

AS Bookstore Related Policies

Proposed motion 1: Move to approve the proposed "Policy for AS Bookstore Net Revenue Distribution" as submitted. This policy will be in effect from approval until June 30, 2014.

Policy for AS Bookstore Net Revenue Distribution

Purpose: This policy shall direct AS Bookstore Manager in the distribution of net revenue (total revenue minus expenses as reported by the Bookstore Manager) for purposes of supporting the AS Bookstore and AS programs for students.

Action: The Western Associated Students Bookstore shall retain the first \$25,000 from net revenue ~~resulting after expenses and commitments~~ and will be placed into the A.S. Bookstore ~~Reserve~~ designated funds (reserves) within the Bookstore operating budget.

~~fund, earmarked as coming from annual net revenue.~~ Net revenue above \$25,000 shall be distributed evenly between the Bookstore operating budget and the Associated Students budgets.

Background: The original policy was approved by the AS Board on May 25, 2007 for the term of June 2007 through June 2011. The intent of that policy was to solidify how the net proceeds would be distributed to support both the Bookstore and Associated Students programs and services. That policy read:

The Western Associated Students Bookstore shall retain the first \$25,000 from net revenue resulting after expenses and commitments. This \$25,000 will be placed into the A.S. Bookstore Reserve fund, earmarked as coming from annual net revenues. Net revenue above \$25,000 shall be split evenly between the Bookstore and the Associated Students of WWU.

The proposed policy retains the spirit and details of the original with some minor wording changes to be more consistent with current practices. The 2 year term was proposed by the Bookstore Manager as a reasonable timeline for review

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Proposed Motion 2: Move to approve the revised Bookstore Improvements Reserve section of the AS Reserve Policy, B,I,as proposed.

1. Bookstore Improvements Reserve

- a. Purpose: To provide resources to fund proposals from the Bookstore to improve operation and services to the student body. In addition funds can be used to fund projects that establish and improve interaction between the AS programs, clubs and the Bookstore.
- b. Amount: There is no cap on this reserve.
- c. Source: Any funds from the yearly Bookstore distribution to the AS that are in excess of the amount budgeted in the AS operational budget. **If the funds from the distribution do not meet the approved budgeted amount, funds from this reserve may be distributed to the operating budget up to the budgeted amount.** The AS may deposit additional funds to this budget from any source.
- d. Special Condition: The AS is not limited by the balance of funds in this budget for funding projects and may combine these funds with others resources to fully fund initiatives.
- e. Fund Review: If there are no proposals to this fund for a 2 year period the continuation this budget will be reviewed by the AS Board.

Background: This reserve was established to provide a designated fund to support Bookstore improvement and collaboration between the Bookstore and AS organizations. The funding mechanism was designed to stabilize the amount of funds that were distributed from the Bookstore to the AS operating budget. The proposed addition continues that stabilization process by enabling transfer of funding to the operating budget in any year that the distribution does not meet the budget amount.