

To: ASI Board of Directors
From: Mark Montalvo, Director of Finance and Administration (DFA)
Subject: October 7, 2020 Board Report

Finance/Accounting:

- The final 2019/20 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.
- Due to DOC Operating Rules changes, the business office is updating and implementing the processes for club reimbursements using DOC funding. Funding announcements and check requests are being revised and working with the Government office to track club funding requests and amounts reimbursed. Also reviewing internal processes to change the steps for allocating funds to the newly named ASI Student Employment Grant (formally called ASI External Grants).
- 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.

Committee/Meetings:

- Managers Payscale/Compensation training, Sept 10.
- DOC processes, Sept 11, 25.
- MWT, Sept 15, 29.
- CC, AC, SEO, PA Dept Payscale Compensation Sept 15, 16, 17.
- Union WELL board meeting (audit report), Sept 16.
- Financial Services Managers, Sept 16.
- AVP ABA One-on-One, Sept 21.
- ASI Anti-Racism workshop (Mars Hills Group), Sept 25.
- Fall 2020 Anti-Racism Convocation, Sept 29.
- Welcome new BO student employees, Oct 2.
- Finance & Budget, Oct 6.