

Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
2017-2018 Proposed Operating Budget - DRAFT 1  
Administration

**Updated:**

Friday, April 28, 2017

**The projections are based on our current Student Body Fee per student  
of \$26.88 in the fall semester and \$26.87 in the spring semester**

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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	7	x	\$5	x	2	development	\$	70.00

- Supplies	14	x	\$5	x	0	trainings	\$	-
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Quarterly Staff Training

- Hospitality	14	x	\$15	x	3	staff trainings	\$	630.00
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Student Appreciation Event(s)	14	x	\$5.00		2		\$	140.00
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<b>Grand Total</b>	<b>\$ 910.00</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 \$ 550.00

NACAS Dues	\$ 1,150.00	x	3	(Split between U-SU, A.S.I., & UAS)	\$ 383.33
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Progressive Business Compliance \$ 50.00

Spotify	9.99	x		9%	x	12	\$ _____
HootsSuite							\$ _____
Fonts Subscription (Graphics)	\$ 96.00	x				2	\$ _____
Evato (Graphics)	\$ _____	x				1	\$ _____
Drop Box (Graphics)	\$ 100.00	x				1	\$ _____
Suitcase TeamSync Pricing							\$ _____
Amazon Prime Membership Fee							\$ _____
<b>Grand Total</b>							<b>\$ 983.33</b>

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Supplies and Services	660830	00001	780000
Postage & Freight	660800	00001	780000
Telephone Usage	604001	00001	780000
Telephone Equipment Lease	604822	00001	780000

OPERATING EXPENSES (SUPPLIES & SERVICES)

University Chargebacks

- Telephone Equipment Fee                      \$ 400.00      x              8              \$ 3,200.00

- Telephone Usage                      \$ 40.00      x              12              \$ 480.00

Total                      **\$ 3,680.00**

- 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

Spring                                              \$ 500.00

**\$ 1,500.00**

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

**Total Cost                                                                                              \$ 6,030.00**

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LEASE EQUIPMENT/TECHNOLOGY RELATED

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 2018 \$ 3,450.00

1 Front Desk (Next refresh required 2017)

\$	1,150.00	x	1	=		\$ 1,150.00
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4 Administrative Assistant Office (Next refresh required 2020)

\$	1,150.00	x	2	=		\$ 2,300.00
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3 Professional Staff (Next refresh required 2016)

\$	1,150.00	x	0	=		\$ -
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Executive Officer Printer Replacement	2	x	\$ 300.00		\$ 600.00
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	<b>\$ 4,050.00</b>
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PAYROLL CHARGES

		Pay Periods	
ADP Payroll Services Charge	\$ 210.00	x 26	\$ 5,460.00

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

- Processing Fees	\$ 700.00
- FSA	\$ 150.00
- Quarterly Reports	\$ 100.00
- W-2's	\$ 195.00
- Miscellaneous costs (i.e. set up, change of employee inform., check cancellation etc.)	\$ 500.00

<b>Grand Total</b>	<b>\$ 7,105.00</b>
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CS-Human Resources

Human Resources - Cal State LA \$ 5,000.00

<b>Grand Total</b>	<b>\$ 5,000.00</b>
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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.

AOA Conference - January 2018 Coronado, San Diego (Dena, Intef, & New Staff)

<http://csuaoa.org/conference/>

- Registration Fee \$550 x 3	\$	1,650.00	
- Hotel rate \$275 per day x 3 days x 3	\$	2,475.00	
- Internet \$25 x 3 days & Parking \$20 x 3 days x 1	\$	135.00	
- Airfare \$300/Car Rental Mileage \$100 x 2 x 2 days	\$	850.00	
- Per diem \$55 per day x 3 days x 3	\$	495.00	
			\$ 5,605.00

AOA ASI/Union Meeting X 1 per year - Regional Meeting (Dena & Intef)

- Hotel rate (\$275.00 per day x 2 day x 2)	\$	1,100.00	
- Registration Fee \$100 x 2	\$	200.00	
- Airfare/Car Rental Mileage \$100 x 2	\$	200.00	
- Per diem (\$55 per day x 1 day) X 2	\$	110.00	
			\$ 1,610.00

Local Mileage Expense	\$	150.00	x	3		\$	450.00
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AS Advisor Summit/CHESS

- Hotel rate 1 x 4 days x \$275	\$	1,100.00	
- Airfare & Shuttle	\$	250.00	
- Per diem (\$55 per day X 4 days) x 1	\$	220.00	
- Conference Registration \$175.00 x 1	\$	175.00	
			\$ 1,745.00

<b>Grand Total</b>						<b>\$ 9,410.00</b>
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CS-ACCOUNTING

University Chargebacks for Accounting Services - Accounting Services (\$13,354.63 X 4)	\$ 57,560.00
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<b>Grand Total</b>	<b>\$ 57,560.00</b>
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CS-AUDITING SERVICES

2017-18
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Audit Firm - Macias, Gini, & O'Connell, LLP (MGO)

\$ 16,125.00

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

Tax Services and CSULA Processing Fee

\$ 3,500.00

Cost to annually file and prepare our corporate taxes with the IRS

Actuarial Services

\$ 2,000.00

**Grand Total**

**\$ 21,625.00**

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CS-Fee Collection Services

Fee Collection Service	\$ -	summer			
	\$ 5,654.04	fall	Semester		
	\$ -	winter			
	\$ 5,152.48	spring	Semester		\$ 10,806.52

<b>Grand Total</b>	<b>\$ 10,806.52</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	\$ 7,978.00
CSURMA Insurance Ret	\$ (1,875.00)
	\$ 6,103.00

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

Legal Services	\$ 7,000.00
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Grand Total	\$ 7,000.00
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UNIVERSITY CHARGEBACKS - U-SU Space Lease

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		
Floor Maintenance (gloss, buffing floor one time per year)							\$	-	

<b>Grand Total</b>	<b>\$ 22,453.20</b>
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