



Memo

DATE: Friday, December 4, 2015
TO: A.S.I. Board of Directors
FROM: Intef W. Weser, A.S.I. Executive Director
Antonio Canzano, A.S.I. VP for Finance
Ejmin Hakobian, A.S.I. President
CC: A.S.I. Staff, & File
SUBJECT: 2015-2016 A.S.I. 3&9 Budget Review

Attached is a copy of the 2015-16 Associated Students, Inc. Proposed 3&9 Budget Review.

Per our 2014-15 Financial Statement A.S.I. has access to one time funds that will allow A.S.I. to address several operational and staffing needs and to expanded programming & club funding.

Please review the A.S.I. 3&9 Budget Review Trailer Fund Recommendations for more detail. This budget was reviewed and approved by the University Budget Office.

Once approved, by the BOD it will be forwarded for signature and review by the Dean of Students, Vice Presidents, and the University President.

Tel: (323) 343-4780

Fax: (323) 343-6415

www.calstateLA.edu/asi

5154 State University Drive, Room 105
Los Angeles, California 90032

**Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES**



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

2015-16 Proposed 3&9 Budget

Revised
Tuesday, December 01, 2015

A.S.I. 3&9 Budget Review Trailer Fund Recommendations

A.S.I. Funding Availability: \$ 139,000.00

A.S.I. Liability

Recommended

Administration			<u>Total</u>
Technology (Computers & Adm Exp.)	\$	550.00	\$ 11,629.16
Payroll adjustments	\$	2,200.00	
Staff Travel (AOA Advisor Summit)	\$	1,540.00	
Student Enrollment	\$	839.16	
Legal Counsel	\$	6,500.00	
Student Government			<u>Total</u>
Student Staffing Increase	\$	6,355.00	\$ 66,783.76
Technology (Computers)	\$	15,070.40	
Operating Exp - Office reorganization and improvements	\$	37,499.70	
Student Gov - Travel	\$	7,858.66	
Programming & Student Support			<u>Total</u>
Student Organization Direct Funding & Unrestricted Funds	\$	32,505.00	\$ 60,587.08
Leadership Development	\$	9,375.01	
Programming & University Support	\$	21,000.00	
Marketing & Advertisement	\$	10,000.00	
Overall Budget Adjustments throughout		\$ (12,292.93)	
Total		\$ 139,000.00	
		Remaining Funds: \$	-

Administration Description of Item	2014/2015	YTD 2015-16	2015/2016		Net Budget	Percent	2015-16 Proposed 3&9 Budget Comment/Variance Explanation
	Actual	as of 9/30/15	Approved Operating Budget	Proposed 3&9 Budget Review	Modification	Change	
Revenue							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 128,643	\$ 27,821	\$ 141,864	\$ 134,842	\$ (7,023)	-4.95%	This downward adjustment is due to salery savings for the Administrative Assistant to the Executive Director which is 29hours without benefits. In addition staff merit was clarified by the CSU system at 2% rather than the Board approved 3%.
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 61,487	\$ 12,468	\$ 58,102	\$ 58,038	\$ (64)	-0.11%	
Student Salaries	\$ 37,398	\$ 10,631	\$ 43,420	\$ 43,420	\$ -	0.00%	
Total Personnel	\$ 227,528	\$ 50,919	\$ 243,386	\$ 236,300	\$ (7,086)	-2.91%	
Supplies and Services							
Staff Development	\$ 381	\$ -	\$ 845	\$ 845	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ 500	\$ 801	\$ 801	\$ (0)	-0.06%	
Bank Charges	\$ 3,144	\$ 809	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expeanses (Supplies & Services	\$ 29,299	\$ 5,297	\$ 8,250	\$ 8,250	\$ -	0.00%	
Technology Related	\$ 6,914	\$ 360	\$ 1,185	\$ 1,735	\$ 550	46.41%	This upward increase is due to consolidating expenses from Student Government (i.e. Amazon Website Hosting, Website Hosting Annual Renewal, and purchase computers.)
Payroll Charges	\$ 2,285	\$ 543	\$ 4,025	\$ 6,225	\$ 2,200	54.66%	The payroll cycle transitioned from once a month (12 pay periods) to biweekly (26 pay periods) this year.
Human Resources	\$ 5,000	\$ 1,250	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 47,523	\$ 8,759	\$ 23,466	\$ 26,216	\$ 2,750	11.72%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 7,693	\$ 758	\$ 4,680	\$ 6,220	\$ 1,540	32.91%	The increase is due to real travel expenses for the AOA Conference and funding staff to attend the AOA AS/SU Advisor Summit.
Total Travel	\$ 7,693	\$ 758	\$ 4,680	\$ 6,220	\$ 1,540	32.91%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 57,560	\$ 14,390	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services & Contractual Services	\$ 18,750	\$ 7,620	\$ 18,877	\$ 18,877	\$ -	0.00%	
Fee Collection Services	\$ 9,608	\$ 152	\$ 8,169	\$ 9,008	\$ 839	10.27%	Cal State LA applies a \$.75 cent fee per student fee collected on behalf of A.S.I.
Insurance	\$ 7,499	\$ 1,188	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 6,359	\$ 7,686	\$ 8,500	\$ 15,000	\$ 6,500	76.47%	This increase is needed to ensure funding for legal needs for the balance of the year.
Lease Chargeback's	\$ 22,453	\$ 5,613	\$ 26,953	\$ 26,953	\$ 0	0.00%	
Total Contracts, MOUs and Leases	\$ 122,229	\$ 36,650	\$ 128,059	\$ 135,398	\$ 7,339	5.73%	
Equipment							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ 0	0.00%	
Total Equipment	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ 0	0.00%	
Total Administrative Expenses	\$ 404,973	\$ 97,087	\$ 414,957	\$ 419,500	\$ 4,543	1.09%	
Net Cost of Administration	\$ 404,973	\$ 97,087	\$ 414,957	\$ 419,500	\$ 4,543	1.09%	

Note: *Excludes PTO expense, and Write off's of: \$ (1,988.00) \$ (460)

<div> <div>Student Government</div> <div>Description of Item</div> </div>	2014/2015	YTD 2015-16	2015/2016	2015/2016	Net Budget	Percent	2015-16 Proposed 3&9 Budget
	Actual	as of 9/30/15	Approved Operating Budget	Proposed 3&9 Budget Review	Modification	Change	Comment/Variance Explanation
Revenue							
Total Student Government Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses *							
Personnel							
Staff Salaries	\$ 115,558	\$ 27,913	\$ 137,127	\$ 136,107	\$ (1,020)	-0.74%	In addition staff merit was clarified by the CSU system at 2% rather than the Board approved 3%.
Student Salaries	\$ 28,599	\$ 8,964	\$ 33,910	\$ 40,265	\$ 6,355	18.74%	The Personnel Committee approved and recommended the funding of the Presidents Administrative Assistant.
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 40,642	\$ 10,613	\$ 62,115	\$ 62,124	\$ 9	0.02%	
Total Personnel	\$ 184,799	\$ 47,490	\$ 233,152	\$ 238,497	\$ 5,345	2.29%	
Supplies and Services							
Technology Related	\$ 13,859	\$ 771	\$ 9,481	\$ 24,551	\$ 15,070	158.95%	This upward increase is due to consolidating expenses from the Administrative budget (i.e. Amazon Website Hosting and Website Hosting Annual Renewal, etc.), computer upgrades in memory, and additional computer units for Graphic Staff (\$6,000).
Marketing and Advertisement; Hospitality *	\$ 5,612	\$ 272	\$ 3,419	\$ 3,419	\$ 0	0.01%	
Operating Expenses	\$ 10,315	\$ 4,441	\$ 3,590	\$ 41,090	\$ 37,500	1044.47%	This increase is specifically due to the reorganization of the Student Government Administrative Office with iOS Furniture company (\$27,000). Please see the attached floor plan. This allocation also includes additional data ports (\$2,500) and the beautification of the office (i.e. painting (\$4,000), flooring (\$4,000), etc.)
Total Supplies and Services	\$ 29,786	\$ 5,484	\$ 16,490	\$ 69,060	\$ 52,570	318.80%	
CSSA							
California State Student Association (CSSA Dues)	\$ 15,350	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
A.S.I. Student Government Travel	\$ 15,300	\$ 1,431	\$ 26,103	\$ 33,961	\$ 7,859	30.11%	Travel expense was increased to accommodate two more students to attend CSSA on a monthly basis and increase student attendees to CHESS Conference in Sacramento, CA from 5-9 attendees.
Total CSSA	\$ 30,650	\$ 1,431	\$ 26,103	\$ 33,961	\$ 7,859	30.11%	
FT Staff Travel							
Travel	\$ 7,273	\$ 1,121	\$ 6,965	\$ 6,965	\$ -	0.00%	
Total FT Staff Travel	\$ 7,273	\$ 1,121	\$ 6,965	\$ 6,965	\$ -	0.00%	
ASI President's Budget							
Hospitality	\$ -	\$ -	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 50	\$ 0	0.81%	
Total A.S.I. President's Budget	\$ -	\$ -	\$ 150	\$ 150	\$ 0	0.27%	
Grant-In-Aid							
Grant-In-Aid	\$ 107,627	\$ 16,591	\$ 113,122	\$ 103,437	\$ (9,684)	-8.56%	The savings in this line item is due to vacant A.S.I. positions and performance adjustments.
Total Grant-In-Aid	\$ 107,627	\$ 16,591	\$ 113,122	\$ 103,437	\$ (9,684)	-8.56%	
Total Student Government Expenses *	\$ 360,135	\$ 72,117	\$ 395,981	\$ 452,071	\$ 56,090	14.16%	
Net Cost of Student Government	\$ 360,135	\$ 72,117	\$ 395,981	\$ 452,071	\$ 56,090	14.16%	

Note:

*Excludes PTO expense of: \$ 886 \$ 54

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

Student & University Support (formerly Programming & University Support) Description of Item	2014/2015 Actual	YTD 2015-16 as of 9/30/15	2015/2016 Approved Operating Budget	2015/2016 Proposed 3&9 Budget Review	Net Budget Modification	Percent Change	2015-16 Proposed 3&9 Budget Comment/Variance Explanation
<u>Revenue *</u>							
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 4,194	\$ 1,172	\$ 5,000	\$ 5,000	\$ -	0.00%	
Gift Contrib. Income	\$ 2,000	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Locker Revenue	\$ 4,075	\$ 2,000	\$ 3,500	\$ 3,500	\$ -	0.00%	
Miscellaneous Revenue (Rev. Other, Events, & Laptop Rev)	\$ 1,638	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,961	\$ -	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 399	\$ -	\$ 250	\$ 250	\$ -	0.00%	
Disneyland Sales	\$ -	\$ 408	\$ -	\$ -	\$ -	#DIV/0!	
Commissions (Knott's Ticket Sales)	\$ 1,118	\$ -	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 15,242	\$ 1,384	\$ 3,000	\$ 3,000	\$ -	0.00%	
Total Programming and Student Support Revenue	\$ 30,627	\$ 4,964	\$ 16,950	\$ 16,950	\$ -	0.00%	
<u>Expenses</u>							
<u>Student Support (formally Programming)</u>							
Student Organization Direct Funding and Co-sponsorships	\$ 93,540	\$ -	\$ 66,300	\$ 98,805	\$ 32,505	49.03%	The increase is due to a \$23,715.00 allocation to club funding to total \$90,015.00 for the year and allocating \$10,698.00 of unrestricted funds for the Finance Committee to consider based on written proposals. Amounts over \$1,500 will be forward to the BOD for approval.
Leadership Development	\$ 30,117	\$ 20,870	\$ 32,530	\$ 41,905	\$ 9,375	28.82%	This upward increase will be applied to expanding the winter leadership training by providing a campus wide motivational speaker.
Programming & Advocacy	\$ 262,990	\$ 3,098	\$ 88,198	\$ 109,198	\$ 21,000	23.81%	The increase in this line item is reflected in a \$10,000 referendum allocation, \$3,000 increase for focus group, survey, student data collection, and \$8,000 allocation to the Cabinet of Commissioners.
Marketing and Advertisement	\$ 38,826	\$ 7,095	\$ 66,623	\$ 76,623	\$ 10,000	15.01%	The funding increase will be applied to marketing and advertisement expenses used to brand A.S.I.
Total Programming	\$ 425,473	\$ 31,062	\$ 253,651	\$ 326,531	\$ 72,880	28.73%	
<u>Scholarships & Vouchers</u>							
Student Book Voucher Program	\$ 12,273	\$ (205)	\$ 19,200	\$ 19,200	\$ -	0.00%	
Committee Permits/Vouchers	\$ 3,783	\$ -	\$ 11,992	\$ 11,992	\$ -	0.00%	
A.S.I. Scholarships	\$ 19,500	\$ (1,500)	\$ 13,000	\$ 13,000	\$ -	0.00%	
Total Scholarships & Vouchers	\$ 35,556	\$ (1,705)	\$ 44,192	\$ 44,192	\$ -	0.00%	
<u>University Support</u>							
Children's Center	\$ 125,211	\$ -	\$ 125,211	\$ 125,211	\$ -	0.00%	
EOP	\$ (5,601)	\$ -	\$ 6,684	\$ 6,684	\$ 0	0.00%	
EPIC (Educational Participation in Communities)	\$ 11,921	\$ -	\$ 16,233	\$ 16,233	\$ (0)	0.00%	
College of Arts & Letters - Golden Eagle Radio	\$ 1,584	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Student Support	\$ 133,115	\$ -	\$ 153,128	\$ 153,128	\$ (0)	0.00%	
Total Programming and and Student Support Expenses	\$ 594,144	\$ 29,358	\$ 450,971	\$ 523,851	\$ 72,880	16.16%	
Net Cost of Programming, Scholarships and Student Support	\$ 563,517	\$ 24,393	\$ 434,021	\$ 506,901	\$ 72,880	16.79%	
							Page 4

2016-17 A.S.I. Revenue Projections

<i>Student Fees (Full Fees)</i> Description of Item	Estimated	Estimated	Estimated Full Fee	Projected Headcount	Revenue per	Estimated	Expected
	Total Headcount	Fee Waivers	Generating Headcount	Based on Intuitional research figures with 2.5% reduction	Student	Revenue	Receipts
	A	B	(A-B)		C	D = C (A-B)	
Summer 2015 Actual	1,204	12	1,192	1,192	\$ 17.25	\$ 20,562	\$ 20,562
Fall 2015 Actual	27,681	294	27,387	27,387	\$ 19.25	\$ 527,200	\$ 527,200
Winter 2016 Projected	23,328	204	23,124	23,124	\$ 17.25	\$ 398,889	\$ 398,889
Spring 2016 Projected	20,746	589	20,157	20,157	\$ 17.25	\$ 347,708	\$ 347,708
Projected FY	72,959	1,099	71,860		\$ 17.74	\$ 1,294,359	\$ 1,294,359

<i>Student Fees (Fee Waivers)</i> Description of Item	Estimated	Estimated	Total Fee	Revenue per	Estimated	Expected
	Total Headcount	Fee Waivers	Waiver Headcount	Student	Revenue	Receipts
	A	B	(A*B)	C	D = C (A*B)	
Summer 2015 Actual	1,192	1.00%	12	\$ 1.00	\$ 12	\$ 12
Fall 2015 Actual	27,387	1.06%	294	\$ 1.00	\$ 294	\$ 294
Winter 2016 Projected	23,124	0.87%	204	\$ 1.00	\$ 204	\$ 204
Spring 2016 Projected	20,157	2.84%	589	\$ 1.00	\$ 589	\$ 589
Projected FY	71,860	1.44%	1,099	\$ 1.00	\$ 1,099	\$ 1,099

<i>Student Fees (Total)</i> Description of Item	Fee Waivers	Full Fees	Total Expected	PS Ledger	PS Ledger	Total Expected
	Expected Receipts	Expected Receipts	Revenue	Total	Difference	Revenue
	A	B	C	D	D-C=E	A + B + C
Summer 2015 Actual	\$ 12	\$ 20,562	\$ 20,574	\$ 20,187	\$ (387)	\$ 20,187
Fall 2015 Actual	\$ 294	\$ 527,200	\$ 527,494	\$ 529,006	\$ 1,512	\$ 529,006
Winter 2016 Projected	\$ 204	\$ 398,889	\$ 399,093	\$ 399,524	\$ 431	\$ 399,524
Spring 2016 Projected	\$ 589	\$ 347,708	\$ 348,297	\$ 348,297	\$ -	\$ 348,297
Projected FY	\$ 1,099	\$ 1,294,359	\$ 1,295,458	\$ 1,297,014	\$ 1,556	\$ 1,297,014

(Up to 25% of Current Year's Operating Expenditure Budget)				
	% Allocation to Reserve Accounts	Amount of Allocation		
A. Working Capital	55%	\$ 21,401	2016-17 A.S.I. Revenue Projections	
B. Current Operations	10%	\$ 3,891	2016-17 A.S.I. Revenue Projections \$ 1,297,014	
C. Capital Replacement	20%	\$ 7,782		
D. Contingency Failure	15%	\$ 5,837		
Total 3% Reserve Allocation		\$ 38,910	Total \$ 1,297,014	
			Required 3% Reserve 2015-16 \$ 38,910.43	
			2016-17 A.S.I. Revenue Projections \$ 1,258,104	

<u>Reserve Statement</u> • A.S.I. is committed to maintaining a maximum level in reserves of up to 25% of the current year expenditures. The projected level of reserves is 3% = \$34,232.13. Working Capital Reserve will serve as 55% of the total reserve to meet expenditures of the organization for at least 60 days. Current Operations Reserves will account for 10%, which will address future enrollment decreases. Capital Replacement Reserves serves as 20%, will assist in the event of a catastrophic circumstance, and will provide the cash on hand to create a satellite location. Future Operations Reserve serves as 15% for unanticipated board actions to facilitate A.S.I. Board goals. Please see A.S.I. Administrative Manual Reserve Policy 207.
