

Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
2017-2018 Proposed Operating Budget - DRAFT
Administration

Updated:
Friday, April 7, 2017

**The projections are based on our current Student Body Fee per student
of \$26.88 in the fall semester and \$26.87 in the spring semester**

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Associated Students, Inc.
 Administration

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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	7	x	\$5	x	2	development	\$ 70.00

- Supplies	14	x	\$5	x	0	trainings	\$ -
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Quarterly Staff Training

- Hospitality	14	x	\$15	x	3	staff trainings	\$ 630.00
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Student Appreciation Event(s)	14	x	\$5.00	x	2		\$ 140.00
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Grand Total	\$ 910.00
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Associated Students, Inc.
2017-2018 Proposed Operating Budget - DRAFT
Administration

Associated Students, Inc.
Administration

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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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Grand Total	\$3,360.00
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Associated Students, Inc.
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Associated Students, Inc.
 Administration

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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 \$ 550.00

NACAS Dues	\$ 1,150.00	x	3	(Split between U-SU, A.S.I., & UAS)	\$ 383.33
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Progressive Business Compliance \$ 50.00

Spotify	9.99 x		9% x	12	\$ —
HootsSuite					\$ —
Fonts Subscription (Graphics)	\$ 96.00	x		2	\$ —
Evato (Graphics)	\$ —	x		1	\$ —
Drop Box (Graphics)	\$ 100.00	x		1	\$ —
Suitcase TeamSync Pricing					\$ —
Amazon Prime Membership Fee					\$ —
Grand Total					\$ 983.33

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 2017-2018 Proposed Operating Budget - DRAFT
 Administration

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Administration

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LEASE EQUIPMENT/TECHNOLOGY RELATED

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 2018 \$ 3,450.00

1 Front Desk (Next refresh required 2017)

\$	1,150.00	x	1	=		\$ 1,150.00
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4 Administrative Assistant Office (Next refresh required 2020)

\$	1,150.00	x	2	=		\$ 2,300.00
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3 Professional Staff (Next refresh required 2016)

\$	1,150.00	x	0	=		\$ -
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Executive Officer Printer Replacement	2	x	\$ 300.00	\$ 600.00
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	\$ 4,050.00
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Associated Students, Inc.
2017-2018 Proposed Operating Budget - DRAFT
Administration

Associated Students, Inc.
Administration

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PAYROLL CHARGES

		Pay Periods	
ADP Payroll Services Charge	\$ 210.00	x 26	\$ 5,460.00

In U-SU Human Resources - Payroll

- Processing Fees	\$ 700.00
- FSA	\$ 150.00
- Quarterly Reports	\$ 100.00
- W-2's	\$ 195.00
- Miscellaneous costs (i.e. set up, change of employee inform., check cancellation etc.)	\$ 500.00

Grand Total	\$ 7,105.00
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Associated Students, Inc.
2017-2018 Proposed Operating Budget - DRAFT
Administration

Associated Students, Inc.
Administration

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CS-Human Resources

Human Resources - Cal State LA \$ 5,000.00

Grand Total	\$ 5,000.00
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Associated Students, Inc.
2017-2018 Proposed Operating Budget - DRAFT
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Associated Students, Inc.
Administration

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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 2018 Coronado, San Diego (Dena, Intef, & New Staff)

<http://csuaoa.org/conference/>

- Registration Fee \$550 x 3	\$ 1,650.00	
- Hotel rate \$275 per day x 3 days x 3	\$ 2,475.00	
- Internet \$25 x 3 days & Parking \$20 x 3 days x 1	\$ 135.00	
- Airfare \$300/Car Rental Mileage \$100 x 2 x 2 days	\$ 850.00	
- Per diem \$55 per day x 3 days x 3	\$ 495.00	
		\$ 5,605.00

AOA ASI/Union Meeting X 1 per year - Regional Meeting (Dena & Intef)

- Hotel rate (\$275.00 per day x 2 day x 2)	\$ 1,100.00	
- Registration Fee \$100 x 2	\$ 200.00	
- Airfare/Car Rental Mileage \$100 x 2	\$ 200.00	
- Per diem (\$55 per day x 1 day) X 2	\$ 110.00	
		\$ 1,610.00

Local Mileage Expense	\$ 150.00	x	3		\$ 450.00
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AS Advisor Summit/CHESS

- Hotel rate 1 x 4 days x \$275	\$ 1,100.00	
- Airfare & Shuttle	\$ 250.00	
- Per diem (\$55 per day X 4 days) x 1	\$ 220.00	
- Conference Registration \$175.00 x 1	\$ 175.00	
		\$ 1,745.00

Grand Total	\$ 9,410.00
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CS-ACCOUNTING

University Chargebacks for Accounting Services - Accounting Services (\$13,354.63 X 4)	\$ 57,560.00
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Grand Total	\$ 57,560.00
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Associated Students, Inc.
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CS-AUDITING SERVICES

	2017-18
Audit Firm - Macias, Gini, & O'Connell, LLP (MGO)	\$ 16,125.00

CSU & IRS required external annual audit and preparation financial statements

Tax Services and CSULA Processing Fee	\$ 3,500.00
Cost to annually file and prepare our coporprate taxes with the IRS	

Actuarial Services	\$ 2,000.00
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Grand Total	\$ 21,625.00
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 Administration

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CS-Fee Collection Services

Fee Collection Servi	\$ -	summer			
	\$ 5,654.04	fall	Semester		
	\$ -	winter			
	\$ 4,504.08	spring	Semester		\$ 10,158.12

Grand Total	\$ 10,158.12
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Associated Students, Inc.
Administration

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INSURANCE

Cost of insurance related to specific activities/programs. Other organizational

CSURMA - Insurance Renewal \$ 8,000.00

CSURMA Insurance \$ 7,978.00

CSURMA Insurance Ret \$ (1,875.00)

\$ 6,103.00

Grand Total \$ 8,000.00

insurance.

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Associated Students, Inc.
Administration

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LEGAL SERVICES- Litigation Cost

Legal Services	\$ 7,000.00
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Grand Total	\$ 7,000.00
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