$1,500.00

**Explanation:** The copier in the AS Office is shared between the Business Office and the AS Council. The copier we have is over six years old. We'd like to replace it with a copier that has the ability to copy, scan, and fax so the AS Office can be as efficient and self-reliant as possible.

**Line Item:** Telecom Charge \$75.00

**Explanation:** Telecom will need to move a phone line in order for the fax component of the new machine to function.

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**Line Item:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**COST COMPARISON OF CURRENT XEROX AND PROPOSED XEROX**

	<b>CURRENT XEROX</b>	<b>PROPOSED XEROX</b>
Initial Cash Cost	\$ 1,399.00	\$ 1,499.00
Monthly Maintenance Fee	\$ 20.22	\$ 20.00
Per Impression Fee	0.0256	0.0189
Per Year Average	\$ 613.76	\$ 504.60

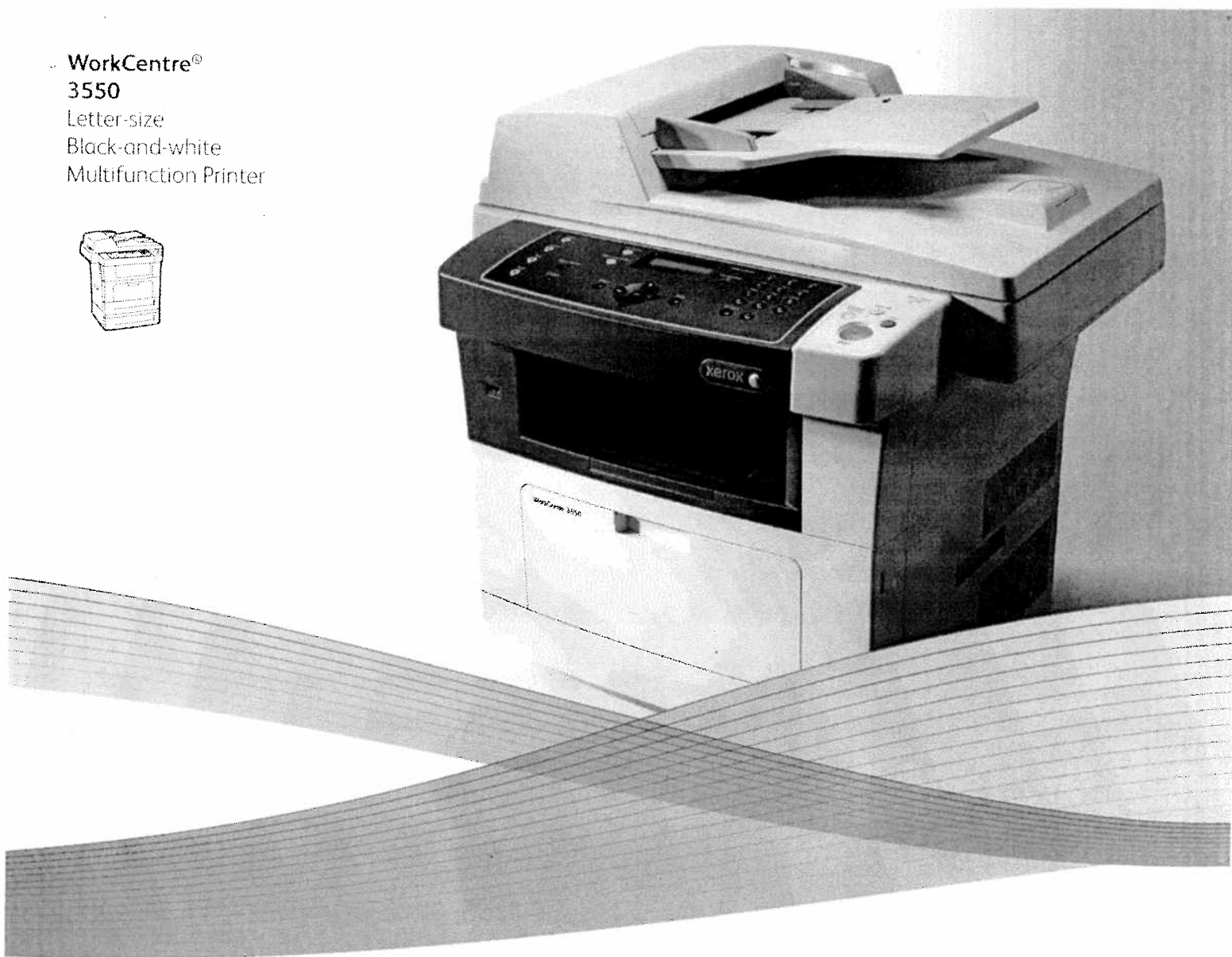
WorkCentre®

3550

Letter-size

Black-and-white

Multifunction Printer



Xerox® WorkCentre® 3550  
Multifunction Printer  
Value-driven performance  
for your office





# Humboldt State University

Date: Tuesday, November 02, 2010



## There Is A Difference... And Xerox Proves It.

	Cash Sale Phaser 3550
<b>Cash Cost:</b>	\$1499.
<b>Monthly Maintenance Plan Cost:</b>	\$20.00
<b>Print Allowance included:</b>	0
<b>Black Click Rate*:</b>	\$0.0189 per impression*
<b>Optional Stand:</b>	\$199.00
<b>Optional 500 Sheet Tray:</b>	Included

- \*Includes all parts, service and all consumable supplies, excluding paper and staples.
- TSG for three years.
- Includes standard delivery plus network setup and training.

### Product: Phaser 3550

- 35 pages per minute black copier/printer/scanner/fax
- Color scanning
- Full double-sided copying and printing
- Fully featured walk-up Fax with LAN Fax
- One 500 sheet tray that handles up to 8 1/2 x 14 paper
- One 50 sheet bypass tray that handles up to 8 1/2 x 14 paper
- Scan-to-USB Drive, Scan-to-Email, Scan-to-Network
- Full network printing
- Optional: 2<sup>nd</sup> paper tray and stand

Contact your Account Manager:

**Terri Scholz**

707-443-1598

terri@docustation.net

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Pricing valid for 30 days. Taxes may apply.

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# XEROX | Authorized Dealer

# WorkCentre® 3550 multifunction printer

**Raise the productivity bar.** The WorkCentre 3550 helps your business optimize productivity with high-speed copy, print and fax capabilities, plus scan features that streamline your work processes.

## Step up to higher performance

The perfect balance of productivity and ease-of-use, the WorkCentre 3550 multifunction printer will help you regain time spent each day on document-related tasks.

- **Setting the pace.** Print and copy speeds up to 35 ppm will remove bottlenecks so users can focus on what's important.
- **Plenty of paper.** A steady supply of paper is always available thanks to 550-sheet paper capacity (expandable to 1,050 sheets).
- **Improve your image.** Optimize every customer encounter with impactful 1200 image-quality printing and vibrant color scanning.
- **Print from any application.** A choice of PostScript® 3™ and PCL® print drivers ensure your output comes out the way you expect.
- **User-friendly control panel.** A 4-line display lets you see more at a glance, while an efficient menu layout helps you accomplish routine tasks more quickly.
- **Multi-tasking enabler.** Now you can effectively accomplish all the tasks your single-function devices used to perform — receive faxes while you are making copies or printing — and save valuable office space.

## High-impact features that won't impact your budget

Sure to be your greatest individual contributor, the WorkCentre 3550 is value-packed and capable of handling all your print, copy, scan and fax needs.

- **Duplex Automatic Document Feeder** gives you convenient, money-saving, two-sided output across all features.
- **Legal-size platen.** A large 8.5 x 14 in. platen glass supports a wider range of media sizes than many competitive devices.
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- **Incorporate color scanning into your workflow.** Easily convert hardcopy documents to digital PDF files and send them to your server, email contacts or USB memory device.
- **Say hello to your modern fax machine.** Get all the great features of a top fax machine — speed dials, Secure Fax, color send, and LAN fax, and fax forward to email — plus many workflow enhancing capabilities.
- **Handy, front panel USB port.** Sharing files between computers with a USB memory device is common practice in many offices. Now you can print from and scan files to your USB memory device.

## Discover the benefits of scanning

Find out how useful scanning can be at improving your work processes and clearing your workspace of cluttered file cabinets and paper-strewn desks.

- Scan and email color documents and high-quality photos directly from the device. LDAP support automates contact lookup.
- Network scanning lets you store documents to the network for convenient workteam access.
- Optical Character Recognition software turns hard copies into editable electronic documents.
- Connect your USB memory device into the conveniently-located port for easy storage.
- Industry-standard scan file formats including PDF, TIFF, Multi Page TIFF and JPEG.
- The Network Scan Manager lets you quickly change scan settings and add or delete scan destination folders on your computer.

### WorkCentre® 3550 Quick Facts

- Up to 35 ppm print and copy
- 600 x 600 dpi (Up to 1200 x 1200 enhanced image quality)
- 75,000 pages/month duty cycle
- 550-sheet capacity, expandable to 1,050 sheets



Print, Copy, Scan, Fax

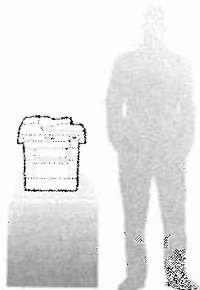
8.5 x 14 in.

35 ppm

#### WxDxH:

22.9 x 19.2 x 21.8 in.

582 x 488 x 554 mm





## Designed with your workteam in mind

With the WorkCentre 3550, office tasks that used to require multiple manual processes can be accomplished with the touch of a button.

- **Built for the masses.** Full support for your choice of operating system platforms, whether it's Windows, Linux/UNIX or Macintosh.
- **Remote management tools.** CentreWare® Internet Services provides real-time monitoring, device setup, viewing of toner and paper levels, plus efficient supplies ordering. Xerox Status Monitor alerts users when an error occurs during printing.
- **Control access to sensitive information.** Information security is a universal need for every business. Secure print and secure fax capabilities keep your documents from printing until you're ready to release them with a unique PIN.
- **Conveniently close to your workteam.** A small footprint brings more features closer to users so there's no need to go beyond the workspace to accomplish routine tasks.
- **Remove clutter and improve productivity.** Turn your hardcopy fax and copy output into digital files that can be automatically routed to a secure server for easy storage and retrieval.
- **Guaranteed to be reliable.** We deliver on our reliability commitment with the exclusive Xerox Total Satisfaction Guarantee.
- **Maximize uptime** with just one integrated print cartridge to replace and a high-capacity paper tray.



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*-NOT OPTIONAL PURCHASE INK*

- ❶ Duplex Automatic Document Feeder provides fast scanning, copying and faxing of two-sided multi-page jobs.
- ❷ 50-sheet multipurpose tray handles a variety of paper and custom sizes, including envelopes, labels and post cards.
- ❸ 500-sheet tray provides plenty of paper capacity for workgroup printing, copying and faxing.
- ❹ An additional 500-sheet tray (optional) boosts total capacity to 1,050 sheets.
- ❺ USB memory port lets you save to or print directly from a USB memory drive – no computer needed.

- ❻ One-touch power-save button allows fast and simple switching to power save mode or device shut-off during periods of extended downtime. Another press of the button quickly restores power.
- ❼ Advanced faxing capabilities include Embedded Fax and LAN Fax (for paperless faxing right from your desktop), plus Fax Folders, Secure Fax Receive and fax forwarding options.
- ❽ Find frequently used fax numbers and email addresses in the address book. You can also print an address list.



The simple front panel makes walkup functions and features accessible with the touch of a button.

# WorkCentre® 3550

## Black-and-White Multifunction Printer



		WorkCentre 3550
<b>Speed</b>		Up to 35 ppm (Letter) / 33 ppm (A4)
<b>Duty Cycle</b>		Up to 75,000 pages / month <sup>1</sup>
<b>Paper Handling</b> Paper input	Standard	<b>Duplex Automatic Document Feeder:</b> 60 sheets; Custom Sizes: 2.75 x 5.7 in. to 8.5 x 14 in. / 69.9 x 145 mm to 216 x 356 mm
		<b>Multipurpose Tray:</b> 50 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm
		<b>Main Tray:</b> 500 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
	Optional	<b>Additional Tray:</b> 500 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
Paper output		250 sheets
Automatic two-sided printing		Standard
<b>Print</b>		
First-page-out-time		As fast as 8.5 seconds
Print resolution		600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
Memory (std / max)		256 MB / 512 MB
Processor		360 MHz
Page description languages		PCL® 6 / 5e emulations, PostScript® 3™ compatibility
Connectivity		USB 2.0, 10/100Base-TX Ethernet
Print features		Automatic two-sided, Custom page size, Toner save mode, Proof print, Secure print, Watermarks, N-up, Fit to page, Overlay, Reduce/enlarge, Poster, Scaling, Booklet printing, Print from USB memory device
<b>Copy</b>		
First-page-out-time		As fast as 10 seconds
Copy resolution		600 x 600 dpi (up to 1200 x 1200 enhanced image quality)
Copy features		Automatic two-sided, Reduce/enlarge, Background suppression, Collation (DADF only), ID Card Copy, N-up (2-up/4-up), Book copy, Booklet creation, Clone copy (platen only), Poster copy (platen only)
<b>Fax</b>		33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression
Fax features		Color fax send, two-sided, Fax forward to fax/email and server (FTP, SMB), PC Fax (send only), Secure fax receive, Searchable address book, Auto redial, Last number redial, Pause, Distinctive ring, External phone interface, Journal, Confirmation reports, Auto dial list, Junk fax barrier, Persistent Flash memory, Up to 209 group dial locations, Broadcast fax, Delayed fax, Memory receive, Auto file size reduction, 7 MB fax memory
<b>Scan</b>		
Scan destinations		Scan to Email (includes up to 200 entry address book, max. message size up to 10 MB), Network Scan to PC, Scan to FTP and SMB, Direct Scan to Applications including OCR (software included), Scan to USB memory device
Scan features		Color Scanning: Up to 4800 x 4800 dpi (enhanced); File formats: JPG, PDF, TIFF, Multipage TIFF; Scan to PC Desktop® Personal Edition (includes 1 seat of Nuance® PaperPort® SE 11.0, OmniPage® 4.0 SE, Image Retriever)
<b>Security</b>		802.1x, SNMPv3, HTTPS, Secure Fax, SSL, IPv6, IP Filtering, Scan to Email with authentication, Secure print

<sup>1</sup> Print volume uniformly distributed over 30 days

### Device Management

CentreWare® Internet Services, CentreWare Web

### Print Drivers

Windows® XP (32/64bit)/2003 (32/64bit)/2008Server (32/64 bit)/Vista (32/64bit)/Windows7 (32/64bit)/2008 R2 (64bit); Macintosh® OS X v10.3-10.6; Various Linux® including RedHat Enterprise Linux WS 4, 5 (32/64bit), Fedora Core 2-10 (32/64bit), SuSE Linux 9.1 (32bit), OpenSuSE 9.2, 9.3, 10.0, 10.1, 10.2 10.3, 11.0, 11.1 (32/64bit), Mandrake 10.0, 10.1 (32/64bit), Mandriva 2005, 2006, 2007, 2008 (32/64bit), Ubuntu 6.06, 6.10, 7.04, 7.10, 8.04, 8.10 (32/64bit), SuSE Linux Enterprise Desktop 9, 10 (32/64bit), Debian 3.1, 4.0, 5.0 (32/64bit)

### Media Handling

Multipurpose Tray: 16 to 43 lb. bond / 60 to 163 gsm; Media types: Plain paper, letterhead, bond, heavyweight, lightweight, recycled, archive, labels, drilled, postcard, transparency, envelope; Main Tray and Additional Tray (optional): 16 to 28 lb. bond / 60 to 105 gsm; Media types: Plain paper, heavyweight, lightweight, recycled, archive; DADF: Weight: 12.5 to 28 lb / 50 to 120 gsm

### Operating Environment

Operating: 50° to 90° F / 10° to 32° C; Relative humidity: 20 to 80%; Sound pressure levels: Printing: 55 dB(A), Standby: 39 dB(A); Warm-up time (from sleep mode): Less than 15 seconds

### Electrical

Power: 110–127 VAC, 50/60 Hz or 220–240 VAC, 50/60 Hz; Power consumption: Standby: <60 W; Printing: 600 W; Power save: <20 W ENERGY STAR® qualified

### Dimensions (WxDxH)

22.9 x 19.2 x 21.8 in. / 582 x 488 x 553 mm; Weight: 51.59 lbs / 23.4 kg without Print Cartridge; Package Dimensions (WxDxH): 26.6 x 24.3 x 27.5 in. / 676 x 619 x 699 mm

### Certifications

Listed UL 60950, CE Mark applicable to Directives 2006/95/EC, 2004/108/EC and 99/5/EC, FCC Part 15 Class A, FCC Part 68

### What's in the box

- WorkCentre 3550 Multifunction Printer
- Print Cartridge (5,000 print capacity)
- World Kit (includes Printer Installer and utilities CD, Software and documentation CD)
- Power cord, USB cable, fax cord

### Supplies

Standard-Capacity Print Cartridge<sup>1</sup>:  
5,000 std. pages 106R01528  
High-Capacity Print Cartridge<sup>1</sup>:  
11,000 std. pages 106R01530

<sup>1</sup> Average standard pages. Declared Yield in accordance with ISO/IEC 19752. Yield will vary based on image, area coverage and print mode.

### Options

Options	Part No.	Prod. Code
500-sheet Tray	098N02190	MAD
256 MB Memory	098N02189	MAA
Stand	097N01674	MVA
Foreign Device Interface	097N01676	MXR
Wireless Network Adapter	097503740	BXC

### Supplies Recycling Program

Consumables for the WorkCentre 3550 are part of the Xerox Green World Alliance Supplies Recycling Program. For more information, please visit the Green World Alliance website at [www.xerox.com/gwa](http://www.xerox.com/gwa)



For more information, call 1-800-ASK-XEROX or visit us at [www.xerox.com/office](http://www.xerox.com/office)


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November 29, 2010

TO: Board of Finance

FROM: Joan Tyson, General Manager 

RE: Associated Students Annual Fiscal Audit Proposals

Each auxiliary organization is required to have an annual fiscal audit performed by a certified public accountant selected by the governing board. When completed, the audit is furnished to the CSU Chancellor, the HSU President, and the AS governing board.

The auditor is to be selected by the auxiliary's governing board after careful consideration of the audit proposals received. It is the responsibility of the Board of Finance to make a recommendation to the Associated Students Council as to which audit firm is selected. The proposals are for a three-year contract period.

A "Request for Audit Proposals" was sent to three local and three out-of-the-area accounting firms earlier this semester. Attached are copies of the audit proposals received. We received proposals from two accounting firms: 1) Pisenti & Brinker LLP and, 2) Hunter, Hunter, & Hunt. We also received letters from two firms that they decided not to submit a proposal. Anderson, Lucas, Somerville & Borges, LLP and Hood & Strong "declined to submit". Copies of these letters are also attached.

My recommendation is the Board of Finance recommends to the Associated Students Council a three-year contract with Hunter, Hunter & Hunt. The maximum amounts charged for the audits by Hunter, Hunter & Hunt for fiscal years ending June 30, 2011, 2012, and 2013, including out-of-pocket expenses, will be \$6,000, \$6,000, and \$6,000. The proposal from Pisenti & Brinker LLP the maximum amounts charged for the audits for fiscal years ending June 30, 2011, 2012 and 2013 are \$16,000, \$16,500, and \$17,000 respectively. The difference between the two firms to audit the Associated Students is \$10,000 for the first year; \$10,500 the second year; and \$11,000 the third year. Total savings is \$31,500.

Hunter has been our auditor in the past and they are very knowledgeable of our organization. Some authorities may be of the opinion that an organization should change auditors on a regular basis. I don't think changing auditors is as much of a concern for us as we are also audited every three years by the CSU Board of Trustees in the form of an auxiliary compliance audit. Also, Hunter has nine members on their audit team, and they generally alternate the partners and staff that will be directly responsible for the audit members on an annual basis. They are also audited by their peers and received a rating of pass.

John B. Hunter, CPA  
James A. Hunter, CPA  
Scott E. Hunt, CPA/ABV  
Donna L. Taylor, CPA, CFE

# Hunter, Hunter & Hunt

CERTIFIED PUBLIC ACCOUNTANTS



Eileen Sacra Capaccio, CPA  
Carol Mayes, CPA, CFE  
Kim Windsor, CPA/ABV  
Jennifer J. Hillegeist, CPA

November 15, 2010

Joan Tyson  
Associate Students General Manager  
Associated Students of Humboldt State University  
1 Harpst Street  
Arcata, CA 95521

This letter is in response to your request for a proposal to perform audits of the financial records of Associated Students of Humboldt State University, for the fiscal years ending June 30, 2011, 2012, and 2013.

## AUDIT SCOPE AND STANDARDS

We will audit the financial statements of Associated Students of Humboldt State University, as of June 30, 2011, 2012, and 2013. Also, we will include in your audited financial statements the following:

1. Statement of Financial Position Restated for Inclusion in the Consolidated Financial Statements of The California State University.
2. Statement of Activities Restated for Inclusion in the Consolidated Financial Statements of The California State University.

Accompanying the basic financial statements may be a management letter, including comments on internal control weaknesses and suggestions for improvement, if deemed necessary. At the completion of the audit, a letter will be sent to the audit committee or Board of Directors, including required information related to the audit.

Our audits will be conducted in accordance with auditing standards generally accepted in the United States of America. The audits will include tests of your accounting records and other procedures we consider necessary to enable us to express an opinion and to render the required reports. If our opinion is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Although we will advise you regarding generally accepted accounting principles and may assist you in the preparation of your financial statements, the financial statements are the responsibility of management. Our responsibility is to express an opinion on the financial statements based on our audit.

## QUALITY CONTROL

Our firm is enrolled in one of the AICPA's practice monitoring programs. We are committed to periodic peer reviews as a part of our membership in the AICPA. We are also members of the California Society of CPA's, the statewide organization whose purpose is to promote high standards and serve the accounting profession.

Our firm participates in the AICPA practice-monitoring program. We have successfully completed our seventh independent peer review of our accounting and auditing practice. The review concluded that we comply with the stringent quality control standards set by the AICPA. The review was administered by the California Society of Certified Public Accountants, in coordination with the AICPA. We have enclosed a copy of our most recent review letter for your information.

## INDEPENDENCE

The firm of Hunter, Hunter & Hunt is independent with respect to its relationship with Associated Students of Humboldt State University.

QUALIFICATIONS OF THE FIRM

Our firm offers a broad base of audit experience in the area of nonprofit organizations and special districts and consists of the following individuals:

<u>NAME</u>	<u>TITLE</u>
John B. Hunter, CPA	Partner
James A. Hunter, CPA	Partner
Scott E. Hunt, CPA, ABV	Partner
Donna L. Taylor, CPA, CFE	Partner
Eileen Sacra Capaccio, CPA	Principal
Carol L. Mayes, CPA, CFE	Principal
Kim B. Windsor, CPA, ABV	Principal
Jennifer J. Hillegeist, CPA	Senior Accountant
Kris Keller	Staff Accountant
Jeremy Van Gorp	Staff Accountant

The following is the list of partners and staff along with their qualifications that will be directly responsible for the audit (\* designates Single Audit):

James A. Hunter - James is a Certified Public Accountant who graduated from Humboldt State University in 1977 with a Bachelor of Arts Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts James has audited:

Humboldt State University Center  
Arcata School District\*  
Blue Lake Union School District  
Humboldt Bay Municipal Water District

Scott E. Hunt - Scott is a Certified Public Accountant who graduated from Fresno State University in 1983 with a Bachelor of Science Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts Scott has audited:

Associated Students of Humboldt State University  
Humboldt State University Children's Center  
North Humboldt Recreation & Park District  
North Coast Clinics Network  
The City of Rio Dell\*  
Arcata Community Recycling Center, Inc.  
Humboldt Bay Housing Development Corporation\*  
Fieldbrook Glendale Community Services District  
Humboldt State University Foundation\*  
HSU Advancement Foundation

Donna L. Taylor - Donna is a Certified Public Accountant who joined our firm in January 1994. She graduated from Humboldt State University in 1992 with a Bachelor of Science Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts Donna has audited:

Associated Students of Humboldt State University  
Humboldt State University Center  
North Humboldt Recreation & Park District  
Arcata School District\*  
Blue Lake Union School District  
North Coast Clinics Network  
The City of Rio Dell\*  
Arcata Fire Protection District

Community Health Alliance of Humboldt - Del Norte, Inc. \*  
Mobile Medical Office\*  
Humboldt State University Advancement Foundation  
Dell'Arte, Inc.  
Conservation Strategy Fund  
Northcoast Regional Land Trust  
Humboldt Bay Municipal Water District

Eileen Sacra Capaccio is a Certified Public Accountant who joined our firm in May of 2006. Eileen graduated from Humboldt State University with a Bachelor of Science Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts Eileen has audited:

City of Arcata  
City of Blue Lake  
Conservation Strategy Fund  
Consumer Credit Counseling Services  
Dell'Arte, Inc.\*  
Humboldt Area Foundation  
Humboldt Child Care Council  
McKinleyville Community Services District  
Northcoast Children's Services\*  
Transitional Residential Treatment Facilities, Inc.  
Weott Community Services District  
Access Humboldt

Carol L. Mayes - Carol is a Certified Public Accountant who joined our firm in January 1995. She graduated from Arizona State University in 1972 with a Bachelor of Science Degree in Sociology. She then attended Humboldt State University and completed the courses necessary to sit for the CPA exam in 1993. The following is a list of nonprofit entities and special districts Carol has audited:

Humboldt State University Children's Center  
Arcata Community Recycling Center, Inc.  
North Coast Clinics Network  
Blue Lake Union School District  
North Humboldt Recreation and Park District  
Northern California Indian Development Council, Inc.\*  
Community Health Alliance of Humboldt - Del Norte, Inc. \*  
Humboldt State University Advancement Foundation  
Humboldt State University Center  
Associated Students of Humboldt State University  
Humboldt Bay Municipal Water District

Kim B. Windsor - Kim is a Certified Public Accountant who joined our firm in November 2000. She graduated from California State University Sacramento in 1990 with a Bachelor of Science Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts Kim has audited:

Redwood Region Economic Development Commission\*  
Humboldt Community Services District  
Area I Agency on Aging\*  
North Coast Rape Crisis Team\*  
Humboldt Senior Resource Center\*  
Humboldt Open Door Community Health Center\*  
Arcata Fire Protection District  
Fieldbrook Glendale Community Services District  
Humboldt State University Foundation\*

Hospice of Humboldt  
 Humboldt Area Foundation  
 Seventh Generation Fund for Indian Development  
 The Mobile Medical Office\*

Jennifer J. Hillegeist - Jennifer is a Certified Public Accountant who joined our firm in June 2006. She graduated from Humboldt State University in 1977 with a Bachelor of Science Degree in Business with an emphasis in marketing. She later completed the courses necessary to sit for the CPA exam. Jennifer has worked in public accounting since 1980.

Kris Keller - Kris is a staff accountant who joined our firm in December 2009. She graduated from University of Pittsburgh in 2004 with a Bachelor of Science Degree in Business with an emphasis in accounting and she graduated from Humboldt State University in 2010 with a Master of Business Administration. She is preparing for the CPA exam.

Jeremy Van Gorp - Jeremy is a staff accountant who joined our firm in January 2010. He graduated from San Diego State University in 2006 with a Bachelor of Science Degree in Business Administration with an emphasis in management. He is working toward a Master of Business Administration from Humboldt State University and preparing for the CPA exam.

FEES FOR AUDIT SERVICES

The maximum amounts we will charge for the audits of Associated Students of Humboldt State University for the fiscal years ended June 30, 2011, 2012, and 2013, including out-of-pocket expenses, will be \$6,000, \$6,000, and \$6,000.

Donna L. Taylor will be the partner in charge. A breakdown of costs per year including the estimated hours to complete the engagement by the level of staff is as follows:

	<u>Hours</u>	<u>Rate</u>
June 30, 2011:		
Partner	25	\$ 155 - 180
Principal	-	105 - 125
Staff	<u>35</u>	70 - 90
Total	<u><u>60</u></u>	
	<u>Hours</u>	<u>Rate (est)</u>
June 30, 2012:		
Partner	25	\$ 160 - 185
Principal	-	110 - 130
Staff	<u>35</u>	75 - 90
Total	<u><u>60</u></u>	
	<u>Hours</u>	<u>Rate (est)</u>
June 30, 2013:		
Partner	25	\$ 160 - 185
Principal	-	110 - 130
Staff	<u>35</u>	75 - 90
Total	<u><u>60</u></u>	

If the audit fees based on our actual hours spent on the engagement are less than the estimated amounts, we will adjust our fees accordingly. The above rates are subject to an annual review. The above fees will be revised if subsequent new standards are issued that require substantial unanticipated procedures. In the event that disclosures in the audit indicate extraordinary circumstances which warrant more intensive and detailed services, we will provide in advance all pertinent facts relative to the extraordinary circumstances, together with our fee basis for such additional services.

We will provide professional assistance and advice during the audit engagement as well as consultations during the year regarding audit and accounting issues. If we determine that the consultations are outside the scope of customary audit advice, we will discuss it with you and bill you for the time at our hourly rates which are presently:

Partner	\$ 155 - 180
Principal	\$ 105 - 125
Senior & staff accountants	\$ 70 - 90

The above fees are quoted with the understanding that your internal controls and bookkeeping procedures are sufficient to provide us with auditable financial records and that there have been no substantial changes in the scope of the audit including new standards that significantly impact your organization or the management of your organization since the prior year audit which would result in significant unanticipated audit procedures. Should such changes occur, we reserve the right to adjust our fee accordingly or be released from the engagement.

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audits, including but not limited to delays in providing auditable financial records and financial statements. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices for these fees will be rendered upon completion of the audit and are payable on presentation.

We hereby confirm that our firm is covered by professional liability insurance including errors and omissions coverage, with a limit of \$1,000,000 per claim.

#### ASSISTANCE AND ACTIVITIES EXPECTED FROM STAFF

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with U.S. generally accepted accounting principles. You are also responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, or experience to oversee non-attest services we provide, if any; and for evaluating the adequacy and results of those services and accepting responsibility for them.

You are responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring the Organization complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, or violations of contracts or grant agreements that we may report.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request; locate any documents selected by us for testing; and provide schedules, as needed, to reconcile general ledger account balances to the financial statements.



RECORD RETENTION POLICY

It is our policy to keep records related to this engagement for seven years. However, Hunter, Hunter & Hunt does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

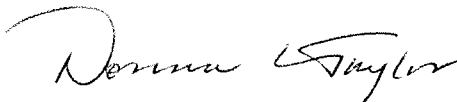
SCHEDULE OF COMPLETION

We expect to schedule our fieldwork during the months of June, July and August, to provide a draft copy of the audited financial statements to Humboldt State University Business Services by the specified due date, and to complete and issue our reports no later than September 20 of each fiscal year. If this schedule does not meet with your approval please let us know and we can adjust it accordingly.

If your organization decides to accept this bid, please notify us in writing no later than December 31, 2010. The audit partner will be available to meet with you at a date and time that is convenient to both parties.

We appreciate the opportunity to submit this bid, and hope to hear from you in the near future.

Sincerely,

A handwritten signature in cursive script that reads "Donna L. Taylor".

Donna L. Taylor, CPA  
Partner

Enclosure

Richard J. Phillips

Member of American Institute  
of Certified Public Accountants

The California Society  
of Certified Public Accountants

## System Review Report

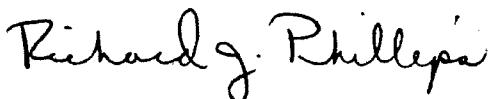
January 14, 2010

To the Partners  
Hunter, Hunter & Hunt  
And the Peer Review Committee of California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Hunter, Hunter & Hunt (the firm) in effect for the year ended October 31, 2009. My peer review was conducted in accordance with the *Standards for Performing and Reporting on Peer Reviews* established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and firm's compliance therewith based on my review. The nature, objectives, scope, limitations of and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In my opinion, the system of quality control for the accounting and auditing practice of Hunter, Hunter & Hunt in effect for the year ended October 31, 2009 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Hunter, Hunter & Hunt has received a peer review rating of pass.



Richard J. Phillips  
Certified Public Accountant

**Proposal to Provide Audit and Tax Services to**  
***ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY***

**Pisenti & Brinker LLP**  
**3562 Round Barn Circle, Suite 300**  
**Santa Rosa, California 95403**  
**(707) 542-3343**  
**[www.pbllp.com](http://www.pbllp.com)**

**Raymond Pounds, Partner**  
**Brett Bradford, Manager**  
**November 29, 2010**

An Independent Member  
**McGLADREY ALLIANCE**

 **McGladrey**

 **PISENTI & BRINKER LLP**  
Certified Public Accountants and Advisors

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Exhibit II – Peer Review Letter ..... 10

November 29, 2010

Associated Students of Humboldt State University  
Attention: Joan Tyson  
1 Harpst Street  
Arcata, CA 95521

Ms. Tyson:


Thank you for inviting Pisenti & Brinker LLP to submit this proposal to serve the financial and tax requirements of the Associated Students of Humboldt State University ("AS"). We are pleased to answer your request with this letter and accompanying information.

As the largest independent accounting and consulting firm in the North Bay area, we assure you of our commitment to assign necessary staff to complete the proposed audit and tax services timely and professionally. In addition, as you will see from the following proposal, we have many years of experience in auditing not-for-profit and governmental organizations. For the past three years we have successfully audited two auxiliary organizations of Sonoma State University and are well acquainted the unique reporting requirements of the California State University Auxiliaries. For those other like-kind entities listed in the proposal, we have had long-term and satisfying working relationships. We are also confident that our affiliation with McGladrey provides us an extended knowledge base and resources that will enable us resolve any potential audit and accounting issues.

Our fees for the audit of AS's financial statements and preparation of the federal and state information returns, are as listed in **Exhibit I – Proposed Fees**. Any additional work performed will be done only with the express prior authorization of management. Assuming that unexpected circumstances will not be encountered during our engagements in the next three years, our service fees will increase approximately 3% per year. As the partner-in-charge of the Assurance Services Department for the Firm, I am authorized to make representations for Pisenti & Brinker LLP. This proposal is a firm and irrevocable offer for sixty (60) days from November 29, 2010. If you have any comments or questions concerning our proposal, please feel free to call me at (707) 762-9900 or Brett Bradford at (707) 577-1582. We look forward to meeting with you and welcome the opportunity to be of service to the Associated Students of Humboldt State University.

Very truly yours,

PISENTI & BRINKER LLP

  
Raymond Pounds  
Partner

*Local partnership. Global solutions.*

201 First Street, Suite 208, Petaluma, CA 94952  
(707) 762-9900 • Fax (707) 762-9003

Offices in Santa Rosa, Petaluma and Napa [www.pbllp.com](http://www.pbllp.com)



## PROPOSED SERVICES

We propose to perform the financial statement audit in accordance with auditing standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants and specific requirements prescribed by the California State University Chancellor's Office requirements for the Associated Students of Humboldt State University ("AS") for the years ending June 30, 2011, 2012 and 2013. Our engagement will include the following:

- Perform the audit and express an auditors' opinion on the basic financial statements;
- Meet with the Associated Students Council and management prior and subsequent to the engagement, addressing any concerns regarding AS's operations;
- Communicate to the Associated Students Council and management through a letter addressing any significant deficiencies or material weaknesses found during the audit, if any;
- Should we become aware of any irregularities or illegal activities or indications of illegal acts, we will make an immediate written report to the Associated Students Council;
- Prepare a management letter of comments addressing areas where AS's operations could be improved or controls could be strengthened; and,
- Prepare the federal and state exempt organization information tax returns, if requested.

If Pisenti & Brinker LLP is selected as the AS's auditors, we will perform our services according to the following tentative timeline:

- June 2011, or earlier: Meeting with management regarding information to be prepared and audit procedures to be performed; providing management with a list of schedules and documents needed for the audit.
- June 2011, or earlier: Interim planning and testing procedures, including "walk-throughs" of significant processes.
- July 2011: Audit fieldwork; year end testing.
- On or before September 20, 2011: Delivery of draft of audited financial statements and management letter of comments.
- On or before November 15, 2011: Delivery federal and state information tax returns, if requested to propose.

## FIRM QUALIFICATIONS

Pisenti & Brinker LLP has been providing audit and tax services to government and not-for-profit organizations since 1963. We currently provide audit, tax, and consulting services to several large, medium and small not-for-profit organizations. Our experience includes financial statement audits for not-for-profit and government organizations in accordance with *Government Auditing Standards* and the provisions of Circular OMB A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

Pisenti & Brinker LLP has a continuing program of staff development and training for our auditing staff. This program includes on-the-job training, courses provided by the American Institute of Certified Public Accountants, the California Society of Certified Public Accountants, McGladrey, and other professional organizations to continually increase our knowledge of government and not-for-profit accounting and auditing practices and procedures. The service team that will be assigned to serve the AS has received comprehensive training in government and not-for-profit accounting and auditing and has extended experience in serving our government and not-for-profit clients.

In addition to our system of ongoing quality controls, Pisenti & Brinker LLP regularly undergoes a peer review, where representatives of other independent CPA firms examine our quality control procedures and inspect selected workpapers to determine that we are in compliance with our own policies and with professional standards. Because we strictly adhere to our quality control standards, Pisenti & Brinker LLP has consistently received positive evaluations. Our most recent issued peer review report was in December 2009. We have attached the report for your review at Exhibit II.

## SIMILAR ENGAGEMENTS WITH OTHER NOT-FOR-PROFIT AND GOVERNMENT ENTITIES

Pisenti & Brinker LLP has provided professional audit services for numerous not-for-profit and government entities in recent years. The following is a small list of the organizations that we are currently serving:

Sonoma State Enterprises, Inc.  
Amanda Visser, Deputy Controller for Auxiliaries  
(707) 664-3251

Associated Students, Inc. of Sonoma State  
Amanda Visser, Deputy Controller for Auxiliaries  
(707) 664-3251

PACE Solano  
Kelley Hanson, Executive Director  
(707) 448-2283

Luther Burbank Memorial Foundation  
Richard Nowlin, Executive Director  
(707) 527-7006 Extension 146

Santa Rosa Symphony  
Judy Bruce Director of Finance  
(707) 546-7097 Extension 215

Sonoma County Transportation Authority  
Margaret Fernandez, Administrator  
(707) 565-5378



## SERVICE TEAM RÉSUMÉS

### RAYMOND POUNDS, CPA, ENGAGEMENT PARTNER

**Ray** has been with Pisenti & Brinker LLP since 1979 and became a partner in January 1981. He has over 30 years experience including engagement partner responsibility for all not-for-profit and governmental audit engagements.

Ray holds a Bachelors degree from the University of California at Berkeley. He is a licensed CPA in the State of California as well as a member of the American Institute of Certified Public Accountants (AICPA) and the California Society of Certified Public Accountants. He is also active in many civic and community service organizations in the area.

Ray has served as the Partner on both the Sonoma State Enterprises, Inc. and the Associated Students, Inc. of Sonoma State University audit teams for the past three years.

A sample of Ray's recent audit experience on not-for-profit organizations and government agencies includes:

- Sonoma State Enterprises, Inc.;
- Associated Students, Incorporated of Sonoma State University;
- Marin Municipal Water District;
- Volunteer Center of Napa County, Inc.;
- Luther Burbank Memorial Foundation;
- Santa Rosa Symphony Association;
- Sonoma County Transportation Authority;
- Graton Community Services District;
- North Coast Railroad Authority.



## **BRETT BRADFORD, CPA, ENGAGEMENT MANAGER**

**Brett** joined Pisenti & Brinker LLP in 2005 and is a manager in our firm's Assurance Services Department. Brett has over seven years of experience in accounting and auditing. Brett has served as the engagement manager on both the Sonoma State Enterprises, Inc. and the Associated Students, Inc. of Sonoma State University audit teams for the past three years.

Brett has extensive experience with governmental and not-for-profit entities. Brett enhances our financial audit and accounting function by conducting evaluations of internal controls and assisting clients in developing applicable flowcharts and narratives. He examines organizational structures, business practices, problem resolution, service delivery, customer satisfaction, financial systems, office systems, contracting and risk management. He has also conducted cost/benefit studies and financial analysis for small businesses and provided assistance to both private and public sector clients.

Brett has a Bachelor's degree from the University of California at Santa Barbara in Business Economics with an emphasis in Accounting. He is a licensed CPA in the State of California and a member of the American Institute of Certified Public Accountants (AICPA).

A sample of Brett's recent audit experience on government and not-for-profit audits includes:

- Sonoma State Enterprise, Inc.;
- Associated Students, Inc. of Sonoma State University;
- Sonoma County Transportation Authority;
- Sonoma County Indian Health Project;
- Marin Municipal Water District;
- North Coast Railroad Authority;
- Graton Community Services District

## **ALICIA T. CERRUTI, CPA, TAX SUPERVISOR**

**Alicia** is a supervisor in our firm's Tax Services Department. She has more than five years of experience in public accounting and works with clients in governmental, not-for-profit, manufacturing, and construction, industries. In addition to providing tax services for individuals and businesses, she provides extended advisory and compliance services for a variety of not-for-profit organizations. In response to the Internal Revenue Service's redesigned Form 990, Alicia developed a comprehensive client participation workbook to streamline information gathering and simplified a rather complicated process.

Alicia has also developed specific checklists for our firm's not-for-profit clients to address complex issues encountered by our clients. She also serves as a board member and Rotary International Foundation Chairperson for the Rotary Club of Petaluma Sunrise.

Alicia has served as the lead tax professional on both the Sonoma State Enterprises, Incorporated and Associated Students, Incorporated of Sonoma State University informational tax return preparation teams for the past three years.

Alicia holds a Bachelor of Science degree in Business Administration with an emphasis in Accounting from Sonoma State University. She is a licensed CPA in the State of California and a member of the American Institute of Certified Public Accountants (AICPA).



## AUDIT APPROACH

In March 2006, the Audit Standards Board of the American Institute of Certified Public Accountants issued eight new statements on auditing standards related to risk assessment. These standards require auditors to perform audits using a risk-based audit methodology, which emphasizes using knowledge of the entity to make the risk assessments in connection with a financial statement audit. All audits are risk based to some extent because an auditor does not test 100% of the transactions of an entity. The more accurately an auditor assesses an entity's risks of material misstatement, the more assurance the auditor has that the procedures performed in response to the risk assessments will detect material misstatements.

Although the risk-based audit approach is a relatively new requirement in our profession, it is not a new methodology to us. Because of our experience with not-for-profit organizations and government agencies, we know the critical risk areas embedded in the financial statements. Therefore, we always focus our time and energy on these areas when tailoring our approach to the audit of the organization's financial statements. This eliminates unnecessary time and provides the most value for your investment with us.

Our Firm has made a considerable investment in our audit approach including the resources provided through our affiliation with McGladrey. We have trained our staff to "think outside of the box." This strategy results in more effective and efficient audit techniques and allows our staff to gain a better operational understanding of your organization. Therefore, we will have a greater ability to target the key focal points your organization should address.

Some of the techniques utilized are:

- Identify key risk areas in order to allow us to properly concentrate our efforts;
- Approach key business areas from a different angle each year;
- Design predictive tests that define our financial expectations prior to starting fieldwork;
- Performance of interim testing, thereby reducing time spent at your business location after year-end;
- Apply industry-specific knowledge to create simple approaches to the audit of operations;
- Utilize the same staff on an ongoing basis to maximize our knowledge of your organization;
- Rotate testing of less significant areas on an annual basis;
- Utilize our seasoned industry professionals during fieldwork to identify possible innovative and effective operational improvements.

## FEE ARRANGEMENTS

Our proposed fees are described in **Exhibit I – Proposed Fees**. Assuming that unexpected circumstances will not be encountered during our audit services in the next three years, our service fees will increase approximately 3% per year. Our general practice for not-for-profit clients is not to bill for consultation services that can be provided over the phone in five to ten minutes. We believe that this policy is beneficial to both you and us in that it encourages you to call us during the year. By keeping abreast of issues as they occur, we will not only be able to deliver a more efficient audit, but the advice we provide to your organization will be more meaningful as we grow in our understanding of the Associated Students, of Humboldt State University.

If firms which do not possess the same high level of qualifications, experience and professional staff present lower fees, we want very much to have an opportunity to discuss our fees with you in the spirit of assuring comparability. This will allow you to minimize fee considerations in your decision process and concentrate on which firm will do the very best job to provide you with quality services.



**Winner 2010  
NORTHBAY biz  
Gold Medal for Best  
Accounting Firm**



## **ABOUT PISENTI & BRINKER**

Pisenti & Brinker LLP is one of Sonoma County's largest and oldest local certified public accounting firms, with over 45 years of experience. Our Firm includes four partners and approximately 50 staff throughout our three offices located in Santa Rosa, Petaluma and Napa. Our Firm operates in an environmentally friendly manner, and is a certified Green Business under the Bay Area Green Business Program.

The North Bay Business Journal ranked us as one of the top certified public accounting firms in the North Bay. We attribute this to establishing ourselves as a "comprehensive service provider". We have achieved this status through the development and maintenance of our core competency of attestation and consultation, as well as leveraging the extended services and areas of expertise through our affiliation with McGladrey.

Pisenti & Brinker was also awarded by the NorthBay BIZ magazine with the Readers' Poll "Gold Medal" in 2010. This award means that we are serving our clients in a way that meets or exceeds their expectations.

Pisenti & Brinker believes in the continued pursuit of quality - not only for the Firm but for the community in which it is located. Pisenti & Brinker has brought to the local governmental and not-for-profit communities informational conferences such as the annual Board Member Boot Camp and the Luncheon Speaker Series. Many local governmental and not-for-profit organizations have benefited from Pisenti & Brinker's basic belief in giving back to the community. Because we live and work here, we will take pride in having the Agencies as our clients.

## **WHY PISENTI & BRINKER**

Pisenti & Brinker provides the experience and depth of a large firm with the personal service of a small firm. All of this is done at rates significantly less than that of our national competitors.

Our Firm, and our affiliate, McGladrey, have been performing audits of governmental agencies for many years and continue to maintain a commitment to the industry and the necessary education requirements. We are excited about the excellent services that we can offer your organization and are confident that Pisenti & Brinker will exceed your needs.



Associated Students of Humboldt State University

Exhibit I

**Proposal for Audit and Tax Services for the**

**Years ending June 30, 2011, 2012 and 2013**

Fees and Billing Schedule

	Estimated Hours <sup>(1)</sup>	Year ending June 30,		
		2011	2012	2013
Audit of Associated Students Financial Statements	138	\$ 16,000	\$ 16,500	\$ 17,000
Preparation of federal and State exempt organization tax returns, if requested	20	2,500	2,600	2,700
Total	158	\$ 18,500	\$ 19,100	\$ 19,700

<sup>(1)</sup> Estimated hours represent the hours for the first year of the engagement.

Schedule of Rates and Estimated Hours of Each Labor Class for Fiscal Year 2010-2011 Professional Audit Services

	Standard Hourly Rate	Quoted Hourly Rate	Total Hours	Fees
Partner-in-Charge	\$ 340	\$ 207	15	\$ 3,111
Technical Reviewer	340	207	4	830
Engagement Manager	205	125	51	6,378
Engagement Staff	140	85	63	5,446
Administrative	60	37	5	236
			138	\$ 16,000



## System Review Report

To the Partners of  
Pisenti & Brinker LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Pisenti & Brinker LLP (the firm) in effect for the year ended June 30, 2009. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based upon our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Pisenti & Brinker LLP in effect for the year ended June 30, 2009, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Pisenti & Brinker LLP has received a peer review rating of *pass*.

*Weaver and Tidwell, LLP*  
WEAVER AND TIDWELL, L.L.P.

Dallas, Texas  
December 18, 2009



**ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP**

C E R T I F I E D P U B L I C A C C O U N T A N T S

ART STEWART (1945-1964)  
RICHARD RODRIGUE (1950-1985)  
DAVID J. SOMERVILLE (1971-1982)  
DONALD J. HARRIS (1962-1994)

1338 MAIN STREET  
FORTUNA, CALIFORNIA 95540  
(707)725-4483 & (707) 725-4442

Toll Free: 800-794-1643

FAX: (707) 725-6340

E-mail: [team@alsb.com](mailto:team@alsb.com)

[www.alsb.com](http://www.alsb.com)

DAVID A. SOMERVILLE II  
KEITH D. BORGES  
DOMINIQUE L. KILMER  
KEVIN COLLIER

JAMES M. ANDERSON, *Inactive*  
EUGENE B. LUCAS, *Inactive*

November 16, 2010

Joan Tyson  
Humboldt State University Center  
Associated Students of Humboldt State University  
1 Harpst Street  
Arcata, CA 95521

Dear Ms. Tyson:

Thank you for the recent Request for Proposal for independent audits for the fiscal years ending June 30, 2011, 2012 and 2012 for the Humboldt State University Center and the Associated Student of Humboldt State University. However, given our existing audit commitments, we are not able to submit a bid at this time.

We appreciate being considered for this engagement, and would like to be kept on the list of firms for future audit cycles.

Very truly yours,

**ANDERSON, LUCAS, SOMERVILLE & BORGES**

Keith Borges  
Certified Public Accountant

**HOOD &  
STRONG LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

November 18, 2010

Joan Tyson  
Associated Students General Manager  
Associated Students of Humboldt State University  
1 Harpst Street  
Arcata, CA 95521


Dear Joan:

Hood & Strong LLP would like to thank you for providing us with the opportunity to submit a proposal to provide professional services to Associated Students of Humboldt State University.

Before we submit a proposal to provide professional services to any organization, we take into careful consideration many factors that help us to determine if Hood & Strong LLP is a good match for the organization. After having reviewed your needs in greater detail, I am sorry that we will not be able to propose on providing services to you at this time. We do not believe that we would be able to provide you with the level of service and commitment that we, at Hood & Strong LLP, feel that each of our clients deserve.

Thank you once again for allowing me the opportunity to propose.

Very truly yours,  
HOOD & STRONG LLP

  
KATHLEEN A. GROGAN  
Partner

*Consultants and*

*Business Advisors*

*100 First Street*

*14th Floor*

*San Francisco*

*CA 94105*

*415.781.0793*

*fax 415.421.2976*

*San Francisco*

*San Jose*

*Redwood Shores*





PROGRAM DIRECTOR ADJUSTMENT WORKSHEET

POSITION	CURRENT \$\$	PROPOSED \$\$	
Assistant Director	\$ 875	\$ 1,000	4-5 hrs wk, \$8/30 wks
Co-Director	\$ 1,250	\$ 1,500	6-7 hrs wk, \$8/30 wks
Director	\$ 1,750	\$ 2,000	8-9 hrs wk, \$8/30 wks
AS President	\$ 5,000	\$ 6,000	20 hrs wk, \$10/30 wks

PROGRAM NAME	CURRENT	PROPOSED	
1 AS Presents	\$ 1,250	\$ 1,500	
Total	\$ 1,250 \$ 1,250	\$ 1,500 \$ 1,500	
1 AS Govt.	\$ 5,000	\$ 6,000	
1	\$ 1,250	\$ 1,500	
1	\$ 1,250	\$ 1,500	
1	\$ 1,250	\$ 1,500	
1	\$ 1,250	\$ 1,500	
1	\$ 625	\$ 750	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
Total	\$ 22,000 \$ 22,000	\$ 28,750 \$ 28,750	
1 CSSA	\$ 1,250	\$ 1,500	
1	\$ 1,250	\$ 1,500	
Total	\$ 2,500 \$ 2,500	\$ 3,000 \$ 3,000	
1 CCAT	\$ 875	\$ 1,000	
Total	\$ 875 \$ 875	\$ 1,000 \$ 1,000	
1 ERC	\$ 1,250	\$ 1,500	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
Total	\$ 3,000 \$ 3,000	\$ 3,500 \$ 3,500	
1 FILM FEST	\$ 1,250	\$ 1,500	
1	\$ 1,250	\$ 1,500	
1	\$ 1,250	\$ 1,500	
Total	\$ 3,750 \$ 3,750	\$ 4,500 \$ 4,500	
1 GPA	\$ 1,750	\$ 2,000	
1	\$ 438	\$ 500	
Total	\$ 2,188 \$ 2,188	\$ 2,500 \$ 2,500	
1 MCC	\$ 1,250	\$ 1,500	
1	\$ 1,250	\$ 1,500	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 875	\$ 1,000	
1	\$ 438	\$ 500	
Total	\$ 9,063 \$ 9,063	\$ 10,500 \$ 10,500	

PROGRAM DIRECTOR ADJUSTMENT WORKSHEET

PROGRAM NAME	CURRENT		PROPOSED	
1 SAG	\$	1,750	\$	2,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
Total	\$	5,250	\$ 5,250	\$ 6,000
1 WRRAP	\$	1,750	\$	2,000
1	\$	1,750	\$	2,000
1	\$	1,750	\$	2,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
Total	\$	10,500	\$ 10,500	\$ 12,000
1 Women's Center	\$	1,750	\$	2,000
1	\$	1,750	\$	2,000
1	\$	875	\$	1,000
1	\$	875	\$	1,000
1	\$	438	\$	500
1	\$	875	\$	1,000
1	\$	875	\$	1,000
Total	\$	7,438	\$ 7,438	\$ 8,500
1 YES	\$	437	\$	500
Total	\$	437	\$ 437	\$ 500
<b>Grand Total</b>	\$	<b>136,502</b>	\$ <b>68,251</b>	\$ <b>82,250</b>
			\$ 68,251	\$ 82,250

63 Directors		PROPOSED
	Difference	\$ 13,999
	Worker Comp.	\$ 1,120
	Unemploy.	\$ 700
	<b>Grand Total</b>	\$ 15,819

**ASSOCIATED STUDENTS OF HUMBOLDT STATE UNIVERSITY  
2011-2012 BUDGET PROCESS TIME LINE**

Week of Dec. 6, 2010	Budget request forms distributed to Associated Students (AS) programs.
Tuesday, January 18, 2011	Instruction begins.
Wednesday, February 9 <b>NOON</b>	Budget requests due into the A.S. General Manager's Office and distributed to Board of Finance for review.
Week of February 14	Budget hearing schedule sent out.
Saturday, February 26	Board of Finance conducts budget hearings. The purpose of the hearings is to critically analyze the budget requests and provide the Board of Finance an opportunity to ask specific questions. Programs will not be called in if Board of Finance has no questions. <b>These are not program presentations.</b>
Monday, March 7	Council receives the budget. Programs also receive recommended budget. Council will be ready for discussion and action on Monday, April 4.
March 14 - March 18	Spring Break
Monday, March 28	AS 2011-2012 Recommended Budget Discussion
Wednesday, March 30	Deadline to contact the General Manager's Office if program(s) choose to appeal the Board of Finance budget recommendation.
Monday, April 4	Council approves budget <b>or</b> ASC will select the programs (if any) to appear at the next meeting to answer questions.
Monday, April 4	Any program appealing their recommended budget allocation are required to appear before Council to answer questions. The ASC will hear from all programs before actual budget discussion occurs. Depending on available time and if ASC is calling in any programs, the A.S. budget may be completed at this meeting or at the next Council meeting on Monday, April 11.
April 4 or April 11	The A.S. President receives the balanced budget for approval. If line-item vetoes occur, the budget comes back to the ASC for vote.
April 19, 20 & 21	Associated Students General Elections (dates pending ASC approval)
Prior to May 1	The University President receives and reviews the Associated Students budget according to Executive Order 369.



December 6, 2010

TO: 2011-2012 Associated Students (AS) Budget Applicants

FROM: Stephanie Partlow, Chair, Board of Finance  
Members of the Board of Finance

RE: 2011-2012 AS Budget Request

Attached are instructions and forms to complete a budget request for 2011-2012 Associated Students funds. All applications must be completed and returned to the Associated Students General Manager's Office no later than NOON on Wednesday, February 9, 2011. Please submit eight typed copies of your application.

ALL APPLICATIONS MUST BE TYPED. HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED. APPLICATIONS MATERIALS ARE ALSO AVAILABLE ON OUR AS WEBSITE at [www.humboldt.edu/associatedstudents/forms.php](http://www.humboldt.edu/associatedstudents/forms.php)

The Associated Students budget is based on the number of fee-paying students. At this time we are anticipating the number of students attending HSU in 2011-2012 to be approximately the same as in 2010-2011. Keep these parameters in mind and incorporate the applicable "Important Notes" listed below as you develop your request. ***Please pay close attention to number five, the directors position annual amounts have changed.***

***Important Notes:***

1. We have completed the first column of the budget draft grid. You will need to complete the "Other" column for 2010-2011. You will also need to complete the proposed budget columns for 2011-2012. The "Other" column should include support by other campus department's funds (that is, salaries, supplies, telephone) and also include program fundraising. It is very important you include this "Other" information.
2. AS Budget Justifications: Please provide a detailed description for each line-item included in the revenue and expenditures column of the Proposed Budget 2011-2012. Please follow format provided in this packet.
3. Hourly wages: Programs paying wages for tasks such as office coordinator, project manager, groundskeeper, compost labor, gardener, gym supervisor, lifeguard, and/or clerical assistants shall include a brief position description in the hourly wages budget justification. Also included shall be the projected number of hours of work per week in the Fall and Spring, rate of pay and total per year.



10. General Narrative section: Complete the General Narrative section included in the budget application materials. Some of the questions have changed from previous years, so please be sure to follow the current format.

Programs requesting funds may be invited to a Board of Finance meeting to answer specific questions about their budget requests on Saturday, February 26, 2011. If the Board of Finance does not have any questions for you, you will not need to attend. Please mark your calendar now! Your Budget Administrator or other designated person(s) will be requested to attend at a specific time. The purpose of your attendance will be to provide the Board of Finance with any further clarification necessary before making a recommendation to the AS Council on a proposed budget allocation for your program. You will be notified of the exact time of your hearing at a later date.

The Board of Finance will present a recommended budget to the AS Council on Monday, March 7. Programs will also receive a copy of the recommendation at that time. AS Council will be prepared to discuss the recommended budget on Monday, April 4. If for some reason a program decides to appeal the Board of Finance's budget recommendation you will be required to attend the Monday, April 4, AS Council meeting to present your appeal. If any additional questions remain unanswered AS Council may request a program attend their Monday, April 11 meeting.

If you need assistance completing this application, preparing your budget, or have questions about the process, please do not hesitate to contact Joan Tyson or myself.

Please submit eight copies in the following order:

1. Budget Draft Grid with boxes
2. Budget Justifications
3. Stipend Descriptions
4. General Narrative

Thank you.



## **2011-2012 AS BUDGET JUSTIFICATIONS**

**IMPORTANT:** Please provide a detailed description for each line-item included in the A.S.\*\* revenue and expenditures column of the Proposed Budget 2011-2012. Include how you arrived at specific line item figures. For example, Supplies should include a list of supplies requested and details of cost. Program publications should include cost of printing each publication requested. **The Board of Finance wants complete numerical detail on how you arrived at the number within each line-item--not just how you intend to spend it.**

**Line-item:** \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:*

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**Line-item:** \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:*

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**Line-item:** \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:*

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**Line-item:** \_\_\_\_\_ \$ \_\_\_\_\_

*Explanation:*

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## **2011-2012 DIRECTOR DESCRIPTIONS**

Please provide a brief job description for each director, co-director and/or assistant director position requested in your budget. Descriptions should include the general duties and responsibilities required of each position. Descriptions should not exceed 4-5 sentences and/or 75 words. Directors are intended for students serving in leadership roles within AS Programs. **IMPORTANT: PAY CLOSE ATTENTION TO DIRECTOR BUDGET LANGUAGE REGARDING THESE POSITIONS IN MEMO ON PAGE 2.**

**Position Title:** \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Position Title:** \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. **GENERAL NARRATIVE** - Per the Associated Students Code, A.S. Council shall allocate Associated Students fees in accordance with their Mission Statement (see attached). To enable them to perform this task as effectively as possible, please provide the following information.

- a. Brief history of the program.
- b. What is the mission of your program?
- c. How does the mission of your program match the mission of the AS?

2. **PROGRAM GOALS**

- a. What are your goals for 2011-2012 and how do you plan to reach them in terms of program activities?
- b. Current year (2010-2011) goals and activities - review last year's proposal, did you reach your stated objectives?

Were they successful? Why?

If not, what unusual or unexpected circumstances occurred?

3. **PARTICIPATION:**

Review your **2009-2010** program records and provide a list of programs, services, or activities offered which indicates student response. The list should minimally include a breakdown of the name of the program/service/activity, numbers of students participating or served, (i.e. Student Access Gallery; list of programs and number in attendance: CCAT; list of events and number of persons involved: Women's Center; list of programs and number in attendance: Club and Program Support; number of student benefiting from club travel funds: AS Presents; list of programs and number in attendance) and any other information that indicates student involvement and satisfaction.

**Please note:** We are interested in 2009-2010 figures so we can evaluate an entire year of information.

4. **SIGNIFICANT PROGRAM CHANGES:** Highlight significant changes in this year's program activities from last year's program.

5. **PRIORITIES:**

- a. What area of your budget is the greatest priority for funding and give supporting reasons?
- b. What areas of your budget have you identified to be the lowest priority should we be unable to provide the total funding you have requested.
- c. Describe the impact on your organization should you not receive Associated Students funds, or if the amount granted is provided at a reduced level.
- d. Indicate all alternative methods of funding that your organization will seek for 2011-2012.

*Please note:* we are also interested if your program receives any other HSU departmental funds, and if so, for what types of expenditures (i.e. salaries, supplies, telephones). Be sure to list these amounts on the budget grid in the Proposed Budget "Other" column as requested.

6. If your 2011-2012 budget request is higher than the current year (e.g. requested an increase in a line-item and/or overall allocation) please highlight and explain.

Name of AS Program: \_\_\_\_\_

\_\_\_\_\_  
Budget Administrator Name Signature

\_\_\_\_\_  
Program Advisor Name Signature

\_\_\_\_\_  
Budget Administrator phone number E-mail

# **ASSOCIATED STUDENTS 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 stimulate the educational, social, physical, and cultural well-being of the University community. (2/01)

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. (2/01)