

Associated Students, Inc.



2017-2018

A.S.I. Operating Budget

Approved by:

Dr. William Covino Date
University President

Lisa M. Chavez Date
VP of Administration Finance & CFO

Dr. Nancy Wada-McKee Date
Senior Associate VP of Enrollment Management

Dr. Jennifer Miller Date
Dean of Students

Kayla Stamps Date
A.S.I. President

Aaron Castaneda Date
A.S.I. Vice President for Finance

Intef W. Weser Date
A.S.I. Executive Director



MEMORANDUM

DATE: Thursday, May 4, 2017

TO: Dr. Nancy Wada-McKee
Vice President for Student Life

Lisa Chavez,
Vice President of Administration and Chief Operating Officer

William A. Covina, President
California State University, Los Angeles

FROM: Intef W. Weser, A.S.I. Executive Director
Kayla Stamps, A.S.I. President
Dr. Jennifer Miller, Dean of Students

CC: A.S.I. B.OD., Finance Committee, A.S.I. Staff, & File

SUBJECT: 2017-18 A.S.I. Proposed Operating Budget

Attached is the 2017-18 Proposed Operating Budget approved by the Board of Directors of Associated Students, Incorporated on Thursday, May 4, 2017.

Please note that the budget allocates \$125,211.00 to the Anna Bing Arnold Children's Center.

We will be taking action on Thursday, May 11, 2017 regarding long-term direction and support for the Children's Center. We are eager to engage in a long-term collaborative effort with the University to secure sustainable funding for the Center via A.S.I. Non-profit status.

Once the proposed budget is approved, by the Vice Presidents, we ask that the budget be forwarded to the President's Office for final approval.

If you have any questions, please contact Kayla Stamps or Intef W. Weser at 323-343-4778.

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Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES



"...For the Students, by the Students!"

2017-18 Proposed Operating Budget 4.28.17 Draft 2

Revised
Friday, April 28, 2017

2017-18 Proposed Operating Budget 4.28.17 Draft 2		2015/2016	2016/2017	2017/2018	Net Budget	Percent
Revenue and Investments		Actual	6&6 Budget Review	Proposed Operating Budget	Modification	Change
Description of Item						
Projected Fee Revenue *						
Student Fee Revenue	\$ -	\$ 1,339,483	* \$ 1,428,920	\$ -		0.00%
Student Fee Revenue	\$ 1,386,955	\$ 1,339,483	\$ 1,428,920	\$ 89,437		6.68%
Other Projected Revenue						
Interest Income, Los Angeles Investment Fund (L.A.I.F.), & Unrealized Gain/Loss	\$ 8,694	\$ 7,531	\$ 8,000	\$ 469		6.23%
Student & University Support Revenue	\$ 22,079	\$ 19,550	\$ 18,850	\$ (700)		-3.58%
Transfer from Retained Earnings	\$ -	\$ 189,050	\$ -	\$ (189,050)		-100.00%
Total Other Revenue	\$ 30,773	\$ 216,131	\$ 26,850	\$ (189,281)		-87.58%
Total Revenue	\$ 1,417,728	\$ 1,555,614	\$ 1,455,770	\$ (99,844)		-6.42%
Projected Expenses						
Administration	\$ 439,507	\$ 456,072	\$ 443,596	\$ (12,476)		-2.74%
A.S.I. Student Government	\$ 363,257	\$ 488,710	\$ 522,243	\$ 33,533		6.86%
Student & University Support	\$ 505,511	\$ 610,832	\$ 489,930	\$ (120,902)		-19.79%
Total Unit Expense	\$ 1,308,275	\$ 1,555,614	\$ 1,455,770	\$ (99,844)		-6.42%
Total Revenue	\$ 1,417,728	\$ 1,555,614	\$ 1,455,770	\$ (99,844)		-6.42%
Total Unit Expense	\$ 1,308,275	\$ 1,555,614	\$ 1,455,770	\$ (99,844)		-6.42%
Net Operating Income/(Deficit)	\$ 109,453	\$ 0	\$ (0)			
<i>* NOTE: \$47,472 of the reserves from 2016-17 has been advanced to this year in the student fee revenue.</i>						
Fund Balance						
Beginning Fund Balance	\$ 1,467,464					
Net Operating Income/(Deficit)	\$ 109,453					
Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$ 5,498					
Projected Ending Fund Balance	\$ 1,582,415					

Trailer System
 • A.S.I. operates off of a Trailer System model. This allows A.S.I. to allocate funds for activities and programs with a greater degree of certainty. 3% of the total trailer system is being set aside for contingency operating costs which totals:
 \$ 44,640.00

Administration Description of Item	2015/2016 Actual	YTD 2016-17 as of 2/28/17	2016/2017 6&6 Budget Review	2017/2018 Proposed Operating Budget	Net Budget Modification	Percent Change	2017-18 Proposed Operating Budget 4.28.17 Draft 2 Comment/Variance Explanation
<u>Revenue</u>							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<u>Expenses *</u>							
<u>Personnel</u>							
Staff Salaries	\$ 124,528	\$ 90,322	\$ 149,919	\$ 157,166	\$ 7,247	4.83%	Fully funding this line item for the fiscal year.
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 95,173	\$ 40,620	\$ 63,175	\$ 63,768	\$ 593	0.94%	Fully funding this line item for the fiscal year.
Student Salaries	\$ 44,915	\$ 28,896	\$ 54,350	\$ 58,370	\$ 4,020	7.40%	Fully funding this line item for the fiscal year.
Total Personnel	\$ 264,615	\$ 159,838	\$ 267,443	\$ 279,303	\$ 11,860	4.43%	
<u>Supplies and Services</u>							
Staff Development	\$ -	\$ -	\$ 910	\$ 910	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ 2,283	\$ 1,714	\$ 983	\$ (731)	-42.64%	The decrease is due to moving some of the annual expenses to the Student Government area.
Bank Charges	\$ 2,610	\$ 1,275	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 21,507	\$ 7,135	\$ 7,630	\$ 6,030	\$ (1,600)	-20.97%	The decrease is due to the reduction of phone equipment used in Executive Officer offices.
Technology Related	\$ 1,721	\$ -	\$ 4,050	\$ 4,050	\$ -	0.00%	
Payroll Charges	\$ 4,786	\$ 3,932	\$ 7,105	\$ 7,105	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 3,750	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 36,124	\$ 18,375	\$ 29,769	\$ 27,438	\$ (2,331)	-7.83%	
<u>Travel</u>							
Seminars, Conf., Memberships and Travel	\$ 3,691	\$ 5,404	\$ 9,245	\$ 9,410	\$ 165	1.78%	The increase is due to fully funding professional development travel.
Total Travel	\$ 3,691	\$ 5,404	\$ 9,245	\$ 9,410	\$ 165	1.78%	
<u>Contracts, MOU's and Leases</u>							
University Accounting Services	\$ 57,560	\$ 43,170	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services & Contractual Services	\$ 20,024	\$ 13,111	\$ 20,577	\$ 21,625	\$ 1,048	5.09%	This increase is due to the cost of the actuarial services needed to assess post-retirement responsibility of the organization.
Fee Collection Services	\$ 10,518	\$ 5,655	\$ 10,158	\$ 10,807	\$ 648	6.38%	This increase is due to the increase in enrollment.
Insurance	\$ 6,399	\$ 5,911	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 18,122	\$ 595	\$ 12,000	\$ 7,000	\$ (5,000)	-41.67%	The reduction reflects our 2017-18 budget priorities.
Lease Chargeback's	\$ 22,453	\$ 14,969	\$ 25,953	\$ 22,453	\$ (3,500)	-13.49%	The reduction reflects our 2017-18 budget priorities.
Total Contracts, MOUs and Leases	\$ 135,076	\$ 83,411	\$ 134,248	\$ 127,445	\$ (6,804)	-5.07%	
<u>Equipment</u>							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ -	\$ (15,366)	-100.00%	The reduction is due repaying the U-SU for their loan of \$150,000 for furniture purchased when A.S.I. moved into the Union.
Total Equipment	\$ -	\$ -	\$ 15,366	\$ -	\$ (15,366)	-100.00%	
Total Administrative Expenses	\$ 439,507	\$ 267,027	\$ 456,072	\$ 443,596	\$ (12,476)	-2.74%	
Net Cost of Administration	\$ 439,507	\$ 267,027	\$ 456,072	\$ 443,596	\$ (12,476)	-2.74%	

Student Government Description of Item	2015/2016 Actual	YTD 2016-17 as of 2/28/17	2016/2017 6&6 Budget Review	2017/2018 Proposed Operating Budget	Net Budget Modification	Percent Change	2017-18 Proposed Operating Budget 4.28.17 Draft 2 Comment/Variance Explanation
Revenue							
Total Student Government Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses *							
Personnel							
Staff Salaries	\$ 119,757	\$ 93,763	\$ 167,545	\$ 170,065	\$ 2,520	1.50%	Fully funding this line item for the fiscal year.
Student Salaries	\$ 33,919	\$ 15,287	\$ 31,030	\$ 34,970	\$ 3,940	12.70%	Fully funding this line item for the fiscal year.
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 49,671	\$ 44,797	\$ 65,477	\$ 75,054	\$ 9,577	14.63%	Fully funding this line item for the fiscal year.
Total Personnel	\$ 203,347	\$ 153,847	\$ 264,051	\$ 280,089	\$ 16,038	6.07%	
Supplies and Services							
Technology Related	\$ 6,065	\$ 4,085	\$ 15,681	\$ 14,281	\$ (1,400)	-8.93%	The reduction reflects our 2017-18 budget priorities.
Marketing and Advertisement; Hospitality *	\$ 854	\$ 3,317	\$ 5,110	\$ 5,618	\$ 508	9.94%	
Operating Expenses	\$ 29,373	\$ 4,448	\$ 18,533	\$ 8,780	\$ (9,753)	-52.63%	The reduction reflects our 2017-18 budget priorities.
New DUES / SUBS / PUBLICATIONS	\$ -	\$ -	\$ -	\$ 4,580	\$ 4,580	#DIV/0!	This line item was created due to moving some of the annual expenses from the Administrative area to the Student Government area.
Total Supplies and Services	\$ 36,291	\$ 11,851	\$ 39,324	\$ 33,259	\$ (6,065)	-15.42%	
CSSA							
A.S.I. Student Government Travel	\$ 19,552	\$ 4,594	\$ 39,825	\$ 37,825	\$ (2,000)	-5.02%	This reduction is due to 6&6 Budget adjustments. The funding meets our 2017-18 budget priorities.
Total CSSA	\$ 19,552	\$ 4,594	\$ 39,825	\$ 37,825	\$ (2,000)	-5.02%	
FT Staff Travel							
Travel (In State & Out of State)	\$ 10,368	\$ 11,522	\$ 8,155	\$ 10,365	\$ 2,210	27.10%	Fully funding this line item for the fiscal year.
Total FT Staff Travel	\$ 10,368	\$ 11,522	\$ 8,155	\$ 10,365	\$ 2,210	27.10%	
ASI President's Budget							
Hospitality	\$ -	\$ -	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 750	\$ 700	1400.00%	Funding to support new A.S.I. President Engagement initiatives.
Total A.S.I. President's Budget	\$ -	\$ -	\$ 150	\$ 850	\$ 700	466.67%	
Leadership Development & Specialized Training							
Leadership Development	\$ -	\$ 39,282	\$ 41,430	\$ 40,872	\$ (558)	-1.35%	The reduction reflects our 2017-18 budget priorities.
Total Leadership Dev. & Specialized Training	\$ -	\$ 39,282	\$ 41,430	\$ 40,872	\$ (558)	-1.35%	
Grant-In-Aid							
Grant-In-Aid	\$ 93,699	\$ 56,553	\$ 95,774	\$ 118,983	\$ 23,209	24.23%	Fully funding this line item for the fiscal year.
Total Grant-In-Aid	\$ 93,699	\$ 56,553	\$ 95,774	\$ 118,983	\$ 23,209	24.23%	
Total Student Government Expenses *	\$ 363,257	\$ 277,649	\$ 488,710	\$ 522,243	\$ 33,533	6.86%	
Net Cost of Student Government	\$ 363,257	\$ 277,649	\$ 488,710	\$ 522,243	\$ 33,533	6.86%	

Note:

*Excludes PTO and Amortization expense of: \$ 114 \$ 2,937

* Due to the CMS account transition the Marketing & Hospitality line items were combined.

Student & University Support		2017-18 Proposed Operating Budget 4.28.17 Draft 2					
Description of Item	2015/2016 Actual	YTD 2016-17 as of 2/28/17	2016/2017 6&6 Budget Review	2017/2018 Proposed Operating Budget	Net Budget Modification	Percent Change	Comment/Variance Explanation
Revenue *							
Interest Income, Los Angeles Investment Fund (L.A.I.F.), & Unrealized Gain/Loss	\$ 8,694	\$ 8,067	\$ 7,531	\$ 8,000	\$ 469	6.23%	After reviewing revenue performance over the past three years an increase in revenue projections is warranted.
Gift Contrib. Income	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Locker Revenue	\$ 4,495	\$ 4,040	\$ 4,100	\$ 4,100	\$ -	0.00%	
Miscellaneous Revenue (Rev. Other, Music Concerts, Events, & Laptop Rev)	\$ 2,362	\$ 1,669	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,829	\$ 26	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 21	\$ 4,655	\$ 250	\$ 250	\$ -	0.00%	
Disneyland Sales	\$ 2,574	\$ 818	\$ 818	\$ -	\$ (818)	-100.00%	We no longer sell Disneyland tickets.
Commissions (Knott's Ticket Sales)	\$ 878	\$ 70	\$ 700	\$ 1,000	\$ 300	42.86%	After reviewing revenue performance over the past three years an increase in revenue projections is warranted.
Consignment Sales	\$ 9,920	\$ 9,817	\$ 10,000	\$ 9,000	\$ (1,000)	-10.00%	The reduction reflects our 2017-18 revenue projections.
Total Programming and Student Support Revenue	\$ 30,773	\$ 29,162	\$ 27,899	\$ 26,850	\$ (1,049)	-3.76%	
Expenses							
Student Support (formally Programming)							
Student Organization Direct Funding and Co-sponsorships	\$ 102,309	\$ 31,062	\$ 118,981	\$ 110,453	\$ (8,528)	-7.17%	The decrease is due to the Board approving one time funding for club programming. Therefore the onetime expenses were higher than what is being proposed this year.
Unrestricted Funding for the Finance Committee	\$ -	\$ -	\$ 74,209	\$ -	\$ (74,209)	-100.00%	The decrease is due to the Board approving one time funding for the Finance Committee to allocate. Therefore the onetime expenses were higher than what is being proposed this year.
Leadership Development	\$ 38,159	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming & Advocacy (Expenses-Other)	\$ 134,836	\$ 61,587	\$ 136,004	\$ 121,200	\$ (14,804)	-10.88%	The decrease is due to the Board approving one time funding for the advocacy and programming efforts. Therefore the onetime expenses were higher than what is being proposed this year.
Marketing and Advertisement	\$ 62,876	\$ 31,189	\$ 72,117	\$ 56,266	\$ (15,851)	-21.98%	Fully funding this line item for the fiscal year.
Total Programming	\$ 338,179	\$ 123,838	\$ 401,311	\$ 287,919	\$ (113,392)	-28.26%	
Scholarships & Vouchers							
Student Book Voucher Program	\$ 8,621	\$ 8,767	\$ 14,600	\$ 15,000	\$ 400	2.74%	Fully funding this line item for the fiscal year.
Committee Permits/Vouchers	\$ 4,025	\$ 803	\$ 8,000	\$ 8,000	\$ -	0.00%	
A.S.I. Scholarships	\$ 2,500	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Scholarships & Vouchers	\$ 15,146	\$ 9,570	\$ 22,600	\$ 23,000	\$ 400	1.77%	
University Support							
Children's Center	\$ 125,211	\$ 110,000	\$ 140,000	\$ 125,211	\$ (14,789)	-10.56%	Amounts based on the average of budgetary funding recommendations submitted.
EOP	\$ 5,741	\$ 3,500	\$ 3,500	\$ 5,100	\$ 1,600	45.71%	Amounts based on the average of budgetary funding recommendations submitted.
EPIC (Educational Participation in Communities)	\$ 16,233	\$ 7,721	\$ 11,721	\$ 12,000	\$ 279	2.38%	Amounts based on the average of budgetary funding recommendations submitted.
College of Arts & Letters - Golden Eagle Radio	\$ 5,000	\$ -	\$ 5,000	\$ 10,000	\$ 5,000	100.00%	Amounts based on the average of budgetary funding recommendations submitted.
Dreamers Resource Center	\$ -	\$ 17,000	\$ 17,000	\$ 17,000	\$ -	0.00%	Amounts based on the average of budgetary funding recommendations submitted.
Veterans Resource Center	\$ -	\$ -	\$ 9,700	\$ 9,700	\$ -	0.00%	Amounts based on the average of budgetary funding recommendations submitted.
Total Student Support	\$ 152,185	\$ 138,221	\$ 186,921	\$ 179,011	\$ (7,910)	-4.23%	
Total Programming and Student Support Expenses	\$ 505,511	\$ 271,629	\$ 610,832	\$ 489,930	\$ (120,902)	-19.79%	
Net Cost of Programming, Scholarships and Student Support	\$ 474,738	\$ 242,467	\$ 582,933	\$ 463,080	\$ (119,853)	-20.56%	