

**To:** ASI Board of Directors  
**From:** Mark Montalvo, Director of Finance and Administration (DFA)  
**Subject:** April 28, 2021 Board Report

**Finance/Accounting:**

- The University Union federal 990 and 990T and state tax returns 109 and 199 are complete and have been filed with the federal and state tax agencies. ASI federal and state returns are currently being reviewed by our auditors KCOE and should be filed within the next week or two.
- April was busy putting the finishing touches on the 2021/22 ASI budget and presented at the F&B committee meetings and then to the ASI board of directors meeting for approval. A huge thank you to the F&B committee for their many hours hearing all the needs by ASI departments and organizations on campus to allocate funds in a fair and equitable manner. Building the budget has been a big challenge for the department directors with many variables and unknowns in regards to restrictions on their operations.
- Cap & Gown sales have been going “crazy” and ASI staff spends a few hours Monday thru Thursday pulling items and stuffing large mailing envelopes getting the required regalia to the students through the mail. Doing our best to keep up with all the orders.
- Reviewing the contract and zooming with the vendor for a new POS system (Point Of Sales) for the use by the AC, BO, PA, and potentially the CC. Great job to the POS committee and all the long hours involved in the selection process. More to come.

**Committee/Meetings:**

- Student Grant Allocations with campus Admin., Mar 18.
- Anti-Racism Workshop Mar 19, Apr 23.
- FS AVP, Apr 22.
- FS Managers, Mar 24, Apr 7, 14.
- MWT, Mar 30, Apr 13.
- F&B, Apr 6.
- Campus Search Committee, Apr 15, 27.

- POS "*PerfectMind*" contract review/zoom, Apr 19.
- Campus Management Council, Apr 20.
- ASI & Principal IRS Audit review, Apr 26.