

**To:** ASI Board of Directors  
**From:** Mark Montalvo, Director of Finance and Administration (DFA)  
**Subject:** November 4, 2020 Board Report

**Finance/Accounting:**

- Working with the payroll database and using an excel template to incorporate the new California state minimum wage rate which will increase from the current \$13.00/hr to \$14.00/hr effective January 1<sup>st</sup>, 2021. Preliminary numbers have the increased costs at approximately \$150,000 in wages, still in draft. Final implementation of the state required minimum wage will be January 1, 2022 at \$15.00/hr.
- The business office staff are developing a plan to do a cost allocation to the Aquatic Center and Children's Center. These are costs being paid by Business and Administration and can allocate expenses for the use of their services. Examples would be the software used by departments and some of these costs should be absorbed by departments. More to follow.
- Staff has begun compiling information for the 2019/20 990 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. Goal is to have the returns completed and filed by February 15, 2021.

**Committee/Meetings:**

- MWT, Oct 13, 27.
- ABA VP/CFO, Oct 15.
- C.O. Lease Accelerator (FASB), Oct 15.
- Finance & Budget, Oct 20, Nov 3.
- Campus Financial Services, Oct 21.
- ASI Board Meet & Greet, Oct 21.
- ASI Dept. Cost Allocation Oct 22.
- Campus Budget Town Hall Oct 27.
- John Owen/Alliant Loss Review Oct 27.
- ABA All Professionals, Oct 27.
- ABA AVP, Oct 28.