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

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

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 C - Hospitality	Office Staff Develo	pment					
Adm	7	Х	\$5	Χ	2	development	\$ 70.00
SG	7	Х	\$5	Х	2	development	\$ 70.00
- Supplies	14	Х	\$5	Х	0	trainings	\$ -
Quarterly Staff 7 - Hospitality	Training 14	X	\$15	Х	3	staff trainings	\$ 630.00
Student Appreci	ation Event(s)	14	Х	\$5.00	2		\$ 140.00

Grand Total	\$	910.00
Grand Total	Ф	710.00

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

Grand Total \$3,360.00

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

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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	Х	•	Split between U- U, A.S.I., & UAS)	\$ 383.33
Progressive Business Compliance			-, - , ,	\$ 50.00
Spotify 9.99)	9% x	12	\$
HootsSuite-				\$
Fonts Subscription (Graphics)	\$ 96.00	X	2	\$ <u> </u>
Evato (Graphics)	\$	X	1	\$
Drop Box (Graphics)	\$ 100.00	×	1	\$ <u>-</u>
Suitcase TeamSync Pricing				\$
Amazon Prime Membership Fee				\$
Grand Total				\$ 983.33

Associated Students, Inc. Administration

Supplies and Services	660830	00001	780000
Postage & Freight	660800	00001	780000
Telephone Usage	604001	00001	780000
Telephone Equipment Lease	604822	00001	780000

OPERATING EXPENSES (SUPPLIES & SERVICES)

University Chargebacks

- Telephone Equipment Fee \$ 400.00 x 12 \$ 4,800.00

- Telephone Usage \$ 40.00 x 12 \$ 480.00

Total \$ 5,280.00

- Postage & Fed Ex (\$50 X 12)

\$ 600.00

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, labels, file folders, desk calendars, tape, stationery, etc.

 Summer
 \$ 500.00

 Fall
 \$ 500.00

 Spring
 \$ 500.00

\$ 1,500.00

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

Total Cost \$ 7,630.00

Associated	Students,	Inc.
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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

4 Administrative Assistant Office (Next refresh required 2020)

1,150.00 x 2 = 2,300.00

3 Professional Staff (Next refresh required 2016)

1,150.00 x 0 =

Executive Officer Printer Replacement 2 x \$ 300.00 \$ 600.00

\$ 4,050.00

Associated Students, Inc.

Administration

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PAYROLL CHARGES

Pay	Per	iods

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	\$ 500.00
(i.e. set up, change of employee inform., check cancellation etc.)	

Grand Total \$ 7,105.00

Associated Students, Inc. Administration

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CS-Human Resources

Human Resources - Cal State LA

\$ 5,000.00

Grand Total \$ 5,000.00

Associated Students, Inc.

Administration

Grand Total

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CONI	FERENCE	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, Interhittp://csuaoa.org/conference/	f, &	New Staff)		
- 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 & Ir	itef			
- 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
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		
Somoronos Registration & Protect A	Ψ	170.00	\$	1,745.00
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\$ 9,410.00

Associated Students, Inc. Administration

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CS-ACCOUNTING

University Chargebacks for Accounting Services - Accounting Services (\$13,354.63 X 4)

\$ 57,560.00

Grand Total \$ 57,560.00

Associated Students, Inc.

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CS-AUDITING SERVICES

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

2017-18 \$ 16,125.00

CSU & IRS required external annual audit and prepration financial statements

Tax Services and CSULA Processing Fee

\$ 3,500.00

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

Actuarial Services \$ 2,000.00

Grand Total \$ 21,625.00



Associated Students, Inc.

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

INSURANCE

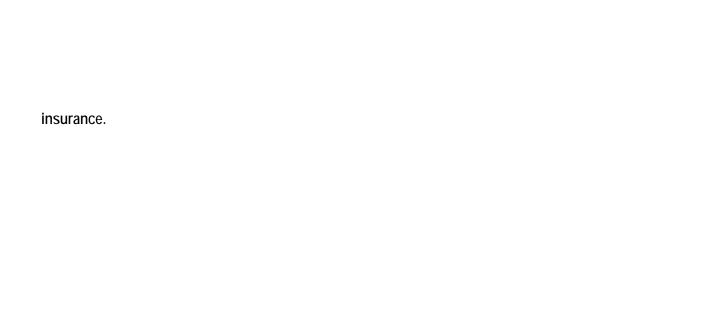
Cost of insurance related to specific activities/programs. Other organizational

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



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LEGAL SERVICES- Litigation Cost

Legal Services \$ 7,000.00

Grand Total \$ 7,000.00

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<u>UNIVERSITY CHARGEBACKS - U-SU Space Lease</u>

U-SU Chargebacks

Per Month

months \$ 8,164.80 \$ 680.40 Utilities 2835 Sq.Feet x \$0.24 12 Cost of heating and cooling, electricity, gas, water, and sewer.

Per Month

Custodial Services 2835 Sq.Feet x 12 months \$ 14,288.40 \$ 1,190.70 \$0.42

Floor Maintenance (gloss, buffing floor one time per year)

Grand Total \$ 22,453.20