# 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

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

Associated Students, Inc.

Administration

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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	ce Staff Develo	pment					
- Hospitality							
Adm	7	Χ	\$5	Χ	2	development	\$ 70.00
SG	7	Χ	\$5	Х	2	development	\$ 70.00
- Supplies	14	X	\$5	Х	0	trainings	\$ -
Quarterly Staff Trains - Hospitality	ining 14	Х	\$15	X	3	staff trainings	\$ 630.00
Student Appreciation	on Event(s)	14	Х	\$5.00	2		\$ 140.00

Grand Total \$ 9°	910.00
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Associated Students, Inc. Administration

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#### **BANK CHARGES**

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

Bank Charges 12 months x \$280.00 \$3,360.00

Grand Total \$3,360.00

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

### Associated Students, Inc. Administration

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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	Х		Split between L U, A.S.I., & UA		383	.33
Progressive Business Compliance				,	\$ 50	.00
Spotify 9.99	<sup>1</sup> X	<del>9%</del> x	<u>-</u>	1 <del>2</del>		_
HootsSuite-				<del>(</del>		_
Fonts Subscription (Graphics)	<del>\$ 96.00</del>	X	2	<del>(</del>		_
Evato (Graphics)	<del>\$</del>	X	1	<del>(</del>	<b>-</b>	_
Drop Box (Graphics)	<del>\$ 100.00</del>	X	1	<del>(</del>	<b>-</b>	_
Suitcase TeamSync Pricing				<del>(</del>	<b>-</b>	_
Amazon Prime Membership Fee Grand Total				<del>-</del>	983	.33

Associated Students, Inc. Administration

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 centas 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

#### Associated Students, Inc.

Administration

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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

4 Administrative Assistant Office (Next refresh required 2020)

 $\frac{1,150.00}{3 \text{ Professional Staff (Next refresh required 2016)}}$ 

 $\frac{1}{150.00}$  x 0 = \$ -

Executive Officer Printer Replacement 2 x \$ 300.00 \$ 600.00

\$ 4,050.00

Associated Students, Inc.

Administration

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#### PAYROLL CHARGES

Pay I	Periods
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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	\$ 500.00
(i.e. set up, change of employee inform., check cancellation etc.)	

Grand Total \$ 7,105.00

Associated Students, Inc. Administration

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**CS-Human Resources** 

Human Resources - Cal State LA

\$ 5,000.00

Grand Total \$ 5,000.00

#### Associated Students, Inc.

#### Administration

**Grand Total** 

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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 3 \$ 450.00 Χ 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

\$ 9,410.00

Associated Students, Inc. Administration

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#### **CS-ACCOUNTING**

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

\$ 57,560.00

Grand Total \$ 57,560.00

Associated Students, Inc. Administration

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#### **CS-AUDITING SERVICES**

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

2017-18 \$ 16,125.00

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

Tax Services and CSULA Processing Fee

\$ 3,500.00

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

Actuarial Services \$ 2,000.00

Grand Total \$ 21,625.00

Associated Students, Inc.

Administration

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CS-Fee Collection Services

Fee Collection Servic\$ - summer

\$ 5,654.04 fall Semester

\$ - winter

\$ 5,152.48 spring Semester \$ 10,806.52

Grand Total \$ 10,806.52

Associated Students, Inc.

Administration

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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

**Grand Total** \$ 8,000.00

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**LEGAL SERVICES- Litigation Cost** 

Legal Services \$ 7,000.00

Grand Total \$ 7,000.00

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<u>UNIVERSITY CHARGEBACKS - U-SU Space Lease</u>

U-SU Chargebacks

Per Month

Utilities 2835 Sq.Feet x \$0.24 12 months \$ 8,164.80 \$ 680.40 Cost of heating and cooling, electricity, gas, water, and sewer.

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) \$

Grand Total \$ 22,453.20