



August 30, 2017

Silvia Barajas, Vice President
Business Services Office
Moorpark College
7075 Campus Road
Moorpark, CA 93021

RE: Associated Students of Moorpark College 2017-2018 Draft Budget

Dear Silvia Barajas,

The Associated Students of Moorpark College (ASMC)'s Board of Directors, with leadership from ASMC President Payton Robinson, ASMC Vice President Wyatt Kohler, and ASMC Director of Finance (Joseph) Houston Holohan, has developed and adopted a projected budget for its operations for fiscal year 2017-2018.

ASMC's Mission & Funding Sources

ASMC's Board of Directors was created to represent and serve on behalf of the student population. ASMC's mission is to give Moorpark College students a voice for their ideas and concerns while promoting and supporting student life on campus. ASMC provides leadership opportunities and encouragement for students to get involved on campus through student organizations, campus events and extracurricular activities, and we inspire our students towards critical thinking, civic responsibility, advocacy and leadership. ASMC also sponsors campus events hosted by student organizations and college departments that support student life beyond the classroom.

We are able to fulfill these duties through various funding sources such as: the sale of college student photo identification cards, the (optional) Student Representation Fee, the Student Center Fee, and the (optional) Student Activity Fee. With these funding sources, ASMC is able to continue building its standing on campus as a promoter and supporter of campus life.

ASMC Funding Accounts Overview

ASMC oversees the operation and maintenance of nine funding accounts, each with different funding sources and directives for spending (see detailed attached *2017-2018 ASMC Draft Budget* for more information). From the beginning to the close of the fiscal year (July 1st – June 30th), we are committed to maintaining a positive

balance in all accounts. Please note that the expressed budgets for all accounts are detailed *projections* of income and expenditures based on actual expenses and income from this past fiscal year.

TYPE OF ACCOUNT	ACCOUNT #
General Account	711-13001
Inter-Club Council	711-13002
Scholarships	711-13003
Reserves	711-13004
Card Sales	711-13005
Student Activity Fee	711-13006
Student Representation Fee	721-13076 <i>Restricted Acct.</i>
Programming Fund	811-13537 <i>Restricted Acct.</i>
Student Center Fee	731-13116 <i>Restricted Acct.</i>

The Associated Students Standing Rules Finance Code, Article VII, states that all proceeds (100%) from the Card Sales account (student photo ID sales) will be allocated to two (2) supplementary ASMC operating accounts as follows:

- General Account – 85%
- Reserves –15%

Likewise, all proceeds (100%) of the Student Activity Fee (\$5 optional fee/per semester) will be allocated to four (4) additional ASMC operating accounts as follows:

- Inter-Club Council Account – 65%
- General Account – 20%
- Reserves – 10%
- Scholarships – 5%

Factors Influencing Estimated Income

ASMC expects college enrollment to remain steady around 13,500 students. Student photo ID card sales have drastically declined over the past six years; however, a leveling off of sales was observed in 2016-2017. We project student ID card sales to mirror those of this past year, if not increase slightly.

In spring 2015, the ASMC Board of Directors successfully passed a Student Activity Fee to increase financial support to the growing number of student organizations, and collection of this Fee began with Fall 2015 registration. The Student Activity Fee will be collected each term from registrants, and it will be collected indefinitely, providing financial stability and support to the many diverse recognized student organizations at Moorpark College.

The Student Center Fund continues to grow, with its only recent expense taking place in fiscal year 2015-2016, when ASMC spent money from this account to pay for conceptual drawings of the first phase of the renovation to the Moorpark College Campus Center. ASMC will continue the dialogue with college

administration and the architects in the planning stages to create a viable plan to construct or renovate the Campus Center. This plan will serve the students, staff, and faculty with enhanced food services, study lounges, student offices and programmable space for student organizations to gather and host events.

Summary of Anticipated Expenses

ASMC plans to continue to promote student life by sponsoring several campus events, activities, programs and services throughout the fiscal year. Sample events that have already taken place or that will be taking place during the 2017-2018 academic year that are implemented or supported by ASMC include: Welcome Week booths, Club Rush Days, student leadership workshops, home athletic events, Teaching Zoo activities, Transfer Day and Transfer Social, student conferences, student elections, student recognition ceremonies, and the Moorpark College graduation ceremony, among others.

ASMC expects to remain very active in student advocacy organizations this year. We plan to attend several student leadership and advocacy conferences throughout the year. ASMC also plans to implement several projects aimed towards the improvement of student life on campus. Projects currently in the planning stages include our Food Expansion Project and the revitalization of a game room in the Campus Center.

Several purchase orders have been established with local businesses to assist in ASMC's daily operations, and to help facilitate campus-wide events. ASMC's general fund also financially supports the hiring of two Moorpark College students to oversee the day-to-day administrative responsibilities of the Student Activities Office, including the production of student ID cards and the distribution of student organization-related information.

In conclusion, the ASMC Board of Directors plans to implement or support a number of activities and events aimed at enhancing student life at Moorpark College, while remaining within our projected budgets and maintaining financial stability and positive balances in all of our accounts. We look forward to working with the broader Moorpark College campus and the Ventura County Community College District, and to serving in participatory governance roles as appropriate, to achieve this goal.

Sincerely,



Payton Robinson
ASMC President, 2017-2018



Wyatt Kohler
ASMC Vice President, 2017-2018



Houston Holohan
ASMC Director of Budget and Finance, 2017-2018



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GENERAL FUND: 711-13001

The General Fund account is used for supplies and daily operating expenses for the Associated Students of Moorpark College.

Estimated Income for 2017-2018	Percentage	Total
Beginning Balance (balance carried forward)	N/A	\$58,239
Summer and Fall 2017 Photo I.D. sales	85% of \$47,171	\$40,095.35
Spring 2018 Photo I.D. sales (projected)	85% of \$20,000	\$17,000
Summer and Fall 2017 Activity Fee	20% of \$108,736	\$21,747.20
Spring 2018 Activity Fee (projected)	20% of \$68,000	\$13,600
Total Estimated Income	N/A	\$150,681.55

Estimated General Fund Expenses for 2017-2018	Cost
Purchase orders	\$12,000=
• MC Bookstore (Barnes & Noble)	\$1,300
• Food and supplies (Costco)	\$5,000
• Photo I.D. supplies (Multicard)	\$3,000
• Photo I.D. machine service (Multicard)	\$1,200
• Golf cart serving (Power Machinery)	\$1,000
• Copier maintenance (XEROX)	\$500
Student Activities Office Staff	\$26,122=
• Summer 2017	
○ Office Manager (\$11/hour x 35 hours/week x 7 weeks)	\$2,695
○ Office Assistant (\$10.50/hour x 35 hours/week x 7 weeks)	\$2,572
• Fall 2017	
○ Office Manager (\$11/hour x 35 hours/week x 6 weeks)	\$2,310
○ Office Assistant (\$10.50/hour x 35 hours/week x 6 weeks)	\$2,205
○ New Office Manager (\$11/hour x 20 hours/week x 14 weeks)	\$3,080
○ New Office Assistant (\$10.50/hour x 20 hours/week x 14 weeks)	\$2,940
• Spring 2018	
○ Office Manager (\$11/hour x 20 hours/week x 18 weeks)	\$3,960
○ Office Assistant (\$10.50/hour x 20 hours/week x 18 weeks)	\$3,780
• Summer 2018	
○ Office Manager (\$11/hour x 20 hours/week x 6 weeks)	\$1,320
○ Office Assistant (\$10.50/hour x 20 hours/week x 6 weeks)	\$1,260

Athletic Department allocation for student ID benefits	\$3,000
Procurement card charges to cover miscellaneous supplies	\$10,000
ASMC Leadership Training Retreat (Sept. 1-3, 2017)	\$3,500
ASMC promotional items for distribution to student body	\$10,000
ASMC-hosted campus events	\$30,000
Total Estimated Expenses	\$94,622

General Fund Account Summary

Total Estimated Income	\$150,681.55
Total Estimated Expenses	\$94,622
Ending Account Balance at Fiscal Year End (June 30, 2018)	\$56,059.55



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INTER-CLUB COUNCIL FUND 711-13002

ASMC Inter-Club Council Funds are distributed to Moorpark College student organizations that request funds for campus events, student conferences, and other student-focused activities or items. ASMC also utilizes this fund to support campus-wide events and activities. Allocation is at the discretion of the ASMC Programming Committee. This fund is supported by the Moorpark College Student Activity Fee, and income varies based on campus enrollment.

Estimated Income for 2017-2018	Percentage	Total
Beginning Balance (balance carried forward)	N/A	\$166,721
Summer and Fall 2017 Activity Fee	65% of \$108,736	\$70,678.40
Spring 2018 Activity Fee (projected)	65% of \$68,000	\$44,200
Total Estimated Income	N/A	\$281,599.40

Estimated Inter-Club Council Expenses	Total
Procurement card expenses	\$5,000
Allocations to student organizations or campus departments	\$50,000
Total Estimated Expenses	\$55,000

Inter-Club Council Account Summary for 2017-2018	
Total Estimated Income	\$281,599.40
Total Estimated Expenses	\$55,000
Ending Account Balance at Fiscal Year End (June 30, 2018)	\$226,599.40



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SCHOLARSHIPS 711-13003

ASMC Director of Academic Affairs, with approval from the ASMC Board of Directors, determines the types, amount, and sizes of scholarships to be awarded to Moorpark College students.

Estimated Income for 2017-2018	Percentage	Total
Beginning Balance (balance carried forward)	N/A	\$15,852
Summer and Fall 2017 Activity Fee	5% of \$108,736	\$5,436.80
Spring 2018 Activity Fee (projected)	5% of \$68,000	\$3,400
Total Estimated Income	N/A	\$24,688.80

Estimated Scholarship Expenses	Total
ASMC-distributed Spring 2018 scholarships	\$5,000
Total Estimated Expenses	\$5,000

Scholarship Account Summary for 2017-2018

Total Estimated Income	\$24,688.80
Total Estimated Expenses	\$5,000
Ending Account Balance at Fiscal Year End (June 30, 2018)	\$19,688.80



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RESERVE FUND (SAVINGS) 711-13004

*The Reserve Fund is set aside for unexpected maintenance, repairs, or expenses pertaining to ASMC.
Allocation of the fund is at the discretion of the ASMC Board of Directors.*

Estimated Income for 2017-2018	Percentage	Total
Beginning Balance (balance carried forward)	N/A	\$123,817
Summer and Fall 2017 Photo I.D. sales	15% of \$47,171	\$7,075.65
Spring 2018 Photo I.D. sales	15% of \$20,000	\$3,000
Summer & Fall 2017 Activity Fee	10% of \$108,736	\$10,873.60
Spring 2018 Activity Fee (projected)	10% of \$68,000	\$6,800
Total Estimated Income	N/A	\$151,566.25

Estimated Scholarship Expenses	Total
<i>(No estimated expenses for this account)</i>	\$0
Total Estimated Expenses	\$0

Reserve Fund Account Summary for 2017-2018

Total Estimated Income	\$151,566.25
Total Estimated Expenses	\$0
Ending Account Balance at Fiscal Year End (June 30, 2018)	\$151,566.25



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CARD SALES (PHOTO I.D.) 711-13005 (HOLDING ACCOUNT)

The money in the Card Sales Account is distributed to two (2) other ASMC operating accounts according to ASMC Standing Rules Finance Code, Article VII. This code dictates that 85% of the proceeds from the sale of ID cards goes toward the ASMC General Fund Account (13001), and the remaining 15% is applied toward the ASMC Reserve Fund (13004).

Estimated Income for 2017-2018

	Total
Summer and Fall 2017 Photo I.D. sales	\$47,171
Spring 2018 Photo I.D. sales (projected)	\$20,000
Total Estimated Income	\$67,171

Estimated Expenses (redistributed according to Article VII)

	Total
85% of total income to ASMC General Account	\$57,095.35
15% of total income to ASMC Reserve Account	\$10,075.65
Total Estimated Expenses	\$67,171

Card Sales Account Summary for 2017-2018

Total Estimated Income	\$67,171
Total Estimated Expenses	\$67,171
Ending Account Balance at Fiscal Year End (June 30, 2018)	\$0



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STUDENT ACTIVITY FEE 711-13006 (HOLDING ACCOUNT)

The Student Activity Fee was approved by the VCCCD Board of Trustees in April 2015. This \$5 optional fee is collected from every enrolled student each term to support ASMC and general campus student life. These funds are distributed to four (4) other ASMC operating accounts per the ASMC Standing Rules Finance Code, Article VII. ASMC began collecting this fee in Fall 2015.

Estimated Income for 2017-2018

Summer and Fall 2017 Student Activity Fee proceeds	\$108,736
Spring 2018 Student Activity Fee proceeds (projected)	\$68,000

Total Estimated Income	\$176,736
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Estimated Expenses (redistributed according to Article VII)

65% of total income to ASMC Inter-Club Council Account	\$114,878.40
20% of total income to ASMC General Fund Account	\$35,347.20
10% of total income to ASMC Reserve Account (restricted)	\$17,673.60
5% of total income to ASMC Scholarship Account	\$8,836.80

Total Estimated Expenses	\$176,736
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Student Activity Fee Account Summary for 2017-2018

Total Estimated Income	\$176,736
Total Estimated Expenses	\$176,736

Ending Account Balance at Fiscal Year End (June 30, 2018)	\$0
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STUDENT REPRESENTATION FEE 721-13076 (RESTRICTED)

Usage and implementation is restricted by the California Education Code, Section 76060.5. This optional \$1 Student Representation Fee provides support to student representatives to advocate on behalf of the student body before city, district, county, state, and federal agencies of the government, and to fulfill their civic responsibility and advocacy.

Estimated Income for 2017-2018

	Total
Beginning Balance Roll-Over	\$115,476
Summer and Fall 2017 income from \$1/student fee	\$21,000
Summer 2018 income from \$1/student fee (projected)	\$13,500
Total Estimated Income	\$149,976

Estimated Expenses

	Total
CCCSAA Fall Leadership Conference in San Jose, CA	\$11,930
Conference membership dues	\$250
SSCCC Spring General Assembly 2018 in Ontario, CA	\$10,000
Student Representative Conference attendance	\$25,000
Mileage reimbursement for ASMC members	\$1,500
Total Estimated Expenses	\$48,680

Student Representative Account Summary for 2017-2018

Total Estimated Income	\$149,976
Total Estimated Expenses	\$48,680
Ending Account Balance at Fiscal Year End (June 30, 2018)	\$101,296



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PROGRAMMING FUND 811-13537

ASMC receives \$20,000 annually from the Moorpark College Bookstore proceeds to support college events and activities on campus. Funds will not be allocated to events outside of campus grounds, and allocation is at the discretion of the ASMC Programming Committee.

Estimated Income for 2017-2018	Total
Beginning Balance Roll-Over	\$13,353
Annual allocation from the Moorpark College Bookstore	\$20,000
Total Estimated Income	\$33,353

Estimated Expenses	Total
Party Blitz purchase order for graduation rentals	\$4,000
Party Pleasers purchase order for graduation rentals	\$5,500
Miscellaneous event expenses/credit card charges	\$2,000
Allocations to student organization events	\$5,000
Allocation to Campus departments	\$13,000=
• <i>Moorpark College CTC Transfer Day</i>	<i>\$6,416</i>
• <i>Moorpark College Athletics Veterans Day event</i>	<i>\$2,000</i>
• <i>Other campus departmental requests</i>	<i>\$4,584</i>
Total Estimated Expenses	\$27,770

Programming Fund Account Summary for 2017-2018

Total Estimated Income	\$33,353
Total Estimated Expenses	\$27,770
Ending Account Balance at Fiscal Year End (June 30, 2018)	\$5,583



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STUDENT CENTER FEE 731-13116 (RESTRICTED)

This mandatory fee was implemented through a special election in March 2000 by the Moorpark College general student body. This mandatory fee is in place indefinitely for the life of Moorpark College - - \$1 per unit/per student capped at a maximum of \$10 per student, each academic year.

These funds are restricted as described in California ED Code section # 76375 & Title V Code # 58510. This money is restricted by California state law. These funds may only be used to finance, construct, enlarge, remodel, refurbish and operate the Moorpark College Campus Center (student union).

Estimated Income for 2017-2018

	Total
Beginning Balance Roll-Over	\$3,140,074
Summer and Fall 2017 proceeds from \$1/per unit fee	\$125,000
Spring 2018 (projected) proceeds from \$1/per unit fee	\$60,000
Total Estimated Income	\$3,325,074

Estimated Expenses

	Total
(No anticipated expenses from this restricted account)	\$0
Total Estimated Expenses	\$0

Student Center Fee Account Summary for 2017-2018

Total Estimated Income	\$3,325,074
Total Estimated Expenses	\$0
Ending Account Balance at Fiscal Year End (June 30, 2018)	\$3,325,074