

Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
Final Draft - 2015-2016 3&9 Budget Review  
Administration

**Updated:**

Friday, December 04, 2015

**The projections are based on our current Student Body Fee per student of \$19.25 in the fall quarter and \$17.25 in the winter, spring, and summer quarters**

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STAFF DEVELOPMENT

**Throughout the year all A.S.I. staff is expected to meet regularly addressing organizational issues, receive customer service trainings. This expenditure covers all staff full and part-time.**

Administrative Office Staff Development

- Hospitality							
Adm	7	x	\$5	x	2	development	\$ 70.00
SG	6	x	\$5	x	2	development	\$ 60.00
- Supplies							
	13	x	\$5	x	0	trainings	\$ -
Quarterly Staff Training							
- Hospitality							
	13	x	\$15	x	3	staff trainings	\$ 585.00
Student Appreciation Event(s)							
		13	x	\$5.00	2		\$ 130.00

<b>Grand Total</b>							<b>\$ 845.00</b>
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BANK CHARGES

Monthly services (statements, canceled checks, and new checks)

Bank Charges	12	months	x	\$280.00	\$3,360.00
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**Grand Total**

**\$3,360.00**

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DUES / SUBS / PUBLICATIONS

**Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, resource materials, etc.**

Auxiliary Organizations Association Dues				\$ 500.00
NASPA Renewal Dues				\$ -
Chronicle of Higher Education - Annual				\$ -
Progressive Business Compliance				\$ 50.00
ACUI Membership Dues				\$ -
This conference will provide student services and programming information that will benefit A.S.I.'s growth as an organization.				
Spotify	9.99 x	9% x	12	\$ 130.67
HootsSuite				\$ 119.88
<b>Grand Total</b>				<b>\$ 800.55</b>

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OPERATING EXPENSES (SUPPLIES & SERVICES)

University Chargebacks				
- Telephone Equipment Fee	\$ 400.00	x	12	\$ 4,800.00
- Telephone Usage	\$ 50.00	x	12	\$ 600.00
			Total	\$ 5,400.00

- Postage & Fed Ex (\$50 X 12) \$ 600.00  
**Centralizing all phone usage, phone equipment, and postage expenses are cents Administrative costs.  
 Due to usage patterns we were able to reduce projected annual expenses .**

Office Supplies

**Office Supplies including pens, pencils, paper clips, envelopes, staplers, staples, scissors, printer cartridges, ribbons, diskettes, computer paper, toners, binders, labels, file folders, desk calendars, tape, stationery, etc.**

Summer	\$ 500.00			
Fall	\$ 500.00			
Winter	\$ 500.00			
Spring	\$ 500.00			
				\$ 2,000.00

**With A.S.I.'s commitment to being Green the cost of 30% recycled paper requires us to increase the budget line item.**

VEBA Trust Annual Adm Fee	\$ 500.00	/	2	\$ 250.00
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<b>Total Cost</b>				<b>\$ 8,250.00</b>
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TECHNOLOGY

**This line-item address the organizations technology needs via computer purchases, copier and printer rentals.**

University Chargebacks							
- 3 Compaq Computers (Administrative Offices) - Next refresh required fall 2013						\$	1,300.00
Computer Memory Upgrade					\$	300.00	
1 Front Desk (Next refresh required 2017)							
\$ 1,000.00	x		1	=	\$	1,000.00	
4 Administrative Assistant Office (Next refresh required 2017)							
\$ 1,000.00	x		0	=	\$	-	
2 Professional Staff (Next refresh required 2016)							
\$ 1,000.00	x		2	=	\$	-	
Executive Officer Printer Replacement	1		x		\$	300.00	\$ 300.00
A.S.I. App iOS Developer Membership							\$ 110.00
A.S.I. app Google Play Annual Fee							\$ 25.00
Vector Security System maintenance and service					\$	-	/ 2 \$ -
<b>Grand Total</b>						<b>\$</b>	<b>1,735.00</b>

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PAYROLL CHARGES

			Pay Periods	
ADP Payroll Services Charge	\$ 200.00	x	3	\$ 600.00
ADP Payroll Services Charge	\$ 200.00	x	20	\$ 4,000.00

**In U-SU Human Resources - Payroll**

- Processing Fees	\$ 700.00
- FSA	\$ 150.00
- Quarterly Reports	\$ 100.00
- W-2's	\$ 175.00
- Miscellaneous costs (i.e. set up, change of employee inform., check cancellation etc.)	\$ 500.00

<b>Grand Total</b>	<b>\$ 6,225.00</b>
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Human Resources

Human Resources - CSULA \$ 5,000.00

**Grand Total \$ 5,000.00**



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CONFERENCE TRAVEL - IN

ALL costs related to travel/transportation including airfare, car/van/truck/bus rental fees, lodging, meals, parking, registration fees, and personal vehicle mileage reimbursement.

		<a href="http://csuaoa.org/conference/">http://csuaoa.org/conference/</a>	<u>Per Person</u>
AOA Conference - January 2016 Sacramento, CA (Dena & Intef)			
- Registration Fee \$495 x 2		\$ 990.00	\$ 495.00
- Hotel rate \$195 per day x 3 days x 2		\$ 1,170.00	\$ 585.00
- Internet \$25 x 3 day & Parking		\$ 150.00	\$ 75.00
- Airfare \$300/Car Rental Mileage \$100 x 2 x 2 days		\$ 700.00	\$ 350.00
- Per diem \$55 per day x 3 days x 2		\$ 330.00	\$ 165.00
		\$ 3,340.00	\$ 1,670.00
AOA ASI/Union Meeting X 1 per year - Regional Meeting (Dena & Intef)			
- Hotel rate (\$195.00 per day x 2 day x 2)		\$ 600.00	\$ 300.00
- Registration Fee \$100 x 2		\$ -	\$ -
- Airfare/Car Rental Mileage \$100 x 2		\$ 200.00	\$ 100.00
- Per diem (\$55 per day x 1 day) X 2		\$ 110.00	\$ 55.00
		\$ 910.00	\$ 455.00
Local Mileage Expense	\$ 310.00 x 2	\$ 620.00	\$ -
AS Advisor Summit			
- Hotel rate 1 x 4 days x \$195	\$ 360.00	\$ 780.00	
- Airfare & Shuttle	\$ 250.00	\$ 250.00	
- Per diem (\$55 per day X 4 days) x 1	\$ 220.00	\$ 220.00	
- Conference Registration x 1	\$ 100.00	\$ 100.00	
		\$ 1,350.00	
<b>Grand Total</b>		<b>\$ 6,220.00</b>	

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ACCOUNTING

University Chargebacks for Accounting Services  
- Accounting Services (\$13,354.63 X 4)

\$ 57,560.00

**Grand Total** **\$ 57,560.00**

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AUDITING SERVICES

Audit Firm - Macias, Gini, & O'Connell, LLP (MGO)

2015-16
\$ 15,977.00

**CSU & IRS required external annual audit and prepration financial statements.**

Tax Services and CSULA Processing Fee \$ 1,900.00

Cost to annualy file and prepare our coporate taxes with the IRS

Actuarial Services \$ 1,000.00

<b>Grand Total</b>	<b>\$ 18,877.00</b>
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Fee Collection Services

					Actual	
Fee Collection Services	\$ 215.46	July	1st Quarter		\$ 4,164.82	
	\$ 3,949.36	Aug & Sept	2nd Quarter			
	\$ 2,376.85	winter	3rd Quarter			
	\$ 2,466.49	spring	4th Quarter			\$ 9,008.16

<b>Grand Total</b>		<b>\$ 9,008.16</b>
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INSURANCE

**Cost of insurance related to specific activities/programs. Other organizational insurance.**

CSURMA - Insurance Renewal \$ 8,000.00

CSURMA	Insurance	\$	-
CSURMA	Insurance Rebate	\$	-
<hr style="border: 1px solid black;"/>			\$ -

<b>Grand Total</b>	<b>\$ 8,000.00</b>
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LEGAL SERVICES

Legal Services	\$	3,500.00
	Adjustment	\$ 5,000.00
	3&9 Adjustment	\$ 6,500.00

<b>Grand Total</b>	<b>\$</b>	<b>15,000.00</b>
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UNIVERSITY CHARGEBACKS

U-SU Chargebacks

									Per Month	
Utilities	2835 Sq.Feet	x	\$0.24	12	months	\$	8,164.80	\$	680.40	
<b>Cost of heating and cooling, electricity, gas, water, and sewer.</b>										
									Per Month	
Custodial Services	2835 Sq.Feet	x	\$0.42	12	months	\$	14,288.40	\$	1,190.70	
							\$	4,500.00		
Floor Maintenance (gloss, buffing floor one time per year)							\$	4,500.00		

<b>Grand Total</b>	<b>\$ 26,953.20</b>
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CAPITAL EQUIPMENT

<b>Total Capital Equipment Allocation:</b>	\$ 153,660.07
<b>If agreed interest is:</b>	0%

**10 Year Plan**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Amount	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>
Remaining Balance	\$ 138,294.06	\$ 122,928.06	\$ 107,562.05	\$ 92,196.04	\$ 76,830.04	\$ 61,464.03	\$ 46,098.02	\$ 30,732.01	\$ 15,366.01	\$ 15,366.01

<b>Total Capital Equipment Allocation:</b>	\$ 153,660.07
<b>If agreed interest is:</b>	0%