



To: ASI Board of Directors
From: Hoan Nguyen, Director of Finance
Subject: October 11, 2023 Board Report

Finance/Accounting:

- The final 2022/23 year-end ASI audit report has been filed with the Chancellors Office and is now posted on our website. Thanks to the Business & Administration staff for all their hard work with no audit findings to report.
- ASI is in the process of completing the Children’s Center annual audit report with its auditors – CliftonLarsonAllen (CLA). The report is due to the California Department of Education by November 15, 2023.
- ASI is extending our current cap & gown contract with Jostens for one year. An RFP process will be conducted in 2024 for a new vendor contract.
- Staff have begun compiling information for the 2022/23 990 tax returns and working with the Aquatic Center and Peak Adventures to determine operations that are not part of the ASI mission and therefore are subject to the Unrelated Business Income Tax (UBIT) and the filing of the 990T income tax return.
- Hoan Nguyen joined ASI on October 2, 2023 as the new Director of Finance replacing Mark Montalvo who retired at the end of September 2023.

Committee/Meetings:

- Accounting Services Monthly, Oct 6.
- Finance & Budget Committee, Oct 3.
- MWT (Management Work Team), Oct 10.
- Food Pantry Advisory, Oct 10.