

Associated Students of Cerritos College

Budget Committee

Agenda

Thursday | February 17th, 2022

3:00 PM

Meeting Location:

Zoom Conference Call

Link:

<https://cerritos-edu.zoom.us/j/98685674924?pwd=RnV0NmpSNVNVt2NFeHlrdkIxdDMwUT09&from=addon>

Call-in information:

One Tap Mobile

669-900-6833

Meeting ID: 986 8567 4924

Password: 496719

I. Organizational Items

I.01 Call to Order

Meeting called to order at 3:08pm.

I.02 Roll Call

Members present: ASCC Treasurer Angel Sanabria, ASCC President Sandra Abundio, Senator David Cao, Student at Large Natalie Zamora, Staff Member Nikki Jones, Staff Member Dean Miller, ASCC Temporary Senate Representative Ethan McLaughlin, and ASCC alternate Jeremy Ramos.

Quorum established at 8/8.

I.03 Approval of Minutes

No minutes to approve.

I.04 Approval of Agenda

Dean Miller moves to approve agenda. Seconded by Nikki Jones. No objections, motion passes.

II. Public Forum

This time is reserved for members of the public who wish to address the Associated Students of Cerritos College Budget & Finance Committee on issues of concerns, public comment, future events, fundraisers, and any topic relating to Cerritos College and their constituents. A limit of three (3) minutes per speaker and nine (9) minutes per topic will be enforced. This is not a time for discussion by the ASCC Budget Committee; however, the Treasurer or Budget Committee members may respond to specific questions and concerns made by the public

III. Committee Reports

III.01 Advisors' Reports

Dean Miller tells members that today's meeting will be more of an introductory orientation. Dean Miller is looking forward to hearing students' feedback on requests.

III.02 Treasurer's Reports

Angel Sanabria is looking forward to working with the committee.

III.03 Members' Reports

None.

IV. New Business

IV.01 Budget Process Overview

Committee members will receive training on the budget review process and will be led by Dean Miller.

Dean Miller presents on Budget Basics:

Account types:

- 400 account numbers represent revenues
- 600 accounts involve the allocated funding for clubs by budget committee
- Fiscal year is July 1 – June 30
- Funds do not roll over
- 250 accounts involve trust accounts, and can be rolled over to following years unless club is inactive for 3 years

Revenue:

- Biggest source of revenue is from the Student Activities fee
- Other sources of income through bookstore, food vendors, etc.

ASCC funding overview:

- Revenue 2020-2021 totaled to a projected income of \$673,265 but the actual was \$749,457.23
- Spent less than earned this past year

Budget update:

- ASCC received an additional 410,797 to allocate due to pandemic
- Some of funds were allocated toward athletics

How 600 account funds are allocated:

- Dean of student services first establishes the budget calendar
- ASCC budget and finance committee supervise preparation of budget
- Designated district admin reviews
- Senate reviews and approves
- Decision letters are given to requestors
- Requestors submit ASCC Funding and Account Acceptance of Terms form

Google Drive is shared with all committee members, Link Below:

<https://drive.google.com/drive/folders/1WudpuFNYdqxwjHsmzTZPJAcOzWyRIP-9?usp=sharing>

- Next week, budget sheet will be cleaner for members to review
- Revenue will be increased next year due to increase in Students Activities fee

IV.02 Overview of Fall 2021 Expenditures

A report will be given by the Treasurer on total expenditures from July 2021 - Jan. 2022 as well as net income.

Presented by Chair Sanabria:

- Majority of expenditures come from athletic department
- Yellow code means budget is safe
- Red code means budget deficit
- Dean Miller journalizes budget spending monthly
- Nikki Jones asked if sheet will be added to Google Drive. Dean Miller said she will add it to the Google Drive.

IV.03 Budget Committee Standing Rules

Committee members will make any necessary revisions to the current standing rules in light of COVID-19.

Dean Miller explains that the Budget Standing Rules listed have been used for the past three years, and members of committee are free to suggest possible revisions.

Funding Rules are copied and pasted into decision letters that are given out to requestors.

Chair Sanabria points out that funding for food is limited to no more than \$300 per year.

Dean Miller suggests going through each line and deciding on maintaining or amending each of the budget standing rules. Chair Sanabria agrees and reads each line.

Dean Miller moves to strike Funding Rule Number 7, seconded by Nikki Jones. No objections. Motion passes.

Process Rule 1: Dean Miller recommends that members reconsider Conference Travel Requests rule due to vast range of amounts requested per organization. Chair Sanabria and Dean Miller remind members that this topic can be revisited later.

Dean Miller asks if members would like to add anything to rules. Rules can always be revisited as budget requests are reviewed.

V. Announcements

VI.01 ASCC Court Meeting

Tuesday | February 15, 2022 | 10:30 am

VI.02 ASCC Senate meeting

Wednesday | February 16, 2022 | 2:00 pm

VI.03 Cabinet Meeting

Monday | February 28, 2022 | 2:00 pm

VI. Adjournment

Meeting adjourned at 3:56 pm