

Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
2017-18 6&6 Operating Budget Review Draft
Administration

Updated:

Wednesday, February 28, 2018

**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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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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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		\$ 550.00
NACAS Dues	\$ 1,150.00 / 3	\$ 383.33
	\$ 1,248.00 / 3 (Split between U-SU, A.S.I., & UAS)	\$ 416.00
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				\$ 1,016.00

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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 8 \$ 3,200.00

- Telephone Usage \$ 40.00 x 12 \$ 480.00

Total **\$ 3,680.00**

- 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~~, binders, 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	\$ 6,030.00
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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

Office Re-wiring \$ 7,363.00

\$ 11,413.00

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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

Grand Total	\$ 7,105.00
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CS-Human Resources

Human Resources - Cal State LA \$ 5,000.00

Grand Total	\$ 5,000.00
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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

Grand Total	\$ 57,560.00
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CS-AUDITING SERVICES

2017-18

\$ 16,125.00

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

**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 corporate taxes with the IRS

Actuarial Services \$ 2,000.00

Grand Total	\$ 21,625.00
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CS-Fee Collection Services

Fee Collection Servi	\$ -	summer				
	\$ 5,654.04	fall	Semester			
	\$ -	winter				
	\$ 5,152.48	spring	Semester			\$ 10,806.52

Grand Total	\$ 10,806.52
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INSURANCE

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

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	\$ 7,000.00
	\$ 5,000.00

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)						\$	-	

Grand Total	\$ 22,453.20
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