



California State University, Sacramento  
University Union Operation of CSUS Inc.  
6000 J Street • Sacramento, CA 95819-6138  
T (916) 278-6744 • [www.csus.edu/union](http://www.csus.edu/union)

Union WELL Inc.

Budget and Finance Committee

Agenda

February 5, 2015  
7:30 to 8:30 am

Room: WELL Conference Room, 1117

- I. Call to order: 7:30am, Shaw
- II. Review of Charge to Committee: Davis
- III. 6 Month Financials: Davis/Farrell (Information)
- IV. Budget Cycle: 2015-16
- V. Future meetings: Please Bring Your Calendars
- VI. Adjournment:

## **Charge to the Budget and Finance Committee of Union WELL Inc.:**

### Duties

- A. To advise the University Union Board of Directors in matters pertaining to Union WELL Inc. financial activity
- B. To meet regularly, at least 3-4 times per year, to review the Union WELL Inc. financials and to review and recommend to the Board for approval of the annual budget process and overall corporate budget.
- C. Review and recommend to the Board of Directors all corporate policies of a financial nature.
- D. To forward minutes of each meeting to the Union WELL Inc. Executive Director and the Secretary of the University Union Operation of CSUS Inc. Board of Directors and to any other University office or organization that so request.
- E. Voting procedure will be by simple majority of the members present with a quorum of 50% plus 1 of the currently seated membership.

**Strategic Planning and Budget Timeline 2015-2016**

<b>Strategic Plan and Budget Instructions out</b>	<b>December 12, 2014</b>
<b>Draft of Strategic Plan Developed</b>	<b>December 12, 2014 – March 11, 2015</b>
<b>Draft Plan due to Executive Director</b>	<b>February 13, 2015</b>
<b>Feedback to Units</b>	<b>February 16-20, 2015</b>
<b>Final Draft Strategic plan Due</b>	<b>February 23, 2014</b>
<b>Year End Financial Projections</b>	<b>February 23, 2015</b>
<b>Capital and Repair and Replacement proposals</b>	<b>February 23, 2015</b>
<b>Draft Strategic Plan to Advisory Groups</b>	<b>February 23 to March 11, 2015</b>
<b>Budget Draft Due to Business Manager</b>	<b>February 25, 2015</b>
<b>Final Strategic Plan to Board of Directors</b>	<b>March 18, 2015</b>
<b>Final Budget Due to Executive Director</b>	<b>March 18, 2015</b>
<b>Final Budget approved by Budget and Finance Comm.</b>	<b>February 23 through April 10, 2015</b>
<b>Final Budget to Campus Budget Officer for Review</b>	<b>April 13, 2015</b>
<b>Budget to Joint Advisory Groups</b>	<b>April 15, 2015</b>
<b>Final Budget to Board of Directors</b>	<b>April 22, 2015</b>
<b>BOD Approved Budget to CFO Lee /President Gonzalez</b>	<b>April 22 - May 15, 2015</b>