

ASSOCIATED STUDENTS UCLA  
BOARD OF DIRECTORS  
Finance Committee  
October 21, 2016  
9:00 a.m.  
Kerckhoff Hall 152

**PRESENT:** Michaela Boster, Donna Baker, Kevin Eagan, Alexandra Latshaw,  
Lena Riess, and Bob Williams

**ABSENT:** Kirk Koenig

**GUESTS:** Andrew Lewis, ASUCLA Board of Director

**MANAGEMENT:** Cindy Bolton, Food Service Director  
Sandi Gillespie, Association Affairs Manager  
Cindy Holmes, Director of Trademarks and Licensing  
Michelle Moyer, Director of Business and Legal Affairs

**CALL TO ORDER**

Ms. Riess called the meeting to order at 9:11 a.m.

**APPROVAL OF AGENDA**

Mr. Williams made a motion, seconded by Mr. Eagan to remove agenda item IV. Executive Director's Report from the agenda.

Ms. Riess called for consent to approve the Associated Students UCLA Board of Directors' Finance Committee, October 21, 2016 Agenda as amended. There being no objections, the motion was approved by unanimous consent.

**APPROVAL OF MINUTES**

Ms. Riess called for consent to approve the Associated Students UCLA Board of Directors' Finance Committee September 23, 2016 Minutes. There being no objections, the motion was approved by unanimous consent.

**FINANCIAL STATEMENTS**

Services & Enterprises September Financial Statements

Gross income for the Association was negative by (\$935,000); however due to lower wages and benefits, and good cost controls the net income was only negative (146,000).

The Store was negative by (\$853,000) in gross income and (\$219,000) in contribution. UCLA Restaurants were negative by (\$106,000) in gross income and (\$22,000) in contribution.

The Services Division was positive to plan by \$14,000 in gross income and \$42,000 in contribution. The positive results were mainly due to Licensing.

The Student Union was positive by \$10,000 in gross income \$5,000 in contribution due a filming opportunity.

The Association reported a cash book balance of \$11,965,000 for the month. Of this balance, \$1,838,000 has been reserved for capital projects, leaving \$9,455,000 in uncommitted cash which is \$2,992,000 less than the board-required cash reserve.

Past due accounts receivables were at roughly \$194,000. Store inventories at cost were \$6,000,000; while inventory turns were at 4.5.

#### October Month-to-Date Preliminary Sales

October sales figures in the Store are negative to plan by (\$227,551). Most of the negative sales were in Textbooks and the Computer Store. The Health Science Store is positive to plan by \$14,121 due to dental kits. Estimated Gross Margin for September is negative by (\$37,426).

Food Service is tracking positive to budget in sales for October by \$18,957. Catering is positive to plan by \$8,262 and Concessions is positive to plan by \$2,842.

#### Communications Board August 2016 Financial Statements

The Communications Board's net revenue for August was positive by \$12,347. Print Display Advertising is higher than budgeted due to an unplanned Orientation magazine.

### **EXECUTIVE SESSION**

Ms. Riess called for consent for the Associated Students UCLA Board of Directors' Finance Committee to enter into Executive Session. There being no objections, the motion was approved by unanimous consent.

The Committee entered into Executive Session at 10:00 a.m.

Ms. Riess called for consent to exit the Associated Students UCLA Board of Directors' Finance Committee Executive Session. There being no objections, the motion was approved by unanimous consent.

The Committee exited Executive Session at 10:07 a.m.

### **STUDENT MEDIA DEFERMENT**

Student Media needs to defer their administrative payments at various times throughout the year until their referendum fees and rental income start to be received on a regular basis. The committee reviewed the current Weekly Cash Forecast for October 2016 through September 2017.

Mr. Eagan made a motion, seconded by Ms. Boster that the Associated Students UCLA Board of Directors' Finance Committee approve and forward to the Board of Directors a deferment of Student Media's administrative and support services payments for a maximum of \$300,000 until January 31, 2017. Ms. Riess called for a vote. The motion was approved by a vote of 4 yeas and no nays.

### **ASUCLA RESTAURANTS COOPERAGE DIVISION-DRAFT AUDIT REPORT**

Ms. Bolton briefly reviewed the above-referenced audit report and management response, noting that the audit stated that internal control processes could be further strengthened by implementing the following:

1. *Cashier Sign-in* sheets should be completed by each cashier to document when they log in and out of their assigned cash register during their shift.
2. The temperature log section in the ASUCLA Food Safety Manual should be updated to reflect current business practices.
3. For consistency, management should consider standardizing and using the same critical ASUCLA Restaurant training documentation for all Cooperage Division service areas and maintain all documentation in employee training files.

### **EXECUTIVE SESSION**

Ms. Riess called for consent for the Associated Students UCLA Board of Directors' Finance Committee to enter into Executive Session. There being no objections, the motion was approved by unanimous consent.

The Committee entered into Executive Session at 10:15 a.m.

Ms. Riess called for consent to exit the Associated Students UCLA Board of Directors' Finance Committee Executive Session. There being no objections, the motion was approved by unanimous consent.

The Committee exited Executive Session at 10:45 a.m.

**ADJOURNMENT**

Ms. Riess called for consent for the Associated Students UCLA Board of Directors' Finance Committee to adjourn the October 21, 2016 Meeting. There being no objections, the meeting was adjourned at 10:58 a.m.