

Committee on Budget and Finance
Senate of the Associated Students 87th Session
Minutes for Friday, February 7th, 2020 at 12:00 p.m.
Joe Crowley Student Union- Presidents Conference Room

1. CALL MEETING TO ORDER

Senator Prempeh called the meeting to order at 12:00 pm in the President's Conference Room of the Joe Crowley Student Union. The presiding secretary was Viviane Ugalde.

2. ROLL CALL

Senators Prempeh, Davenport, Huber, Meza, Murphy, and Veltre were present.

Senators Donohue and Ahmed were absent excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

Posted at the ASUN Offices in the Joe Crowley Student Union,
Frandsen Humanities Building, the Ansari Business Building,
Mathewson - IGT Knowledge Center, and online at
www.nevadaasun.com.

If you would like a copy of any of the agenda items listed, please contact Senator Prempeh at senatorpremp@asun.unr.edu.



. MINUTES

a.) The committee will consider the approval of the minutes from October 11th, 2019. The committee will discuss the minutes from October 11th, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion the committee may choose to approve the minutes.

b.) The committee will consider the approval of the minutes from October 18th, 2019. The committee will discuss the minutes from October 18th, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion the committee may choose to approve the minutes.

c.) The committee will consider the approval of the minutes from November 1st, 2019. The committee will discuss the minutes from November 1st, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion the committee may choose to approve the minutes.

d.) The committee will consider the approval of the minutes from November 22nd, 2019. The committee will discuss the minutes from November 22nd, 2019 and may choose to amend or edit the minutes. Upon conclusion of the discussion the committee may choose to approve the minutes.

Senator Prempeh sought to make a motion to approve the minutes for October 11, October 18, November 1, and November 22.

Senator Murphy moved to approve the minutes with unanimous consent.

The motion was carried.

5. OLD BUSINESS

There is no old business to be discussed at this time.

6. NEW BUSINESS

a. Financial Reviews

The Committee will conduct financial reviews of the following accounts: ASUN Senate (PG01395), Contingency Fund (PG03506), and Wolf Pack Radio (PG06879). The Committee will hear a presentation by the account managers and then will examine expenditures within each account to uphold the transparency of ASUN.

Contingency Fund (PG04506) – President Martinez said nothing was spent outside of the account. The lines of funding were what were provided in the account.

ASUN Senate (PG01395) – Director Rodriguez said the account was how senators were paid. She said that she has not done transfers yet for the next quarter and that was why there was a negative number. She also said there were line item numbers for what money was used for the senate expenses, and includes the secretaries pay.

Senator Murphy asked if they could transfer money from one fund to another if it was not used.

Director Rodriguez said yes.

Senator Veltre asked what the travel fund was used for.

Director Rodriguez said that it was used for a conference that sometimes senators send students to and sometimes don't.

Senator Veltre asked if it was for any conference.

Director Rodriguez said that there are few conferences that it has been used previously to attend.

President Martinez said that he went to one conference with the travel funds.

Director Rodriguez said that directors from Pack Provisions, Wolf Pack Radio, and maybe another department, could use the travel funding and senator are able to explain what the travel fund was for.

Senator Veltre asked if they could use that fund to send a senator or someone to the Board of Regents meeting.

Director Rodriguez said that the secretary is the one who approves where the funds are allocated and that question was for her, but that as long as the travel paperwork is filed, it would be fine.

Senator Prempeh asked if the senate budget can have funds requested by anyone through the speaker.

Director Rodriguez said yes. She said that it was designed so that the president of ASUN would not be able to use the budget against the speaker. She said it would be totally up to the body and the speaker.

Senator Prempeh said Wolf Pack Radio would be rescheduled.

7. PUBLIC COMMENT

Senator Rodriguez said she would be gone at a conference the same time that a financial review was scheduled, and asked if they could be moved.

Senator Prempeh said yes and that he would update the financial review schedule for the committee as well.

8. ADJOURNMENT

Senator Prempeh adjourned at 12:11 pm.

Note #1	ASUN Budget
Note #2	YTD Actuals
Note #3	Encumbered Funds
Note #4	Remaining Budget

ASUN Senate – February 2020

Ledger Account	Revised Budget	YTD Actuals	Commitments	Obligations + Reserved	Remaining Balance
Budget Sources					
All Sources Total	\$125,459.14	\$100,000.00	\$0.00	\$0.00	(\$25,459.14)
Budgeted Opening Balance	\$13,797.27	\$0.00	\$0.00	\$0.00	(\$13,797.27)
4900:Budgeted Beginning Balance	\$13,797.27	\$0.00	\$0.00	\$0.00	(\$13,797.27)
Sources	\$111,661.87	\$100,000.00	\$0.00	\$0.00	(\$11,661.87)
Transfers In	\$111,661.87	\$100,000.00	\$0.00	\$0.00	(\$11,661.87)
Budget Uses					
All Uses	\$125,459.14	\$53,846.74	\$0.00	\$6,052.01	\$65,560.39
Personnel Costs	\$111,459.14	\$50,378.59	\$0.00	\$6,052.01	\$55,028.54
Hourly Wages	\$106,843.50	\$48,346.02	\$0.00	\$5,802.40	\$52,695.08
Fringe Benefits	\$4,615.64	\$2,032.57	\$0.00	\$249.61	\$2,333.46
Operations	\$14,000.00	\$3,468.15	\$0.00	\$0.00	\$10,531.85
General Operations	\$5,000.00	\$3,468.15	\$0.00	\$0.00	\$1,531.85
Hosting	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Travel	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Budgeted Reserves-Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Accounting Date	Spend/Revenue Category	Debit	Credit	Line Memo
8/2/2019	SC0501 - Printing/Reproduction Services	4.50	0.00	Jul 2019 Copy
9/6/2019	SC0501 - Printing/Reproduction Services	84.36	0.00	Aug 2019 Cop
9/9/2019	SC0085 - Uniforms, Work Apparel	1,767.17	0.00	ASUN Senate Purchasing AS Officer Polo's
10/1/2019	SC0108 - Facility Rental-Short Term	51.00	0.00	Senate - JCSU asun senate me
11/1/2019	SC0715 - Student Activities	42.58	0.00	ASUN Senate reimbursement Conner Doyle providing food give out at outreach tabling event to out on givepulse silver paw.
11/1/2019	SC0715 - Student Activities	56.85	0.00	Senate - name senators that d have them to b senate hearings
11/15/2019	SC0183 - Food	141.72	0.00	give pulse and outreach- purch snacks like mu cookies
11/18/2019	SC0074 - Other Operating Supplies	200.00	0.00	Voice recorder used during var ASUN governm

				proceedings to minutes.
11/25/2019	SC0501 - Printing/Reproduction Services	98.22	0.00	Sep 2019 Copy
11/25/2019	SC0501 - Printing/Reproduction Services	3.24	0.00	Sep 2019 Copy
12/1/2019	SC0715 - Student Activities	43.64	0.00	ASUN Senate Purchasing item tabling for Monday on Nov 18, 2019.
12/10/2019	SC0501 - Printing/Reproduction Services	119.04	0.00	Oct 2019 Copy
12/10/2019	SC0501 - Printing/Reproduction Services	5.85	0.00	Oct 2019 Copy
1/1/2020	SC0183 - Food	685.00	0.00	Pizza to provide students who serve to Veterans Lu event.
1/6/2020	SC0501 - Printing/Reproduction Services	1.14	0.00	Nov 2019 Copy
1/6/2020	SC0501 - Printing/Reproduction Services	2.28	0.00	Nov 2019 Copy
1/6/2020	SC0501 - Printing/Reproduction Services	86.10	0.00	Nov 2019 Copy
1/24/2020	SC0715 - Student Activities	75.46	0.00	Senate student Chat n' Cider- informational e students to con with Senate



FROM: Savannah Hughes, Speaker of the 87th Session of Senate
 TO: ASUN Budget and Finance Committee
 DATE: February 7th, 2020
 RE: Senate of the Associated Students

1. The Senate’s Mission

The mission of the Senate of the Associated Students is to serve a broad set of functions within the Association. However, the primary role of the Senator is that of the legislator, amending and generating bills and resolutions which best reflect the needs and voiced of the students during their team as senators.

2. Chart:

Note #1	ASUN Budget
Note #2	YTD Actuals
Note #3	Encumbered Funds
Note #4	Remaining Budget

Ledger Account	Revised Budget	YTD Actuals	Commitment
Budget Sources			
All Sources Total	\$125,459.14	\$100,000.00	\$
Budgeted Opening Balance	\$13,797.27	\$0.00	\$
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Sources	\$111,661.87	\$100,000.00	\$
Transfers In	\$111,661.87	\$100,000.00	\$
Budget Uses			
All Uses	\$125,459.14	\$53,846.74	\$
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Hourly Wages	\$106,843.50	\$48,346.02	\$
Fringe Benefits	\$4,615.64	\$2,032.57	\$
Operations	\$14,000.00	\$3,468.15	\$
General Operations	\$5,000.00	\$3,468.15	\$

Hosting	\$4,000.00	\$0.00	\$
Travel	\$5,000.00	\$0.00	\$
Budgeted Reserves-Uses	\$0.00	\$0.00	\$

		T. Allocated	T. Actual Dollars	T. Allocated
ASUN Senate				
15	Student Wages:			
	Speaker of the Senate	\$ 7,000.00		\$ 7,000.00
	Senators (25)	74,100.00		62,832.00
	Senate Chair stipends (8x\$300)	2,400.00		2,100.00
	Legislative Clerks (2)	3,441.00		3,441.00
	ASUN Secretaries (6)	17,100.00		19,902.50
16	Fringe	\$ 1,560.62		1,429.13
20	Travel	5,000.00		5,000.00
25	Host:			
	Senate Meetings/Trainings	500.00		500.00
	Outreach	2,500.00		2,500.00
	Annual Veteran's Breakfast	1,000.00		1,000.00
30	Operating:			
	Operating	5,000.00		5,000.00
97	Balance Forward	\$ 10,000.00		
	Total Senate	\$ 119,601.62	\$ 109,601.62	\$ 110,704.63
		T. Allocated	T. Actual Dollars	T. Allocated
	Executive Board			

3. Line by line breakdown:

- a. Speaker Wage (\$7,000)- Wages are set for the Speaker of the Senate in accordance with the SAS.
- b. Senator wages- (\$74,100)- Wages are set for the Senators in accordance with the SAS. As you can see there has been an increase in wages allocated since FY2018. This is due to the increase in number of Senators for the 87th Session which was passed through a student wide vote.
- c. Chair stipends (7x\$300 or \$2,100)- Each chair as well as the Speaker Pro Tempore receives an additional \$300, per the SAS.
- d. Legislative Clerks (\$3,441)- Wages are set in accordance with the SAS.
- e. ASUN Secretaries (\$17,100)
- f. Fringe (\$1560.62) – Fringe is determined based off total pay.
- g. Travel (\$5,000)- No travel has been spent yet and there are currently no travel plans.
- h. Senate meeting/training (\$500)- This money is mostly spent during the newly elected senator trainings.
- i. Outreach (\$2,500)- No outreach money has been spent yet.
- j. Annual Veteran’s Breakfast (\$1,000)- This is a future cost.

4. Expenses to date:

- a. General personnel costs and fringe
 - i. YTD actuals should be less than anticipated since we have been short staffed on secretarial staff
- b. Printing and Reproduction Services (\$404.46)
- c. Polos (\$1,767.17)
- d. JCSU facility rental for Senate meeting (\$51.00)
- e. Outreach- Food for Civic Engagement (\$42.58)
- f. Additional name plates (\$56.85)
 - i. Name plates for senators who did not have them or needed them to be updated
- g. Give Pulse outreach food (\$141.72)
- h. Voice recorders for minutes (\$200)

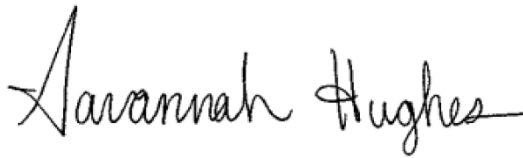
i. These were necessary replacements in order to audio minutes to be taken in accordance with Nevada Open Meeting Law

- i. Mobile Monday items (\$43.64)
- j. Veterans Luncheon pizza (\$685.00)
- k. Chat n' Cider informational event items (\$75.46)

5. Plans for future expenses:

- a. Printing expenses (operating)
- b. Outreach events (Host)
- c. Potentially purchasing senate books (\$300)
- d. 88th Session Senator Trainings food (\$100)
- e. Other costs TBD

Sincerely,

A handwritten signature in cursive script that reads "Savannah Hughes". The signature is written in black ink and is positioned above the printed name and title.

Savannah Hughes

Speaker of the Senate

The Associated Students of the University of Nevada

Note #1	ASUN Budget
Note #2	YTD Actuals
Note #3	Encumbered Funds
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Contingency Fund – February 2020

Ledger Account	Revised Budget	YTD Actuals	Commitments	Obligations + Reserved	Remaining Balance
Budget Sources					
All Sources Total	\$61,073.48	\$812.53	\$0.00	\$0.00	(\$60,260.95)
Budgeted Opening Balance	\$60,260.95	\$0.00	\$0.00	\$0.00	(\$60,260.95)
Sources	\$812.53	\$812.53	\$0.00	\$0.00	\$0.00
Transfers In	\$812.53	\$812.53	\$0.00	\$0.00	\$0.00
Budget Uses					
All Uses	\$61,073.48	\$0.00	\$0.00	\$0.00	\$61,073.48
Operations	\$61,073.48	\$0.00	\$0.00	\$0.00	\$61,073.48
Budgeted Reserves-Uses	\$61,073.48	\$0.00	\$0.00	\$0.00	\$61,073.48
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Memo

University of Nevada, Reno

FROM: Anthony Martinez, President of the Associated Students

TO: ASUN Committee on Budget and Finance

DATE: February 4th, 2020

RE: Contingency Reserve Final Review

As requested, I have provided a financial review of the Contingency Reserve. I have outlined the purpose of the Contingency Reserve, how it has been allocated thus far, current expenses, and future expenses.

Purpose

In accordance to Statutes of the Associated Students VI.603.02, “The purpose of the Contingency Reserve Account is to provide flexibility in times of fiscal emergency by placing a certain portion of the General Fund in reserve.”

Allocations

In accordance to Statutes of the Associated Students VI.603.03, “The fund shall consist of 2.5 percent of the total anticipated student fee revenue for the fiscal year. The \$61,073.00730 allocated is 2.5 percent of the projected in General Revenues.

1. Chart:

Ledger Account	Revised Budget	YTD Actuals	Commitments	Obligations + Reserved	Remaining Balance
Budget Sources					
All Sources Total	\$61,073.48	\$812.53	\$0.00	\$0.00	(\$60,260.95)
Budgeted Opening Balance	\$60,260.95	\$0.00	\$0.00	\$0.00	(\$60,260.95)
Sources	\$812.53	\$812.53	\$0.00	\$0.00	\$0.00
Transfers In	\$812.53	\$812.53	\$0.00	\$0.00	\$0.00
Budget Uses					
All Uses	\$61,073.48	\$0.00	\$0.00	\$0.00	\$61,073.48
Operations	\$61,073.48	\$0.00	\$0.00	\$0.00	\$61,073.48
Budgeted Reserves-Uses	\$61,073.48	\$0.00	\$0.00	\$0.00	\$61,073.48
Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenditures and Justification

In accordance to Statutes of the Associated Students VI.603.04, “Funds shall not be released from the Contingency Reserve Account unless the President certifies in writing to the Senate that a fiscal emergency necessitates the release of funds.”

Future expenses

There are no plans for future expenses out of this account.

Thank you,

A handwritten signature in black ink, appearing to read "Anthony Smith", is centered below the text "Thank you,". The signature is fluid and cursive.

**President of the Associated Students
Associated Students of the University of Nevada**

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