

Associated Students, Inc.  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
2016-2017 9&3 Budget Review - DRAFT  
Administration

**Updated:**  
Friday, May 5, 2017

**The projections are based on our current Student Body Fee per student of \$19.25 in the fall quarter and \$17.25 in the winter, spring, and summer quarters**

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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		2		\$	140.00
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<b>Grand Total</b>	<b>\$ 910.00</b>
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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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DUES / SUBS / PUBLICATIONS

Professional organizational dues; membership dues; subscriptions to newspapers, publications, magazines, periodicals, newsletters, resource materials, etc.

Auxiliary Organizations Association Dues	\$	500.00
NASPA Renewal Dues	\$	250.00
NACAS Dues	\$ 955.00 / 3	(Split between U-SU, A.S.I., & UAS) \$ 318.33
Founded in 1969 as the National Association of College Auxiliary Services, NACAS is the largest auxiliary services support organization serving higher education. NACAS provides extensive opportunities for members to share ideas, develop business solutions, enhance programs and revenues, and develop meaningful professional relationships.		
Progressive Business Compliance	\$	50.00
Spotify	9.99 x 9% x 12	\$ 130.67
HootsSuite	\$	119.88
Fonts Subscription (Graphics)	\$ 96.00 x 2	\$ 192.00
Evato (Graphics)	\$ - x 1	\$ -
Drop Box (Graphics)	\$ 100.00 x 1	\$ 100.00
Amazon Prime Membership Fee	\$	53.41
<b>Grand Total</b>	<b>\$</b>	<b>1,714.29</b>



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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 2016 \$ 3,450.00

1 Front Desk (Next refresh required 2017)

\$	1,150.00	x	0	=	\$	-
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4 Administrative Assistant Office (Next refresh required 2018)

\$	1,300.00	x	0	=	\$	-
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3 Professional Staff (Next refresh required 2016)

\$	1,150.00	x	3	=	\$	3,450.00
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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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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

<b>Grand Total</b>	<b>\$ 7,105.00</b>
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CS-Human Resources

Human Resources - Cal State LA \$ 5,000.00

<b>Grand Total</b>	<b>\$ 5,000.00</b>
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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 2017 San Diego, CA (Dena, <http://csuaoa.org/conference/>)

- Registration Fee \$495 x 3	\$ 1,485.00	
- 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	
		\$ 5,440.00

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

<b>Grand Total</b>	<b>\$ 9,245.00</b>
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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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<b>Grand Total</b>	<b>\$ 57,560.00</b>
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CS-AUDITING SERVICES

	<table border="1"><tr><td>2016-17</td></tr></table>	2016-17
2016-17		
Audit Firm - Macias, Gini, & O'Connell, LLP (MGO)	\$ 16,125.00	

**CSU & IRS required external annual audit and preparation financial statement:**

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

Actuarial Services	\$ 1,000.00		
<table border="1"><tr><td>Additional Expense</td></tr></table>	Additional Expense	<table border="1"><tr><td>\$ 1,700.00</td></tr></table>	\$ 1,700.00
Additional Expense			
\$ 1,700.00			

<b>Grand Total</b>	<b>\$ 22,325.00</b>
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CS-Fee Collection Services

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

<b>Grand Total</b>	<b>\$ 10,158.12</b>
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INSURANCE

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

CSURMA - Insurance Renewal \$ 8,000.00

CSURMA Insurance	\$	7,978.00
CSURMA Insurance Ret	\$	(1,875.00)
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	\$	6,103.00

**Grand Total \$ 8,000.00**

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LEGAL SERVICES- Litigation Cost

Legal Services	\$ 5,000.00
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Grand Total	\$ 5,000.00
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UNIVERSITY CHARGEBACKS - U-SU Space Lease

U-SU Chargebacks

									Per Month
Utilities	2835 Sq.Feet	x	\$0.24	12	months	\$	8,164.80	\$	680.40
Cost of heating and cooling, electricity, gas, water, and sewer.									
									Per Month
Custodial Services	2835 Sq.Feet	x	\$0.42	12	months	\$	14,288.40	\$	1,190.70
Floor Maintenance (gloss, buffing floor one time per year)							\$	3,500.00	

<b>Grand Total</b>	<b>\$ 25,953.20</b>
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CAPITAL EQUIPMENT

Total Capital Equipment Allocation:	\$ 153,660.07
If agreed interest is:	0%

10 Year Plan

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Amount	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01	\$ 15,366.01
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>	<b>\$ 15,366.01</b>
Remaining Balance	\$ 138,294.06	\$ 122,928.06	\$ 107,562.05	\$ 92,196.04	\$ 76,830.04	\$ 61,464.03	\$ 46,098.02	\$ 30,732.01	\$ 15,366.01	\$ 15,366.01

Total Capital Equipment Allocation:	\$ 153,660.07
If agreed interest is:	0%