

Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
Final Draft - 2015-2016 3&9 Budget Review  
Administration

**Updated:**

Wednesday, December 02, 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	\$	-
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Quarterly Staff Training

- Hospitality	13	x	\$15	x	3	staff trainings	\$	585.00
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Student Appreciation Event(s)	13	x	\$5.00		2		\$	130.00
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<b>Grand Total</b>							<b>\$</b>	<b>845.00</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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<b>Grand Total</b>	<b>\$3,360.00</b>
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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
 - Telephone Usage	\$ 50.00	x	12	\$	600.00

Total					<b>\$ 5,400.00</b>
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- Postage & Fed Ex (\$50 X 12)				\$	600.00
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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
Winter	\$ 500.00
Spring	\$ 500.00

	<b>\$ 2,000.00</b>
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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
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<b>Total Cost</b>					<b>\$ 8,250.00</b>
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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						\$	1,300.00
Computer Memory Upgrade					\$	300.00	
1 Front Desk (Next refresh required 2017)							
\$ 1,000.00	x	1	=	\$	1,000.00		
4 Administrative Assistant Office (Next refresh required 2017)							
\$ 1,000.00	x	0	=	\$	-		
2 Professional Staff (Next refresh required 2016)							
\$ 1,000.00	x	2	=	\$	-		
Executive Officer Printer Replacement	1	x	\$	300.00		\$	300.00
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	\$ -

<b>Grand Total</b>							<b>\$ 1,735.00</b>
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PAYROLL CHARGES

			Pay Periods	
ADP Payroll Services Charge	\$	200.00	x 3	\$ 600.00
ADP Payroll Services Charge	\$	200.00	x 20	\$ 4,000.00

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

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

<b>Grand Total</b>	<b>\$</b>	<b>6,225.00</b>
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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://csuaaoa.org/conference/">http://csuaaoa.org/conference/</a>	<b>Per Person</b>	
- Registration Fee \$495 x 2				\$ 990.00	\$ 495.00	
- Hotel rate \$195 per day x 3 days x 2				\$ 1,170.00	\$ 585.00	
- Internet \$25 x 3 day & Parking				\$ 150.00	\$ 75.00	
- Airfare \$300/Car Rental Mileage \$100 x 2 x 2 days				\$ 700.00	\$ 350.00	
- Per diem \$55 per day x 3 days x 2				\$ 330.00	\$ 165.00	
				\$ 3,340.00	\$ 1,670.00	
AOA ASI/Union Meeting X 1 per year - Regional Meeting (Dena & Intef)						
- Hotel rate (\$195.00 per day x 2 day x 2)				\$ 600.00	\$ 300.00	
- Registration Fee \$100 x 2				\$ -	\$ -	
- Airfare/Car Rental Mileage \$100 x 2				\$ 200.00	\$ 100.00	
- Per diem (\$55 per day x 1 day) X 2				\$ 110.00	\$ 55.00	
				\$ 910.00	\$ 455.00	
Local Mileage Expense	\$	310.00	x	2	\$ 620.00	\$ -
AS Advisor Summit						
- Hotel rate 1 x 4 days x \$195		\$ 360.00		\$ 780.00		
- Airfare & Shuttle		\$ 250.00		\$ 250.00		
- Per diem (\$55 per day X 4 days) x 1		\$ 220.00		\$ 220.00		
- Conference Registration x 1		\$ 100.00		\$ 100.00		
				\$ 1,350.00		

<b>Grand Total</b>	<b>\$ 6,220.00</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

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

2015-16
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\$ 15,977.00

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

Tax Services and CSULA Processing Fee

\$ 1,900.00

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

Actuarial Services

\$ 1,000.00

**Grand Total**

**\$ 18,877.00**

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Fee Collection Services

				Actual	
Fee Collection Services	\$ 215.46	July	1st Quarter	\$ 4,164.82	
	\$ 3,949.36	Aug & Sept	2nd Quarter		
	\$ 2,376.85	winter	3rd Quarter		
	\$ 2,466.49	spring	4th Quarter		
					\$ 9,008.16

<b>Grand Total</b>	<b>\$ 9,008.16</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	\$	-
CSURMA	Insurance Rebate	\$	-
		\$	-

Grand Total	\$ 8,000.00
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LEGAL SERVICES

Legal Services	\$	3,500.00
Adjustment	\$	5,000.00
3&9 Adjustment	\$	6,500.00

<b>Grand Total</b>	<b>\$</b>	<b>15,000.00</b>
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UNIVERSITY CHARGEBACKS

U-SU Chargebacks

Utilities	2835 Sq.Feet	x	\$0.24	12	months	\$	8,164.80	Per Month \$ 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 \$ 1,190.70
Floor Maintenance (gloss, buffing floor one time per year)							\$	4,500.00

<b>Grand Total</b>	<b>\$ 26,953.20</b>
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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**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Amount	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01
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	\$ 15,366.01	\$ 15,366.01

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