

Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
2015-2016 Proposed Operating Budget Review  
Administration

**Updated:**  
Wednesday, July 29, 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 | x | 2 |  | \$ | 130.00 |
|-------------------------------|----|---|--------|---|---|--|----|--------|

**Grand Total** **\$ 845.00**

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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

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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>\$</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 |
| <br>                           |           |   |       |    |          |
| - Telephone Usage              | \$ 50.00  | x | 12    | \$ | 600.00   |
| <br>                           |           |   |       |    |          |
|                                |           |   | Total | \$ | 5,400.00 |
| <br>                           |           |   |       |    |          |
| - 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   | \$ 300.00 |  |  |    |          |
| Winter | \$ 500.00 |  |  |    |          |
| Spring | \$ 200.00 |  |  |    |          |
|        |           |  |  | \$ | 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** **\$ 7,750.00**

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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 Front Desk (Next refresh required 2017)                                       |          |       |        |        |    |           |                 |   |
| \$  | 1,150.00 | x     | 0      | =      | \$ | -         |                 |   |
| 4 Administrative Assistant Office (Next refresh required 2017)                  |          |       |        |        |    |           |                 |   |
| \$  | 1,300.00 | x     | 0      | =      | \$ | -         |                 |   |
| 2 Professional Staff (Next refresh required 2016)                               |          |       |        |        |    |           |                 |   |
| \$  | 1,150.00 | x     | 2      | =      | \$ | -         |                 |   |
| Executive Officer Printer Replacement   | 2        | x     | \$     | 300.00 |    | \$        | 600.00          |   |
| 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               |   |
|   |          |       |        |        |    | \$        | -               |   |
| Amazon Website Hosting  | \$       | 55.00 | x      | 12     | /  | 2         | \$              |   |
|   |          |       |        |        |    |           | 330.00          |   |
| Website Hosting Annual Renewal  |          | \$    | 400.00 | /      | 2  | \$        | 200.00          |   |
| Website Domaine Renewal   |          | \$    | 100.00 |        |    | \$        | 100.00          |   |
| <b>Grand Total</b>  |          |       |        |        |    | <b>\$</b> | <b>1,365.00</b> |   |

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PAYROLL CHARGES

|                                      |           |   | Pay Periods |             |
|--------------------------------------|-----------|---|-------------|-------------|
| ADP Payroll Services Charge          | \$ 200.00 | x | 12          | \$ 2,400.00 |
| ADP raised the cost to due business. |           |   |             |             |

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

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

**Grand Total** **\$ 4,025.00**

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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.

|  |    |        |        |   |             |           |                 |
|--|----|--------|--------|---|-------------|-----------|-----------------|
| AOA Conference - January 2016 Sacramento, CA (Dena & Intef)          |    |        |        | <a href="http://csuaoa.org/conference/">http://csuaoa.org/conference/</a> |             |           |                 |
| - Registration Fee \$400 x 2   |    |        |        | \$  | 800.00      |           |                 |
| - Hotel rate \$195 per day x 3 days x 2                              |    |        |        | \$  | 1,170.00    |           |                 |
| - Internet \$25 x 3 day & Parking                                    |    |        |        | \$  | 150.00      |           |                 |
| - Airfare \$300/Car Rental Mileage \$100 x 2 x 2 days                |    |        |        | \$  | 700.00      |           |                 |
| - Per diem \$55 per day x 3 days x 2                                 |    |        |        | \$  | 330.00      |           |                 |
|  |    |        |        |   | \$ 3,150.00 |           |                 |
| AOA ASI/Union Meeting X 1 per year - Regional Meeting (Dena & Intef) |    |        |        | \$  | 600.00      |           |                 |
| - Hotel rate (\$195.00 per day x 2 day x 2)                          |    |        |        | \$  | -           |           |                 |
| - Registration Fee \$100 x 2   |    |        |        | \$  | 200.00      |           |                 |
| - Airfare/Car Rental Mileage \$100 x 2                               |    |        |        | \$  | 110.00      |           |                 |
| - Per diem (\$55 per day x 1 day) X 2                                |    |        |        | \$  | 910.00      |           |                 |
| Local Mileage Expense  | \$ | 310.00 | x      |   | 2           | \$        | 620.00          |
| AS Advisor Summit  |    |        |        |   |             |           |                 |
| - Hotel rate 1   |    | \$     | 360.00 | \$  | -           |           |                 |
| - Airfare & Shuttle  |    | \$     | 250.00 | \$  | -           |           |                 |
| - Per diem (\$50 per day X 4 days) x 1                               |    | \$     | 165.00 | \$  | -           |           |                 |
| - Conference Registration x 1  |    | \$     | 100.00 | \$  | -           |           |                 |
|  |    |        |        |   |             | \$        | -               |
| <b>Grand Total</b>   |    |        |        |   |             | <b>\$</b> | <b>4,680.00</b> |

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ACCOUNTING

|  |              |
|--|--------------|
| University Chargebacks for Accounting Services |              |
| - Accounting Services (\$13,354.63 X 4)        | \$ 57,560.00 |

|                    |                     |
|--------------------|---------------------|
| <b>Grand Total</b> | <b>\$ 57,560.00</b> |
|--------------------|---------------------|

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AUDITING SERVICES

|   | 2015-16      |
|---|--------------|
| Audit Firm - Macias, Gini, & O'Connell, LLP (MGO) | \$ 15,977.00 |

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

|  |             |
|--|-------------|
| Tax Services and CSULA Processing Fee<br>Cost to annually file and prepare our coporprate taxes with the IRS | \$ 1,900.00 |
| Actuarial Services   | \$ 1,000.00 |

**Grand Total** **\$ 18,877.00**

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Fee Collection Services

|                         |             |        |             |             |             |
|-------------------------|-------------|--------|-------------|-------------|-------------|
| Fee Collection Services | \$ 215.46   | summer | 1st Quarter | \$ 3,325.33 |             |
|                         | \$ 3,109.87 | fall   | 2nd Quarter |             |             |
|                         | \$ 2,376.85 | winter | 3rd Quarter |             |             |
|                         | \$ 2,466.49 | spring | 4th Quarter |             | \$ 8,168.67 |

**Grand Total** **\$ 8,168.67**

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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 Rebate | \$ (1,875.00) |             |
|                            |                  | <hr/>         |             |
|                            |                  | \$ 6,103.00   |             |

**Grand Total** **\$ 8,000.00**

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LEGAL SERVICES

Legal Services \$ 7,000.00

**Grand Total** \$ 7,000.00

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UNIVERSITY CHARGEBACKS

U-SU Chargebacks

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

**Grand Total** **\$ 26,953.20**

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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**

|                   | 2013                | 2014                | 2015                | 2016                | 2017                |              |              |              |
|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|--------------|--------------|
| Amount            | \$ 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> |              |              |              |
| 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 |

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