

VICE CHANCELLOR FOR STUDENT AFFAIRS

Re: Delegation of Authority – ASUCR Consultation and Reporting Responsibilities

In accordance with the Memorandum of Understanding (MOU) between the Chancellor and the Associated Students of UCR (ASUCR) signed in November 2010 (see Attachment I), the Vice Chancellor for Student Affairs (VCSA) is delegated the Chancellor's authority and responsibilities associated with the University's Policy on Student Governments, Section 67.00, "Fiscal Soundness and Financial Accountability" (see Attachment II), of the *University of California Policies Applying to Campus Activities, Organizations, and Students*. The delegation includes the authority and responsibility to ensure that the ASUCR provides the financial controls necessary to maintain sound business practices that are consistent with University policies and procedures.


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In accordance with above referenced MOU, the ASUCR staff with lead responsibility for accounting will have a dual reporting relationship to both the **Associate Vice Chancellor Student Affairs/CFAO**, as the Chancellor's designee for this specific responsibility, and the ASUCR President in order to increase financial oversight and accounting responsibility for the ASUCR.

**Effective Date:** January 1, 2012

**Redelegation:** This authority may not be re-delegated.

**Reference:** This Delegation of Authority replaces and supersedes Delegation CHA0053.

  
Timothy P. White, Chancellor

cc: Executive Vice Chancellor and Provost Rabenstein  
Vice Chancellor, Finance and Business Administration Bolar  
Associate Vice Chancellor Kim  
UCR Audit Director Jenson  
ASUCR Executive Director Sinclair  
ASUCR President Lee

Attachments

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**The Chancellor of the University of California, Riverside (UCR),**  
**the Vice Chancellor of Student Affairs of UCR**  
**and**  
**the Associated Students of UCR (ASUCR)**

**I. Purpose**

This Memorandum of Understanding (MOU) outlines the terms of agreement between the Chancellor and ASUCR in the implementation of the Audit Report Number R2006-23. Specifically, this MOU clarifies and delineates the manner in which the Chancellor and ASUCR will implement the Audit recommendations in section III below in a way that will serve the interests and purposes of both the student government and administration, and comport with the aforementioned audit.

The intent of this MOU is not to usurp ASUCR's authority and responsibility in staffing, operations; programming and funding decisions; rather it is to provide business and fiduciary oversight to have assurance that ASUCR is within all applicable UC and UCR policies.

**II. Reference**

Audit Report Number R2006-23 – Attachment 1  
UCOP Policy 61.10  
UCOP Policy 67.00

**III. Agreement**

Audit:

The MOU outlines working agreements between ASUCR and the Chancellor (or the Chancellor's designee).

1. The ASUCR President shall have a formal consultative relationship with the Chancellor (or the Chancellor's designee).

In accordance with this recommendation the Chancellor (or the Chancellor's designee) and the ASUCR President shall:

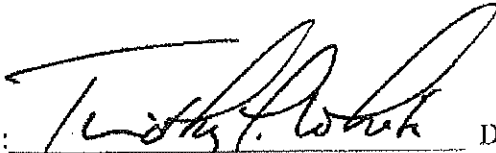
- a) establish a consultative relationship and promote and facilitate free exchange of ideas, sharing of concerns, making progress on issues, and resolving problems;
- b) minimally hold quarterly update meetings and invite other attendees (including the ASUCR Cabinet and/or Senators) as deemed necessary and agreed upon by both the Chancellor and the ASUCR President.

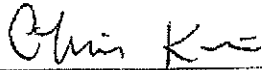
2. The ASUCR staff with lead responsibility for accounting will have a reporting relationship to the ASUCR President, and also to the Chancellor (or the Chancellor's designee) in regards to financial controls necessary to maintain sound business practices that are consistent with university policies and procedures per the audit recommendation.

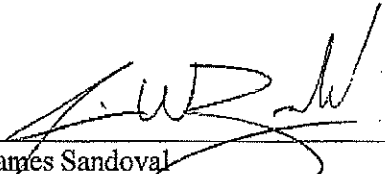
In accordance with this recommendation ASUCR shall:


- a) adhere to all University policies and procedures and the VCSA accounting, finance and budget policies and procedures as promulgated in the VCSA Internal Operating Procedure (IOP);
- b) expend funds only for programs and purposes directly related to UCR and for the beneficial interest of the student body;
- c) insure that expenditures are not in violation of the law and shall be consistent with both UCOP and campus regulations;
- d) follow accepted business and accounting practices and methods of accountability, including 6, 9 and 12 month financial reports to the Chancellor (or his/her designee);
- e) conduct an annual self-audit and provide the financial reports to the Chancellor and the Vice Chancellor of Student Affairs;
- f) consult with the Chancellor (or the Chancellor's designee) prior to the expenditure of any funds when there is reasonable doubt as to whether such expenditure conforms to the guidelines above (items a-d).
- g) The staff member from accounting (per above) shall hold monthly update meetings with the Chancellor (or Chancellor's designee) and the VP of Finance (when available). Topics discussed will be budget, finance and accounting issues.

This MOU is executed on the date of the signatures below and will continue in perpetuity until such time it is amended by the Chancellor and the Associated Students (ASUCR).

By:  Date 11.22.10  
Timothy P. White  
Chancellor, UCR

By:  Date 11/16/10  
Chris Kim  
President, ASUCR

By:  Date 11/22/10  
James Sandoval  
Vice Chancellor Student Services

By:  Date 11-16-10  
Laurie Sinclair  
Executive Director, ASUCR

## **Attachment I**

ASUCR/Chancellor November 2010 MOU

## **Attachment II**

### **60.00 POLICY ON STUDENT GOVERNMENTS**

#### **67.00 Fiscal Soundness and Fiscal Accountability**

Chancellors are responsible for the fiscal soundness of student governments, and are responsible in addition for maintaining fiscal accountability over compulsory campus-based student fees and voluntary contributions collected from students to support student governments under the University's authority. The allocation and expenditure of all such funds by student governments shall be in accordance with all applicable University policies.

In the discharge of these responsibilities, Chancellors may conduct audits of the finances of student governments, exercise control over expenditures of their funds when and to the extent necessary to maintain the financial solvency of student governments, and where required may take action to ensure that any financial or business activity under the control of student governments is operated in accordance with sound business practices and is consistent with legal requirements and University policies and procedures.