

EL CAMINO COLLEGE  
**Auxiliary Services Board**  
Meeting Minutes

Wednesday, August 15, 2007 - 1:00 p.m.

I. Call to Order

The meeting was called to order at 1:10 p.m.

II. Roll Call

**Present:** Harold L. Tyler (Chair), Katie Gleason, Bill Mulrooney, Miriam Ifill (ASB Accounting Tech), Josie Cheung, Carolee Casper (note taker)

**Not Present:** Christina Jack (ASO Rep), Jeff Marsee, Janice Ely

III. Approval of 6/13/07 Minutes

Minutes were approved as presented. Katie Gleason, moved to approve the minutes. Bill Mulrooney seconded. Committee vote: Unanimously approved.

IV. 2006-2007 Final Budget Update

A review of the final 2006-2007 actual expenditures and income revealed a surplus of \$31,864.20 for the fiscal year. Members of the committee reviewed budget areas where income exceeded expectations and where expenditures were less than budgeted. ASB Sticker income was slightly less than expected.

Athletics over spent, Fine Arts under spent, Union newspaper under spent, Guest accounts under spent, ticket sale income exceeded expectations, Dance ticket sale income greatly exceeded expectations, Play 3 ticket sales were lower than expected.

Regarding the Athletics department's over expenditures in the area of transportation, the question was raised, "Who authorizes payment when an ASB account has no more money in it?" This answer was unknown to any committee member. Committee members wanted to know why ASB continued to pay for transportation for Athletics when they had no more money to spend. The opinion of the committee was that if a department needed to exceed the budget they were given, it should be approved by the committee in advance. It was brought up that the district authorized the excess transportation expenditures due to post season play and indicated it would reimburse ASB. As best as the accounting technician could tell, the district had not yet reimbursed ASB for the post-season play transportation expenditures. It was agreed that the accounting technician will request the reimbursement from the district for these expenses.

It was also suggested that the Football trust account be used to pay for post-season expenses such as transportation, lodging, meals, etc. or that the Bookstore apportionment be increased to cover post-season play expenses for all post-season expenses.

It was noted that Chorale overspent again in 2006-2007. Again the question was raised, why they were allowed to overspend with out approval from the

committee. A committee member pointed out that because the Fine Arts division as a whole did not overspend the budget manager for that department has within their discretion the ability to transfer funds from other departments within the division to cover the expenses. That was not entirely done for the Chorale and it was noted that they asked for funding from other sources prior to any transfers occurring within the division budget.

V. 2007-2008 Tentative Budget Review

Harold reminded the committee that at the 6/13/07 meeting the committee had voted to cut \$8000 from the ASB 07-08 budget because projections appeared to show a shortfall in the 06-07 budget. However, the final budget for 06-07 ultimately showed a \$31,000+ surplus. In light of the budget surplus from last year, Harold asked the committee if they would entertain a motion to reinstate the \$4000 that had been cut from the ASB Salaries account, the \$4000 that had been cut from Administrative Awards and count \$3000 income for ticket sales.

The committee reviewed the recap sheet and determined that reallocating the \$8000 that had been cut will bring the income/expenditure difference to +\$1315.00 (less budgeted expenditures than expected income).

Katie Gleason moved to reinstate \$8000 to the ASB budget that had been cut at the 6/13/07 meeting with \$4000 going back to ASB Salaries and \$4000 going back to Administrative Awards. Josie Cheung seconded.  
Committee vote: 3 yes, 1 no. Motion passes.

VI. Budget Manager Requests for Augmentation

The committee indicated that it would like more oversight regarding the budget during the year. The committee also requested more information regarding how the box office deposits money from ticket sales into ASB income accounts. They would also like more information on the Athletics trust accounts.

The committee felt it needed a clearer picture regarding income and expenses with the ASB budget before it felt it could augment any one's budget. The committee discussed the mixed message that is sent when they budget a specific amount of money to a program and the budget manager changing that amount via budget transfers. The committee would like to discuss this topic further. The committee also discussed the need to set up clear guidelines for budget over expenditures. Committee members felt those requests should come before the committee before any money is spent. It was suggested that two members from the committee serve as a liaison to each of the divisions to provide oversight regarding the budget. This discussion to continue at the next meeting.

VII. Adjournment at 2:45 p.m.