

**ASSOCIATED STUDENTS UCLA  
BOARD OF DIRECTORS  
Finance Committee  
March 6, 2020  
1:30 p.m.  
Ackerman Union 2412**

**PRESENT:** Pouria Abbassi, Adewunmi Adelaja, Donna Baker, Siena Villegas, Frank Wada, Alexis Wells, and Steve Yu

**MANAGEMENT:** Sandi Gillespie, Association Affairs & External Affairs Manager  
Patrick Healey, UCLA Store Director  
Michelle Moyer, Director of Business Compliance & Legal Affairs

**CALL TO ORDER**

Ms. Villegas called the meeting to order at 1:32 p.m.

**APPROVAL OF AGENDA**

Ms. Villegas called for consent to approve the Associated Students UCLA Board of Directors' Finance Committee March 6, 2020 Agenda. There being no objections, the motion was approved by unanimous consent.

**APPROVAL OF MINUTES**

Ms. Villegas called for consent to approve the Associated Students UCLA Board of Directors' Finance Committee February 14, 2020 Minutes. There being no objections, the motion was approved by unanimous consent.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Abbassi reported on the following items:

**Coronavirus**

Mr. Abbassi explained that due to the Coronavirus situation, the Computer Store has been fulfilling technology supplies, including iPads, for remote learning. Course Materials is also supplying digital materials. Also, due to the current situation, the softball team will not be travel to Tokyo for the summer Olympics.

**NetSuite**

The NetSuite contract was executed on February 19 with significant savings.

### Bruin Day

Bruin Day is currently scheduled for April 11, and ASUCLA will have a more significant presence this year.

### UCU-Ackerman Union/North Campus

UCU and the Fire Marshall walked A-level of Ackerman Union, and there is a meeting scheduled with the architect next week. The goal is to have this project completed by the fall quarter. The North Campus is on hold while the sprinkler system is being addressed.

## **FINANCIAL STATEMENTS**

### February 2020 Month-to-Date Sales

Store sales are negative to plan by (\$115K). The Computer Store is negative to plan by (\$23K), and Used Text is positive by \$24K. E-commerce is positive by \$2K, and the Hill Top Shop is positive by \$12K.

Restaurant sales are (\$303K) negative to plan. Catering is positive by \$45K, and Concessions are negative to plan by (\$15K). North Campus and LuValle are negative to plan by (\$37K) and (\$25K), respectively.

## **APPROVAL OF FY 20-21 BUDGET ASSUMPTIONS**

Ms. Villegas made a motion, seconded by Mr. Adewunmi, that the Associated Students UCLA Board of Directors Finance Committee approve and recommend to the Board of Directors the FY 20-21 Final Budget Assumptions. Ms. Villegas called for a vote. The motion was approved by a vote of 5 yeas and 0 nays.

## **WESCOM FINANCING**

Ms. Moyer explained a potential partnership with Wescom regarding a 0% interest Computer Store loan. Committee members were extremely impressed and enthusiastic about the 0% interest rate loan for Apple products from the UCLA store for 36 months. The Committee touched on the fact that this offer will allow students who check out computers daily to have some security in purchasing a laptop with low interest and payments as well as learn how to manage a loan. Some questions arose as to speaking to Wescom about Undocumented and International students who might want to take advantage of some of these resources. Answers to come about the minimum price of Apple products the student has to purchase, Wescom offering student promotions with this deal, and the financial literacy sessions and classes that Wescom should offer to students who take out a loan.

## **ACCOUNTS PAYABLE DRAFT AUDIT REPORT**

Ms. Baker explained that based on the results of the work performed within the scope of the audit, Accounts Payable had established adequate internal controls and business practices to help ensure that ASUCLA's business objectives are met. The audit identified the following area where internal controls could be further strengthened:

1. **Invoice Processing** - Supervisors that approve employee reimbursements should clearly document when exceptions to the reimbursement policy are granted, along with an explanation. Also, when meal reimbursements are for more than one person, the supervisor should ensure that the names of all guests are listed in the documentation to clearly identify whether or not they are ASUCLA employees. Further, management should consider reviewing a report that lists all of the invoices processed in a day to verify that the amounts to be paid and other information is accurate.
2. **Payment Controls** - Management should develop a formal procedure related to the maintenance of the vendor master file to ensure it is consistently performed. By establishing formal procedures for ongoing review and maintenance, the integrity of the vendor listing will be enhanced and the opportunity for fraudulent activity may be reduced.
3. **Monitoring and Reconciliations** - Although the accounts payable reconciliation is reviewed electronically by staff, management should require that a record is maintained of who prepared and reviewed the accounts payable reconciliation by including a signature and date on the reconciliation.
4. **Information Technology** - To minimize the risk of unauthorized access to the AP system, shared accounts should not be used. Although there has not been any recent activity with the shared account identified during the audit, management should work with ASUCLA IT to promptly remove the shared account. Additionally, access should be reviewed at least annually to verify that AP system access is limited to only those individuals whom management has authorized.

## **EXECUTIVE SESSION**

Ms. Villegas 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 1:52 p.m.

Ms. Villegas 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 2:04 p.m.

**ADJOURNMENT**

Ms. Villegas called for consent for the Associated Students UCLA Board of Directors' Finance Committee to adjourn the March 6, 2020 Meeting. There being no objections, the meeting was adjourned at 2:04 p.m.