

Policy #: 210.0
Original Date: September 30, 2004
Last Reviewed: March 22, 2019
Next Review:

TITLE: RESERVES POLICY

Designating reserves to sustain financial operations in the unanticipated event of significant unbudgeted increases in operating expenses and/or losses in operating revenues is an established prudent business practice for not-for-profit corporations.

Additionally, the California Education Code Section 89904(b) requires that auxiliary organizations provide adequate reserve funds for current operations, capital replacements, and adequate provisions for new business requirements.

This policy defines the process for establishing individual reserves required by 1) the California Education Code and 2) recommended by prudent business practice. All reserves will have a minimum required reserve balance or identified target amount.

Reserve Amounts

All reserve funding levels and the source of such funds shall be subject to review and approval by the Board of Directors at the time the annual budget is presented and again upon review of year-end financial statements.

Separate Accounting & Reserve Balances

Each reserve shall be maintained in a separate account, shall not be commingled with other accounts, and shall be funded with cash not available for corporate uses other than those identified by this policy. Each year, upon presentation of the budget for Board of Directors approval, management shall provide a report on current requirements and funded levels for each reserve.

Reserve Expenditures

UEC management may utilize funds from these reserves for the purposes herein defined only upon approval from the Board of Directors. Under emergency conditions, the UEC Executive Director and the Treasurer may utilize funds from these reserves. The Executive Director is required to present all emergency reserve expenditures for approval at the next regularly scheduled Board of Directors meeting.

Operating Reserves

UEC shall fund and maintain the following reserves from enterprise and administrative operations only. No funds resulting from sponsored programs activity will be utilized:

1. Current Operations Reserve -

Required by the California Education Code, the Current Operations Reserve will enable UEC to pay non-Sponsored Programs operating expenses for 3 months based on the Board approved current year expense budget. Minimum required reserve amount of \$300,000.

2. Working Capital Reserve -

Required by the California Education Code, the Working Capital Reserve provides emergency funds for operational commitments as needed, including receivables financing for grants and contracts billed in arrears. The target recommendation from the Finance Committee is 5% of total sponsored programs expenditures. Current target amount is \$1,600,000.

3. Unplanned Capital Replacement Reserve -

Required by the California Education Code, this reserve covers the replacement of UEC capital equipment and upgrading of facilities as they age. The target recommendation from the Finance Committee is 5% of the cumulative deferred maintenance on UEC owned facilities. Minimum required reserve amount is \$400,000.

4. Future Operations -

From time-to-time UEC may consider new programs and ventures. These ventures are likely to require start-up and working capital. UEC shall seek to fund reserve accounts for such ventures at the time the annual budget is presented, as necessary.

5. Undesignated General Reserve -

Earned surplus from enterprise and administrative operations is deposited into this account in advance of Board approved allocations to other reserves.

Sponsored Programs Reserve

For the following reserve and in consultation with Academic Affairs and the Office of Research and Graduate Studies, UEC will utilize earned surplus from Sponsored Programs activity:

6. Disallowance Reserve for Sponsored Programs -

The Disallowance Reserve for Sponsored Programs ensures that funds are available to cover funding agency disallowances for non-compliance with terms and/or conditions of a sponsored program. Target amount is one percent (1.00%) of prior year expenditures with a minimum required reserve of \$300,000.

Board Recognition of Long-Term Obligations

1. Post-Retirement Health Insurance Obligation

The Financial Accounting Standards Board issued FASB 106 that identifies requirements for corporations to meet the on-going costs of health care insurance for employees who have retired from the corporation. It is the intent of the Board of Directors that UEC apply a portion of its net income annually towards this obligation until it has met its unfunded liability as identified in the operating financial statements. UEC management and the Board acknowledge that these funds will be deposited into the CSU Auxiliaries Multiple Employer Voluntary Employees Beneficiary Association (VEBA) Trust Account in order to reduce its unfunded liability as established on the balance sheet.

2. Pension Benefits Obligation

The Governmental Accounting Standards Board issued GASB 68 that identifies the requirement for corporations to meet the long-term obligation for pension benefits for employees. It is the intent of the Board of Directors that UEC apply a portion of its net income annually toward this obligation until it has met its unfunded liability as identified in the operating financial statements. UEC participates in the California Public Employee's Retirement System (CalPERS).

Approval:

Approved by the UEC Board of Directors on March 22, 2019