

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

<b>660009</b>	<b>00001</b>	<b>780000</b>
---------------	--------------	---------------

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	3	staff trainings	\$	630.00
---------------	----	---	------	---	---	-----------------	----	--------

Student Appreciation Event(s)	14	x	\$5.00	x	2		\$	140.00
-------------------------------	----	---	--------	---	---	--	----	--------

**Circle of change: November 30 - December 2**

Registration:

per student (\$25.00 discount for campuses that send 5 or more)

\$	25	x	14				\$	350
----	----	---	----	--	--	--	----	-----

Mileage:

18 miles x 2 (roundtrip) x 3 days = 108 miles = 108 \* .545 = \$58.86

\$	58.86	x	3	drivers			\$	177
----	-------	---	---	---------	--	--	----	-----

<b>Grand Total</b>		<b>\$ 1,437</b>
--------------------	--	-----------------

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	\$ 1,248.00	x	3	(Split between U-SU, A.S.I., & UAS)	\$ 416.00
Progressive Business Compliance					\$ 50.00
<b>Grand Total</b>					<b>\$ 1,016.00</b>

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

<b>Grand Total</b>					<b>\$3,360.00</b>
--------------------	--	--	--	--	-------------------



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 0 x \$ 300.00 \$ -

\$ -

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

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

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

<b>Grand Total</b>	<b>\$ 5,000.00</b>
--------------------	--------------------

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 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 & Intef)

- 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
		\$ 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
		\$ 555

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	\$	110
		\$ 1,085

Local Mileage Expense	\$	100	x	2	\$	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	\$	-
		\$ -

<b>Grand Total</b>	<b>\$</b>	<b>7,503</b>
--------------------	-----------	--------------

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

<b>Grand Total</b>	<b>\$ 57,560.00</b>
--------------------	---------------------

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 coporprate taxes with the IRS		

Actuarial Services	\$	2,000.00
--------------------	----	----------

CSU Annual Auxiliary Audit Assessment	\$	1,093.00
---------------------------------------	----	----------

<b>Grand Total</b>	<b>\$</b>	<b>22,718.00</b>
--------------------	-----------	------------------

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

<b>Grand Total</b>	<b>\$ 10,890.17</b>
--------------------	---------------------

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

<b>Grand Total</b>	<b>\$ 7,000.00</b>
--------------------	--------------------

