



Associated Students of the University of Hawai'i-West O'ahu

The 2nd Senate of Kapolei

ASUHWO Standing Committee: Budget and Finance Meeting 13-001 called to order at 9:05 am on
October 22, 2013

Members Present:

Committee Chair Edgar Milian (Treasurer)
Committee Member Kalea Perry (Secretary)
Student Life Coordinator Rouel Velasco

Members Not Present:

Committee Co-Chair Micah Gowen (Junior Class Senator)

Topics of Discussion:

Defining the items on the budget:

1. **Senate Expenses:** senate uniforms (i.e. name tag/badge and shirt), senate promotional material (i.e. Banners, fliers, leaflets) and metals for award recognition.
2. **Travel/Training:** Travel: Airfare and/or ground transportation, registration expense, food, and hotel accommodations. Training: materials (i.e. honorarium/lei for guest speakers and handouts), food, room rental and AV equipment.
3. **Stipends:** Pre-determined monetary awards of service based on the By-Laws ensuing the fulfillment of duties of the senate members.
4. **Executive Reserve:** Emergency fund to be allocated to other funds when they fall short.
5. **Office Supplies:** Office supplies for use in the Student Government Office (i.e. printer paper, pens, software and/or upgrades, first aid kit(s), new/updated/maintenance of equipment (if necessary).
6. **Elections:** IT expenses, promotional materials and/or items (i.e. fliers, pens, lanyards, glasses, car sun shields).
7. **Website:** purchase of domain name of ASUHWO.com from Weebly for the next ten years, maintenance of the website, and software for website development. * May include a fee in the future for retaining a webmaster.

Procedure for Executive Reserve allocation:

1. Form 136 and request form to be completed and submitted to the Treasurer.
2. Treasurer to present Form 136 with accompanied request form to President for their joint review and approval.
3. Treasurer to submit the Form 136 to the Business Office via Kay Nagata.

Procedures for Expense Reimbursements:

1. Reimbursement Request form to be completed and to be accompanied by:
 - a. Completed WH-1 Form (for each individual's first reimbursement request).
 - b. Original receipts, including name of vender, date of purchase, breakdown of every item purchased, and method of payment.
 - c. Proof of fund disbursement for credit/check/debit purchases (i.e. bank statement/copy of cancelled check/credit card statement). *Sensitive/private information can be blocked out. Last four digits of account, name of account holder, and the line item expenditure are all to be visible upon submission.

Procedures for External Conference/Leadership Training:

1. Creation of an ADHOC Committee for review of applicants interested in attending the conference/training.
2. Application to include short essay indicating how the conference/training will benefit themselves personally, as well as, their work in the senate (advocacy).
3. ADHOC Committee to submit recommendations to Senate for approval.
4. Upon completion of Travel/Leadership Training, attendee is to provide a thorough written and/or oral report of the event and the knowledge gained.

Meeting Adjourned at: 10:48 am

Meeting Minutes Submitted by: Kalea Perry

Meeting Minutes Approved on: February 11, 2014