

Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES



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

2017-18 Proposed Operating Budget 4.7.17 Draft

Revised  
Friday, April 7, 2017

2017-18 Proposed Operating Budget 4.7.17 Draft						
<b>Revenue and Investments</b>		2015/2016	2016/2017	2016/2017	Net Budget	Percent
Description of Item		Actual	6&6 Budget Review	2017-18 Proposed Operating Budget	Modification	Change
<b>Projected Fee Revenue *</b>						
Student Fee Revenue	\$ -	\$ 1,339,483	\$ 1,383,332	\$ -	0.00%	
* Amended to reflect Fee Reconciliations						
<b>Student Fee Revenue</b>	<b>\$ 1,386,955</b>	<b>\$ 1,339,483</b>	<b>\$ 1,383,332</b>	<b>\$ 43,849</b>	<b>3.27%</b>	
<b>Other Projected Revenue</b>						
Interest Income, Los Angeles Investment Fund (L.A.I.F.),	\$ 8,694	\$ 7,531	\$ 8,000	\$ 469	6.23%	
Student & University Support Revenue	\$ 22,079	\$ 19,550	\$ 18,850	\$ (700)	-3.58%	
Transfer from Retained Earnings	\$ -	\$ 189,050	\$ -	\$ (189,050)	-100.00%	
<b>Total Other Revenue</b>	<b>\$ 30,773</b>	<b>\$ 216,131</b>	<b>\$ 26,850</b>	<b>\$ (189,281)</b>	<b>-87.58%</b>	
<b>Total Revenue</b>	<b>\$ 1,417,728</b>	<b>\$ 1,555,614</b>	<b>\$ 1,410,182</b>	<b>\$ (145,432)</b>	<b>-9.35%</b>	
<b>Projected Expenses</b>						
Administration	\$ 439,507	\$ 456,072	\$ 444,572	\$ (11,500)	-2.52%	
A.S.I. Student Government	\$ 363,257	\$ 488,710	\$ 517,279	\$ 28,569	5.85%	
Student & University Support	\$ 505,511	\$ 609,413	\$ 442,766	\$ (166,647)	-27.35%	
<b>Total Unit Expense</b>	<b>\$ 1,308,275</b>	<b>\$ 1,554,195</b>	<b>\$ 1,404,617</b>	<b>\$ (149,578)</b>	<b>-9.62%</b>	
<b>Total Revenue</b>	<b>\$ 1,417,728</b>	<b>\$ 1,555,614</b>	<b>\$ 1,410,182</b>	<b>\$ (145,432)</b>	<b>-9.35%</b>	
<b>Total Unit Expense</b>	<b>\$ 1,308,275</b>	<b>\$ 1,554,195</b>	<b>\$ 1,404,617</b>	<b>\$ (149,578)</b>	<b>-9.62%</b>	
<b>Net Operating Income/(Deficit)</b>	<b>\$ 109,453</b>	<b>\$ 1,419</b>	<b>\$ 5,565</b>			
NOTE: There is a donated use of facilities \$45,247 not reflected in the other revenue or expenses.						
<b>Fund Balance</b>						
<b>Beginning Fund Balance</b>	<b>\$ 1,467,464</b>					
<b>Net Operating Income/(Deficit)</b>	<b>\$ 109,453</b>					
<b>Non-Operating Expenses (Retirement+Depreciation+Bad Debt+Write Off+POT)</b>	<b>\$ 5,498</b>					
<b>Projected Ending Fund Balance</b>	<b>\$ 1,582,415</b>					
<b>Trailer System</b> • 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:  <div style="text-align: right;">\$ 42,783.00</div>						

<b>Administration</b>							<b>2017-18 Proposed Operating Budget 4.7.17 Draft</b>
Description of Item	2015/2016	YTD 2016-17	2016/2017	2016/2017	Net Budget	Percent	Comment/Variance Explanation
	Actual	as of 2/28/17	6&6 Budget Review	2017-18 Proposed Operating Budget	Modification	Change	
<b>Revenue</b>							
	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<b>Total Administration Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	
<b>Expenses *</b>							
<b>Personnel</b>							
Staff Salaries	\$ 124,528	\$ 90,322	\$ 149,919	\$ 157,166	\$ 7,247	4.83%	Fully funding this line item for the fiscal year.
Staff Benefits & Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 95,173	\$ 40,620	\$ 63,175	\$ 63,792	\$ 617	0.98%	Fully funding this line item for the fiscal year.
Student Salaries	\$ 44,915	\$ 28,896	\$ 54,350	\$ 58,370	\$ 4,020	7.40%	Fully funding this line item for the fiscal year.
<b>Total Personnel</b>	<b>\$ 264,615</b>	<b>\$ 159,838</b>	<b>\$ 267,443</b>	<b>\$ 279,327</b>	<b>\$ 11,884</b>	<b>4.44%</b>	
<b>Supplies and Services</b>							
Staff Development	\$ -	\$ -	\$ 910	\$ 910	\$ -	0.00%	
Dues/Subscriptions	\$ 500	\$ 2,283	\$ 1,714	\$ 983	\$ (731)	-42.64%	The decrease is due to moving some of the annual expenses to the Student Government area.
Bank Charges	\$ 2,610	\$ 1,275	\$ 3,360	\$ 3,360	\$ -	0.00%	
Operating Expenses (Supplies & Services)	\$ 21,507	\$ 7,135	\$ 7,630	\$ 7,630	\$ -	0.00%	
Technology Related	\$ 1,721	\$ -	\$ 4,050	\$ 4,050	\$ -	0.00%	
Payroll Charges	\$ 4,786	\$ 3,932	\$ 7,105	\$ 7,105	\$ -	0.00%	
Human Resources	\$ 5,000	\$ 3,750	\$ 5,000	\$ 5,000	\$ -	0.00%	
<b>Total Supplies and Services</b>	<b>\$ 36,124</b>	<b>\$ 18,375</b>	<b>\$ 29,769</b>	<b>\$ 29,038</b>	<b>\$ (731)</b>	<b>-2.46%</b>	
<b>Travel</b>							
Seminars, Conf., Memberships and Travel	\$ 3,691	\$ 5,404	\$ 9,245	\$ 9,410	\$ 165	1.78%	The increase is due to fully funding professional development travel.
<b>Total Travel</b>	<b>\$ 3,691</b>	<b>\$ 5,404</b>	<b>\$ 9,245</b>	<b>\$ 9,410</b>	<b>\$ 165</b>	<b>1.78%</b>	
<b>Contracts, MOU's and Leases</b>							
University Accounting Services	\$ 57,560	\$ 43,170	\$ 57,560	\$ 57,560	\$ -	0.00%	
Auditing Services & Contractual Services	\$ 20,024	\$ 13,111	\$ 20,577	\$ 21,625	\$ 1,048	5.09%	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	\$ 10,158	\$ 10,158	\$ -	0.00%	
Insurance	\$ 6,399	\$ 5,911	\$ 8,000	\$ 8,000	\$ -	0.00%	
Legal Services	\$ 18,122	\$ 595	\$ 12,000	\$ 7,000	\$ (5,000)	-41.67%	The reduction reflects our 2017-18 budget priorities.
Lease Chargeback's	\$ 22,453	\$ 14,969	\$ 25,953	\$ 22,453	\$ (3,500)	-13.49%	The reduction reflects our 2017-18 budget priorities.
<b>Total Contracts, MOUs and Leases</b>	<b>\$ 135,076</b>	<b>\$ 83,411</b>	<b>\$ 134,248</b>	<b>\$ 126,796</b>	<b>\$ (7,452)</b>	<b>-5.55%</b>	
<b>Equipment</b>							
Capital Equipment & Loss of Disposal of Fix Assets	\$ -	\$ -	\$ 15,366	\$ -	\$ (15,366)	-100.00%	The reduction is due repaying the U-SU for their loan of \$150,000 for furniture purchased when A.S.I. moved into the Union.
<b>Total Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,366</b>	<b>\$ -</b>	<b>\$ (15,366)</b>	<b>-100.00%</b>	
<b>Total Administrative Expenses</b>	<b>\$ 439,507</b>	<b>\$ 267,027</b>	<b>\$ 456,072</b>	<b>\$ 444,572</b>	<b>\$ (11,500)</b>	<b>-2.52%</b>	
<b>Net Cost of Administration</b>	<b>\$ 439,507</b>	<b>\$ 267,027</b>	<b>\$ 456,072</b>	<b>\$ 444,572</b>	<b>\$ (11,500)</b>	<b>-2.52%</b>	

Note: \*Excludes PTO expense, and Write off's of: \$ 781.95 \$ 1,385

<b>Student Government</b> Description of Item	2015/2016 Actual	YTD 2016-17 as of 2/28/17	2016/2017 6&6 Budget Review	2016/2017 2017-18 Proposed Operating Budget	Net Budget Modification	Percent Change	2017-18 Proposed Operating Budget 4.7.17 Draft Comment/Variance Explanation
<b>Revenue</b>							
<b>Total Student Government Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>Expenses *</b>							
<b>Personnel</b>							
Staff Salaries	\$ 119,757	\$ 93,763	\$ 167,545	\$ 171,540	\$ 3,995	2.38%	Fully funding this line item for the fiscal year.
Student Salaries	\$ 33,919	\$ 15,287	\$ 31,030	\$ 34,970	\$ 3,940	12.70%	Fully funding this line item for the fiscal year.
Benefits - Annual contribution to VEBA Trust post-retirement account (\$5,000)	\$ 49,671	\$ 44,797	\$ 65,477	\$ 75,058	\$ 9,581	14.63%	Fully funding this line item for the fiscal year.
<b>Total Personnel</b>	\$ 203,347	\$ 153,847	\$ 264,051	\$ 281,568	\$ 17,516	6.63%	
<b>Supplies and Services</b>							
Technology Related	\$ 6,065	\$ 4,085	\$ 15,681	\$ 12,946	\$ (2,735)	-17.44%	The reduction reflects our 2017-18 budget priorities.
Marketing and Advertisement; Hospitality *	\$ 854	\$ 3,317	\$ 5,110	\$ 5,210	\$ 100	1.96%	
Operating Expenses	\$ 29,373	\$ 4,448	\$ 18,533	\$ 4,780	\$ (13,753)	-74.21%	The reduction reflects our 2017-18 budget priorities.
New DUES / SUBS / PUBLICATIONS	\$ -	\$ -	\$ -	\$ 4,580	\$ 4,580	#DIV/0!	This line item was created due to moving some of the annual expenses from the Administrative area to the Student Government area.
<b>Total Supplies and Services</b>	\$ 36,291	\$ 11,851	\$ 39,324	\$ 27,516	\$ (11,808)	-30.03%	
<b>CSSA</b>							
A.S.I. Student Government Travel	\$ 19,552	\$ 4,594	\$ 39,825	\$ 37,825	\$ (2,000)	-5.02%	This reduction is due to 6&6 Budget adjustments. The funding meets our 2017-18 budget priorities.
<b>Total CSSA</b>	\$ 19,552	\$ 4,594	\$ 39,825	\$ 37,825	\$ (2,000)	-5.02%	
<b>FT Staff Travel</b>							
Travel (In State & Out of State)	\$ 10,368	\$ 11,522	\$ 8,155	\$ 10,365	\$ 2,210	27.10%	Fully funding this line item for the fiscal year.
<b>Total FT Staff Travel</b>	\$ 10,368	\$ 11,522	\$ 8,155	\$ 10,365	\$ 2,210	27.10%	
<b>ASI President's Budget</b>							
Hospitality	\$ -	\$ -	\$ 100	\$ 100	\$ -	0.00%	
Leadership Development	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming	\$ -	\$ -	\$ 50	\$ 50	\$ -	0.00%	
<b>Total A.S.I. President's Budget</b>	\$ -	\$ -	\$ 150	\$ 150	\$ -	0.00%	
<b>Leadership Development &amp; Specialized Training</b>							
Leadership Development	\$ -	\$ 39,282	\$ 41,430	\$ 40,872	\$ (558)	-1.35%	The reduction reflects our 2017-18 budget priorities.
<b>Total Leadership Dev. &amp; Specialized Training</b>	\$ -	\$ 39,282	\$ 41,430	\$ 40,872	\$ (558)	-1.35%	
<b>Grant-In-Aid</b>							
Grant-In-Aid	\$ 93,699	\$ 56,553	\$ 95,774	\$ 118,983	\$ 23,209	24.23%	Fully funding this line item for the fiscal year.
<b>Total Grant-In-Aid</b>	\$ 93,699	\$ 56,553	\$ 95,774	\$ 118,983	\$ 23,209	24.23%	
<b>Total Student Government Expenses *</b>	\$ 363,257	\$ 277,649	\$ 488,710	\$ 517,279	\$ 28,569	5.85%	
<b>Net Cost of Student Government</b>	\$ 363,257	\$ 277,649	\$ 488,710	\$ 517,279	\$ 28,569	5.85%	

Note:

\*Excludes PTO and Amortization expense of: \$ 114 \$ 2,937

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

<i>Student &amp; University Support</i>							2017-18 Proposed Operating Budget 4.7.17 Draft
Description of Item	2015/2016	YTD 2016-17	2016/2017	2016/2017	Net Budget	Percent	
	Actual	as of 2/28/17	6&6 Budget Review	2017-18 Proposed Operating Budget	Modification	Change	
							Comment/Variance Explanation
<b>Revenue *</b>							
Interest Income, Los Angeles Investment Fund (L.A.I.F.), & Unrealized Gain/Loss	\$ 8,694	\$ 8,067	\$ 7,531	\$ 8,000	\$ 469	6.23%	After reviewing revenue performance over the past three years an increase in revenue projections is warranted.
Gift Contrib. Income	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Locker Revenue	\$ 4,495	\$ 4,040	\$ 4,100	\$ 4,100	\$ -	0.00%	
Miscellaneous Revenue (Rev. Other, Music Concerts, Events, & Laptop Rev)	\$ 2,362	\$ 1,669	\$ 3,000	\$ 3,000	\$ -	0.00%	
Movie Ticket Sales	\$ 1,829	\$ 26	\$ 1,500	\$ 1,500	\$ -	0.00%	
Sea World Tickets	\$ 21	\$ 4,655	\$ 250	\$ 250	\$ -	0.00%	
Disneyland Sales	\$ 2,574	\$ 818	\$ 818	\$ -	\$ (818)	-100.00%	We no longer sell Disneyland tickets.
Commissions (Knott's Ticket Sales)	\$ 878	\$ 70	\$ 700	\$ 1,000	\$ 300	42.86%	After reviewing revenue performance over the past three years an increase in revenue projections is warranted.
Consignment Sales	\$ 9,920	\$ 9,817	\$ 10,000	\$ 9,000	\$ (1,000)	-10.00%	The reduction reflects our 2017-18 revenue projections.
<b>Total Programming and Student Support Revenue</b>	<b>\$ 30,773</b>	<b>\$ 29,162</b>	<b>\$ 27,899</b>	<b>\$ 26,850</b>	<b>\$ (1,049)</b>	<b>-3.76%</b>	
<b>Expenses</b>							
<b>Student Support (formally Programming)</b>							
Student Organization Direct Funding and Co-sponsorships	\$ 102,309	\$ 31,062	\$ 118,981	\$ 90,168	\$ (28,813)	-24.22%	The decrease is due to the Board approving one time funding for club programming. Therefore the onetime expenses were higher than what is being proposed this year.
Unrestricted Funding for the Finance Committee	\$ -	\$ -	\$ 72,790	\$ -	\$ (72,790)	-100.00%	The decrease is due to the Board approving one time funding for the Finance Committee to allocate. Therefore the onetime expenses were higher than what is being proposed this year.
Leadership Development	\$ 38,159	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Programming & Advocacy (Expenses-Other)	\$ 134,836	\$ 61,587	\$ 136,004	\$ 103,200	\$ (32,804)	-24.12%	The decrease is due to the Board approving one time funding for the advocacy and programming efforts. Therefore the onetime expenses were higher than what is being proposed this year.
Marketing and Advertisement	\$ 62,876	\$ 31,189	\$ 72,117	\$ 54,266	\$ (17,851)	-24.75%	Fully funding this line item for the fiscal year.
<b>Total Programming</b>	<b>\$ 338,179</b>	<b>\$ 123,838</b>	<b>\$ 399,892</b>	<b>\$ 247,634</b>	<b>\$ (152,258)</b>	<b>-38.07%</b>	
<b>Scholarships &amp; Vouchers</b>							
Student Book Voucher Program	\$ 8,621	\$ 8,767	\$ 14,600	\$ 15,000	\$ 400	2.74%	Fully funding this line item for the fiscal year.
Committee Permits/Vouchers	\$ 4,025	\$ 803	\$ 8,000	\$ 8,000	\$ -	0.00%	
A.S.I. Scholarships	\$ 2,500	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<b>Total Scholarships &amp; Vouchers</b>	<b>\$ 15,146</b>	<b>\$ 9,570</b>	<b>\$ 22,600</b>	<b>\$ 23,000</b>	<b>\$ 400</b>	<b>1.77%</b>	
<b>University Support</b>							
Children's Center	\$ 125,211	\$ 110,000	\$ 140,000	\$ -	\$ (140,000)	-100.00%	Funding pending area presentations to the Finance Committee.
EOP	\$ 5,741	\$ 3,500	\$ 3,500	\$ -	\$ (3,500)	-100.00%	Funding pending area presentations to the Finance Committee.
EPIC (Educational Participation in Communities)	\$ 16,233	\$ 7,721	\$ 11,721	\$ -	\$ (11,721)	-100.00%	Funding pending area presentations to the Finance Committee.
College of Arts & Letters - Golden Eagle Radio	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.00%	Funding pending area presentations to the Finance Committee.
Dreamers Resource Center	\$ -	\$ 17,000	\$ 17,000	\$ -	\$ (17,000)	-100.00%	Funding pending area presentations to the Finance Committee.
Veterans Resource Center	\$ -	\$ -	\$ 9,700	\$ -	\$ (9,700)	-100.00%	Funding pending area presentations to the Finance Committee.
<b>Total Student Support</b>	<b>\$ 152,185</b>	<b>\$ 138,221</b>	<b>\$ 186,921</b>	<b>\$ 172,132</b>	<b>\$ -</b>	<b>0.00%</b>	
<b>Total Programming and Student Support Expenses</b>	<b>\$ 505,511</b>	<b>\$ 271,629</b>	<b>\$ 609,413</b>	<b>\$ 442,766</b>	<b>\$ (166,647)</b>	<b>-27.35%</b>	
<b>Net Cost of Programming, Scholarships and Student Support</b>	<b>\$ 474,738</b>	<b>\$ 242,467</b>	<b>\$ 581,514</b>	<b>\$ 415,916</b>	<b>\$ (165,598)</b>	<b>-28.48%</b>	

## 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
<b>Projected FY</b>	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
<b>Projected FY</b>	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
<b>Projected FY</b>	\$ 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	2017-18 A.S.I. Revenue Projections	\$ 1,423,993
B. Current Operations	10%	\$ 4,272		
C. Capital Replacement	20%	\$ 8,544		
D. Contingency Failure	15%	\$ 6,408		
<b>Total 3% Reserve Allocation</b>		\$ 42,720	<b>Total</b>	<b>\$ 1,423,993</b>
			Required 3% Reserve 2016-17	\$ 42,719.79
			<b>2017-18 A.S.I. Revenue Projections</b>	<b>\$ 1,381,273</b>

**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.