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

Updated:

Friday, April 6, 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

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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 Off - Hospitality	ice Staff Develo	pment						
Adm	7	Χ	\$5	Х	2	development	\$	70.00
SG	7	Х	\$5	Χ	2	development	\$	70.00
- Supplies	14	Х	\$5	Х	0	trainings	\$	-
Bimonthly All-Staf	f Training							
- Hospitality	14	Х	\$15	Х	3	staff trainings	\$	630.00
Student Appreciat	tion Event(s)	14	Х	\$5.00	2		\$	140.00
Circle of change Registration:				- \				
per student (\$25.		'		o or more)			_	050
\$	25	Х	14				\$	350
Mileage:								
18 miles x 2 (rou	ndtrip) x 3 days	= 18*.545	$= 9.81×2	2 (roundtrip)	= \$19.6	o2 x 3 (days) = \$5	8.86	
\$	58.86	Χ	3	drivers			\$	177

Grand Total	\$ 1,437

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DUES / SUBS / PUBLICATIONS

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

Grand Total					\$ 1,016.00
Progressive Busines	ss Compliance			30, N.3.1., & ONS)	\$ 50.00
NACAS Dues	\$ 1,248.00	Х	3	(Split between U- SU, A.S.I., & UAS)	\$ 416.00
Auxiliary Organization	ons Association Du	les			\$ 550.00

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

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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 \$ 334.00 x 8 \$ 2,672.00

- Telephone Usage \$ 35.00 x 12 \$ 420.00

Total \$ 3,092.00

- 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, 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 \$ 5,442.00

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LEASE EQUIPMENT/TECHNOLOGY RELATED

This line-item address the organizations technology needs via computer purchases, copier and printer rentals.

University Chargeb	bacl	KS
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	uters (Administrative Offic	ŕ	пенезитец	ilieu iali 20	10		Ψ
1 Front De	esk (Next refresh required	d 2017)					
\$	1,150.00	Χ	0	=	\$	-	
4 Adminis	trative Assistant Office (N	lext refresh	required 20	20)			
\$	1,150.00	Χ	0	=	\$	-	
3 Professi	onal Staff (Next refresh r	equired 20	16)				
\$	1,150.00	Χ	0	=	\$	-	
itivo Officar Dr	inter Renlacement	Λ	V	¢ 300.00	1		¢

\$ -

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PAYROLL CHARGES

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

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CS-Human Resources

Human Resources - Cal State LA

\$ 5,000.00

Grand Total \$ 5,000.00

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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 Indian Wells (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 2	\$	120.00		
- Car Rental/Mileage \$250 x 1 person/212 miles x \$.545 x 2	\$	236.00		
- Per diem \$24 dinner x 3	\$	72.00		
			\$	4,553.00
AOA ASI/Union Meeting X 1 per year - Regional Meeting (Dena & Ii	ntei	f)		,
- Hotel rate (\$200.00 per day x 2 day x 2)	\$	800		
- Registration Fee \$0 x 2		-		
- Airfare/Car Rental Mileage \$100 x 2	\$	200		
- Per diem (\$55 per day x 1 day) X 2	\$ \$ \$	110		
Tot dom (400 por day x 1 day) x 2	Ψ	110	\$	1,110
			Ψ	1,110
AOA Financial Services - Regional Meeting (Dena)				
- Hotel rate (\$275.00 per day x 1 day x 1)	\$	275		
- Registration Fee \$125 x 1	\$	125		
- Airfare/Car Rental Mileage \$100 x 1	\$	100		
- Per diem (\$55 per day x 1 day) X 2	\$	55		
- 1 of diciti (\$00 per day x 1 day) x 2	Ψ	33	\$	555
			Ψ	333
Fitting the Pieces Together Conference (Intef or designee)				
- Hotel rate (\$275.00 per day x 2 day x 1)	\$	550		
- Registration Fee \$275 x 1	\$	275		
- Airfare/Car Rental Mileage \$150 x 1	\$	150		
•	\$			
- Per diem (\$55 per day x 2 day) X 1	Þ	110	ф.	1 005
			\$	1,085
Local Mileage Expense \$ 100 x 2			\$	200
255di iiiiodgo 2.ipoilos			*	200
AS Advisor Summit/CHESS 3&9 Budget Review				
- Hotel rate 1 x 2 days x \$200	\$	_		
- Airfare & Shuttle		_		
- Per diem (\$55 per day X 2 days) x 1	\$ \$	_		
- Conference Registration \$175.00 x 1	\$	_		
- Contenence Registration \$175.00 x 1	ψ	-	\$	
			ψ	-
Grand Total			\$	7,503
			7	.,

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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

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

2018-19 \$ 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 IR	!S	
Actuarial Services	\$	2,000.00
CSU Annual Auxiliary Audit Assessment	\$	1,093.00

Grand Total \$ 22,718.00

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CS-Fee Collection Services

Fee Collection Servic \$ - summer

\$ 5,732.89 fall Semester

\$ - winter

\$ 5,157.28 spring Semester \$ 10,890.17

Grand Total \$ 10,890.17

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INSURANCE

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

CSURMA - Insurance Renewal

\$ 8,000.00

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

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