



September 17, 2021

Dr. Jennifer Clark
Vice President, Business Services
Moorpark College, 7075 Campus Road
Moorpark, CA 93021

Dear Vice President Dr. Jennifer Clark,

The Associated Students of Moorpark College (ASMC)'s Board of Directors, with leadership from President Mary Poitier, Vice President Noah David, and Director of Budget & Finance Abbey Austin-Wood, has developed and adopted a projected budget for its operations for fiscal year 2021-2022.

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 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.

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 decrease slightly more since the 2020-2021 school year to around 13,000 students. Student photo ID card sales have drastically declined over the past eight years. Although we saw a heavier decline in student ID card sales in 2020-2021 due to the COVID-19 and virtual classes, we have seen a slight increase in student ID card sales for fall 2021, possibly due to the return of on-ground operations.

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 Fall 2021 is half 50% on ground, with students returning fully to campus in Spring 2022. Sample events that will be taking place during the 2021-2022 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 one virtual training and a leadership event in the coming months, as well as a student leadership and advocacy conference in the spring 2022 semester. The ASMC Board has plans to implement projects aimed towards improving student life on campus. Projects currently in the planning stages include De-Stress Fest to aid students with their stress levels for the fall semester 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,

Mary Poitier,
President

Noah David,
Vice President

Abbey Austin-Wood,
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 2021, Fall 2021, and Spring 2022 are best estimates, based on 2020-2021 photo ID card sales and 2021-2022 Student Activity Fees collected.

Estimated Balance for 2021-2022:	Percentage:	Total:
Balance carried forward from previous fiscal year	N/A	\$225,835
Photo I.D. Sales for Fall 2021 as of August 2021	85% of \$30,200	\$25,670
Photo I.D. Sales for Spring 2022 (projected)	85% of \$9,045	\$7,688
Student Activity Fee for Fall 2021 as of August 2021	20% of \$105,631	\$21,126
Student Activity Fee for Spring 2022 (projected)	20% of \$65,000	\$13,000
Total Estimated Revenue Balance:		\$293,319

Estimated General Fund Expenses for 2021-2022:	Cost:
Purchase orders for general operations	\$6,750=
<ul style="list-style-type: none"> • American Trophies (name badges, plaques) \$750 • Barnes & Noble/MC Bookstore (supplies, giveaways) \$2,000 • Costco Wholesale (supplies, food) \$2,500 • Multicard (blank photo ID cards, ink cartridges) \$1,500 	
ASMC Student Staff	\$14,080
Procurement card charges or Purchase Orders for miscellaneous expenses	\$2,500
ASMC Fall 2021 Retreat	\$10,000
ASMC Winter Retreat (January 2022)	\$3,500
ASMC End-of-Year Banquet (May 2022)	\$2,200
ASMC-branded items for Board members to wear to conferences/events	\$1,225
Teambuilding Activities	\$1,400
Premium plan for digital ID card licenses (\$1.50/each)	\$4,500
Multicard ID Camera and Software Contract Renewal	\$1,300
ID Card Camera Stand	\$75
ID Card Benefits Flyer	\$25
Food Truck Days for ID Card Holders (seven fall/spring dates)	\$10,300
ASMC Promotional Expenses (Fall 2021 and Spring 2022)	\$9,000
ASMC advertising (print, electronic, and other mediums)	\$3,000
Total Estimated Expenses:	\$69,855

General Fund Account Summary:	Total:
Total Estimated Revenue (carry-over + income)	\$293,319
Total Estimated Expenses	\$69,855
Ending Account Balance at Fiscal Year End (June 30, 2022):	\$223,464

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 2021-2022 Fiscal Year totals.

Estimated Balance for 2021-2022:	Percentage:	Total:
Balance carried forward from previous fiscal year	N/A	\$392,069
Student Activity Fee for Fall 2021 as of August 2021	54% of \$105,631	\$57,040
Student Activity Fee for Spring 2022 (projected)	54% of \$65,000	\$35,100
Interest on balance (projected)	1% of \$105,631	\$1,056
Total Estimated Balance:		\$485,265

Estimated Inter-Club Council Expenses:	Total:
Procurement card charges or Purchase Orders to cover miscellaneous expenses	\$3,000
Allocations to student organizations or campus departments	\$45,000
BPO with Power Machinery for routine golf cart maintenance	\$1,500
BPO with It's a Gas, Inc. for helium tank refills	\$800
Seed money allocations for new trust accounts (5 new clubs/semester x \$100)	\$1,000
Inter-Club Council meeting expenses	\$1,000
Associated Students Elections Promotions (Spring 2022)	\$5,000
Custom Discount App	\$4,000
Educational and/or Cultural Excursion	\$4,000
Commissioned Arts Program	\$3,000
ASMC-hosted campus events:	\$83,245=
• ASSC Clothing Swaps	\$1,000
• ASSC Book Swaps	\$1,000
• ASSC Beach Clean-ups	\$120
• ASSC Thrifting Experience	\$1,200
• Earth Week (50% of costs)	\$4,000
• Environmental Art Displays	\$2,200
• Awareness Events Throughout Year	\$7,325
• Various Fundraisers	\$1,000
• Career Fair	\$3,675
• Student Services Fair	\$3,675
• Club Rush events (Fall 2021 and Spring 2022)	\$10,000
• Halloween Movie Drive-In (Fall 2021)	\$2,700
• Holiday Movie Drive-In (Fall 2021)	\$2,350
• Hispanic Heritage Month Speaker (Fall 2021)	\$2,000
• Latinx Heritage Month performance: Jazz artist Arturo Sandoval (w/Multicultural Committee; Fall 2021)	\$7,500
• Flamenco Dancers on stage with food (Fall 2021)	\$2,500
• Suicide Prevent Month Keynote Speaker via CAMPUSPEAK (Fall 2021)	\$4,500
• Virtual Palm/Tarot Card Reading (Fall 2021)	\$1,700

• De-Stress Fest (Fall 2021 and Spring 2022)	\$3,200
• Cultural and Community Engagement Event (Fall 2021)	\$3,000
• RAIDERx events (Fall 2021 and Spring 2022)	\$6,000
• Raiders Got Talent! (Spring 2022)	\$1,500
• National Disability Employment Awareness Month event (October 2021)	\$3,000
• Ice Cream Social with DJ (Spring 2022)	\$2,000
• Black History Month Movie Night (Spring 2022)	\$2,700
• Valentine's Day Partner Yoga (Spring 2022)	\$1,400
• Women's History Month event (spring 2022)	\$2,000

Total Estimated Expenses: **\$151,545**

Inter-Club Council Account Summary for 2021-2022: **Total:**

Total Estimated Revenue (carry-over + income) \$485,265

Total Estimated Expenses \$151,545

Ending Account Balance at Fiscal Year End (June 30, 2022): **\$333,720**

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.

Estimated Balance for 2021-2022:	Percentage:	Total:
Balance carried forward from previous fiscal year	N/A	\$19,182
Student Activity Fee for Fall 2021	8% of \$105,631	\$8,451
Student Activity Fee for Spring 2022 (projected)	8% of \$65,000	\$5,200
Total Estimated Balance:	N/A	\$32,833

Estimated Scholarship Expenses:	Total:
ASMC-distributed scholarships (13 scholarships at \$1,320 each)	\$17,160
Total Estimated Expenses:	\$17,160

Scholarship Account Summary for 2021-2022:	Total:
Total Estimated Revenue (carry-over + income)	\$32,833
Total Estimated Expenses	\$17,160
Ending Account Balance at Fiscal Year End (June 30, 2022):	\$15,673

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.

Estimated Balance for 2021-2022:	Percentage:	Total:
Balance carried forward from previous fiscal year	N/A	\$186,313
Photo I.D. Sales for Fall 2021	13% of \$30,200	\$3,926
Photo I.D. Sales for Spring 2022 (projected)	13% of \$9,045	\$1,176
Student Activity Fee for Fall 2021	5% of \$105,631	\$5,282
Student Activity Fee for Spring 2022 (projected)	5% of \$65,000	\$3,250
Total Estimated Balance:	N/A	\$199,947

Estimated Reserve Fund Expenses:	Total:
No anticipated expenses	\$0
Total Estimated Expenses:	\$0

Reserve Fund Account Summary for 2021-2022:	Total:
Total Estimated Revenue (carry-over + income)	\$199,947
Total Estimated Expenses	\$0
Ending Account Balance at Fiscal Year End (June 30, 2022):	\$199,947

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 2020-2021 year.

Estimated Balance for 2021-2022:	Total:
Balance carried forward from previous fiscal year	\$0
Fall 2021 Photo I.D. sales (as of August 2021)	\$30,200
Spring 2022 Photo I.D. sales (projected)	\$9,045
Total Estimated Balance:	\$39,245
Estimated Redistributions (according to Article VII):	Total:
85% of total balance to ASMC General Account	\$33,358
13% of total balance to ASMC Reserve Account	\$5,102
2% of total balance to ASMC Sustainability Fund	\$785
Total Estimated Redistributions:	\$39,245
Card Sales Account Summary for 2020-2021:	Total:
Total Estimated Revenue (carry-over + income)	\$39,245
Total Estimated Redistributions	\$39,245
Ending Account Balance at Fiscal Year End (June 30, 2021):	\$0

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 2021-2022 year.

Estimated Balance for 2021-2022:	Total:
Balance carried forward from previous fiscal year	\$0
Fall 2021 Student Activity Fee proceeds	\$105,631
Spring 2022 Student Activity Fee proceeds (projected)	\$65,000
Total Estimated Balance:	\$170,631

Estimated Redistributions (according to Article VII):	Total:
54% of total balance to ASMC Inter-Club Council Account	\$92,140
20% of total balance to ASMC General Fund Account	\$34,126
5% of total balance to ASMC Reserve Account (restricted)	\$8,532
10% of total balance to Emergency Grant Fund	\$17,063
8% of total balance to ASMC Scholarship Account	\$13,651
3% of total balance to Sustainability Fund	\$5,119
Total Estimated Redistributions:	\$170,631

Student Activity Fee Account Summary for 2021-2022:	Total:
Total Estimated Revenue (carry-over + income)	\$170,631
Total Estimated Redistributions	\$170,631
Ending Account Balance at Fiscal Year End (June 30, 2022):	\$0

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 2021-2022 year.

Estimated Balance for 2021-2022:	Total:
Balance carried forward from previous fiscal year	\$152,069
Fall 2021 income from \$2/student fee (50% to SSCCC)	\$10,355
Spring 2022 income from \$2/student fee (projected) (50% to SSCCC)	\$13,000
Total Estimated Balance	\$175,424

Estimated Expenses	Total
CCCSAA Virtual Student Leadership Conference (September 2021)	\$1,000
ASGA National Leadership Conference (November 2021)	\$2,300
SSCCC Professional/Leadership Development Conference (October 2021)	\$2,200
Advocacy materials, handouts, and marketing collateral	\$1,000
Advocacy speakers and trainings for ASMC and MC students	\$10,000
ASMC Advocacy + Legislative Trip to Washington, DC (Spring 2022)	\$14,000=
• Hotel expenses at \$280/night per room plus tax for 7 rooms for 3 nights	\$6,300
• Roundtrip flights from LAX to BNA for 12 people at ~\$450/flight	\$5,400
• Daily per diem for 12 people for 4 days at \$25/day	\$1,200
• Shuttle Service 2 shuttles to and from airport at \$125/each	\$500
• Transportation at \$100/day for entire group	\$400
• Airport Parking at \$30/day per vehicle	\$200
Total Estimated Expenses	\$30,500

Student Representative Account Summary for 2021-2022	Total
Total Estimated Balance (carry-over + income)	\$175,424
Total Estimated Expenses	\$30,500
Ending Account Balance at Fiscal Year End (June 30, 2022)	\$144,924

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 2021-2022:

Balance carried forward from previous fiscal year

Total:

\$37,676

Annual allocation from the Moorpark College Bookstore

\$20,000

Total Estimated Balance:

\$57,676

Estimated Expenses:

Allocations to clubs for on-campus activities/events

Total:

\$20,000

Total Estimated Expenses:

\$20,000

Programming Fund Account Summary for 2021-2022:

Total Estimated Revenue (carry-over + income)

Total:

\$57,676

Total Estimated Expenses

\$20,000

Projected Account Balance at Fiscal Year End (June 30, 2022):

\$37,676

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.

Estimated Balance for 2021-2022:	Percentage:	Total:
Balance carried forward from previous fiscal year	N/A	\$13,707
Photo I.D. Sales for Fall 2021	2% of \$30,200	\$604
Photo I.D. Sales for Spring 2022 (projected)	2% of \$9,045	\$181
Student Activity Fee for Fall 2021	3% of \$105,631	\$3,169
Student Activity Fee for Spring 2022 (projected)	3% of \$65,000	\$1,950
Total Estimated Balance:	N/A	\$19,611

Estimated Expenses:	Total:
ASSC Sustainability Scholarships	\$5,000
Earth Week (50% of cost)	\$4,000
Environmental Advocacy Materials	\$1,000
Sustainability Apparel for ASSC	\$200
Tree Planting	\$2,000
Total Estimated Expenses:	\$12,200

Sustainability Account Summary for 2021-2022:	Total:
Total Estimated Balance (carry-over + income)	\$19,611
Total Estimated Expenses	\$12,200
Ending Account Balance at Fiscal Year End (June 30, 2022):	\$7,411

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 2021-2022:

Balance carried forward from previous fiscal year

Fall 2021 proceeds from \$1/per unit fee

Spring 2022 proceeds from \$1/per unit fee (projected)

Total Estimated Balance:

Total:

\$3,874,969

\$118,680

\$69,696

\$4,063,345

Estimated Expenses:

No anticipated expenses as of August 2021 (subject to change)

Total Estimated Expenses:

Total:

\$0

\$0

Student Center Fee Account Summary for 2021-2022:

Total Estimated Revenue (carry-over + income)

Total Estimated Expenses

Estimated Account Balance at Fiscal Year End (June 30, 2022):

Total:

\$4,063,345

\$0

\$4,063,345