



Memo

DATE: Thursday, May 2, 2016
TO: A.S.I. Board of Directors
FROM: Intef W. Weser, A.S.I. Executive Director
CC: A.S.I. Finance Committee, A.S.I. Staff, & File
SUBJECT: 2016-2017 A.S.I. Proposed Operating Budget

Attached is a copy of the 2016-2017 Associated Students, Inc. Proposed Operating Budget . The budget was presented to and approved by the A.S.I. Finance Committee on Friday, April 29, 2016.

Please note that the recommendations in this budget are still being reviewed by the University Budget Office.

Once approved by the Board of Directors, it will be sent to Dr. Jennifer Miller, Dean of Students, Dr. Nancy Wada-Mckee, Vice President of Student Life and Mrs. Lisa Chavez, Vice President of Administration and Chief Financial Officer. Once approved by the Vice Presidents, the budget will be forwarded to the University President's Office for final approval.

If you have any questions, please contact Intef W. Weser at 3-5858.

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



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

2016-17 Proposed Operating Budget

Revised
Wednesday, May 04, 2016

2016-17 Proposed Operating Budget							
Revenue and Investments		2014/2015	YTD 2015-16	2015/2016	2016/2017	Net Budget	Percent
Description of Item		Actual	as of 3/31/16	Approved G&G Budget Review	Proposed Operating Budget	Modification	Change
Projected Fee Revenue *							
Summer 2015 Actual	\$	-	\$ 20,187	\$	\$	\$	#DIV/0!
Fall 2015 Projected	\$	-	\$ 529,006	\$	\$	\$	#DIV/0!
Winter 2016 Projected	\$	-	\$ 12	\$	\$	\$	#DIV/0!
Spring 2016 Projected	\$	-	\$ -	\$	\$	\$	#DIV/0!
<i>* Amended to reflect Fee Reconciliations</i>							
Student Fee Revenue	\$	1,283,495	\$ 549,205	\$ 1,244,959	\$ 1,338,342	\$ 93,383	7.50%
Other Projected Revenue							
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$	4,194	\$ 3,788	\$ 5,000	\$ 5,000	\$ -	0.00%
Student & University Support Revenue	\$	26,433	\$ 15,169	\$ 11,950	\$ 11,950	\$ -	0.00%
Transfer from Retained Earnings	\$	-	\$ -	\$ 139,000	\$ -	\$ (139,000)	-100.00%
Total Other Revenue	\$	30,627	\$ 18,958	\$ 155,950	\$ 16,950	\$ (139,000)	-89.13%
Total Revenue	\$	1,314,122	\$ 568,163	\$ 1,400,909	\$ 1,355,292	\$ (45,617)	-3.26%
Projected Expenses							
Administration	\$	404,973	\$ 288,080	\$ 420,545	\$ 448,322	\$ 27,777	12/5/2013 6.60%
ASI Student Government	\$	360,135	\$ 251,140	\$ 460,140	\$ 496,792	\$ 36,651	7.97%
Student & University Support (formerly Programming & University Support)	\$	594,144	\$ 288,486	\$ 520,224	\$ 410,178	\$ (110,046)	-21.15%
Total Unit Expense	\$	1,359,252	\$ 827,705	\$ 1,400,909	\$ 1,355,292	\$ (45,617)	-3.26%
Total Revenue	\$	1,314,122	\$ 568,163	\$ 1,400,909	\$ 1,355,292	\$ (45,617)	-3.26%
Total Unit Expense	\$	1,359,252	\$ 827,705	\$ 1,400,909	\$ 1,355,292	\$ (45,617)	-3.26%
Net Operating Income/(Deficit)	\$	(45,130)	\$ (259,543)	\$ (0)	\$ 0		
<i>NOTE: There is a donated use of facilities \$45,247 not reflected in the other revenue or expenses.</i>							
Fund Balance							
Beginning Fund Balance	\$	1,512,739	\$ 1,467,465				
Net Operating Income/(Deficit)	\$	(45,130)	\$ (259,543)				
Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$	(144)	\$ (167)				
Projected Ending Fund Balance	\$	1,467,465	\$ 1,207,756				

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:
 \$ 40,053.01

Administration Description of Item	2014/2015	YTD 2015-16	2015/2016	2016/2017	Net Budget	Percent	2016-17 Proposed Operating Budget Comment/Variance Explanation
	Actual	as of 3/31/16	Approved 6&6 Budget Review	Proposed Operating Budget	Modification	Change	
Revenue							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 128,643	\$ 89,629	\$ 129,084	\$ 149,818	\$ 20,734	16.06%	Fully funding this line item for the fiscal year.
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 61,487	\$ 43,810	\$ 57,282	\$ 60,150	\$ 2,867	5.01%	Fully funding this line item for the fiscal year.
Student Salaries	\$ 37,398	\$ 31,909	\$ 43,420	\$ 45,240	\$ 1,820	4.19%	Fully funding this line item for the fiscal year.
Total Personnel	\$ 227,528	\$ 165,349	\$ 229,786	\$ 255,207	\$ 25,421	11.06%	
Supplies and Services							
Staff Development	\$ 381	\$ -	\$ 845	\$ 910	\$ 65	7.69%	The increase is due to the addition of one student assistant position - five (5) full-time staff and nine (9) student assistant staff.
Dues/Subscriptions	\$ 500	\$ 500	\$ 801	\$ 1,051	\$ 250	31.23%	The increase is due to the addition of NASPA conference registration.
Bank Charges	\$ 3,144	\$ 2,069	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 29,299	\$ 13,743	\$ 8,250	\$ 7,630	\$ (620)	-7.52%	
Technology Related	\$ 6,914	\$ 1,711	\$ 2,485	\$ 4,050	\$ 1,565	62.98%	Funding the purchase of additional computers for staff to comply with the university baseline requirements.
Payroll Charges	\$ 2,285	\$ 3,219	\$ 6,225	\$ 7,105	\$ 880	14.14%	The increase is due moving to a biweekly payroll cycle of 26 pay periods.
Human Resources	\$ 5,000	\$ 3,750	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 47,523	\$ 24,991	\$ 26,966	\$ 29,106	\$ 2,140	7.94%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 7,693	\$ 2,962	\$ 6,220	\$ 9,245	\$ 3,025	48.63%	The increase is to fully fund professional development travel to the annual AOA Conference and the Advisor Summit/CHES Conference.
Total Travel	\$ 7,693	\$ 2,962	\$ 6,220	\$ 9,245	\$ 3,025	48.63%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 57,560	\$ 43,170	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services & Contractual Services	\$ 18,750	\$ 14,116	\$ 18,877	\$ 18,877	\$ -	0.00%	
Fee Collection Services	\$ 9,608	\$ 4,101	\$ 9,008	\$ 9,008	\$ -	0.00%	
Insurance	\$ 7,499	\$ 6,399	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 6,359	\$ 10,152	\$ 21,809	\$ 20,000	\$ (1,809)	-8.29%	
Lease Chargeback's	\$ 22,453	\$ 16,840	\$ 26,953	\$ 25,953	\$ (1,000)	-3.71%	
Total Contracts, MOUs and Leases	\$ 122,229	\$ 94,777	\$ 142,207	\$ 139,398	\$ (2,809)	-1.98%	
Equipment							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
Total Equipment	\$ -	\$ -	\$ 15,366	\$ 15,366	\$ -	0.00%	
Total Administrative Expenses	\$ 404,973	\$ 288,080	\$ 420,545	\$ 448,322	\$ 27,777	6.60%	
Net Cost of Administration	\$ 404,973	\$ 288,080	\$ 420,545	\$ 448,322	\$ 27,777	6.60%	

Note: *Excludes PTO expense, and Write off's of:

	\$ (1,988.00)	\$ 829
Retirement	\$ -	\$ -
Depreciation	\$ 1,246.00	\$ 209

Student Government Description of Item	2014/2015	YTD 2015-16	2015/2016	2016/2017	Net Budget	Percent	2016-17 Proposed Operating Budget
	Actual	as of 3/31/16	Approved 6&6 Budget Review	Proposed Operating Budget	Modification	Change	Comment/Variance Explanation
Revenue							
Total Student Government Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses *							
Personnel							
Staff Salaries	\$ 115,558	\$ 90,618	\$ 127,876	\$ 150,690	\$ 22,814	17.84%	Fully funding this line item for the fiscal year and for potential re-classification of Director of Programs and Leadership.
Student Salaries	\$ 28,599	\$ 27,217	\$ 36,348	\$ 34,190	\$ (2,158)	-5.94%	
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 40,642	\$ 39,490	\$ 58,673	\$ 67,349	\$ 8,676	14.79%	Fully funding this line item for the fiscal year.
Total Personnel	\$ 184,799	\$ 157,326	\$ 222,897	\$ 252,229	\$ 29,332	13.16%	
Supplies and Services							
Technology Related	\$ 13,859	\$ 1,713	\$ 36,644	\$ 15,216	\$ (21,428)	-58.48%	This decrease is due to 6&6 budget adjustments. The funding meets our 2016-17 fiscal needs.
Marketing and Advertisement; Hospitality *	\$ 5,612	\$ 608	\$ 3,419	\$ 5,110	\$ 1,691	49.46%	This increase is to develop video and social media promotions and branding initiatives for Student Government.
Operating Expenses	\$ 10,315	\$ 6,264	\$ 44,840	\$ 15,840	\$ (29,000)	-64.67%	This decrease is due to 6&6 budget adjustments. The funding meets our 2016-17 fiscal needs.
Total Supplies and Services	\$ 29,786	\$ 8,586	\$ 84,903	\$ 36,166	\$ (48,737)	-57.40%	
CSSA							
California State Student Association (CSSA Dues)	\$ 15,350	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
A.S.I. Student Government Travel	\$ 15,300	\$ 9,976	\$ 41,961	\$ 39,825	\$ (2,136)	-5.09%	The increase is due to expanding monthly student participation attending CSSA from 2 to 4 students and five students to CHESS. The Legislative Affairs Committee will create criteria to identify and select the two additional students to attend on a monthly basis.
Total CSSA	\$ 30,650	\$ 9,976	\$ 41,961	\$ 39,825	\$ (2,136)	-5.09%	
FT Staff Travel							
Travel (In State & Out of State)	\$ 7,273	\$ 6,188	\$ 6,965	\$ 8,155	\$ 1,190	17.09%	This decrease is due to 6&6 budget adjustments. The funding meets our 2016-17 fiscal needs.
Total FT Staff Travel	\$ 7,273	\$ 6,188	\$ 6,965	\$ 8,155	\$ 1,190	17.09%	
ASI President's Budget							
Hospitality	\$ -	\$ -	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 50	\$ -	0.00%	
Total A.S.I. President's Budget	\$ -	\$ -	\$ 150	\$ 150	\$ -	0.00%	
Leadership Development & Specialized Training							
Leadership Development	\$ -	\$ -	\$ -	\$ 41,430	\$ 41,430	#DIV/0!	Line item was moved from University Support. The increase is to fund 14 A.S.I. members to CSUnity held at CSU San Marcus University. Additional funding for Executive Officer training has also been added.
Total Leadership Dev. & Specialized Training	\$ -	\$ -	\$ -	\$ 41,430	\$ 41,430	#DIV/0!	
Grant-In-Aid							
Grant-In-Aid	\$ 107,627	\$ 69,064	\$ 103,264	\$ 118,837	\$ 15,572	15.08%	This increase is needed to fully funding student government GIA allocations for the fiscal year.
Total Grant-In-Aid	\$ 107,627	\$ 69,064	\$ 103,264	\$ 118,837	\$ 15,572	15.08%	
Total Student Government Expenses *	\$ 360,135	\$ 251,140	\$ 460,140	\$ 496,792	\$ 36,651	7.97%	
Net Cost of Student Government	\$ 360,135	\$ 251,140	\$ 460,140	\$ 496,792	\$ 36,651	7.97%	

Note:

*Excludes PTO expense of: \$ 886 \$ (872)

* 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	YTD 2015-16	2015/2016	2016/2017	Net Budget	Percent	2016-17 Proposed Operating Budget Comment/Variance Explanation
	Actual	as of 3/31/16	Approved 6&6 Budget Review	Proposed Operating Budget	Modification	Change	
Revenue *							
Interest Income & Los Angeles Investment Fund (L.A.I.F.)	\$ 4,194	\$ 3,788	\$ 5,000	\$ 5,000	\$ -	0.00%	
Gift Contrib. Income	\$ 2,000	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Locker Revenue	\$ 4,075	\$ 3,350	\$ 3,500	\$ 3,500	\$ -	0.00%	
Miscellaneous Revenue (Rev. Other, Music Concerts, Events, & Laptop Rev)	\$ 1,638	\$ 2,278	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,961	\$ 416	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 399	\$ (300)	\$ 250	\$ 250	\$ -	0.00%	
Disneyland Sales	\$ -	\$ 1,402	\$ -	\$ -	\$ -	#DIV/0!	
Commissions (Knott's Ticket Sales)	\$ 1,118	\$ 348	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 15,242	\$ 7,676	\$ 3,000	\$ 3,000	\$ -	0.00%	
Total Programming and Student Support Revenue	\$ 30,627	\$ 18,958	\$ 16,950	\$ 16,950	\$ -	0.00%	
Expenses							
Student Support (formally Programming)							
Student Organization Direct Funding and Co-sponsorships	\$ 93,540	\$ 34,869	\$ 130,245	\$ 90,168	\$ (40,077)	-30.77%	The decrease in expenses is due to the Board approving some onetime expenses for 2015-16.
Unrestricted Funding for the Finance Committee							
Leadership Development	\$ 30,117	\$ 30,086	\$ 38,905	\$ -	\$ (38,905)	-100.00%	The increase is to fund 14 A.S.I. members to CSUnity held at CSU San Marcus University. Additional funding for Executive Officer training has also been added. This line item was moved from University Support to the Student Government.
Programming & Advocacy	\$ 262,990	\$ 63,701	\$ 91,930	\$ 80,870	\$ (11,060)	-12.03%	The decrease in expenses is due to the Board approving some onetime expenses for 2015-16. Therefore the onetime expenses were higher than what is being proposed for this year.
Marketing and Advertisement	\$ 38,826	\$ 50,504	\$ 76,623	\$ 63,412	\$ (13,211)	-17.24%	The decrease in expenses is due to the Board approving some onetime expenses for 2015-16. Therefore the onetime expenses were higher than what is being proposed for this year.
Total Programming	\$ 425,473	\$ 179,160	\$ 337,703	\$ 234,450	\$ (103,253)	-30.58%	
Scholarships & Vouchers							
Student Book Voucher Program	\$ 12,273	\$ 5,478	\$ 14,600	\$ 14,600	\$ -	0.00%	Fully funding for the fiscal year.
Committee Permits/Vouchers	\$ 3,783	\$ 2,596	\$ 10,793	\$ 8,000	\$ (2,793)	-25.88%	The reduction in funding is based on projected actuals from the 2014 and 2015 allocations. Additional funds will be added based on an involvement assessment in the 2016-17.
A.S.I. Scholarships	\$ 19,500	\$ 2,500	\$ 4,000	\$ -	\$ (4,000)	-100.00%	It is being recommended not to fund scholarships for the 2016-17 fiscal year.
Total Scholarships & Vouchers	\$ 35,556	\$ 10,574	\$ 29,393	\$ 22,600	\$ (6,793)	-23.11%	
University Support							
Unallocated University Support							
Children's Center	\$ 125,211	\$ 83,474	\$ 125,211	\$ 100,000	\$ (25,211)	-20.13%	Per a University Support Budget Proposal offered by the A.S.I. VPF to reduce support gradually to the ABACC over the next five years.
EOP	\$ (5,601)	\$ 4,456	\$ 6,684	\$ 6,684	\$ -	0.00%	
EPIC (Educational Participation in Communities)	\$ 11,921	\$ 10,822	\$ 16,233	\$ 16,233	\$ -	0.00%	
College of Arts & Letters - Golden Eagle Radio	\$ 1,584	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%	
Dreamers Resource Center	\$ -	\$ -	\$ -	\$ 9,907	\$ 9,907	#DIV/0!	New funding initiative proposed by the A.S.I. President on behalf of the Dreamers Resource Center.
Veterans Resource Center	\$ -	\$ -	\$ -	\$ 15,304	\$ 15,304	#DIV/0!	New funding initiative proposed by the A.S.I. President on behalf of the Dreamers Resource Center.
Total Student Support	\$ 133,115	\$ 98,752	\$ 153,128	\$ 153,128	\$ -	0.00%	
Total Programming and Student Support Expenses	\$ 594,144	\$ 288,486	\$ 520,224	\$ 410,178	\$ (110,046)	-21.15%	
Net Cost of Programming, Scholarships and Student Support	\$ 563,517	\$ 269,528	\$ 503,274	\$ 393,228	\$ (110,046)	-21.87%	

2015-16 A.S.I. Revenue Projections

Student Fees (Full Fees) Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Estimated Full Fee Generating Headcount (A-B)	Projected Headcount Based on Intuitional research figures with 2.5% reduction	Revenue per Student C	Estimated Revenue D = C (A-B)	Expected Receipts
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 Actual	25,560	285	25,275	25,275	\$ 17.25	\$ 435,994	\$ 435,994
Spring 2016 Projected	20,746	589	20,157	20,157	\$ 17.25	\$ 347,708	\$ 347,708
Projected FY	75,191	1,180	74,011		\$ 17.71	\$ 1,331,464	\$ 1,331,464

Student Fees (Fee Waivers) Description of Item	Estimated Total Headcount A	Estimated Fee Waivers B	Total Fee Waiver Headcount (A*B)	Revenue per Student C	Estimated Revenue D = C (A*B)	Expected Receipts
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 Actual	25,275	1.12%	285	\$ 1.00	\$ 285	\$ 285
Spring 2016 Projected	20,157	2.84%	589	\$ 1.00	\$ 589	\$ 589
Projected FY	74,011	1.50%	1,180	\$ 1.00	\$ 1,180	\$ 1,180

Student Fees (Total) Description of Item	Fee Waivers Expected Receipts A	Full Fees Expected Receipts B	Total Expected Revenue C	PS Ledger Total D	PS Ledger Difference D-C=E	Total Expected Revenue 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 Actual	\$ 285	\$ 435,994	\$ 436,279	\$ 437,610	\$ 1,331	\$ 437,610
Spring 2016 Projected	\$ 589	\$ 347,708	\$ 348,297	\$ 348,297	\$ -	\$ 348,297
Projected FY	\$ 1,180	\$ 1,331,464	\$ 1,332,644	\$ 1,335,100	\$ 2,457	\$ 1,335,100

(Up to 25% of Current Year's Operating Expenditure Budget)		
	% Allocation to Reserve Accounts	Amount of Allocation
A. Working Capital	55%	\$ 22,029
B. Current Operations	10%	\$ 4,005
C. Capital Replacement	20%	\$ 8,011
D. Contingency Failure	15%	\$ 6,008
Total 3% Reserve Allocation		\$ 40,053

2015-16 A.S.I. Revenue Projections	
2015-16 A.S.I. Revenue Projections	\$ 1,335,100
Total	\$ 1,335,100
Required 3% Reserve 2015-16	\$ 40,053.01
2015-16 A.S.I. Revenue Projections	\$ 1,295,047

Reserve Statement
 • 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.