

Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES



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

2016-17 6&6 Budget Review - DRAFT

Revised

Friday, March 10, 2017

2016-17 6&6 Budget Review - DRAFT						
<i>Revenue and Investments</i>						
Description of Item	2015/2016 Actual	YTD 2016-17 as of 12/31/16	2016/2017 Approved Budget Priorities	2016/2017 6&6 Budget Review	Net Budget Modification	Percent Change
Projected Fee Revenue *						
Student Fee Revenue	\$ -	\$ 760,000	\$ 1,339,483	\$ 1,339,483	\$ -	0.00%
* Amended to reflect Fee Reconciliations						
Student Fee Revenue	\$ 1,386,955	\$ 760,000	\$ 1,339,483	\$ 1,339,483	\$ -	0.00%
Other Projected Revenue						
Interest Income, Los Angeles Investment Fund (L.A.I.F.),	\$ 8,694	\$ 5,306	\$ 5,000	\$ 7,531	\$ 2,531	50.62%
Student & University Support Revenue	\$ 22,079	\$ 12,959	\$ 11,950	\$ 19,550	\$ 7,600	63.60%
Approved Transfer from Retained Earnings	\$ -	\$ -	\$ 189,050	\$ 189,050	\$ -	0.00%
Total Other Revenue	\$ 30,773	\$ 18,265	\$ 206,000	\$ 216,131	\$ 10,131	4.92%
Total Revenue	\$ 1,417,728	\$ 778,265	\$ 1,545,483	\$ 1,555,614	\$ 10,131	0.66%
Projected Expenses						
Administration	\$ 439,507	\$ 201,928	\$ 453,781	\$ 461,140	\$ 7,359	1.62%
A.S.I. Student Government	\$ 363,257	\$ 222,220	\$ 512,046	\$ 488,710	\$ (23,336)	-4.56%
Student & University Support	\$ 505,511	\$ 158,945	\$ 578,515	\$ 604,623	\$ 26,108	4.51%
Total Unit Expense	\$ 1,308,275	\$ 583,093	\$ 1,544,342	\$ 1,554,473	\$ 10,131	0.66%
Total Revenue	\$ 1,417,728	\$ 778,265	\$ 1,545,483	\$ 1,555,614	\$ 10,131	0.66%
Total Unit Expense	\$ 1,308,275	\$ 583,093	\$ 1,544,342	\$ 1,554,473	\$ 10,131	0.66%
Net Operating Income/(Deficit)	\$ 109,453	\$ 195,173	\$ 1,141	\$ 1,140		
NOTE: There is a donated use of facilities \$45,247 not reflected in the other revenue or expenses.						
Fund Balance						
Beginning Fund Balance	\$ 1,467,464	\$ 1,582,415				
Net Operating Income/(Deficit)	\$ 109,453	\$ 195,173				
Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)	\$ 5,498	\$ (9,488)				
Projected Ending Fund Balance	\$ 1,582,415	\$ 1,768,100				
3% Reserve	\$ 47,472					
Available Funds	\$ 1,534,943					
One-Time Unallocated from Financial Statement (FS)	\$ 195,460					
Adjuted Student Fee Revenue	\$ 1,339,483					

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:
 \$ 47,472.45

Administration Description of Item	2015/2016 Actual	YTD 2016-17 as of 12/31/16	2016/2017 Approved Budget Priorities	2016/2017 6&6 Budget Review	Net Budget Modification	Percent Change	2016-17 6&6 Budget Review - DRAFT Comment/Variance Explanation
Revenue							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Administration Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Expenses *							
Personnel							
Staff Salaries	\$ 124,528	\$ 70,136	\$ 152,267	\$ 152,163	\$ (104)	-0.07%	This line item tentatively funds the A.S.I. Executive Administrative Assistant position at fulltime level until the end of the fiscal year.
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 95,173	\$ 31,995	\$ 62,180	\$ 65,999	\$ 3,819	6.14%	The increase is due to the staffing adjustments noted in staff and student assistant line items.
Student Salaries	\$ 44,915	\$ 22,190	\$ 45,219	\$ 54,350	\$ 9,131	20.19%	This increase is due to moving a Student Assistant position from Student Government to Administration (the A.S.I. Presidents Administrative Assistant).
Total Personnel	\$ 264,615	\$ 124,320	\$ 259,666	\$ 272,512	\$ 12,846	4.95%	
Supplies and Services							
Staff Development	\$ -	\$ -	\$ 910	\$ 910	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ 500	\$ 1,051	\$ 1,714	\$ 663	63.11%	We collaborated with U-SU and UAS. We founded in 1969 as the National Association of College Auxiliary Services (NACAS) provides extensive opportunities for members to share ideas, develop business solutions, enhance programs and revenues, and develop meaningful professional relationships.
Bank Charges	\$ 2,610	\$ 1,241	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 21,507	\$ 4,983	\$ 7,630	\$ 7,630	\$ -	0.00%	
Technology Related	\$ 1,721	\$ -	\$ 4,050	\$ 4,050	\$ -	0.00%	
Payroll Charges	\$ 4,786	\$ 2,886	\$ 7,105	\$ 7,105	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000	\$ -	0.00%	
Total Supplies and Services	\$ 36,124	\$ 12,111	\$ 29,106	\$ 29,769	\$ 663	2.28%	
Travel							
Seminars, Conf., Memberships and Travel	\$ 3,691	\$ 2,506	\$ 9,245	\$ 9,245	\$ -	0.00%	
Total Travel	\$ 3,691	\$ 2,506	\$ 9,245	\$ 9,245	\$ -	0.00%	
Contracts, MOU's and Leases							
University Accounting Services	\$ 57,560	\$ 28,780	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services & Contractual Services	\$ 20,024	\$ 10,824	\$ 19,877	\$ 20,577	\$ 700	3.52%	This increase is due to the cost of the actuarial services needed to assess post-retirement responsibility of the organization.
Fee Collection Services	\$ 10,518	\$ 5,655	\$ 9,008	\$ 10,158	\$ 1,150	12.77%	This increase is due to the enrollment growth to over 27,000 students.
Insurance	\$ 6,399	\$ 5,911	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 18,122	\$ 595	\$ 20,000	\$ 12,000	\$ (8,000)	-40.00%	It was determined we will not need the total amount allocated for this fiscal year.
Lease Chargeback's	\$ 22,453	\$ 11,227	\$ 25,953	\$ 25,953	\$ 0	0.00%	
Total Contracts, MOUs and Leases	\$ 135,076	\$ 62,991	\$ 140,398	\$ 134,248	\$ (6,150)	-4.38%	
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	\$ 439,507	\$ 201,928	\$ 453,781	\$ 461,140	\$ 7,359	1.62%	
Net Cost of Administration	\$ 439,507	\$ 201,928	\$ 453,781	\$ 461,140	\$ 7,359	1.62%	

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

	\$ 781.95	\$ 1,174
Retirement	\$ -	\$ -
Depreciation	\$ 1,319.64	\$ 6,510

Student Government Description of Item		2015/2016 Actual	YTD 2016-17 as of 12/31/16	2016/2017 Approved Budget Priorities	2016/2017 6&6 Budget Review	Net Budget Modification	Percent Change	2016-17 6&6 Budget Review - DRAFT Comment/Variance Explanation
Revenue								
Total Student Government Revenue		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Expenses *								
Personnel								
Staff Salaries	\$ 119,757	\$ 69,654	\$ 167,545	\$ 167,545	\$ (0)	0.00%		
Student Salaries	\$ 33,919	\$ 10,445	\$ 34,190	\$ 31,030	\$ (3,160)	-9.24%	This decrease is due to moving a Student Assistant position from Student Government to Administration (the A.S.I. Presidents)	
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 49,671	\$ 32,723	\$ 65,749	\$ 65,477	\$ (272)	-0.41%		
Total Personnel	\$ 203,347	\$ 112,821	\$ 267,484	\$ 264,051	\$ (3,433)	-1.28%		
Supplies and Services								
Technology Related	\$ 6,065	\$ 3,524	\$ 15,216	\$ 15,681	\$ 465	3.06%	Cost for licensing and software for the computers and laptops.	
Marketing and Advertisement; Hospitality *	\$ 854	\$ 2,953	\$ 5,110	\$ 5,110	\$ -	0.00%		
Operating Expenses	\$ 29,373	\$ 3,364	\$ 15,839	\$ 18,533	\$ 2,694	17.01%	General office furniture upgrades and IOS equipment storage charge.	
Total Supplies and Services	\$ 36,291	\$ 9,841	\$ 36,165	\$ 39,324	\$ 3,159	8.74%		
CSSA								
California State Student Association (CSSA Dues)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
A.S.I. Student Government Travel	\$ 19,552	\$ 4,594	\$ 39,825	\$ 39,825	\$ -	0.00%		
Total CSSA	\$ 19,552	\$ 4,594	\$ 39,825	\$ 39,825	\$ -	0.00%		
FT Staff Travel								
Travel (In State & Out of State)	\$ 10,368	\$ 10,513	\$ 8,155	\$ 8,155	\$ 0	0.00%		
Total FT Staff Travel	\$ 10,368	\$ 10,513	\$ 8,155	\$ 8,155	\$ 0	0.00%		
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	\$ -	\$ 33,111	\$ 41,430	\$ 41,430	\$ 0	0.00%		
Total Leadership Dev. & Specialized Training	\$ -	\$ 33,111	\$ 41,430	\$ 41,430	\$ 0	0.00%		
Grant-In-Aid								
Grant-In-Aid	\$ 93,699	\$ 51,339	\$ 118,837	\$ 95,774	\$ (23,063)	-19.41%	The decrease is due to the cost savings from office vacancies, GIA adjustments, and eligibility.	
Total Grant-In-Aid	\$ 93,699	\$ 51,339	\$ 118,837	\$ 95,774	\$ (23,063)	-19.41%		
Total Student Government Expenses *	\$ 363,257	\$ 222,220	\$ 512,046	\$ 488,710	\$ (23,336)	-4.56%		
Net Cost of Student Government	\$ 363,257	\$ 222,220	\$ 512,046	\$ 488,710	\$ (23,336)	-4.56%		

Note: *Excludes PTO and Amortization expense of: \$ 114 \$ 1,804
 * Due to the CMS account transition the Marketing & Hospitality line items were combined.

<i>Student & University Support</i>							<i>2016-17 6&6 Budget Review - DRAFT</i>
Description of Item	2015/2016 Actual	YTD 2016-17 as of 12/31/16	2016/2017 Approved Budget Priorities	2016/2017 6&6 Budget Review	Net Budget Modification	Percent Change	Comment/Variance Explanation
Revenue *							
Interest Income, Los Angeles Investment Fund (L.A.I.F.), & Unrealized Gain/Loss	\$ 8,694	\$ 5,306	\$ 5,000	\$ 7,531	\$ 2,531	50.62%	The upward adjustment to updated revenue projections.
Gift Contrib. Income	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Locker Revenue	\$ 4,495	\$ 3,140	\$ 3,500	\$ 4,100	\$ 600	17.14%	The upward adjustment to updated revenue projections.
Miscellaneous Revenue (Rev. Other, Music Concerts, Events, & Laptop Rev)	\$ 2,362	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,829	\$ 26	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 21	\$ 35	\$ 250	\$ 250	\$ -	0.00%	
Disneyland Sales	\$ 2,574	\$ 818	\$ -	\$ 818	\$ 818	#DIV/0!	The upward adjustment to updated revenue projections.
Commissions (Knott's Ticket Sales)	\$ 878	\$ 70	\$ 700	\$ 700	\$ -	0.00%	
Consignment Sales	\$ 9,920	\$ 8,870	\$ 3,000	\$ 10,000	\$ 7,000	233.33%	The upward adjustment to updated revenue projections.
Total Programming and Student Support Revenue	\$ 30,773	\$ 18,265	\$ 16,950	\$ 27,899	\$ 10,949	64.60%	
Expenses							
Student Support (formally Programming)							
Student Organization Direct Funding and Co-sponsorships	\$ 102,309	\$ 27,289	\$ 100,168	\$ 118,981	\$ 18,813	18.78%	The information is for additional funding for club and organizations events.
Unrestricted Funding for the Finance Committee	\$ -	\$ -	\$ 68,000	\$ 68,000	\$ -	0.00%	
Leadership Development	\$ 38,159	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming & Advocacy (Expenses-Other)	\$ 134,836	\$ 45,927	\$ 136,004	\$ 136,004	\$ -	0.00%	
Marketing and Advertisement	\$ 62,876	\$ 23,139	\$ 64,822	\$ 72,117	\$ 7,295	11.25%	The increase is due to funding blue books and scantron supplies and purchasing graphic equipment and supplies.
Total Programming	\$ 338,179	\$ 96,355	\$ 368,994	\$ 395,102	\$ 26,108	7.08%	
Scholarships & Vouchers							
Student Book Voucher Program	\$ 8,621	\$ 1,340	\$ 14,600	\$ 14,600	\$ -	0.00%	
Committee Permits/Vouchers	\$ 4,025	\$ 640	\$ 8,000	\$ 8,000	\$ -	0.00%	
A.S.I. Scholarships	\$ 2,500	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Total Scholarships & Vouchers	\$ 15,146	\$ 1,980	\$ 22,600	\$ 22,600	\$ -	0.00%	
University Support							
Children's Center	\$ 125,211	\$ 55,000	\$ 140,000	\$ 140,000	\$ -	0.00%	
EOP	\$ 5,741	\$ 1,750	\$ 3,500	\$ 3,500	\$ -	0.00%	
EPIC (Educational Participation in Communities)	\$ 16,233	\$ 3,860	\$ 11,721	\$ 11,721	\$ -	0.00%	
College of Arts & Letters - Golden Eagle Radio	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%	
Dreamers Resource Center	\$ -	\$ -	\$ 17,000	\$ 17,000	\$ -	0.00%	
Veterans Resource Center	\$ -	\$ -	\$ 9,700	\$ 9,700	\$ -	0.00%	
Total Student Support	\$ 152,185	\$ 60,610	\$ 186,921	\$ 186,921	\$ -	0.00%	
Total Programming and Student Support Expenses	\$ 505,511	\$ 158,945	\$ 578,515	\$ 604,623	\$ 26,108	4.51%	
Net Cost of Programming, Scholarships and Student Support	\$ 474,738	\$ 140,680	\$ 561,565	\$ 576,724	\$ 15,159	2.70%	

2017-18 A.S.I. Revenue Projections

<i>Student Fees (Full Fees)</i> 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 Quarter 2016 Actual	429	9	420	420	\$ 17.25	\$ 7,245	\$ 7,245
Fall Semester 2016 Actual	27,827	305	27,522	27,522	\$ 26.88	\$ 739,791	\$ 739,791
Spring 2017 Projected	25,223	305	24,918	24,918	\$ 26.87	\$ 669,547	\$ 669,547
Projected FY	53,479	619	52,860		\$ 26.49	\$ 1,416,583	\$ 1,416,583

<i>Student Fees (Fee Waivers)</i> 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 Quarter 2016 Actual	420	2.10%	9	\$ 1.00	\$ 9	\$ 9
Fall Semester 2016 Actual	27,522	1.10%	305	\$ 1.00	\$ 305	\$ 305
Spring 2017 Projected	24,918	1.21%	305	\$ 1.00	\$ 305	\$ 305
Projected FY	52,860	1.47%	619	\$ 1.00	\$ 619	\$ 619

<i>Student Fees (Total)</i> 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 Quarter 2016 Actual	\$ 9	\$ 7,245	\$ 7,254	\$ 7,849	\$ 595	\$ 7,849
Fall Semester 2016 Actual	\$ 305	\$ 739,791	\$ 740,096	\$ 746,292	\$ 6,196	\$ 746,292
Spring 2017 Projected	\$ 305	\$ 669,547	\$ 669,852	\$ 669,852	\$ 0	\$ 669,852
Projected FY	\$ 619	\$ 1,416,583	\$ 1,417,202	\$ 1,423,993	\$ 6,791	\$ 1,423,993

(Up to 25% of Current Year's Operating Expenditure Budget)			2017-18 A.S.I. Revenue Projections	
	% Allocation to Reserve Accounts	Amount of Allocation		
A. Working Capital	55%	\$ 23,496		
B. Current Operations	10%	\$ 4,272		
C. Capital Replacement	20%	\$ 8,544	2017-18 A.S.I. Revenue Projections	\$ 1,423,993
D. Contingency Failure	15%	\$ 6,408		
Total 3% Reserve Allocation		\$ 42,720	Total	\$ 1,423,993
			Required 3% Reserve 2016-17	\$ 42,719.79
			2017-18 A.S.I. Revenue Projections	\$ 1,381,273

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.