

Associated Students, Inc.
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
2018-19 Operating Budget Review Draft
Administration

Updated:

Friday, March 16, 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**

Associated Students, Inc.
 CALIFORNIA STATE UNIVERSITY, LOS ANGELES
 2018-19 Operating Budget Review Draft

Associated Students, Inc.
 Administration

660009	00001	780000
---------------	--------------	---------------

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	\$ -
Bimonthly All-Staff Training							
- Hospitality	14	x	\$15	x	2	staff trainings	\$ 420.00
Student Appreciation Event(s)	14	x	\$5.00	x	2		\$ 140.00
Circle of Change Conference	8	x	\$ 175	x	26		\$ 1,400.00
Milelage (x2)	8	x	\$0.545	x	26		\$ 226.72

Grand Total	\$ 2,326.72
--------------------	--------------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

660944	00001	780000
--------	-------	--------

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
 2018-19 Operating Budget Review Draft

Associated Students, Inc.
 Administration

660950	00001	780000
--------	-------	--------

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
------------	-------------	---	---	-------------------------------------	-----------

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

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

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	\$ 350.00	x	8	\$ 2,800.00
- Telephone Usage	\$ 40.00	x	12	\$ 480.00
			Total	\$ 3,280.00

- Postage & Fed Ex (\$50 X 12) \$ 600.00

Centralizing all phone usage, phone equipment, and postage expenses are cents 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, computer paper, 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	\$ 5,630.00
-------------------	--------------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.

Administration

607010	00001	780000
--------	-------	--------

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 \$ -

1 Front Desk (Next refresh required 2017)

\$	1,150.00	x	0	=	\$	-
----	----------	---	---	---	----	---

4 Administrative Assistant Office (Next refresh required 2020)

\$	1,150.00	x	0	=	\$	-
----	----------	---	---	---	----	---

3 Professional Staff (Next refresh required 2016)

\$	1,150.00	x	0	=	\$	-
----	----------	---	---	---	----	---

Executive Officer Printer Replacement	5	x	\$ 300.00		\$ 1,500.00
---------------------------------------	---	---	-----------	--	-------------

	\$ 1,500.00
--	-------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

660943	00001	780000
--------	-------	--------

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
--------------------	--------------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

613931	00001	780000
--------	-------	--------

CS-Human Resources

Human Resources - Cal State LA \$ 5,000.00

Grand Total	\$ 5,000.00
--------------------	--------------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

606800	00001	780000
--------	-------	--------

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 2019 Palm Springs (Dena, Intef, & Alix)

<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	
- Parking \$20 x 3 days x 1	\$ 60.00	
- Car Rental/Mileage \$250 x 1 person/212 miles x \$.545 x 2	\$ 481.08	
- Per diem \$55 per day x 3 days x 3	\$ 495.00	
		\$ 5,161.08

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	
- 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	\$ -	
- Airfare & Shuttle	\$ -	
- Per diem (\$55 per day X 4 days) x 1	\$ -	
- Conference Registration \$175.00 x 1	\$ -	
		\$ -

Grand Total	\$ 7,221.08
--------------------	--------------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

613930	00001	780000
--------	-------	--------

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.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

613804	00001	780000
--------	-------	--------

CS-AUDITING SERVICES

2018-19

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 corporate taxes with the IRS

Actuarial Services \$ 2,000.00

Grand Total	\$ 21,625.00
--------------------	---------------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

613932	00001	780000
--------	-------	--------

CS-Fee Collection Services

Fee Collection Service	\$ -	summer				
	\$ 5,732.89	fall	Semester			
	\$ -	winter				
	\$ 5,157.28	spring	Semester			\$ 10,890.17

Grand Total	\$ 10,890.17
--------------------	---------------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

660880	00001	780000
--------	-------	--------

INSURANCE

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

CSURMA - Insurance Renewal \$ 8,000.00

Grand Total \$ 8,000.00

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

660810	00001	780000
--------	-------	--------

LEGAL SERVICES- Litigation Cost

Legal Services	\$ 7,000.00
----------------	-------------

Grand Total	\$ 7,000.00
-------------	-------------

Associated Students, Inc.
2018-19 Operating Budget Review Draft
Administration

Associated Students, Inc.
Administration

660041	00001	780000
--------	-------	--------

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
--------------------	---------------------