



Recreation and Athletics Fee Committee

Reserve Guidelines for Fund TK920

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Article I. Background

Monetary stability is important and a necessary consideration for all Recreation clubs, Recreation facilities, and Recreation teams; and, is established herein, in order to give guidance for prudent financial reserve to establish long term monetary liquidity for the club, facility, and/or team. Ethical and fiduciary responsibilities include the practice and discipline of establishing and maintaining adequate reserve funds for known and unknown contingencies.

Such contingencies (listed below) for serious consideration include but are not limited to:

- Cash flow requirements
- Economic uncertainties
- Loss of major revenue source
- Local emergencies and natural disasters
- Unanticipated operating expenditures
- Uninsured losses
- Future capital projects
- Equipment replacement
- Capital asset(s) and infrastructure repair and replacement
- Forecasted annual operational expenditures

Article II. Purpose

To establish, oversee, and monitor the Reserves Policy and Guidelines for California State University Channel Islands (CI) Recreation Center, Recreation Teams/Clubs, Athletics, and the Channel Islands Boating Center (CIBC) in order to provide economic guidelines for an effective economic reserve; which, is focused on the operational needs and budget for present, carry-forward reserves, and long-term economic goals for the Recreation Center, Recreation Teams/Clubs, Athletics, and the Channel Islands Boating Center.

Article III. Guidelines

It is the policy of the Recreation and Athletics Fee Committee to provide guidelines and oversight of the Recreation Center, Recreational Teams/Clubs, and the CIBC's budget, economic reserve, operational expenditures, and carry-forward reserves of the Recreation Center, Recreation Teams/Clubs, and the CIBC by providing regular review, approval, and reserve modifications, as necessary, on a case-by-case basis during the budget year.

Article IV. Authority

The Recreation and Athletics Fee Committee will establish, oversee, monitor, approve, and create economic reserve guidelines for the Recreation Center, Recreation Teams/Clubs, and the CIBC in order to modify if necessary, any budget and/or expenditures, if required, in order to maintain established current and carry-forward reserve plans and guidelines, in accordance with the economic reserve policy and guidelines presented herein.

Article V. Accountability

The CI Administrators, faculty advisors, and student committee members responsible for the operation and/or oversight of the Recreation and Athletics Student Club(s), Teams, and/or Recreational Facility and its operation, both present and future.

Article VI. Applicability

The Recreation and Athletics Fee Committee – Reserve Guideline shall apply to the Category II Fee funding known as TK920.

Article VII. Reserve

The Recreation and Athletics Fee Committee has established that the reserve guideline be a minimum of 10% of the annual budget allocation for the current year.

Article VIII. Annual Review of Guidelines and Procedures

The Recreation and Athletics Fee Committee shall meet at least once during their term (academic year) to review and modify (if necessary) the established reserve percentages established herein.

Article VIX. Adjustment of Reserve Guidelines

Adjustments will be determined, without prejudice, by majority vote of the Recreation and Athletics Fee Committee in cases of emergency and/or special circumstance; and, adjustments are only intended to be a temporary resolve.