

**POLICY**

Effective Date:

Approved By: AS Board of Directors

Cancels: AS Reserves Policy 5/29/13, ASB-13-S-40

See Also: Funding from AS Discretionary Reserves  
Distributing Funds to AS Reserves**POL-ASXXXX.XX DEFINING AS RESERVES***This policy describes funding in AS Reserve accounts.***Definitions:**Associated Students (AS) - All currently enrolled students at Western Washington University.AS Funds - Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.AS Operating Budget - AS Funds allocated by the AS Board of Directors for the current fiscal year.AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.AS Reserves - Non-operational accounts established to ensure the continuous, safe, and efficient operation of Associated Student functions, funded from Residual Dollars.Designated Reserves - Reserve funds for specific areas. Not available for AS Organization funding requests.Discretionary Reserves - Reserve funds allocated at the discretion of specified groups, general AS Organization funding requests can be made of these accounts.Equipment - All items not considered basic building infrastructure or covered by other designated areas.Financial Fund Manager - Position granted financial authority over the monies allocated to a fund; may delegate further to Budget Authorities.Residual Dollars - Unspent and Unallocated AS Funds remaining in the AS Operating Budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.**I. DESIGNATED RESERVES****A. Bookstore**

1. Purpose: To improve the operation and services of the Bookstore to the student body; or to establish/improve interaction between the AS Organizations, AS Clubs and the Bookstore.
2. Source: Funded in AS Reserves Distribution.
3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

**B. Child Development Center (CDC)**

1. Purpose: For fundraising and training opportunities not funded by the CDC Operating Budget.
2. Source: Any positive balance remaining from all of the CDC Operating Budgets at year end.
3. Approval: Child Development Center Manager in consultation with Financial Fund Manager.

**C. Computer Repair and Replacement**

1. Purpose: For consistent repair and replacement of computer equipment for the organization.
2. Source: Funded in AS Reserves Distribution.
3. Approval: Information Technology Manager in consultation with Financial Fund Manager.

**Commented [CM1]:** Currently the Associate Dean for Student Engagement/  
Director of the Viking Union.

**Commented [CM2]:** Special condition removed because reason for inclusion in the policy unknown: 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. This seems like a condition that would apply to all reserves, is there a reason this is specified?



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## D. Operating

1. Purpose: a safety net for sudden, unforeseen and catastrophic reductions in revenue (such as those caused by drops in enrollment).
2. Source: Funded in AS Reserves Distribution.
3. Approval: Authorized by the Financial Fund Manager, then brought to the next Board Meeting as a Consent Item.

**Commented [CM3]:** Formerly Rainy Day Reserves

**Commented [CM4]:** Brock recommends removing the funding of infrequent and unique opportunities to maintain or improve services and activities for students because the Grant Reserves now makes this section redundant.

**Commented [CM5]:** If the above section is removed, then the use of this money shouldn't require debate and should be able to be accessed quickly to ensure the continued operations of the AS, however it will be brought as Consent to the Board.

## E. Outdoor Center (OC) Equipment

1. Purpose: For replacing equipment for rental in the OC in accordance with the amortization plan.
2. Source: 40% of equipment rental fees, fees from rentals to OC employees, fees collected for un-returned rental equipment, and revenue from the liquidation of used rental equipment.
3. Approval: Assistant Director for Outdoor Recreation in consultation with Financial Fund Manager.

## F. Vehicle Replacement

1. Purpose: For replacing vehicles or repairing major system failures.
2. Source: Allocation by the Board of Directors and proceeds from the sale of surplus vehicles.
3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

## G. Vehicle Repair

1. Purpose: For expenses beyond normal wear or maintenance (e.g. accidents or minor system failures).
2. Source: Any positive balance remaining from in Motorpool Operations at year end.
3. Approval: Assistant Director of VU Facilities & Services in consultation with Financial Fund Manager.

## H. Viking Union Organization

1. Purpose: For unique opportunities such as professional development, speakers, etc. Or for items unforeseen in the budgeting process such as statewide required salary increases.
2. Source: Funded in AS Reserves Distribution.
3. Approval: Associate Dean of Student Engagement/Director of the Viking Union.

**Commented [CM6]:** This was added due to a previous budget including a 3% increase for staff one year and then the state passing a 4% increase.

## II. DISCRETIONARY RESERVES

### A. Grants

1. Purpose: For pilot programs lasting a set length of time (to allow assessment before becoming part of the AS Operating Budget) or onetime expenses unrelated to or in excess of other Reserve areas.
2. Source: Funded in AS Reserves Distribution.
3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

**Commented [CM7]:** Added for equipment expenses of over \$50,000.

### B. Equipment

1. Purpose: For repairing, replacing, or purchasing new Equipment (as defined above).
2. Source: Funded in AS Reserves Distribution.
3. Approval: Repair & Replacement requires approval of the Financial Fund Manager, New Equipment requires the approval of AS Facilities & Services Council.

**Commented [CM8]:** Special condition removed because reason for inclusion in the policy unknown: 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. This seems like a condition that would apply to all reserves, is there a reason this is specified?

### C. Large Events

1. Purpose: For funding events that will enhance the Western Student experience and are beyond the scope of the organization's allocated Operating Budget.
2. Source: Funded in AS Reserves Distribution.
3. Approval: AS Activities Council reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

**Commented [CM9]:** Separated approval for Repair & Replacement to approval of Financial Fund Manager to provide a speedy process for equipment that was already approved for purchase and just needs to be repaired or replaced. New Equipment will continue to go to Facilities & Services for approval.

