



**The Associated Students of Moorpark College (ASMC)'s Board of Directors, with leadership from ASMC President David Katz, ASMC Vice President Gasia Benlian, and ASMC Director of Budget & Finance Marina Bayless, has developed and adopted a projected budget for its operations for fiscal year 2020-2021.**

### **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 clubs 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 (optional; \$10/semester or \$15 for the year)
- Collection of the Student Representation Fee (optional; \$2/semester)
- Collection of the Student Center Fee (mandatory with exceptions; \$1 per unit up to \$10 per year)
- Collection of the Student Activity Fee (optional; \$5/semester)
- Gifted funds from MC Bookstore to support on-campus activities or events

With these funding sources, ASMC can 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 ten funding accounts, each with different funding sources and directives for spending (see detailed attached *2020-2021 ASMC Draft Budget* for more information). From the beginning to the close of the fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>), 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.

The Associated Students Standing Rules Article VIII *Financial Guidelines* states that all proceeds (100%) from the Card Sales holding account (student photo ID sales) will be allocated to three (3) supplementary ASMC operating accounts as follows:

- General Fund – 85%
- Reserve Fund – 13%
- Sustainability Fund – 2%

Likewise, all proceeds (100%) of the Student Activity Fee will be allocated to six (6) additional accounts as follows:

- Inter-Club Council Account – 54%
- General Fund – 20%
- Emergency Grant Fund\* – 10% (\*not an AS account)
- Scholarships – 8%
- Reserve Fund – 5%
- Sustainability Fund – 3%

### **Factors Influencing Estimated Income**

ASMC expects college enrollment to increase slightly since the 2019-2020 school year to around 13,700 students. Student photo ID card sales have drastically declined over the past eight years; after a leveling off of sales was observed in 2016-2017, sales began slightly declining once again from 2018-2019. We project a heavier decline in student ID card sales than previous years due to virtual classes during the Fall 2020 semester.

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 virtual and on-campus events, activities, programs, workshops, and services throughout the fiscal year. This draft assumes that the Fall 2020 semester is completely online and for the Spring 2021 semester, students will return to campus. Sample events that have already taken place or that will be taking place during the 2020-2021 academic year that are implemented or supported by ASMC include: Club Rush, student leadership workshops, RAIDERx talks, and student elections, among others.

ASMC expects to remain very active in student advocacy this year. We plan to attend several virtual trainings and leadership events in the coming months, as well as several student leadership and advocacy conferences and trainings in the spring 2021 semester. The ASMC Board has plans to implement projects aimed towards improving student life on campus. Projects currently in the planning stages include the installation of healthy vending machines in order to diversify student dining options on campus and others.

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 multiple 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 several 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 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,



David Katz  
President



Gasia Benlian  
Vice President



Marina Bayless  
Director of Budget & Finance

## GENERAL FUND

*The General Fund is used for supplies and daily operating expenses for the Associated Students of Moorpark College. Income for Summer 2020, Fall 2020, and Spring 2021 are best estimates, based on 2019-2020 photo ID card sales and 2019-2020 Student Activity Fees collected.*

<b>Estimated Balance for 2020-2021:</b>	<b>Percentage:</b>	<b>Total:</b>
Balance carried forward from previous fiscal year	N/A	\$180,049.94
Photo I.D. Sales for 2020-2021 (projected)	85% of \$29,070.35	\$24,709.80
Student Activity Fee 2020-2021 (projected)	20% of \$136,780	\$27,356
<b>Total Estimated Revenue Balance:</b>		<b>\$231,115.74</b>

### **Estimated General Fund Expenses for 2020-2021:**

### **Cost:**

Purchase orders for general operations	\$9,500=
<ul style="list-style-type: none"> <li>American Trophies (name badges, plaques)</li> <li>Barnes &amp; Noble/MC Bookstore (supplies, giveaways)</li> <li>Costco Wholesale (supplies, food)</li> <li>Multicard (photo I.D. machine service)</li> <li>Power Machinery (golf cart servicing)</li> </ul>	\$1,500 \$2,500 \$2,500 \$1,500 \$1,500
Student Activities Office Staff	\$22,020=
<ul style="list-style-type: none"> <li>Summer 2020: 2 student staff at \$13/hr x 20 hrs/week x 6 weeks</li> <li>Fall 2020: Monday, August 17 - Wednesday, December 16               <ul style="list-style-type: none"> <li>Student Staff (1 student at \$13/hr x 20 hrs/week x 18 weeks)</li> <li>Student Staff (1 student at \$13/hr x 20 hrs/week x 3 weeks)</li> </ul> </li> <li>Spring 2021: Monday, January 11 – Wednesday, May 19               <ul style="list-style-type: none"> <li>Student Staff (2 students at \$14/hr x 20 hr/week x 18 weeks)</li> </ul> </li> <li>Summer 2021: Monday, May 24- Wednesday, June 30* (*end of fiscal year)               <ul style="list-style-type: none"> <li>Student Staff (2 students at \$14/hr x 20 hrs/week x 6 weeks)</li> </ul> </li> </ul>	\$3,120 \$4,680 \$780 \$10,080 \$3,360
Procurement card charges or Purchase Orders for miscellaneous expenses	\$2,500
ASMC Winter Retreat (January 2021)	\$2,000
ASMC End-of-Year Banquet (May 2021)	\$1,500
ASMC-branded items for Board members to wear to conferences/events	\$1,300
Team Building Activities	\$600
Digital ID Cards	\$1,250
Multicard Camera and Software Contract Renewal	\$300
Industrial Cork Bulletin Board (two sizes: 48"x36" and 48"x96")	\$293
Cabinet for Campus Center Kitchen	\$275
Vending machine with healthier options	\$3,500
ASMC Promotional Expenses	\$7,700=
<ul style="list-style-type: none"> <li>ASMC-branded promotional items for distribution to student body</li> <li>Promotional posters and flyers for events</li> </ul>	\$4,500 \$3,200
Pollution Prevention Week activities (Fall 2020)	\$1,500
<b>Total Estimated Expenses:</b>	<b>\$54,238</b>

**General Fund Account Summary:**

Total Estimated Revenue (carry-over + income)

Total Estimated Expenses

**Total:**

\$232,115.74

\$54,238

**Ending Account Balance at Fiscal Year End (June 30, 2021):****\$177,877.74**

## INTER-CLUB COUNCIL FUND

*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. Projected income is based on 2019-2020 Fiscal Year totals.*

<b>Estimated Balance for 2020-2021:</b>	<b>Percentage:</b>	<b>Total</b>
Balance carried forward from previous fiscal year	N/A	\$317,542.66
Student Activity Fee 2019-2020 (projected)	54% of \$136,780	\$73,861.20
Interest on balance (projected)	1% of \$136,780	\$1,367.80
<b>Total Estimated Balance:</b>		<b>\$392,771.66</b>

<b>Estimated Inter-Club Council Expenses:</b>	<b>Total:</b>
Procurement card charges or Purchase Orders to cover miscellaneous expenses	\$2,500
Allocations to student organizations or campus departments	\$45,000
Seed money allocations for new trust accounts (5 new clubs/semester x \$100)	\$1000
ICC Meeting costs	\$600
Election Promotion (Spring 2021)	\$6,000
College Discount App	\$2,999
ASMC-hosted campus events:	\$39,414 =
• Virtual De-Stress Fest (Fall 2020)	\$1,600
• De-Stress Fest (Spring 2021)	\$5,000
• Club Rush (Fall 2020)	\$5,000
• Club Rush (Spring 2021)	\$5,000
• Virtual Caricature Event with DJ (Fall 2020)	\$1,300
• Virtual Mental Health Presentation by Dr. Shawn Silverstein (Fall 2020)	\$0
• Hispanic Heritage Month Virtual Speaker; collaboration with LatinX Club (Fall 2020)	\$2,000
• Halloween Drive-In Movie (Fall 2020)	\$2,700
• Christmas Movie Drive-In (Fall 2020)	\$2,350
• Scholarship Workshop through MC Writing Center (Spring 2021)	\$550
• Internship Event (Spring 2021)	\$440
• Ice Cream Social with DJ (Spring 2021)	\$600
• Black History Movie Night (Spring 2021)	\$2,799
• Valentine's Day Partner Yoga (Spring 2021)	\$1,400
• Women's History Event (Spring 2021)	\$2,000
• Earth Day Event (Spring 2021)	\$4,000
• Raider X (Spring 2021)	\$1,000
<b>Total Estimated Expenses:</b>	<b>\$97,513</b>

<b>Inter-Club Council Account Summary for 2020-2021:</b>	<b>Total:</b>
Total Estimated Revenue (carry-over + income)	\$392,771.66
Total Estimated Expenses	\$97,513
<b>Ending Account Balance at Fiscal Year End (June 30, 2021):</b>	<b>\$295,258.66</b>

## SCHOLARSHIPS

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.

<b>Estimated Balance for 2020-2021:</b>	<b>Percentage:</b>	<b>Total:</b>
Balance carried forward from previous fiscal year	N/A	\$18,608.40
Student Activity Fee 2020-2021 (projected)	8% of \$136,780	\$10,942.40
<b>Total Estimated Balance:</b>	<b>N/A</b>	<b>\$29,550.80</b>

<b>Estimated Scholarship Expenses:</b>	<b>Total:</b>
ASMC-distributed scholarships (10 scholarships at \$1,500 each)	\$15,000
<b>Total Estimated Expenses:</b>	<b>\$15,000</b>

<b>Scholarship Account Summary for 2020-2021:</b>	<b>Total:</b>
Total Estimated Revenue (carry-over + income)	\$29,550.80
Total Estimated Expenses	\$15,000
<b>Ending Account Balance at Fiscal Year End (June 30, 2021):</b>	<b>\$14,550.80</b>

## RESERVE FUND

*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 and requires a 2/3 majority vote to authorize spending.*

<b>Estimated Balance for 2020-2021:</b>	<b>Percentage:</b>	<b>Total:</b>
Balance carried forward from previous fiscal year	N/A	\$172,585.55
Photo I.D. Sales for 2020-2021 (projected)	13% of \$29,070.35	\$3,779.15
Student Activity Fee 2020-2021 (projected)	5% of \$136,780	\$6,839
<b>Total Estimated Balance:</b>	<b>N/A</b>	<b>\$183,203.70</b>

<b>Estimated Reserve Fund Expenses:</b>	<b>Total:</b>
	\$0
<b>Total Estimated Expenses:</b>	<b>\$0</b>

<b>Reserve Fund Account Summary for 2020-2021:</b>	<b>Total:</b>
Total Estimated Revenue (carry-over + income)	\$183,203.70
Total Estimated Expenses	\$0
<b>Ending Account Balance at Fiscal Year End (June 30, 2021):</b>	<b>\$183,203.70</b>

## CARD SALES (PHOTO I.D.)

*Money in the Card Sales Account is distributed to three (3) 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, 13% is applied toward the ASMC Reserve Fund, and the remaining 2% goes to the Sustainability Fund. Estimated incomes are based on photo I.D. card sales from 2018-2019 year.*

### **Estimated Balance for 2020-2021:**

Balance carried forward from previous fiscal year	<b>Total:</b> \$12,660.35
Fall 2020 Photo I.D. sales (projected)	\$8,205
Spring 2021 Photo I.D. sales (projected)	\$8,205
<b>Total Estimated Balance:</b>	<b>\$29,070.35</b>

### **Estimated Redistributions (according to Article VII):**

85% of total balance to ASMC General Account	<b>Total:</b> \$24,709.80
13% of total balance to ASMC Reserve Account	\$3,779.15
2% of total balance to ASMC Sustainability Fund	\$581.40
<b>Total Estimated Redistributions:</b>	<b>\$29,070.35</b>

### **Card Sales Account Summary for 2020-2021:**

Total Estimated Revenue (carry-over + income)	<b>Total:</b> \$29,070.35
Total Estimated Redistributions	\$29,070.35
<b>Ending Account Balance at Fiscal Year End (June 30, 2021):</b>	<b>\$0</b>



## STUDENT ACTIVITY FEE

*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 six (6) other ASMC operating accounts per the ASMC Standing Rules Finance Code, Article VII. ASMC began collecting this fee in Fall 2015. Estimated incomes are based on Student Activity fees collected during 2019-2020 year.*

### **Estimated Balance for 2020-2021:**

Balance carried forward from previous fiscal year	<b>Total:</b> \$0
Fall 2020 Student Activity Fee proceeds (projected)	\$68,390
Spring 2021 Student Activity Fee proceeds (projected)	\$68,390
<b>Total Estimated Balance:</b>	<b>\$136,780</b>

### **Estimated Redistributions (according to Article VII):**

54% of total balance to ASMC Inter-Club Council Account	<b>Total:</b> \$73,860
20% of total balance to ASMC General Fund Account	\$27,356
5% of total balance to ASMC Reserve Account (restricted)	\$6,839
10% of total balance to Emergency Grant Fund	\$13,678
8% of total balance to ASMC Scholarship Account	\$10,943
3% of total balance to Sustainability Fund	\$4,104
Estimated Student Reimbursements to Students Waiving Fee (50 Students x \$5)	\$250
<b>Total Estimated Redistributions:</b>	<b>\$136,530</b>

### **Student Activity Fee Account Summary for 2020-2021:**

Total Estimated Revenue (carry-over + income)	<b>Total:</b> \$136,780
Total Estimated Redistributions	\$136,780
<b>Ending Account Balance at Fiscal Year End (June 30, 2021):</b>	<b>\$0</b>

## STUDENT REPRESENTATION FEE

*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. As described in the 2012 California Community College Student Fee Handbook, "revenues from the Student Representation fee can be used for any purpose related to representing the views of students with governmental bodies. Such revenue can be used to travel to and from conferences sponsored by student organizations where legislative matters will be discussed, to purchase computer equipment needed to conduct legislative research, to subscribe to legislative publications, and/or to pay for any other expense reasonably necessary to effectuate student representation activities...the fee may not be used to support or oppose ballot measures or candidates." Estimated incomes are based on Student Representation fees collected during 2019-2020 year.*

### Estimated Balance for 2020-2021:

Balance carried forward from previous fiscal year	<b>Total:</b>
Fall 2020 income from \$2/student fee (projected) (50% to SSCCC)	\$116,043.55
Spring 2021 income from \$2/student fee (projected) (50% to SSCCC)	\$11,542.50
<b>Total Estimated Balance</b>	<b>\$11,542.50</b>
	<b>\$139,128.55</b>

### Estimated Expenses

CCCSAA Virtual Student Leadership Conference (Fall 2020)	<b>Total</b>
ASMC Advocacy + Legislative Trip to Washington, DC (Spring 2021)	\$1,000
<ul style="list-style-type: none"> <li>Hotel expenses at \$250/night plus tax for 6 rooms for 3 nights</li> <li>Roundtrip flights from LAX to BNA for 12 people at ~\$450/flight</li> <li>Daily per diem for 12 people for 4 days at \$25/day</li> <li>Shuttle Service 2 shuttles to and from airport at \$125/each</li> <li>Transportation at \$50/day for entire group</li> <li>Airport Parking at \$15-\$30/day per vehicle</li> </ul>	\$12,000= \$4,500 \$5,400 \$1,200 \$500 \$200 \$200
<b>Total Estimated Expenses</b>	<b>\$13,000</b>

### Student Representative Account Summary for 2020-2021

Total Estimated Balance (carry-over + income)	<b>Total</b>
Total Estimated Expenses	\$139,128.55
<b>Ending Account Balance at Fiscal Year End (June 30, 2021)</b>	<b>\$13,000</b>
	<b>\$126,128.55</b>

## PROGRAMMING FUND

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 Balance for 2020-2021:**

Balance carried forward from previous fiscal year

Annual allocation from the Moorpark College Bookstore

**Total:**

\$21,847.08

\$20,000

**Total Estimated Balance:**

**\$41,847.08**

**Estimated Expenses:**

Allocations to clubs for on-campus activities/events

**Total:**

\$15,000

**Total Estimated Expenses:**

**\$15,000**

**Programming Fund Account Summary for 2020-2021:**

Total Estimated Revenue (carry-over + income)

Total Estimated Expenses

**Total:**

\$41,847.08

\$15,000

**Projected Account Balance at Fiscal Year End (June 30, 2021):**

**\$26,847.08**

## SUSTAINABILITY FUND

*In April 2019, the ASMC Board of Directors formally voted to amend its Constitution & Standing Rules to allocate funding from its General Fund and the Student Activities Fee Holding Account to support enhancing environmental sustainability on the Moorpark College campus. Allocations from this account are at the discretion of the Associated Students Sustainability Committee (ASSC) with oversight from the ASMC Board of Directors.*

<b>Estimated Balance for 2020-2021:</b>	<b>Percentage:</b>	<b>Total:</b>
Balance carried forward from previous fiscal year	N/A	\$7,252.00
Photo I.D. Sales for 2020-2021 (projected)	2% of \$29,070.35	\$581.40
Student Activity Fee 2020-2021 (projected)	3% of \$136,780	\$4,103.40
<b>Total Estimated Balance:</b>	<b>N/A</b>	<b>\$11,936.80</b>

<b>Estimated Expenses:</b>	<b>Total:</b>
ASSC Sustainability Scholarships	\$5,000
<b>Total Estimated Expenses:</b>	<b>\$5,000</b>

<b>Sustainability Account Summary for 2020-2021</b>	<b>Total:</b>
Total Estimated Balance (carry-over + income)	\$11,936.80
Total Estimated Expenses	\$5,000
<b>Ending Account Balance at Fiscal Year End (June 30, 2021):</b>	<b>\$6,936.80</b>

## STUDENT CENTER FEE

*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, and it is \$1 per unit/per student, capped at a maximum of \$10 per student per academic year. These funds are restricted as described in California Education 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 Balance for 2020-2021:

Balance carried forward from previous fiscal year	<b>Total:</b> \$3,672,783.82
Fall 2020 proceeds from \$1/per unit fee (projected) (\$132,478.75)	\$132,500
Spring 2021 proceeds from \$1/per unit fee (projected)	\$132,500
Interest on balance	\$73,000
<b>Total Estimated Balance:</b>	<b>\$4,010,783.82</b>

### Estimated Expenses:

(No anticipated expenses from this restricted account)	<b>Total:</b> \$0
<b>Total Estimated Expenses:</b>	<b>\$0</b>

### Student Center Fee Account Summary for 2020-2021:

Total Estimated Revenue (carry-over + income)	<b>Total:</b> \$4,010,783.82
Total Estimated Expenses	\$0
<b>Estimated Account Balance at Fiscal Year End (June 30, 2021):</b>	<b>\$4,010,783.82</b>