FALL QUARTER 2015

CONTINGENCY PROGRAMMING FUND
TRANSPARENCY REPORT

DECEMBER 11, 2015
PURPOSE

The purpose of this quarterly report is to ensure transparency regarding the USAC’s funding status—specifically, with regards to the Contingency Programming Fund. The Finance Committee seeks to help undergraduate students better understand the money outflow for the fall quarter.

For any inquiries or questions, please contact the Finance Committee Chair at usacficom@gmail.com.

OVERVIEW OF THE FUND

The Contingency Programming Fund is an auxiliary source of funding that provides undergraduate student groups with funding for advertising, graphics, facilities, food, honorarium, supplies, transportation, and incentives. The fund shall be used for programming activities and items that the USAC could not provide for during its initial budgeting process.

FALL QUARTER STATISTICS\(^1\)

NOTE: The Finance Committee deems, for reporting and budgeting purposes, the “Fall Quarter” time period ranging from 8/01/15 – 12/08/15, which is inclusive of zero and finals week.

Number of groups that applied: 143
Average number of applicants per week: 14
Total amount requested: $107,884.95
Total amount recommended: $33,383.00
Initial fund balance (as of 8/01/15): $85,695.00
Average allocation per group: $197.53
Total number of UCLA undergraduate participants that benefited from Fall Quarter programs: 16,522\(^2\)

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1 Figures were obtained using reporting data obtained from www.usacfuunds.ucla.edu. Note: Figures are close to but may not be exact. Any funds that were allocated to student groups are shown in precise amount on the most updated budget report found here: https://www.usac.ucla.edu/funding/sga/usa.pdf

2 This value was calculated based on self-reporting estimates from signatories who provided required information on the Contingency Programming applications.
Portion of allocated funds that were left unspent as of 8/01/15: 35.16%
Total amount recommended, allocated, and unspent as of 8/01/15: $11,736.28
Total amount recommended, allocated, and spent efficiently: $21,646.72

SCORING

Each application is scored on a scale of 0-5 by a minimum of three Finance Committee members. Members base scores and recommended allocations on a variety of both quantitative and qualitative metrics. Requests for Contingency Programming funds do not require a hearing. Therefore, applications are graded solely on the quality and content of proposals.

AUDITS

According to Article VII in the USA Bylaws, "each member of the Finance Committee shall also be responsible for performing any auditing functions of Council funds of at least five percent (5%) of all programs, excluding retreats, as required by the Council financial policies, the Finance Committee Chair, or Student Government Accounting." As such, the Finance Committee uses electronic audit forms and physical audits to confirm the information stated on funding applications and to ensure that University funds are being utilized appropriately. The USAC Finance Committee aims to decrease risk by verifying activity after funds are distributed.

The Committee takes material information into consideration during the course of an audit. This frequently includes factors such as:

i. Date, time, location of event
ii. Number and makeup of attendees
iii. Line items that were used and funded through Contingency
iv. Whether the program achieved its goals
v. Cost, if any, per UCLA undergraduate
vi. Quality of speakers or paid guests in attendance, effectiveness of outreach, impact on student body

vii. Number of payments per quarter to each honoraria

viii. Feedback from participants and suggestions, if any, for future similar programs

It should be noted that all of the aforementioned factors are compared to what was stated on an organization’s funding application. The Finance Committee has discretion to take appropriate action if an audit is not passed successfully.