

ASSOCIATED STUDENTS UCLA  
BOARD OF DIRECTORS  
Finance Committee  
February 17, 2017  
9:00 a.m.  
Kerckhoff Hall 152

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

**ABSENT:** Kevin Eagan and Kirk Koenig

**MANAGEMENT:** Sandi Gillespie, Association Affairs Manager  
Michelle Moyer, Director of Business Affairs and Compliance

**CALL TO ORDER**

Ms. Riess called the meeting to order at 9:23 a.m.

**APPROVAL OF AGENDA**

Mr. Williams made a motion, seconded by Ms. Boster to delete agenda item IV-Executive Director's Report. Ms. Riess called for consent to approve the Associated Students UCLA Board of Directors' Finance Committee, January 20, 2017 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 January 13, 2017 Minutes. There being no objections, the motion was approved by unanimous consent.

**FINANCIAL STATEMENTS**

Services & Enterprises January Financial Statements

Gross income for the Association was positive by \$317,000; which was mostly due to BearWear and Computer Store. Net income for the month was positive by \$241,000.

The Store was positive in gross income by \$338,000 and \$114,000 in contribution. UCLA Restaurants were negative by (\$2,000) in gross income and \$19,000 positive in contribution.

The Services Division was negative to plan by (\$5,000) in gross income and positive \$7,000 in contribution. The positive results were mainly due to Domestic Licensing.

The Student Union was negative by (\$14,000) in gross income and (\$7,000) in contribution due to less events scheduled.

#### February Month-to-Date Preliminary Sales

February sales figures in the Store are negative to plan by (\$7,330). There are positive sales in BearWear and Graduation Etc.; however, textbooks and computers are negative to plan. LuValle's new and used textbooks are positive to plan by \$12,637 and the Health Science Store is negative to plan by (\$4,596) due to medical supplies. The Hilltop Shop is positive to plan by \$12,166 and MTW is positive by \$5,746. Estimated Gross Margin for February is positive by \$4,400.

Food Service is negative to budget in sales for February by (\$64,680). Catering is negative to plan by (\$4,836) due to a very aggressive budget and Concessions are positive to plan by \$33,182 due to increased attendance at the basketball games.

#### Communications Board December Financial Statements

The Communications Board was negative to plan in December by (\$14,816) and positive year-to-date by \$33,226. Kiosk advertising was lower than plan due to fewer, local, university and national advertising. Editorial wages were higher than plan due to more Daily Bruin payroll periods than estimated and sales commissions were higher due to more collections.

### **FY 17-18 TENTATIVE BUDGET ASSUMPTIONS**

The Committee briefly discussed the tentative assumptions noting a few significant items:

1. Minimum Wage Increase
2. UC Path
3. Decline in Textbooks

Ms. Riess made a motion, seconded by Ms. Latshaw to approve and forward to the ASUCLA Board of Directors the FY 17-18 Tentative Budget Assumptions. Ms. Riess called for a vote. The motion was approved by a vote of 3 yeas and 0 nays.

### **DRAFT AUDIT-LOSS PREVENTION**

Ms. Moyer 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. Training-Uniformed security guards could undergo extensive loss prevention training, similar to what the student agents received in the past, such as shadowing, simulations,

and exams, to ensure that they understand ASUCLA's policies and procedures, and enhance their loss prevention duties.

2. Civil Demand Fees- The Civil Demand Deposit log could be enhanced to include the subject name, amount of fee, date paid, and outstanding balance. A copy of the Civil Demand Deposit log could also be provided with the monthly ASUCLA Security/Loss Prevention Department Statistics report that is submitted to the Director of Business and Legal Affairs.
3. Safety and Emergency Program-Emergency/Earthquake kits should be audited at least once every two years to ensure that each location has access to the necessary supplies in the event of an emergency or earthquake.
4. Safes-A complete listing of who has access to safes should be maintained. The listing should provide the employee's name, title, and department. When the combination is changed due to an employee terminating, management should maintain documentation of the change. The record of safe combinations should be kept locked to prevent undetected access.
5. Key Management-A reconciliation of the ASUCLA key listing and the keys in the key box should be performed. A listing should be created showing the staff who has been assigned keys. When an employee who has been assigned a key leaves the department, the key should be returned to the Loss Prevention Division Manager.

### **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 10:33 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 10:53 a.m.

### **ADJOURNMENT**

Ms. Riess called for consent for the Associated Students UCLA Board of Directors' Finance Committee to adjourn the February 17, 2017 Meeting. There being no objections, the meeting was adjourned at 10:53 a.m.

